

## SPAIN CHECKLIST

### Important information for all applicants:

1. Intended date of travel to the Schengen territory:
2. Between your date of application and date of travel to Spain, do you intend to travel to any other country? If yes please specify  
Date of travel:  
Name of the Country:  
Do you have the visa to travel to this country?
3. Have you been informed by the BLS staff about the stipulated processing time?
4. Do you wish to continue with your application despite the indicated stipulated processing time?\_

**Note: In case applicant has given Biometrics for a Schengen country after 4<sup>th</sup> Nov 2015, then his Biometrics will be valid for next five years. However in case Embassy of Spain or BLS requires fresh Biometrics then applicant has to be present for the same.**

### Minimum documentation for all visas categories:

#### Passport:

- Valid at least 3 months beyond the stay in Spain with at least two blank pages.
- Not older 10 years when applying for a visa.
- Photocopies of all the pages of the current passport (including blank pages)
- Old passport (if any).

#### Photographs:

- 3 recent photographs; Size: 4.5cmx3.5 cm with 80% face focus.
- Not more than 3 months old with white background.

#### Visa application form for Schengen Visa:

- Either filled in **Blue pen** or printed online.
- Must bear original signatures of the applicant on page 3 (field no. 37) and page 4.
- Two photocopies of the duly filled application form

#### Covering letter and other documents:

- Cover letter must include purpose and date of travel.
- Mention accompanying person's name as well. This includes family members, friends or business associates traveling for the same purpose.
- In case travel agent submitting application on applicant behalf then an authorization letter, signed by applicant has to be submitted.
- NOC from the company or educational institute (if applicable).
- Marriage certificate registered from marriage registrar.
- Company registration certificate (if applicant is owning a company).

#### Travel Insurance Policy:

- Issued by insurance company as per the EU guidelines.
- Valid for at least 15 days from the date of return to India.
- Minimum coverage of 30,000 Euros or 50,000 \$
- Sworn declaration for travel insurance signed by the applicant.

#### Travel itineraries:

- Hotel accommodation.
- Confirmed return flight tickets.

#### Proof of economic means:

- Salary slips for last six months.
- Original updated bank statement of the applicant for the last 6 months duly signed and stamped by the bank.
- Income tax returns (ITR-V) for last three years.
- Copy of PAN card of the applicant (if available).

#### Authorization letter in favor of BLS International

- Signed by the applicant.
- In case of minor applicants, signed by **BOTH** parents.

**For business visas:**

- Invitation letter from the Spanish company in Spanish language or both in English and Spanish. Letters issued only in English will not be accepted. This will be an obligatory requirement
- Support letter from the Indian company

**For minor applicants:**

**(In all below cases notarized NOC and notarized self-attested parent(s) ID copy having signature are mandatory)**

- If the minor is traveling with either of the parent, No Objection Certificate (NOC) on affidavit and ID copy are required from the other parent.
- If the minor is traveling with another person who is not the biological parent, then parents have to provide NOC on affidavit and ID copy.
- In case parent(s) are traveling but not applying for visa at same time or have valid Schengen visa then NOC on affidavit and parents ID copy are required from parent(s) not applying the visa.
- Financial documents of parents.
- Application Form, Sworn declaration, Authorization letter, checklist in favor of BLS International signed by BOTH parents. (with blue pen)
- Minor applicants below 12 Years are exempted from Biometrics.

**Mandatory documents required for Honeymoon Purpose (from both side):**

- Photographs of engagement (or wedding) and wedding card.
- At least last six months personal bank statement duly signed and stamp by the bank.(both the parent's).
- Last 03 years Income Tax Return (ITR-V) (both the parent's).

**Documents for family Visit:**

- Original Invitation** before "Policia Nacional" in case of family or friend visit. (1 photocopy)
- Attested copy of the passport or the DNI or residence card of the person living in Spain.

**Documents for Students:**

- Invitation Letter from Spanish University /Institute- Admission Confirmation Letter.
- Transactions of the fee payment.
- Proof of sufficient economic means. Financial documents of parents must be accompanied by photocopy of the parent's passports and a letter of responsibility

**Documents for Seaman:**

- Original letter from the local shipping agents
- Original letter from the shipping agents in Spain.
- Continuous discharge book and photocopy of the same.
- Flight reservations.
- "Anejo II: Impreso para marinos en Transito sujetos a la obligación de visados" issued by "El puesto fronterizo del puerto" duly filled and stamped by the competent authorities. (Employment Contract)

**Note:** The above is not an exhaustive list of documentation. Applicant can be requested to submit additional documents or may be called for an interview (if required) by the Embassy. The visa fee, according to Schengen regulations, is non - refundable. **All original documents must always be accompanied by at least one photocopy of the same.**

**Declaration:**

I .....Passport # ..... Voluntarily agrees to avail the services of BLS International Services Ltd. to apply for a Schengen visa at the Spain desk.

Signature of the Applicant/TA/Authorized representative: \_\_\_\_\_ Date: \_\_\_\_\_

**BLS Staff Comment:** \_\_\_\_\_

**BLS Staff Signature:** \_\_\_\_\_