

## Special Delivery Envelopes for Check and Send

'Special Delivery' is a premium express delivery service offered by the Post Office that guarantees delivery by the next working day, is secure and is traceable. It is the safest way to deliver passports and other important documents.

Your documents will be sent to the Home Office by special delivery and returned to us by special delivery. You must therefore bring two pre-paid special delivery envelopes to the Check and Send Appointment; otherwise we will not be able to help you apply for your visa.



Here is an example of a special delivery envelope.

**Please note:** you do not need to add the address on the left hand side. We will do this in your Check and Send appointment.

### What should I ask for at the Post Office?

You should ask for two special delivery envelopes:

- each envelope will cost £7.25 and must cover documents up to 500g
- each envelope must be pre-paid

### Where is the Post Office?

Post Office locations can be found online. Please see below for details of a local Post Office.

**Salford City**  
112 Rossall Way  
Salford  
Lancashire  
M6 5DS

#### Opening hours:

Monday	09:00 -17:30
Tuesday	09:30 -17:30
Wednesday	09:00 -17:30
Thursday	09:00 -17:30
Friday	09:00 -17:30
Saturday	09:00 -16:30

