



**SCHENGEN VISA APPLICATION
VISIT TO FAMILY AND FRIENDS
FAMILY MEMBERS OF EU CITIZEN EXERCISING HIS/HERS RIGHT TO FREE MOVEMENT
LIST OF REQUIRED DOCUMENTS
TO DENMARK, FINLAND, ICELAND, NORWAY, SWEDEN
(Including Greenland, Faroe Islands and Svalbard, Norway)**

Dear Applicant

- Please make an **online appointment** to submit your visa application **in person** at the **The Joint Visa Application Centre (VAC)**. Walk-ins will not be accepted.
- The departure date from Singapore must **not be more than six months** from the application submission date.
- This **check and missing document list** must be **signed** and **submitted** with your application.
- Your application is subject to approval and submitting the requested documents do not guarantee that your application will be approved.
- The Danish Embassy reserves the right to request additional documents for assessing an application and to retain them on file.
- **The Danish Embassy** is the authority who will assess and make the decision on your application. **The VAC is not involved in the decision making process.**

PROCESSING TIME - 15 days from when your application is received by the Danish Embassy.

Your application may take longer than 15 days if further documentation and/or an interview is required. In such cases the processing time may take up to **45 days**. For some nationals, a Schengen security check is required and it may take up to 10 days for the check to be completed. <https://nyidanmark.dk/da/Lovstof/Visumkodeks-mm/Visumhåndbogen> (See annex 16)

SECTION A	DOCUMENTS AND FEES REQUIRED	
CHECKLIST (To be filled out by the applicant)	For faster case processing we recommend that non-English documents be translated into English. The English translation must be translated by an authorised translation company and NOT by yourself. Please also remember to enclose the original document as well as a copy of said document.	MISSING DOCUMENTS (To be filled out by VFS)
IMPORTANT	Please note that applications received less than 15 days before departure may not be admissible.	
	<p>Family members of EU citizens: In order to prove that the applicant has the right to be issued with an entry visa under the directive 2004/38/EC1, the applicant must establish that he/she is a beneficiary of the Directive. This is done by presenting documents relevant for the purposes of the three questions below, i.e. proving that:</p> <ol style="list-style-type: none"> 1) There is a EU citizen from whom the visa applicant can derive any rights 2) The visa applicant is a family member of an EU citizen 3) The visa applicant accompanies or joins the EU citizen 	
	<p>1. Application form and receipt for payment of visa fee:</p> <ul style="list-style-type: none"> • Print and sign the cover letter <p>Please note, that family members of EU citizens are exempted from paying the visa fee. The service at the VAC is still payable. If you are not married: visa fee is payable.</p>	
	<p>2. Original passport and a copy of the passport biodata page:</p> <ul style="list-style-type: none"> • Passport must have been issued within the last 10 years. • Passport must be valid for at least 90 days after your scheduled departure date from the Schengen area. • The passport must have at least 2 blank pages. 	

	<p>3. Previous Schengen visas:</p> <ul style="list-style-type: none"> • Copy of previously issued Schengen visa(s) within the last two years including entry and exit stamps. 	
	<p>4. Singapore residence permit:</p> <ul style="list-style-type: none"> • Copy of your Singapore residence permit such as PR, re-entry permit, employment pass, dependant pass, long-term visit pass or student pass which is valid for 3 months after the departure date from the Schengen area. ❖ If your Singapore residence card does not show the expiry date, either submit the screenshot from the SGWorkpass app or a copy of your MOM approval in principal letter. 	
	<p>5. Prove of relationship to a EU citizen exercising his/hers right to free movement:</p> <ul style="list-style-type: none"> • Copy of i.e. marriage certificate, birth certificate or proof of dependency • Copy of your spouse's or parent's passport biodata page 	
	<p>6. Transport booking:</p> <ul style="list-style-type: none"> • Copy of you and your partner's confirmed flight booking. Your visa will be issued according to the dates stated in the application form so please ensure that your booking corresponds with those dates. <p><i>Note: Please do not purchase your transport bookings until a decision is made on your visa application.</i></p>	
	<p>7. Evidenced of cohabitation:</p> <ul style="list-style-type: none"> • If you are not married – evidence that you and your partner (the EU, EEA or Swiss citizen) are living together in a genuine relationship for at least one and a half years. E.g. letter from the EU, EEA or Swiss citizen's embassy on your partnership status. • A copy of your partner's legal status in Singapore such as PR, employment pass, dependent pass etc. 	

IN CASE OF MISSING DOCUMENTS

The document(s) highlighted in the **Section A**; "Missing documents filled out by VFS", is/are missing. The Danish Mission kindly requests you to hand in the below documentation **within 3-5 days from today**. If the Danish Mission has not received the documentation by this deadline, the Danish Mission can make a decision on the case based on the present information.

You can hand in the missing documentation in person or by courier to VFS. Please note, if you chose to send the missing documentation by e-mail to: sinamb@um.dk it will be via an unencrypted connection.

The Danish Mission or the VFS will contact you in case the Danish Mission needs further information or as soon as we have reached a decision in your case.

If any documents are missing according to **section A**, please fill in and sign below:

Applicant's Signature

Case number ID

Passport number

Date and place

More information about the requirements for supporting documents can be found at the joint visa applications Centre's [VFS homepage](#) or the [Danish Embassy's homepage](#).