



i2visa Order Form (Qatar)

1. Checklist of Authenticating UK Documents for use in Qatar

Please Cross 'x' in the Appropriate Box '☐' (Item with "*" must be provided)!		Confirmation	
Copy of Passport*	TWO copies of your passport photo page only (no original passport)	☐	
UK Document(s)*	UK <u>original</u> and <u>photocopy</u> of the document(s) required individually	☐	
i2visa Order Form*	i2visa order form can be completed by hand.	☐	
Full Service: <u>Regular Service up to 20 working days</u>	1) Certified by our notary public; 2) Legalised by FCDO (an apostille Certificate attached); 3) Authenticated by Qatar Embassy; 4) Scanning Service upon request; 5) Shipment Service	One Document (£188) ☐ Two Documents (£288) ☐ Three Documents (£388) ☐	
	Part Service: <u>Regular Service up to 10 working days</u>	1) Authenticated by Qatar Embassy (Requirement: An apostilled certificate attached to the document.) 2) Scanning Service upon request; 3) Shipment Service	One Document (£138) ☐ Two Documents (£238) ☐ Three Documents (£338) ☐
		Commercial Documents only	The extra charge based on the above appropriate fee for personal documents (Ex. THREE commercial documents – extra £188 ☐)
Delivery Option	Recorded Mail Delivery for UK/Ireland delivery; Courier Service to the world: up to 5 working days; ; Self-arranged Delivery (£0) ☐	To UK/Ireland (£10) ☐ To Qatar/Others (£45) ☐	
Your Request	Please tick the following box for us to notarise the <u>original</u> or <u>copied</u> UK document(s):		
	<ul style="list-style-type: none"> • Original Marriage/Birth Certificate/Background Check Certificate ☐ • Photocopy Degree/Master/PGCE/TEFL/TESOL Certificate ☐ • Other Request: _____ 		
Payment Option 1:	Account Number: 29702960 Sort Code: 23-69-72 Reference: Your Full Name	Payment Date: _____	
		1) UK Bank Transfer ☐ 2) Enclosed Cash £GBP ☐ 3) AliPay QR Code ☐	
Payment Option 2:	PayPal Account ☐ Credit Card ☐ (The payment methods 5% surcharge on top & oversea customer only)		
Post or Courier all required documents to i2visa's Edinburgh Office (Express or Urgent service is optional.)	Please mail all the above required documents to: i2visa UK, Forth House, 28 Rutland Square, Edinburgh, EH1 2BW, UK		
	Express Service (based on regular service)	Extra £58 (1 doc) ☐	£108(2 docs) ☐ £158 (3 docs) ☐
	Urgent Service (based on above service)	Extra£108(1 doc) ☐	£158 (2 docs)☐ £208 (3 docs) ☐
	Timescale in Full Service:15 working days (Express Service); 10working days (Urgent Service)		

2. Contact Details:

Please brightly complete the following boxes in print. Please note that the legalised/authenticated/other document(s) will be delivered to the following address (all over the world):

Full name of Applicant and Contact person	Country Code (Ex: UK +44) Tel/Mob Number
House/Flat Number/Others	Street/Road/Avenue/Others
City or Town	Post/Zip Code
How did you find us? Please tell us with huge thanks!	Country
	Email Address

3. Terms and Conditions:

I have read and agree to the terms and conditions of i2visa UK (www.i2visa.co.uk).

Important Notice:

We will **NOT** process your application of authentication until the receipt of full payment. If you make the payment but withdraw your application later, we will take off the **30% of the total amount** as our admin charge according to our refund policy. (i2visa's PayPal registered account: i2visauk@gmail.com – used for overseas customers only) Please print on **SINGLE-SIDE of PAPER** for all forms. We also authenticate UK documents for China&Vietnam&Thailand&Qatar&UAE&Egypt&Kuwait&Algeria&Cuba&Jordan&Iraq&Malaysia&Indonesia etc.

Signature: _____

Date: _____