

VISA APPLICANT: \_\_\_\_\_  
 LAST NAME, INITIALS

NATIONALITY : \_\_\_\_\_

**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.**

FILED : / /

DEPARTURE : / /

FAST TRACK : YES\* / NO

\*Include reason in Notes.

\*Insert checklist in front pocket.

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|---|--------------------------|---|--|
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> | <p>1 <b>Valid travel document</b> issued less than 10 years ago, with 2 blank pages and a validity exceeding the applicant's stay by at least three months.</p>   | <p><b>For visit to family/friends:</b></p> <p>1) Invitation/Guarantee letter issued and certified by city hall in the Netherlands.</p> <p>2) Three recent bank statements or pay stubs (from inviter, if financially responsible for applicant).</p>               |
| <input type="checkbox"/>                          | <input type="checkbox"/> | <p>2 <b>Completed application form</b> (incl. 17 and 22), signed and dated.</p>   |  |
| <input type="checkbox"/>                          | <input type="checkbox"/> | <p>3 <b>Recent passport picture</b> on photo card, paperclip to upper right corner.</p>   |  |
| <input type="checkbox"/>                          | <input type="checkbox"/> | <p>4 <b>Itinerary</b></p>   |  |
| <input type="checkbox"/>                          | <input type="checkbox"/> | <p>5 <b>Orange/Caribbean Carpet letter</b> 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.</p>  |  |
| <input type="checkbox"/>                          | <input type="checkbox"/> | <p>5 <b>For business visit:</b></p> <p>1) Hotel reservation for the duration of the visit.</p> <p>2) Letter from inviting company and employer support letter, both on company letterhead.</p> <p><b>For tourism:</b></p> <p>1) Hotel reservation with hotel's complete address.</p> <p>2) Three recent bank statements or pay stubs.</p> | <p><b>For visit to family/friends:</b></p> <p>1) Invitation/Guarantee letter issued and certified by city hall in the Netherlands.</p> <p>2) Three recent bank statements or pay stubs (from inviter, if financially responsible for applicant).</p>               |
| <input type="checkbox"/>                          | <input type="checkbox"/> | <p>6 <b>Proof and copy of residency status/legal stay:</b> ARC / PRC / Visa, type: _____</p>  |  |
| <input type="checkbox"/>                          | <input type="checkbox"/> | <p>7 <b>Copy of passport</b> holder page, previously issued Schengen visa(s), and visa of final destination.</p>  |  |
| <input type="checkbox"/>                          | <input type="checkbox"/> | <p>8 <b>If applicant is minor</b> copy of birth certificate, declaration of consent parents, and copy passport parents.</p>   |  |
| <input type="checkbox"/>                          | <input type="checkbox"/> | <p>9 <b>Travel medical insurance</b> with minimum coverage of €30,000 (Schengen) or € 15.000 (Caribbean).</p>   |  |
| <input type="checkbox"/>                          | <input type="checkbox"/> | <p>10 <b>If employed:</b></p> <p>1) Employer letter stating: position, duration of employment, income, and approved period of leave.</p> <p><b>If self-employed:</b></p> <p>1) Business license/registration.</p> <p>2) Recent tax return form.</p>   | <p><b>If unemployed:</b></p> <p>1) Three recent bank statements.</p> <p><b>If student:</b></p> <p>1) Proof of school registration.</p> <p>2) Three recent bank statements.</p> <p>3) If minor traveling outside school holidays, written approval from school.</p> |
| <input type="checkbox"/>                          | <input type="checkbox"/> | <p>11 <b>When providing shipping label</b>, a completed and signed Release of Liability Passport Mailing form.</p>  |  |

<b>ASSESSMENT</b>	<b>APPLICATION IS COMPLETE:</b>	<b>APPLICATION IS INCOMPLETE:</b>
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Applicant has not been informed to submit additional documents to Front Office.

Applicant has been informed to submit unchecked items to Front Office within 24 hours.

Applicant insists on filing application "as is".

Application completed on: / /

**Interview Notes & Comments**

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