

## Paying INZ Visa Fee, VAC Fee and Return Courier Fees

To pay your Visa Application Center (VAC) fee and return courier charge by credit card, you must complete and sign this form. **Please fill out this form electronically and sign manually. Do not leave any blank space**

***Please note: TTS (TT Visa Services, Inc.) is a commercial company in partnership with Immigration New Zealand (INZ). All fees including the visa application fee, the service fee and the courier fees are non-refundable. By signing this document, you expressly agree to the Terms and Conditions listed on p.2 of this form and as described on our website, including Limitations of Liability.***

### Applicant Details

**Please note: Physical address for return of passports MUST have city, state, zip code and country.**

Applicant Title	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Dr.	
	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss.	<input type="checkbox"/> Other.....	
Applicant Surname:				
Applicant Given Name(s):				
Applicant Date of Birth (DD/MM/YYYY):				
Physical address for return of passports and other original documents submitted with your visa application form (no P.O. box addresses are allowed):	Addressee Name:			
	Street:			
	City:		State:	
	Country:		Zip code:	
Contact Telephone number (including country code and local area):				
Email address:				

### Payment Details- **see Important Note below (All amounts in US Dollars)**

<b>INZ Visa Application Category:</b>	<input type="checkbox"/> Visitor Visa	<input type="checkbox"/> Student Visa	<input type="checkbox"/> Work Visa
<input type="checkbox"/> Other: .....			
<input type="checkbox"/> INZ Visa fee			\$.....(write in numbers)
<b>OR</b>	<input type="checkbox"/> VAC Service fee (for PAPER applications only)		\$37
	<input type="checkbox"/> VAC Passport handling fee (for ONLINE applications only)		\$28,50
<input type="checkbox"/> <b>Return Courier fee(s)</b> – up to two (2) passports per envelope	<input type="checkbox"/> \$30 (Continental US)	<input type="checkbox"/> \$55 (Canada)	<input type="checkbox"/> \$60 (All other Locations)
<input type="checkbox"/> <b>Mail-in Courier fee(s)</b> – (Optional) Service available in the US Only. (A label can be provided by email for drop off at Courier)			<input type="checkbox"/> \$30 (Continental US)
<b>Total charges (to be charged to your credit card)</b>		\$..... (write in number)	

**Important Note:** you only need to pay the VAC fee that applies to you - you do not need to pay both. Please tick which VAC fee you are authorising to be paid.

**Card details**

**Please note:** the charges will show on your credit card statement as processed by TTS or TT Visa Services.

Name of cardholder			
Card number			
Expiry date (MM/YYYY)		CVC/CVV number*	
Signature of cardholder			
Credit card billing address			
Date			

\*Note: Your CVC/CVV number is the three-digit number found on the signature strip on the back of your credit card.

**TERMS AND CONDITIONS**

1. All applications will be assessed and decided by INZ. TTS does not have the authority to assess visa applications or make visa decisions and therefore, will not in any manner be liable or responsible for any delay in the processing or refusal of any visa applications.
2. INZ fees are not able to be refunded by TTS under any circumstances. The decision to refund a visa application fee lies solely with INZ.
3. Please ensure you provide correct contact details (including an email address if you have one) for follow up if required.
4. Please note that the maximum extent of any and all liability of TT Visa Services, Inc. will never exceed shipping insurance coverage you select and under no circumstances shall our liability exceed Three Hundred U.S. dollars (\$300.00) for any transaction.
5. Please note that any and all claims and/or disputes including any claim for damages of any nature or kind against TT Visa Services, Inc. shall be subject to binding arbitration in the District of Columbia – in the City of Washington, U.S.A. and initiated within Thirty Days (30) of the claim or damage being known or claimed to occur.
6. I declare that I have read, I understand and expressly accept each of these Terms and Conditions and I represent that I shall abide by these Terms and Conditions.

.....  
(Handwritten Cardholder Signature)

.....  
(Date)

.....  
(Handwritten Applicant Signature)

.....  
(Date)

**Important information**

**All Applicants**

Your documents will be returned to you by our contracted courier service, and under normal circumstances will be shipped the same business day they are returned to us by INZ. Shipping speed is typically overnight by 10:30 am within the continental U.S., and 2<sup>nd</sup> day international. However, shipping delays occasionally occur due to unforeseen circumstances such as weather.

Please note that Courier requires a residential or business address for delivery – The Courier cannot deliver to P.O. box addresses.

**Our office does not accept pre-paid envelopes/labels or hand-written labels from any courier service.**