



# Checklist for visa application Seafarers

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every 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.

## 1. Application

1.1 A completed and signed Schengen [visa application form](#).

- Yes
- No
- Remarks

## 2. Travel Documents

2.1 A passport or other travel document.

- Yes
- No
- Remarks

2.2 A copy of all pages of the passport.

- Yes
- No
- Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- 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.



2.3 Additional requirements for minors (under 18):

- written permission is needed from both parents/guardians or from the parent who does not travel;
- The signature(s) should be legalised (this can be done at the notary office, signature with IDR 6 000 stamp will not be accepted). This permission will specify the authorisation to travel alone as well as the motive of the journey;
- The minor should at all times during the journey carry this authorisation on him or her;
- Photocopy of the birth certificate of the minor.

- Yes
- No
- Remarks

### 3. Evidence of legal residence

3.1 Evidence of legal residence in the country you are applying from, e.g. a passport, visa or residence permit and a copy of work permit (if applicable). Residence permit should be valid for at least 3 months after departure from Schengen.

- Yes
- No
- Remarks

### 4. Photo

4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance.

See: [photo guidelines](#).

- Yes
- No
- Remarks

### 5. Proof of financial means

(one or more of the following documents)

- Job letter indicating the duration of recruitment, responsibility and salary;
- Copy of labour contract;
- Recent personal bank statement or balance over the last three months;
- International credit card with a photocopy, etc. It can be considered as well to ask the applicant to provide a copy of his /her bank statements associated to that credit card;
- Proof of social ties: Kartu Keluarga (family card), birth certificate, etc.

- Yes
- No
- Remarks

### 6. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.



6.1 Seaman's passport with a minimum validity of 6 months.

- Yes
- No
- Remarks

6.2 Invitation from the maritime agency of the Schengen State where the sailor will join the boat. The invitation needs to be signed and with the seal of the Agency and include the following data: name and family name of the seafarer, place and date of birth, passport number, number of naval passport, date of issue, period of validity, position of the sailor at the boat (if there are many sailors their information can be included in a list signed and sealed, as an annex of the invitation letter), date and airport of entry into the Schengen area, name of the boat, port of boarding, duration of the stay of the seafarer in the boat, port of exit, date of return to Indonesia, itinerary that the seafarer will follow to arrive in the Schengen State of destination and to return to Indonesia.

- Yes
- No
- Remarks

6.3 In the letter of invitation, the maritime agency from the Schengen State should indicate the name and address of the Indonesian agency which collaborates with her or which will be in charge of presenting the Visa applications or that will be in charge of taking care of the seafarer once he arrives in the Schengen State in order to transport him to the sea port to board.

- Yes
- No
- Remarks

6.4 If the application is presented by a maritime agency of Indonesia, letter of invitation of the Indonesian agency that includes a list of the seafarer(s), in which is stated their employment on the ship.

- Yes
- No
- Remarks

6.5 Photocopy of the working contracts of the seafarer in order to board the ship.

- Yes
- No
- Remarks

## 7. Proof of health insurance

7.1 The insurance policy has been taken out in your name.

- Yes
- No
- Remarks



7.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- Yes
- No
- Remarks

7.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

- Yes
- No
- Remarks

## 8. Visa

8.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- Yes
- No
- Remarks

## 9. Payment

9.1 Payment of consular fees with the visa application: the counter value of EUR 60 in IDR at the consular rate of the diplomatic mission. Infants under 6 years of age free, from 6 to 12 years 35 euros. Diplomats and holders of Service Passports who provide a Note Verbale specifying the purpose of their trip are free of charge.

- Yes
- No
- Remarks

### Please be aware of the following:

- 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.
- In case of refusal, visa fees are not refundable.

*List of documents to be presented by visa applicants from Indonesia according to the Commission Implementing Decision of 04-08-2011 by the European Commission, in conformity with the list of supporting documents.*