

The Royal Danish Embassy, Nairobi

Dear applicant

Your application and documentation will be delivered to the Danish Mission and your case will be processed as soon as possible. Be aware that case processing can take up to 15 days.

Applications are only admissible if the following is provided: 1) a visa application form duly completed and signed, 2) a passport photo, with a light background, no older than 6 month and size 45x35mm, 3) a passport, valid at least 90 days after expiry of the visa and with at least 2 blank pages and 4) proof of visa fee payment (where applicable).

Please note that your application is complete / incomplete (please encircle).

The document(s) highlighted below are missing. The Danish Mission therefore kindly requests you to hand in the below documentation:

Document checklist for **TOURIST VISA** below:

Missing document(s)	Type of document
	1. Copy of the applicant's passport identity pages (incl. extension date if applicable), and any other visa, residence permits, entry- and exit stamps or an old passport if relevant.
	2. Travel medical insurance with a minimum coverage of 30.000 EURO for the effective stay in Schengen. Please check on www.kenya.um.dk for an updated list of approved insurance companies. Original receipt for payment of insurance.
	3. Preliminary flight booking and a detailed travel itinerary.
	4. Hotel booking
	5. Copy of national ID-card (both sides).
	6. Non-Kenyans are required to submit a copy of a valid Kenyan residence permit or other proof of legal stay in Kenya.
	7. Proof of solvency: Certified bank statements with bank referral letter covering at least the last three months with a bank referral letter. - Payslips for the last three months (if employed).
	8. Proof of employment - Dispatch letter from the employer: signed by the employer and containing the applicants function/profession, terms of employment, number of years, monthly net salary, granted leave days and date and contact details of the employer. - Contract of employment - Retired persons: documents proving the pension or other financial support. - If self-employed, copy of Kenyan PIN Certificate as well as company registration, copy of Memorandum of Association and Articles of Association, copy of Business License, if applicable.
	9. Original and copy of marriage certificate, original and copy of birth certificates of self, spouse and children, if applicable.
	10. Additional requirements for minors (under 18 years): - Copy of both parents/guardians ID-card or passports - Written consent from the parent(s)/guardian(s) if either or both is not accompanying, with contact details of both parents. - Proof of full custody or if a parent has deceased, either a death certificate or a court order for the custody. - Proof of guardianship if someone else than the biological parent(s) as stated in the birth certificate. - If travelling outside school holidays, a letter from the school with the necessary details. - If travelling with a group, a complete list of names of all travelling, and name of the person in charge of the group.
	11. Any other documents relating to the applicants personal ties to the home country, such as title deeds or lease agreements etc.

The Danish Mission requests you to hand in the required documentation within 3-5 working days from today. If the Danish Mission has not received the documentation by this deadline, the Danish Mission will make a decision in the case based on the present information.

Please choose one of the following options:

- ☐ I will be coming back within 3-5 working days with the missing document(s).
☐ I choose to hand in an incomplete application, which may lead to a refusal.

Kind regards, The Royal Danish Embassy, Nairobi.

You can hand in the missing documentation in person to VFS or by courier directly to the Embassy (att. Consular department). Please note, if you chose to send the missing documentation by e-mail to: nboambconsular@um.dk it will be via an unencrypted connection. Please remember to state your name, passport number and case ID.

The Danish mission or VFS will contact you in case further documentation is needed or as soon as we have reached a decision in your case. An interview may be required at the Embassy or by phone.

_____	_____	_____	_____
Applicant's name	Applicant's signature	Date and Place	Phone Number

Checked by VFS Staff (initials): _____ Date: _____

In all cases the official checklists shall be decisive - Always find the latest version on www.kenya.um.dk