

 Personal application. Application by agent/agency.

This document is one of the forms you need to submit with your application. If any of the required documents listed below are missing, your application may be returned. Gather your documents in order of the checklist and check each item.

You are requested to hand in the following documents:

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- Passport or other travel document:** with a validity exceeding at least 3 months after your scheduled return, issued within the last 10 years and must contain at least 2 blank pages. Copies of the pages with visas for the last 3 years and pages with personal information.
- Visa Application Form:** Completed and personally signed. If the applicant is a minor, signature(s) of the legal guardian(s) is required.
- One recent photograph:** Not older than 6 months, 34x45 in color, preferably biometric and with white background.
- Visa Fee:** and service fee amount. Children between 0-12 years old will not be charged.
- Agency/Firm authorization form:** To be filled out and signed by the applicant (only when application is not done personally.)
- Personal travel and health insurance:** valid in Schengen countries with a minimum coverage of 30.0000 Euro for at least urgent medical treatment, emergency admission to hospital and repatriation.
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- Flight reservation:** Reservation for return flight or supporting documents for other means of travel. (Vehicle registration, driving license, car insurance).
- Hotel Reservation:** Confirmed hotel reservation valid for entire stay. The dates of the hotel reservation should correspond to your flight reservation. If other Schengen countries are to be visited, please add travel programme.
- Travel programme:** If other Schengen countries are to be visited, information about entrance to Schengen countries and detailed information of entire trip
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- For minor applicants:** Recent and written parental consent in original from the parent(s) who doesn't accompany the child, verified by a Notary Public in Turkey, submitted with copy of parent(s) ID. This condition does not apply if the travelling parent or legal guardian holds the parental authority alone.
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- If applicant is employed:** Letter of employer and approval for leave, on official paper, bearing the seal of the workplace, indication the address and contact telephone number, position and salary rate. SGK (social security) registration document and SGK 'hizmet dökümü'/payment of premium.
- Pay slip:** of the last 3 months.
- If applicant is employed by or owner of a private company:** Tax registration certificate, copy of the bulletin of the trade register, copy of the company registration in the chamber of commerce and list of authorized signatures.
- If the applicant is a civil servant:** Letter of the office you work for.
- If the applicant is a farmer:** Farmer certificate issued by the Chamber of Agriculture, proof of grown products/land.
- If the applicant is retired:** Proof of pension (either bank account or pensioner booklet).
- If the applicant is a student:** Student certificate (öğrenci belgesi). Students with compulsory attendance at school should provide permission for leave outside the holidays.
- If the applicant is unemployed:** Documents of the person who financially provides for you. If the trip is sponsored by a third person, you may provide financial documents of the sponsor.
- Documents supporting financial status:** Evidence of how applicant intends to finance his/her trip and support himself/herself for the duration of the visit – a detailed bank statement showing sufficient funds to cover all costs, title deeds, rent contracts, ownership of vehicle(s) or financial documents of sponsor.
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- For minor applicants:** Recent and written parental consent in original from the parent(s) who doesn't accompany the child, verified by a Notary Public in Turkey, submitted with copy of parent(s) ID. This condition does not apply if the travelling parent or legal guardian holds the parental authority alone.
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- Passport photocopies:** Copy of all used pages of current passport and, if applicable, of previous passports. (holder page, validity, pages with visas or stamps etc). If applicable, copies of previously obtained visas for Schengen, United Kingdom, United States and Canada.
- Residence permit for foreigners:** Copy of Turkish residence permit for non-Turkish applicants.
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Please note: Providing a complete file with all documents as specified above will increase the chance of receiving a response without delay. Please be informed that this is not an exhaustive list, the provision of all the documents listed above in no way guarantees that a visa will be granted. The Netherlands Embassy in Ankara and the Netherlands Consulate General in Istanbul have the right to ask for any other additional documents it considers necessary. There is no option to request submitted documents to be returned please provide copies of all original documents which you would like to get back.

Signature of VFS Staff

Applicant's Signature