

Drop Box

Important: The Drop Box facility at Blue Dart Centers is available only for those applicants who do not need to appear for Biometrics. This can happen for the following motivations:

1. Children below 12 years of age, who do not need to apply for Biometrics.
2. Applicants who already have a previous Schengen Visa in the last 59 Month with VIS mentioned, who thus already submitted their Biometrics.

All other applicants will need to personally apply for their Visa Application at the VFS Visa Application Centre.

Contact Details for Visa Information

Helpline Number- 022-67866004 between 08:00 AM and 05:00 PM (Monday-Friday) except on Public Holidays.

Email-Id- infonorth.italyin@vfshelpline.com - infowest.italyin@vfshelpline.com

Website- <https://visa.vfsglobal.com/ind/en/ita/apply-visa> (**Visa Application Form, checklists and documentation**)

Jurisdiction

Applications from the residents of New Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Rajasthan, Uttar Pradesh, Uttarakhand and Chandigarh are to be decided by the Embassy of Italy in New Delhi.

Applications from the residents of Andhra Pradesh, Chhattisgarh, Madhya Pradesh, Goa, Gujarat, Karnataka, Kerala, Maharashtra, Tamil Nadu, Daman and Diu, Dadra, Nagar Haveli, Lakshadweep, Pondicherry are to be decided by the Consulate of Italy in Mumbai.

Applications from the residents of the States of Assam, Arunachal Pradesh, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Tripura, Sikkim and West Bengal, the Union Territory of the Andaman & Nicobar Islands and Nepal are to be decided by the Consulate of Italy in Kolkata.

The place of issue of a passport or the permanent resident mentioned in the passport does not determine the jurisdiction but it is the current place where an applicant resides for the past 6 months that determines whether he/she belongs to a specific jurisdiction. Please note that visa applications cannot be processed from applicants (including Indian nationals) not permanently residing in India. Those visiting India and wishing to go to Italy from India - even on their way back to their country of residence - need to apply for their Schengen visa before departing from the relevant Consulate of their country of residence.

HOW TO APPLY

Applicants will call the contact Centre **022-67866004** before approaching the Drop Box location.

Operational Hours – Applications can be submitted at the Drop Box location between 09:00 hrs to 15:00 hrs.

Blue Dart Postal Visa Application Centre Address Complete
address of Postal visa application centers:-

| Location | Address |
|-----------------|--|
| AMRITSAR | 00/101, NATIONAL SHOPPING COM.,, NEAR NANDAN CINEMA,G.T. ROAD PUNJAB – 143001 |
| LUCKNOW | 3A/5, RADHA KRISHNA BHAWAN PARK ROAD, UTTAR PRADESH - 226001 |
| LUDHIANA | BLDG #478, AMAN PALACE ASHOK NAGAR,NEAR GEN. STAND BUS PUNJAB – 141002 |
| DEHRADUN | KHASRA NO 546 MAUZA NIRANJANPUR PRAGNA, SAHARANPUR ROAD, OPP ITI, UTTARAKHAND - 248001 |
| AGRA | UNIT NO. 3 TO 7,GROUND FLOOR RAMAN TOWER, SANJAY PLACE AGRA, UTTAR PRADESH - 282002 |
| KANPUR | GF, NORTHERN SIDE, HALL NO. 1 SHIV SHANTI TOWERS, 37/19-G, THE MALL, UTTAR PRADESH - 208001 |
| ALLAHABAD | SIDDHI VINAYAK BUILDING 3/3 COLVIN RD., CIVIL LINES, KANPUR ROAD CROSSING UTTAR PRADESH - 211001 |
| VARANSI | SIDDHA COMPLEX, D63/12B , PLOT#172/2OPP PASSPORT OFFICE, MAHMOOR GANJ,UTTAR PRADESH - 221010 |
| JODHPUR | BLUE DART EXPRESS LTD. W3-CROWN PLAZA, TRANSPORTNAGAR OPP.AIIMS BASNI PH-2,MAIN ROAD RAJASTHAN – 342005 |
| NAGPUR | PLOT NO. 22, GHAT ROAD, BESIDE A K GANDHI CAR SHOWROOM, NAGPUR – 440009 |
| SURAT | GR FLR MEGHARATNA COMPLEX ATHUGAR STREET, NANPURA,SURAT – 395001 |

| | |
|----------------|---|
| COIMBATORE | PAGE TOWERS 128 TO 132 KOTTOOR STREET P N PALAYAM, NEAR MAHESWARI CARS COIMBATORE – 641037 |
| TRIVANDRUM | FIRST FLOOR - ASIATIC BUSINESS CENTRE, T C 2/2408-3, ATTIPRA VILLAGE, KAZHAKUTTAM, TRIVANDRUM -695583 |
| VISHAKHAPATNAM | GUTTIKONDA MANSION, 47-10-32, GROUND FLOOR, DWARKA NAGAR, VIZAG, 530016 |
| MANGALORE | HARMONY COMPLEX ANAND SHETTY CIRCLE ATTAVARA. KARNATAKA - 575001 |
| VIJAYWADA | BLUE DART EXPRESS LIMITED, D.NO.24-29-214/5&6, GROUND FLOOR, AKHIL CHMABERS, BRTS ROAD, GULABHI THOTA, VIJAYAWADA, ANDHRA PRADESH - 520004 |
| INDORE | GROUND FLOOR, "GURUKULAM" ,5/6 SOUTH TUKOGANJ , BEHIND HOTEL SURYA INDORE -452001 |
| GHACHIBOWLI | SURVEY NO 142, GROUND FLOOR, SRI SAI GAYATRI TOWER, GACHIBOWLI, NANAKRAMGUDA VILLAGE, HYDERABAD, TELANGANA - 500032 |
| BHOPAL | 229, NIRMAL BHAVAN, ZONE 1 MAHARANA PRATAP NAGAR, BHOPAL, MADHYA PRADESH - 462011 |
| BHUWNESHWAR | PLOT NO 622/A SAHID NAGAR, BHUBANESWAR - 751007. |
| RAIPUR | PROGRESSIVE POINT BUILDING NEAR NEW FRUIT MARKET LALPUR, CHHATISGARH - 492001 |
| GUWAHATI | NILGIRI PATH, R G BARUAH ROAD, NEAR DOORDARSHAN KENDRA, GUWAHATI – 781024 |
| PATNA | BLUE DART EXPRESS LIMITED RAJENDRA RAM PLAZA, GROUND FLOOR, BEHIND HDFC BANK, PATNA - 800001 |
| RANCHI | BLUE DART EXPRESS LIMITED, BOC COMPOUND, SHANTI NAGAR, KOHRATOLI, OLD HB ROAD, KOKAR, RANCHI, JHARKHAND - 834001 |
| IMPHAL | GROUND FLOOR, NORTH BLOCK, SECURED OFFICE BUILDING, NEAR 2ND M R GATE, IMPHAL WEST, IMPHAL – 795001 |

| | |
|------------|--|
| AGARTALA | GURKHA BASTI, OPP. INDIAN BANK, NEAR VIJAYA BANK, AIRPORT ROAD, AGARTALA - 799006 |
| JAMSHEDPUR | KRISHNA KUNJ, NR REGENT HOTEL INNER CIRCLE ROAD BISTUPUR, JAMSHEDPUR, JHARKHAND – 831001 |
| SILIGURI | A W FIGGIS BUILDING, SEVOKE ROAD, SILIGURI, WEST BENGAL - 734002 |

STEPS TO BE FOLLOWED

Applicant needs to ensure the following before handing over Visa application to Blue Dart Officer:

- Applicant completes his/her visa application form duly signed, ensures all supporting documents, photographs as per specification (collectively, the “Documents”) and enclose his/her passport along with applicable Demand Drafts for Visa fees & other charges.
- Each application has to be packed in a separate envelope.
- Each Application has to submit Courier consent form for passport delivery at applicant’s desired address.
- Each Application has to fill up the Declaration form stating that he/she knows the complete process for submission at Drop Off location.
- Please prepare the application as stated with all the required documents and seal them in an envelope. Please hand over the sealed envelope to the Blue Dart executive.
- Blue Dart executive issues Air Waybill as a token of receipt. There is no payment to be made by applicants to Blue Dart directly as the time of booking the shipment.

Each envelope has to be addressed:

- for North India Jurisdiction:

Italy Visa Application Centre,
VFS Global Services Pvt. Ltd,
Shivaji Stadium Metro Station,
Mezzanine Level Baba Khark Singh Marg,
Connaught Place New Delhi- 110001 -

for East India Jurisdiction:

Italy Visa Application Centre,
VFS Global Services Pvt. Ltd,
Rene Tower, Building No. 1842,
Rajdanga Main Road, Rajdanga,
Landmark: Near Geetanjali Stadium,
Kolkata-700107, India

- for South-West Jurisdiction:

Italy Visa Application Centre,
VFS Global Services Pvt. Ltd,
Urmi Axis Building, 1st floor,
Behind Famous Studio,
Opp. E Moses Road, Mahalaxmi (West),
Mumbai, Maharashtra,
400 011, India

Visa Fees:

Category wise Visa Fees (INR)

| | |
|---------------------------------------|------|
| Short Term | 6660 |
| Short Term - Child between 6-12 years | 3330 |
| Short Term - Child below 6 years | 0 |
| Student Long term | 4160 |
| Long Term (D) Visa | 9650 |

Mode of Payment:

Only Demand Drafts are accepted, Visa Fees in INR should be drawn in favour of “**VFS Global Services Pvt Ltd**”.

VFS Service Charge: s

| | |
|----------------------------------|-------------|
| VFS Service Charge (INR) | |
| Service Fee + Convenience Fees | 498+166=664 |

A single Demand Draft inclusive of VFS Service and Convenience Fees should be drawn in favour of “ **VFS Global Services Pvt Ltd**”.

IMPORTANT NOTE

Air waybill needs to be kept safe and shown by Applicant at the time of receiving the passport after processing.

Kindly Note:

- Please check the spelling on demand drafts before sending.
- Applications received with wrong demand draft for either of VFS service charges or Embassy visa fee will not be processed and VFS will not be liable to send back the unprocessed demand draft/document/application back to the client.
- No payment to be made separately to Blue Dart.

For any further clarification you can contact us on our Helpline or send an e -mail.

India: +91 22 67866004

Helpline timings in India: 08:00-17:00 (Monday-Friday except public holidays)

Email ID: infonorth.italyin@vfshelpline.com - infowest.italyin@vfshelpline.com