

## Appointment

Appointment has to be made at least 3 working days prior to the day of submission.  
E.g. on 1<sup>st</sup> of November you can make an appointment for submission on 4<sup>th</sup> of November

### Through telephone:

Beijing Jurisdiction: +86 010 84059490  
Shanghai Jurisdiction: +86 0571 28231913  
Guangzhou Jurisdiction: +86 731 8578 6756

### By sending us an email to:

Beijing Jurisdiction: info.cngr.pek@gvc24assist.eu  
Shanghai Jurisdiction: info.cngr.pvg@gvc24assist.eu  
Guangzhou Jurisdiction: info.cngr.can@gvc24assist.eu

Appointment made successfully

In case of any change or cancellation of submission date, please inform VAC 1 working day earlier. (Appointment change or cancellation will not be accepted on the biometric submission day.)  
E.g. on 2<sup>nd</sup> of November you make an appointment for 6<sup>th</sup> of November for biometrics submission, you may contact VAC to change or cancel the appointment by 5<sup>th</sup> of November

Date change or cancellation of appointment

ADS courier brings all the applications between 15:00-17:00 the day before the day of biometric data submission.  
E.g. if you make an appointment for biometrics submission on 6<sup>th</sup> of November, ADS courier should attend VAC to pre-scrutinize documents on 5<sup>th</sup> of November.

Documents pre-scrutiny

DAY 1

ADS applicants are arranged to gather at one spot before scheduled time of biometrics data submission; meanwhile, ADS courier pays the fees at VAC counter.  
(Suggest arriving 30 mins prior to the scheduled time)

Payment

DAY 2

Biometrics data collection

The responsible of the group confirms the numbers of the group members and pays the fees, then group members can be led to the designated room for fingerprinting and photo images.

All the applications with biometrics data will be delivered to the Embassy or Consulate General the morning of the next working day.  
(It is very crucial to comply with the process in order to avoid any delay)

Delivery to the Embassy or Consulate General

DAY 3

Please note that children under the age of 12 or persons for whom fingerprinting is physically impossible are not required to submit biometrics data.