

# VISA APPLICATION CENTRE FOR GERMANY

## SEAMEN TRANSIT VISA CHECKLIST

Document	Specifics
<input type="checkbox"/>	Original Passport and one photocopy must be valid for another three months after conclusion of travel and must have two empty pages. Photocopies of all visas and immigration stamps for the last 5 years.
<input type="checkbox"/>	Two current biometric passport picture
<input type="checkbox"/>	Visa application form completely filled out and signed by applicant
<input type="checkbox"/>	POEA employment certificate as a crew member not older than six (6) months
<input type="checkbox"/>	Invitation and guarantee letter from the principal or shipping agent in Germany > should confirm that it will assume liability in accordance with Art. 66 to 68 of the Aufenthaltsg for the full period of validity of the visa > not older than six (6) months
<input type="checkbox"/>	The crew list not older than six (6) months
<input type="checkbox"/>	Employment certificate and guarantee letter from the local shipping agency > confirming that it will assume all costs that will incur in relation to the travel > not older than six (6) months
<input type="checkbox"/>	Basic Training Certificate/s > required for first-timer Seafarers
<input type="checkbox"/>	Visa Fee (EUR 80.-)

The following information must be sent for all Transit Visa applicants, on a daily basis, as MS Excel file to the Federal Office for Maritime Navigation and Hydrography (Bundespolizei) and the Embassy one day prior to their respective appointment:

e-mail to: [bpol.see.plausibilitaetsp@polizei.bund.de](mailto:bpol.see.plausibilitaetsp@polizei.bund.de)  
[visa@mani.diplo.de](mailto:visa@mani.diplo.de)

1. Last Name
2. First Name
3. E-Mail
4. Date of Birth
5. Sex
6. Passport Number
7. Name of Vessel
8. IMO Number
9. Crewing Agent in Germany (Company, contact person, address, phone number)
10. Boarding date
11. Joining port

**I have been informed that:**

If I still have a Schengen visa that is valid for more than three months, the current visa application will not be processed and the visa application will be returned to me with a repayment of the visa fee but not the service fee;

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

An application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application;

**The following declaration in case the documents are incomplete:**

The applicant has confirmed that s/he has no documents to submit other than those listed above.

The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the refusal of the application. The applicant has chosen to proceed with the application nevertheless.

Additional supporting documents may be requested by the Embassy of the Federal Republic of Germany. In case of visa  refusal fees are not refundable.

**Signature of Applicant:** \_\_\_\_\_ **Signature of VFS Official** \_\_\_\_\_

**Remarks:** \_\_\_\_\_