

Netherlands Visa Application Center

Checklist for a visa application | Tourism

- *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. Documents

- 2.1 A passport or other travel document. 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.

➤ *And a copy of*

- 2.2 The personal details page. Yes No Remarks |

- 2.3 Previously issued visas and a copy of all entry/exit stamps. Yes No Remarks |

- 2.4 The personal details page of any previous passport and its visas. Yes No Remarks |

➤ **If you are applying for a Schengen visa for a minor who will be travelling alone or with only 1 parent, please submit the following documents:**

- 2.5 An extract of the minor's birth certificate. Yes No Remarks |

- 2.6 An identity document, bearing the parents' signature. Yes No Remarks |
(1 document for each parent)

- 2.7 A declaration of consent from both parents, stating that the minor can travel. Yes No Remarks |

- 2.8 If relevant: a court judgement stating which parent has been allocated parental responsibility for the minor.

- 2.9 If relevant: a declaration from the minor's school consenting to his/her absence.

3. Evidence of legal residence

- 3.1 Evidence of legal residence in the country your are applying from, e.g. a passport, visa or residence permit and a copy. Residence permit should be valid for at least 3 months after departure from Schengen. Yes No Remarks |

- 3.2 Work permit (if applicable). Yes No Remarks |

4. Photo

Yes No Remarks |

- 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:

<https://www.rijksoverheid.nl/documenten/brochures/2014/02/11/photomatrix-guidelines-2007>.

5. Proof of travel

➤ Note: make travel reservations which you can cancel.

- | | | | | |
|------|---|------------------------------|-----------------------------|---------|
| 5.1 | Travel itinerary (travel reservations to and from Schengen in your name, not a ticket). | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Remarks |
| 5.2 | Documents proving your visit is for tourist purposes. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Remarks |
| 5.3 | Hotel reservation (s) for the duration of your visit. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Remarks |
| 5.4. | Bank statements of the last three months. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Remarks |
| 5.5. | If you are employed: a declaration from your employer stating the period of absence. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Remarks |
| 5.6 | Documents proving that you will return to your own country after your trip. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Remarks |

For example:

- *A recent declaration from your employer, an employment contract or other information proving you are employed in your country of origin or country of permanent residence.*
- *A document proving you are in education or training in your country of origin or country of permanent residence.*
- *A document proving your children attend school in your country of origin or country of permanent residence.*
- *A document proving you have a home or other immovable property in your country of origin or country of permanent residence.*
- *A document proving you are a caregiver in your country of origin or country of permanent residence.*

6. Proof of health insurance

- | | | | | |
|-----|--|------------------------------|-----------------------------|---------|
| 6.1 | The insurance policy has been taken out in your name. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Remarks |
| 6.2 | Your insurance is valid throughout the Schengen area and for the duration of your stay. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Remarks |
| 6.3 | At least €30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death). | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Remarks |

➤ 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.

7. Visa

- | | | | | |
|-----|---|------------------------------|-----------------------------|---------|
| 7.1 | A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Remarks |
|-----|---|------------------------------|-----------------------------|---------|

8. Payment

- | | | | | |
|-----|--------------------------|------------------------------|-----------------------------|---------|
| 8.1 | Payment of the visa fee. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Remarks |
|-----|--------------------------|------------------------------|-----------------------------|---------|

I have been informed:

That I will not have my passport in my possession during the process of my visa application.

That an application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application.

That additional supporting documents may be requested from the competent authorities. In case of refusal, visa fees are not refundable.

Applicant Signature

Date