

Schengen Visa Cancellation Guide (UK Submission)

Please note that CIBT is unable to directly process Schengen visa cancellations. All cancellation requests must be submitted by the applicant to the issuing embassy or consulate.

Important Considerations:

- Visa cancellations typically take a few working days to process after the Embassy or Consulate acknowledges the request.
- When requesting a cancellation, applicants must clearly and thoroughly explain the reason for their request.
- Although supporting documents are not mandatory, they are recommended as they can substantiate the cancellation request—especially if the applicant has been invited to apply for a visa to another Schengen country.
- Once a visa is cancelled and a new application is submitted, previous cancellations—especially for applicants from [consultation countries](#)—may raise concerns and lead to additional delays. To mitigate this, applicants should include a personal statement and relevant supporting documents with their new application.

If you need to request a visa cancellation, the BCG CIBT team will review your case and provide an appropriate email template. For urgent cancellations, a blank template is available below along with a list of Embassy contact details.

Please note that this guide applies only to Schengen visas issued within the United Kingdom. If your visa was issued outside the UK, please contact us at bcg@cibtvisas.co.uk for further assistance.

The email template below is a sample and should be customised to reflect the applicant's specific circumstances. While the inclusion of supporting documents is not mandatory, it is strongly recommended, as it can help substantiate and strengthen the request.

Subject: Request for Visa Cancellation

Dear [Embassy/Consulate Name],

I hope this message finds you well. I am writing to formally request the cancellation of my [Visa Type] visa issued in my name. Below are the relevant details:

Full Name: [Your Full Name]

Passport Number: [Your Passport Number]

Visa Reference Number: [Your Visa Reference Number]

Date of Visa Issuance: [Visa Issuance Date]

The reason for this cancellation request is: [briefly explain your reason, e.g., "I have been invited to apply for a visa to another Schengen country"].

While I understand that providing supporting documents is not mandatory, I have attached the following to support my request: [list any documents].

I would appreciate it if you could confirm once my visa has been cancelled. Please let me know if you require any further information or documentation.

Thank you for your time and assistance.

Best regards,

[Your Full Name]

[Your Contact Information]

[Your Email Address]

Contact details of all Schengen Embassy/Consulate

A complete list of email addresses and telephone numbers for Schengen embassies and consulates in the United Kingdom is available in the document.

Austria

Email: london-ob@bmeia.gv.at

Tel: +44 2073443250

Belgium

Email: london.visa@diplobel.fed.be

Croatia

Email: croemb.london@mvep.hr

Tel: +44 20 73872022

Czech Republic

E-mail: London.Visa@mzv.gov.cz

Telephone: +442072437994 (Monday and Wednesday from 15:00 - 16:00)

Denmark

Email: lonambvisa@um.dk

Tel: [+44 \(0\)20 7333 0200](tel:+44202073330200)

Estonia

E-mail: Consul.London@mfa.ee

Tel: +44 (0)20 783 85 388 (Monday to Friday 10 am – 1 pm)

Finland

Email: consulate.lon@gov.fi

Tel: +44 (0)20 7838 6242 (Mondays from 3pm to 4pm)

France

Email: visas.londres-fslt@diplomatie.gouv.fr

Germany

Email: [Contact - Federal Foreign Office \(diplo.de\)](mailto:Contact - Federal Foreign Office (diplo.de))

Greece

Email: grcon.lon@mfa.gr

Tel: +442072293850

Hungary

E-mail: konz.lon@mfa.gov.hu

Tel: +442072355218

Iceland

E-mail: london@mfa.is

Tel. +442072593999

Italy

Email: visti.londra@esteri.it

Latvia

Email: consulate.uk@mfa.gov.lv

Tel: +442077259212

Liechtenstein

Email: [Liechtenstein – Consular services \(admin.ch\)](mailto:Liechtenstein – Consular services (admin.ch))

Lithuania

Email: amb.uk@urm.lt

Tel: +44203807755

Luxembourg

Email: londres.consulat@mae.etat.lu

Tel: +442072356961

Malta

Email: maltahighcommission.london@gov.mt

Tel: +442072924800

Netherlands

Please complete the [Contact form embassy - United Kingdom | The Netherlands and United Kingdom \(netherlandsandyou.nl\)](#)

Tel: +442075903200

0207 593 6251 | bcg@cibtvisas.co.uk | <https://bcg.cibtvisas.com/>

CIBT, Skyline House, 200 Union Street, London SE1 0LX

Business hours: 09:00 - 17:30, Mon to Fri (excluding UK bank holidays)

Norway

Email: emb.london@mfa.no

Tel: +442075915500 (Between 10:00 - 14:00,
Monday to Friday)

Poland

Email: londyn.konsulat@msz.gov.pl Tel:
+442078228900

Portugal

Email: visas.cglondres@mne.pt

Slovakia

Email: VISA.london@mzv.sk Tel:
+442073136470

Slovenia

Email: consular.london@gov.si

Tel: +442072225700

Spain

Email: Cog.londres.vis@marc.es

Tel: +442075898989

Sweden

Email: embassy.london@gov.se

Tel: +442079176418 (Open only on Thursday
between 14:00 to 15:00)