

Netherlands Visa Application Center Jakarta

CHECKLIST FOR A VISA APPLICATION FOR TOURIST

Name:

Passport no.:

Applications should be submitted in person and the following documents must be submitted:

		Yes	No	Remarks
1	A completed and signed Schengen visa application form.			
2	<p>A passport or other travel document.</p> <p>And a copy of: The personal details page. Previously issued visas. Any previous passports.</p> <p>Please note: • Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area. • Your passport or travel document must have at least 2 empty visa pages. • Your passport or travel document cannot have been issued more than 10 years ago.</p> <p>A copy of an identity document bearing your signature.</p>			
Applying for a minor.	<p>If you are applying for a Schengen visa for a minor who will be travelling alone or with 1 parent, please submit the following documents:</p> <p>A copy of the minor's birth certificate. A copy of an identity document bearing the parents' signature (1 document for each parent). A declaration of consent from both parents, stating that the minor can travel. If relevant: a court judgment stating which parent has been allocated parental responsibility for the minor. If relevant: a declaration from the minor's school consenting to their absence.</p>			
3	<p>Evidence of legal residence in the country you are applying from, e.g. a passport, visa or residence permit and a copy. Residence permit should be valid for at least 3 months after departure from Schengen.</p> <p>Work permit (if applicable).</p>			
4	<p>A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago. See: https://www.rijksoverheid.nl/documenten/brochures/2014/02/11/photomatrix-guidelines-2007</p>			
5	Travel itinerary (travel reservations to and from Schengen area in your name, not a ticket). Note: make travel reservations which you can cancel.			
6	A visa, passport or other travel documents which gives entry to your final destination after your visit to Schengen.			
7	<p>Proof of health insurance, i.e. an official document from your insurer proving that:</p> <ul style="list-style-type: none"> • The insurance policy has been taken out in your name. • Your insurance is valid throughout the Schengen area and for the duration of your visit. 			

	<ul style="list-style-type: none"> • At least €30,000 of medical costs are reimbursed. • Medical costs, including hospital care, emergency treatment and repatriation (including in the event of death) are covered. <p>If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical cover for this trip with one that does.</p>			
8	<p>Documents proving that you will return to your own country after your trip. For example:</p> <ul style="list-style-type: none"> • A declaration from your employer, an employment contract or other information proving you are employed in your country of origin. • A document proving you are in education or training in your country of origin. • A document proving your children attend school in your country of origin. • A document proving you have a home or other immovable property in your country of origin. • A document proving you are a caregiver in your country of origin. 			
9	<p>Documents proving your visit is for tourist purposes. Hotel reservation(s) for the duration of your visit. Bank statements of the last three months If you are employed: a declaration from your employer stating the period of your absence.</p>			
10	<p>Visa fee: Payment for visa fee must be made in cash.</p>			

I have been informed :

That my passport will be kept during the process of my visa application.

That an application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application.

That additional supporting documents may be requested from the competent authorities. In case of refusal, visa fees are not refundable.

Applicant Signature

Date