

IN ORDER TO PROCESS YOUR VISA AS SOON AS POSSIBLE ARKEBLS HAS CREATED THIS LIST WITH MOST REPEATED ERRORS MADE BY OUR CUSTOMERS.

PLEASE CHECK ALL THESE POINTS BEFORE SENDING YOUR DOCUMENTATION:

- 1) SIGN THE VISA APPLICATION**

- 2) BEFORE SENDING ANY PAPER WORK, CHECK THE PARAGRAPH "STEPS TO FOLLOW" IN OUR WEBSITE, BECAUSE VERY OFTEN CUSTOMERS FORGET:**
 - a) 3 PHOTOS (NIE/DNI PHOTOS, WITH WHITE BACKGROUND AND PRINTED ON PHOTOGRAPHIC PAPER)**
 - b) THE FORM OF RETURN OF PASSPORT**
 - c) THE PHOTOCOPY OF VISA FEE**

- 3) REMEMBER TO SEND YOUR ENVELOPE WITH SEUR TO THE FOLLOWING ADDRESS:**

***ARKE BLS CENTER
C/CARDENAL MARCELO SPINOLA, 4 1ª 28016 MADRID***

VERY IMPORTANT TO INDICATE IN SEUR THAT YOU ARE SENDING IT:

- DUE POSTAGE, STANDARD 24-HOUR SERVICE IF SENT FROM PENINSULA/ANDORRA.**

- DUE POSTAGE, STANDARD 48-HOUR SERVICE IF SENT FROM BALEARES, CANARIAS/ CEUTA OR MELILLA**

- 4) THE VISA PAYMENT MUST BE MADE IN :**

- La Caixa Cta : 2100-5757-90-0200026446**
- Banco Sabadell 0081-0367-15-0001278034**
- Banco Popular 0075-1410-72-0600081212**
- Banco Santander 0049-1774-78-2710014141**
- BBVA 0182-6356-43-0201530698**

ARKE DOES NOT ACCEPT MONEY ORDER (GIRO POSTAL)