



## POSTAL APPLICATION PROCESS

**STEP 1:** Check the [Documents Required tab](#) for National Visas and prepare your application package. Include additional forms as applicable:

[Application Form](#)

[Disclaimer Form](#)

**STEP 2:** Check the Visa Fees Tab to make the money order in the correct amount and pay as below:

Pay to: **Consular Outsourcing BLS Services Inc**

**AMOUNT:** Must include Consulate Visa Fee (as per nationality) + BLS Service Fee (\$18) + SMS Fee (\$5) + Courier Fee (\$35) to have your passport returned to you for postal applications. Check the [Visa fees tab](#)

**STEP 3:** Once the money order is prepared and all documents are in order send your complete application package to the following address: **BLS - SPAIN VISA**

**APPLICATION CENTER 2500 West Loop South, 3rd Floor, Suite 350 Houston, Texas 77027**

### **Important notes:**

**Jurisdiction:** Please send your application to the BLS Spain Visa Application center in Houston if you are a permanent residency enter only if you are a permanent resident of Texas, Louisiana, New Mexico, Oklahoma, Alabama, Tennessee, Mississippi, and Arkansas.

If application has complete documents (as per the checklist) your file will be registered at the BLS Spain Visa Application Center and forwarded to the General Consulate of Spain in Houston for further processing. Once the decision is received from the Consulate you will receive SMS notifications that our passport is being returned with the tracking number if opted for courier or pick up as applicable. If application is found to be incomplete your application will be returned to you by courier (if opted) as incomplete documents cannot be forward to the consulate for processing.

If you have opted for pick up, you will be notified by email to come to the visa application center to pick up your application.

**Passport/Application pick up hours:** 3 pm – 4 pm only (except holidays) "COURIER delivery is an optional service, which is run by a third-party courier provider for applicants who choose courier delivery service.