
Essential information for your UKVCAS appointment

1 message

FES Appointments <no-reply@mail.ukvcas.co.uk>
To: Mr Ashish Ranjan Jha <arj7192@gmail.com>

2023

**UK Visa and Citizenship
Application Services** Official partner of
UK Visas & Immigration

Dear Mr Ashish Ranjan Jha,

Urgent: Read this before you set off for your UKVCAS appointment. If you have received this message on behalf of the lead applicant, please ensure that they are informed immediately.

We are writing to tell you about some important information and actions you will need to take to ensure your appointment can go ahead.

For everyone's safety, our staff are authorised to turn you away if you do not follow UK public health guidelines and any additional instructions from our staff.

Take note of all the points below:

- **Arrive at your appointment on time.** Do not arrive early as we have limited space in our waiting areas.
- **Only bring applicants named on the booked appointment with you.**
 - The responsible adult named on the application to UKVI must be the one who attends the appointment with any applicants under 16 years old. The responsible adult must bring Photo ID, otherwise the appointment cannot go ahead.
 - Other people are not allowed into the Service Point (see [FAQs](#) for very limited exceptions).

- **English public health guidance recommends wearing a face covering in crowded, enclosed areas**, especially when coming into close contact with people you do not live with.
 - For customers in Wales, Scotland and Northern Ireland there are different rules. Follow the public health guidance that applies in the country of your appointment.
- **Do NOT attend your UKVCAS appointment if you are displaying any symptoms of COVID-19.**
 - If you have tested positive for COVID-19, UK Government guidance recommends you stay at home and avoid contact with other people. Therefore, we ask that you cancel your appointment online by logging into your account on the UKVCAS website.

You must bring the following to your UKVCAS appointment:

- **The QR code(s) from your confirmation email for the date of the appointment you are attending.** The QR code is the square graphic in the file(s) attached to your appointment confirmation email.
 - **Print off the QR code for each customer attending the appointment.**
 - If you cannot/do not print off your QR Code(s), you will need a smart phone with the image of your QR code and that phone will have to be handled by our staff.
- **A passport/travel document for each customer.** You will need to show this for entry to the Service Point.
 - If your current travel document is with UKVI at the time of your appointment, you can continue with your appointment by bringing an alternative form of ID.
 - Customers that have made a paper application directly to UKVI ('Offline Applicants') must bring the letter from UKVI about booking a UKVCAS appointment. This is acceptable ID.

- **All your supporting documents.** You do not need to bring these if you have already uploaded copies online, or you are an EU Settlement Scheme (EUSS) or Paper (Offline) applicant.
 - EUSS applicants must upload their supporting documents on the EUSS website only.
 - Paper (Offline) applicants must send all additional supporting documents to UKVI by following the instructions in the biometric enrolment letter from UKVI.

Before you travel to your appointment:

Check our [Service Point news](#) and your registered email in case your chosen Service Point unexpectedly closes, and your appointment has been rescheduled.

We look forward to seeing you at your UKVCAS appointment.

Kind regards

UKVCAS Customer Services

We will never send an email to ask you to provide payment details.

Please note this email address is not monitored – for further information or queries please submit an enquiry via the [Contact Us](#) facility on the UKVCAS website.

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