



Personal application.

Application by agent/agency.

This document is one of the forms you need to submit with your application. If any of the required documents listed below are missing, your application may be returned. Gather your documents in order of the checklist and check each item.

You are requested to hand in the following documents:

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- Passport or other travel document:** with a validity exceeding at least 3 months after your scheduled return, issued within the last 10 years and must contain at least 2 blank pages. Copies of the pages with visas for the last 3 years and pages with personal information.
- Visa Application Form:** Completed and personally signed. If the applicant is a minor, signature(s) of the legal guardian(s) is required.
- One recent photograph:** Not older than 6 months, 34x45 in color, preferably biometric and with white background.
- Visa Fee:** and service fee amount. Children between 0-12 years old will not be charged.
- Agency/Firm authorization form:** To be filled out and signed by the applicant (only when application is not done personally.)

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- Seamen's book:** Original and photocopy of all used pages containing information and stamps.
- Letter from applicant's employer:** Written and signed on official company paper, containing personal information of applicant and purpose of travel.
- List of authorized signatures of the Turkish company**
- Labour agreement:** Contract with the navigation company / ship, if applicable: applicant's social security registration document ('SGK işe giriş ve hizmet dökümü')
- Letter of guarantee from company in the Netherlands:** Written and signed on official company paper, containing personal information (full name, date of birth, passport number) and travel dates.
- Passport photocopies:** Copy of all used pages of current passport and, if applicable, of previous passports. (holder page, validity, pages with visas or stamps etc). If applicable, copies of previously obtained visas for Schengen, United Kingdom, United States and Canada.
- Residence permit for foreigners:** Copy of Turkish residence permit for non-Turkish applicants

Please note: Providing a complete file with all documents as specified above will increase the chance of receiving a response without delay. Please be informed that this is not an exhaustive list, the provision of all the documents listed above in no way guarantees that a visa will be granted. The Netherlands Embassy in Ankara and the Netherlands Consulate General in Istanbul have the right to ask for any other additional documents it considers necessary. There is no option to request submitted documents to be returned please provide copies of all original documents which you would like to get back.

Signature of VFS Staff

Applicant's Signature