

<b>Embassy of France in KSA Checklist for Official Passports 4<sup>th</sup> January 2016</b>		YES	NO
1.	<b>One visa application form + 1 copy</b> correctly filled out in English and signed by the applicant or by his/her legal guardian		
2.	<b>Two recent passport-size photographs with a white background, not stapled.</b> Full face ; no head or face cover that prevent full visibility of facial features		
3.	<b>Original passport :</b> - valid for at least three months after the end of the stay or of the expiration date of the visa - containing at least two adjacent blank pages and issued within the last 10 years		
4.	<b>Original copy of the verbal note from the Ministry of Foreign Affairs</b> stating the purpose and the dates of the intended stay <b>If the visa is applied for tourism or private visit</b> , verbal note should also mention it		
5.	<b>One copy of the passport front page and all relevant pages containing previous Schengen, UK, US, Canada visas with immigration stamps (within the past 5 years only)</b>		
6.	Accommodation and means of subsistence during the intended stay: the embassy can ask for additional documents as per the checklist for ordinary passports (tourist, private or family visit)		
7.	Copy of Iqama		
8.	<b>Health insurance certification :</b> the insurance is part of the Schengen list published by the Embassies of the Schengen States in KSA and it must cover the entire period of the intended stay <i>Not applicable if the applicant is a Diplomat who travels for diplomatic purposes</i>		
9.	<b>All documents are translated in English by a certified translator</b>		
10.	<b>Comment:</b> The applicant insists to submit his/her file even if the visa application is not complete		
11.	<b>Declaration - I have been informed that :</b> <ul style="list-style-type: none"> <li>• My passport will be under custody of the Embassy of France in Riyadh during the process of my Schengen visa application which can take up to 15 days</li> <li>• <b>An application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application</b></li> <li>• The Embassy of France reserves the right to ask for additional supporting documents if necessary and does not guarantee the issue of the Visa. In case of a refusal, visa fees are not refundable</li> </ul>		
12.	<b><u>Date :</u></b>  <b><u>Applicant's (or his/her representative's) signature :</u></b>		

CCO :	
QC :	