



According to Schengen regulation (Handbook of Visa Code) article 7.10 it is the applicant who needs to submit the necessary documents to be granted a visa and the Embassy should not make further investigation into an application if the application is not sufficiently documented. - Failure to submit the required documents might lead to a refusal of the application.

	Official purpose - E.g. invitation from government, parliament, authority, UN body	Yes	No	Original returned to applicant/date	Note
	The printed and signed Schengen Visa Application Cover Letter from ApplyVisa				
	The printed receipt for online payment of the visa fee				
	Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory				
	Note Verbal from Ministry of Foreign Affairs stating the purpose of the visit and length of stay and if the cost of the travel will be covered by official funds				
	If possible, Government order stating the purpose of the visit and length of stay and if the cost of the travel will be covered by official funds				
	Health and Travel Insurance for Schengen (original and photocopy) is required for official passport holders and valid for the duration of stay in Schengen. – Note: Diplomatic passport holders are exempted from the requirement of holding such Insurance				
	Proof of accommodation or hotel reservation/s at destination/s				
	Copy of booking/s for travel (flight, train, boat etc.) for the entire period of travel				
	Travel programme, draft programme of a tour, when appropriate				
	Proof of family and/or other ties with the host/inviting person (if visiting family or friends)				
	Copy of document showing inviting person's identity (if visiting family or friends) (passport, ID-card, residency card etc.)				
	NOTE: For applicants with previously recorded and valid Schengen biometrics: Name and contact details of person who submits the application, if not done by the official him/herself.				
	Power of attorney from the official person				

Note: If necessary, the Embassy of Denmark might call the applicant for an interview.

REMARKS:

Applicant:

Signature/date:

VFS Staff Name:

Signature/date:

According to Schengen regulations the visa fee is non-refundable