

## Australian ETA visas

### The following passports are eligible to apply for an ETA Business / Tourist Visa

|                                    |  |                          |
|------------------------------------|--|--------------------------|
| • Andorra                          | • Austria                                    | • Belgium                |
| • Brunei                           | • Canada                                     | • Denmark                |
| • Finland                          | • France                                     | • Germany                |
| • Greece                           | • Hong Kong (SAR) *                          | • Iceland                |
| • Ireland                          | • Italy                                      | • Japan                  |
| • Liechtenstein                    | • Luxemburg                                  | • Malaysia               |
| • Malta                            | • Monaco                                     | • The Netherlands        |
| • Norway                           | • Portugal                                   | • Republic of San Marino |
| • Singapore                        | • South Korea                                | • Spain                  |
| • Sweden                           | • Switzerland                                | • Taiwan                 |
| • United Kingdom (British Citizen) | • United Kingdom (British national overseas) | • USA                    |
| • Vatican City                     |  |                          |

\* A Hong Kong Document of Identity (HKDI) cannot be used to apply for an ETA. Residents of Hong Kong require a citizen passport to apply for this visa.

\* Holders of Taiwan passports can only be processed for an ETA if residing and applying in Taiwan. Applications can be lodged with an approved ETA Travel Agent in Taiwan or Australian Visa Services office in Taipei.

Please complete the below booking form and email or fax to Key Travel along with a copy of the information page of the applicant's passport.

## Australia ETA Application form

Please complete this form and email direct to our visa team - [visa@keytravel.com](mailto:visa@keytravel.com)

(T) The Tourist ETA applies for travel for tourism only. Tourism includes holidays, recreation and visiting family and/or friends. It is valid for 1 year for multiple journeys of up to 3 months

(B) The Business ETA applies to business purposes only. Business purposes may include attending a conference, negotiation or an exploratory business visit. It is valid for 1 year for multiple journeys of up to 3 months.

Enter the information exactly as it appears on the traveller's passport.

|   |    |  |        |
|---|----|--|--------|
| 1. Surname ( As shown in your passport )                      |    |  |        |
| 2. Given Name (complete as in your passport)                  |    |  |        |
| 3. Nationality.   |    |  |        |
| 4. Passport Number.   |    |  |        |
| 5. Passport expiry date.                                      |    |  |        |
| 6. Passport issue date.                                       |    |  |        |
| 7. Passport issued by.  |    |  |        |
| 8. Date of Birth.   |    |  |        |
| 9. Place of birth.  |    |  |        |
| 10. Gender.   |    |  |        |
| 11. Full Residency address.                                   |    | Telephone number                       | Mobile |
| 12. Does the applicant hold citizenship of any other country? | No | Yes, if yes please state which country |        |
| 13. Has the applicant even been known by another name         | No | Yes, if yes please state which country |        |



|   |    |  |
|---|----|--|
| 14. Has the applicant ever had a criminal conviction. | No | Yes, if yes please state which country |
| 15. Type of visa required                             |    |  |
| 16. Date of Travel                                    |    |  |

#### Contact Information

|                          |  |
|--------------------------|--|
| 17. Name of Organisation |  |
| 18. Contact Name         |  |
| 19. Contact Email        |  |
| 20. Contact Tel          |  |

#### Payment Details

Processing cost per ETA £24.00

#### Invoice

|  |  |
|--|--|
| (if paying by invoice, all payment codes relevant to your organisation must be provided) | Your organisation's terminology for the code (e.g., budget code, purchase order) |
|--|--|

If the correct codes are not provided this will delay in the issuance of your visa.

#### Debit/credit card

|                   |   |
|-------------------|---|
| Debit/credit card | Once the ETA has been issued a member of the visa team will contact you to arrange payment .<br><br>Alternatively you can contact the visa team direct on 0207 843 9678 to arrange payment. |
|-------------------|---|

# Visa Booking and Payment Form

**In order for us to process your application, this completed form must accompany the documents you send to us. We recommend you send all documents by courier or recorded delivery.**

**Please address your documents to:**

**Visa Department, Key Travel, 28-32 Britannia St, London, WC1X 9JF**

We open all post as soon as it arrives, and will advise that your documents are received as soon as possible. Please note that Royal Mail Special Delivery can arrive any time up to 1pm, and you can use their online tracking service to track your delivery.

Key Travel can also provide a bespoke courier collection service – please contact us for details and pricing.

**Contact information – please provide your details as the person organising this application.**

|   |  |
|---|--|
| <b>Organisation &amp; department:</b>   |  |
| <b>Contact name:</b>  |  |
| <b>Contact telephone number:</b>  |  |
| <b>Contact email address:</b>   |  |
| <b>Date you require passports back in your possession. Your application will be processed in line with this date:</b> |  |

**Form of payment – please choose either invoice or card payment, and complete the relevant section below.**

| <b>Invoice Payments</b>                    | <b>Your organisation's terminology for the code</b><br><i>(e.g. budget code, reason for travel, approver name, etc)</i> | <b>Code</b><br><i>(e.g. BC1255, Meeting, John Smith, etc)</i>   |
|--|---|---|
| Code 1                                     |   |   |
| Code 2                                     |   |   |
| Code 3                                     |   |   |
| Code 4                                     |   |   |
| Code 5                                     |   |   |
| Code 6                                     |   |   |
| Code 7                                     |   |   |
| Code 8                                     |   |   |
| <b>Tick here if paying by credit card:</b> | <input type="checkbox"/>  | <i>Please note a 2% surcharge applies for credit card payments.<br/>No fee applies for debit card payments.</i> |
| <b>Tick here if paying by debit card:</b>  | <input type="checkbox"/>  |   |

**If paying by invoice, all payment codes relevant for your organisation must be provided at this stage. For example, if your organisation uses 4 payment codes in total, please leave codes 5, 6, 7 and 8 blank. Key Travel cannot be held responsible for delays or costs associated to the provision of incomplete or incorrect payment code details. Invoices will only be generated once the visa has been granted.**

**Key Travel is also pleased to accept payment for your visa application by card payment. Note that payment must be made to the visa team either by calling us on 0207 843 9678 or in person at our London office before documents are returned to you.**

**If you already have a Key travel HD visa ref for this application, provide it here:**  
*(if not please leave this section blank)*

HD



|   |  |  |                             |
|---|--|--|-----------------------------|
| <b>First traveller name:</b>  |  |  |                             |
| <b>Country to be visited:</b>                                       |  | <b>Express processing:</b>   | <b>Standard processing:</b> |
| <b>Visa type required</b><br><i>(business, multiple entry, etc)</i> |  | <b>Date of departure for travel associated to this visa application:</b> |                             |
| <b>Second traveller name:</b>                                       |  |  |                             |
| <b>Country to be visited:</b>                                       | <i>Same as the first traveller – please complete separate booking forms for additional countries</i> | <b>Express processing:</b>   | <b>Standard processing:</b> |
| <b>Visa type required</b><br><i>(business, multiple entry, etc)</i> |  | <b>Date of departure for travel associated to this visa application:</b> |                             |
| <b>Third traveller name:</b>  |  |  |                             |
| <b>Country to be visited:</b>                                       | <i>Same as the first traveller – please complete separate booking forms for additional countries</i> | <b>Express processing:</b>   | <b>Standard processing:</b> |
| <b>Visa type required</b><br><i>(business, multiple entry, etc)</i> |  | <b>Date of departure for travel associated to this visa application:</b> |                             |
| <b>Fourth traveller name:</b>                                       |  |  |                             |
| <b>Country to be visited:</b>                                       | <i>Same as the first traveller – please complete separate booking forms for additional countries</i> | <b>Express processing:</b>   | <b>Standard processing:</b> |
| <b>Visa type required</b><br><i>(business, multiple entry, etc)</i> |  | <b>Date of departure for travel associated to this visa application:</b> |                             |

For groups of 5 or more, please affix additional sheet(s) containing names, genders and nationalities, or contact us in advance to discuss.

|  |  |
|--|--|
| <b>If you have a Key Travel flight reference / PNR / Trip ID for any of the above travellers, please list them here, and indicate which it applies to:</b> |  |
|--|--|

Key Travel provides a comprehensive review of your application free of charge before lodging with the embassy. Should you wish, we are also able to make amendments on your behalf where necessary to ensure a smooth application process. Your visa consultant will discuss these options with you as and when they are necessary.

In order for us to lodge an application the following day, we must receive documents before 4pm. Should you require a fast turnaround, and time is short, if we receive documents before 9.30am, we are still able to lodge the same day under our priority service at an additional cost of £30.00 + VAT.

|   |                          |
|---|--------------------------|
| <b>Please tick here if you would like to use our priority service at an additional cost of £30.00 + VAT :</b> | <input type="checkbox"/> |
|---|--------------------------|

In order to meet your deadlines, further embassy express charges or additional courier charges may become applicable, and we will keep you informed of these over the course of the application.

|   |
|---|
| <b>Special instructions – please indicate below if there are special requirements which you have discussed with us:</b> |
| <br><br><br><br><br>  |



| Return instructions – please tell us to where and to whom you would like the documents returned. |  |
|--|--|
| For the attention of:  |  |
| Company name:  |  |
| Address & post code:   |  |

| Delivery Option   | Information  | Tick here |
|---|--|-----------|
| Courier bike delivery to address, or meet and greet at a specified location | Recommended for very urgent applications, when time is short   |           |
| Royal Mail Special Delivery next working day by 1pm                         | Passports dispatched via Special Delivery when 3 or more working days are available after visa is granted, and before the date passport must be back in your possession. |           |
| Royal Mail Special Delivery Saturday service by 9am                         |  |           |
| DHL UK Overnight service  | By 9:00  |           |
|   | By 12:00   |           |
|   | By 17:00   |           |
| DHL Overseas service  | Delivery time varies depending on location   |           |
| Collect from Key Travel London office                                       | Available between 8.45am - 17:30pm Monday - Friday   |           |

- We will always endeavour to process your application within the permitted timescales, however, we are subject to passport office / embassy approval and conditions / requirements can change without any prior warning.
- We recommend you confirm your flights after obtaining your visa to avoid any cancellation penalties for which Key Travel cannot be held responsible.
- Cancellation fees may apply if you decide not to progress your application, depending on what stage it is up to with the Embassy.
- Key Travel shall not be held liable for costs associated with any of the following:
  - Any loss, damage, retention or delay in returning any documents in the possession of any embassy, consulate or government office.
  - The refusal of any embassy, consulate or government office to accept documents presented.
  - The issue of incorrect visas, dates and terms, by any embassy, consulate of government office.
  - Any loss, damage or delay caused by subcontractors (e.g. DHL, Royal Mail) in delivery of documents.

I have read and agreed to the above. I give permission/I have obtained traveller permission to disclose my/their personal data to Key Travel and the relevant third parties in order to obtain the applicable visa(s).

|         |  |
|---------|--|
| Signed: |  |
| Date:   |  |

Have you...

- ✓ Included the correct number, and correct size of photographs with your application?
  - ✓ Signed and dated all application forms?
- ✓ Ensured all supporting documents are correctly addressed to the embassy?
  - ✓ Included complete payment instructions?