

## **Checklist visa facilitation for family members of EU/EEA or Swiss nationals** **(Directive 2004/38/EC)**

### **Important:**

This special procedure is not applicable for family members of Dutch nationals living in the Netherlands.

Is your family member an EU/EEA or a Swiss national? As a family member, you can only use this procedure if your family member uses or has recently made use of his/her right of free movement by living/working in another EU/EEA country or Switzerland than he/she is a national of. A Dutch national who is living in the Netherlands is not making use of his right of free movement.

### **Required documents:**

1. **A completely filled out and signed Schengen visa application form.**  
You do not need to answer questions 19,20,31,32 and 33. Instead you need to fill out questions number 34 and 35.
2. **A valid passport or other travel document + a copy of the personal details page**
  - 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.
  - Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
3. **A passport photo that meets Dutch requirements.**  
This photo cannot have been taken more than 6 months ago. You can check the requirements on this website:  
<https://www.government.nl/documents/leaflets/2015/01/21/photomatrix-guidelines-2007>
4. **If you are applying for a visa for a minor who will be travelling alone or with only 1 parent**, please submit the following documents:
  - a legalised birth certificate of the minor
  - a declaration of consent signed by the parent/parents who isn't/aren't traveling or, if applicable, consent of the court, stating that the minor can travel.
  - a copy of a valid identity document (e.g. passport) of the parent/parents who isn't/aren't traveling, with signature(s) of the parent(s)
5. **Proof of the family relation with the EU/EEA/Swiss national with whom or to whom you will travel.**  
For example: a (legalised/apostille) birth certificate, marriage certificate or legal partnership certificate.
6. **Proof that this family member is using or has recently used his/her right of free movement.**  
For example: a proof of registration or a residence permit of your family member (as an EU/EEA or Swiss citizen) in the Netherlands.  
*If you are traveling to another Schengen Member State represented by the Netherlands for visa issuance, proof of registration / residence permit of your family member in the Schengen country of destination.*

In order to assess whether the Netherlands is the competent Member State under Article 6 of the Visa Code to process your application, and to assess if according to the Directive 2004/38/EC you qualify as a family member of a EU/EEA or Swiss national, you are advised to produce the following documents:

- Travel schedule or ticket reservation in your name (not a paid ticket).  
*Important: make a ticket reservation that you can cancel.*
  
- In case you are traveling with your family member: the travel schedule or ticket reservation of your family member (not a paid ticket).  
*Important: make a ticket reservation that you can cancel.*

Please refer to this checklist when submitting the application, so that it is clear that you are applying for a facilitating visa as a family member of an EU/EEA or Swiss citizen. Only then it can be assessed that the visa fee can be waived.

If you are submitting your application at the office of an external service provider like VFS Global, you will have to pay the service fee.

For detailed information on the Directive 2004/38/EC you can check the website of the Dutch Immigration and Naturalisation Service (IND): <https://ind.nl/en/eu-eea/Pages/Family-member-with-different-nationality.aspx>

#### **Points of attention:**

- Applications should be submitted in person (also babies and children).
- For every supporting document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.
- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- Additional supporting documents may be requested from the competent authorities.
- In case of refusal, fees (if any) are not refundable.