

VISA APPLICANT: _____
LAST NAME, INITIALS

NATIONALITY : _____

PAYMENT : / /

DEPARTURE : / /

FAST TRACK : YES* / NO

*Include reason in Notes.

*Insert checklist in front pocket.

- | VISA | OC/CC | ORDER | Please submit documents for standard visa application (VISA), Orange Carpet (OC), or Caribbean Carpet (CC) in the specified order, and remove all staples. Insert this checklist in inner left pocket of plastic folder, unless requesting Fast Track processing. |
|--------------------------|--------------------------|-------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1 | Valid travel document issued less than 10 years ago, with 2 blank pages and a validity exceeding the stay by at least 3 months. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2 | Completed application form , signed and dated. No empty fields. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3 | Recent passport picture on photo card, paperclip to upper right corner. |
| <input type="checkbox"/> | | 4 | Itinerary |
| <input type="checkbox"/> | <input type="checkbox"/> | 5 | Orange/Caribbean Carpet letter on OC/CC approved company's letterhead, signed by a designated contact person at the company, and mentioning the name of the applicant and purpose of travel. |
| <input type="checkbox"/> | | 5 | For business visit:
1) Hotel reservation for the duration of the visit.
2) Letter from inviting company and employer support letter, both on company letterhead.
For tourism:
1) Hotel reservation with hotel's complete address.
2) Three recent bank statements or pay stubs. |
| <input type="checkbox"/> | | | For visit to family/friends:
1) Invitation/Guarantee letter issued and certified by city hall in the Netherlands.
2) Three recent bank statements or pay stubs (from inviter, if financially responsible for applicant). |
| <input type="checkbox"/> | | 6 | Proof and copy of residency status/legal stay with a validity exceeding the stay by at least 3 months:
ARC / PRC / Visa, type: _____ |
| <input type="checkbox"/> | | 7 | Copy of passport: front cover, data page and all written/stamped pages! |
| <input type="checkbox"/> | | 8 | If applicant is minor copy of birth certificate, declaration of consent parents, and copy passport parents. |
| <input type="checkbox"/> | | 9 | Travel medical insurance with minimum coverage of €30,000 (Schengen) or € 15.000 (Caribbean). |
| <input type="checkbox"/> | | 10 | If employed:
1) Employer letter stating: position, duration of employment, income, and approved period of leave.
If self-employed:
1) Business license/registration.
2) Recent tax return form. |
| <input type="checkbox"/> | | | If unemployed:
1) Three recent bank statements.
If student:
1) Proof of school registration.
2) Three recent bank statements.
3) If minor traveling outside school holidays, written approval from school. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11 | When providing shipping label , a completed and signed Release of Liability Passport Mailing form. |

ASSESSMENT	APPLICATION IS COMPLETE:	APPLICATION IS INCOMPLETE:
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- | | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Applicant has not been informed to submit additional documents to Front Office. | <input type="checkbox"/> | Applicant has been informed to submit unchecked items to Front Office within 24 hours. |
| | | <input type="checkbox"/> | Applicant insists on filing application "as is". |
| | | <input type="checkbox"/> | Application completed on: / / |

Interview Notes & Comments by officials
