

CHECKLIST FOR DRIVER PURPOSE



1	Schengen Visa Application Form		
2	Valid Passport (Issued in 10 years, at least 2 blank pages, valid at least 90 days after date of expiry), issued pages copies of the passport (If any old passport is present, photocopy of Schengen visas for last 3 years)		
3	Identity Card Copy		
4	2 biometric photo (background must be white)		
5	Valid Travel health insurance with coverage of 30.000 €		
6	Vehicle documents of transportation		
7	C2 certificate (export permission)		
8	National and international driving license of the driver (For Bus drivers B1 or B2 document)		
9	Company drivers list		
10	Hotel Reservation		
11	Guarantee from the company and UND (road transport association), if the company is a member.		
12	Invitation or business partnership certificate from a company in the EU		
13	<p>Employed/Private Sector a letter from your employer stating how long you have been employed there. The dates you will be on annual leave from and the date you will be returning to work in that employment. SGK (social security) detailed registration document. (This document should contain a readable barcode) Your three most recent original pay slips authenticated by your employer. • Copy of signature circulars to verify the authority to sign the documents, • Copy of the company registration in chamber of commerce (not older than 6 months.) and copy of the bulletin of the trade register, • Tax registration certificate of the company valid for the current year, • Copy of article in an official media regarding the formation of the company. For self-employed: The company registration in the chamber of commerce(not older than 6 months) and a copy of the bulletin of the trade register, statement of taxes payment, signatory circular, SGK(social security, this document should contain a readable barcode) For retired: Proof of pension (either bank account statement or pensioner booklet), your three most recent original payrolls authenticated by the institution where you take your salary. For farmer: Farmer certificate issued by a chamber of agriculture and SGK (social security, this document should contain a readable barcode) For Student: Student certificate from e-devlet with a readable barcode and should submit the documents of sponsor For an unemployed person: If the applicant is more than 18 years old, has to submit SGK(social security) with a readable barcode, and also should submit the documents of sponsor (e.g. employed, self-employed, retired or farmer)</p>		
14	<p>Proof of means of subsistence (company or applicant bank account details) It should be received in the last 15 days which should cover recent last 3 months and be stamped- signed with the signature circulars of the bank.</p>		
15	Petition of purpose of the travel from the applicant. (If the expenses covered by any family member, from them petition)		
16	Detailed family registration certificate (Tam Tekmil Vukuatlı Nüfus Kayıt örneği) which should contain your residence in the jurisdiction of the Consulate. If your residence is not older than 6 months, you have to submit your application with more documents.(e.g. deed of house which you reside in or rent contract and bills of the resident(electric, water, natural gas)		
17	Criminal Record, court decision must be submitted		
18	Proof of entry - exit document to the home country (TURKEY)		
19	If the driver is carrying dangerous goods (gas, chemicals, explosives etc.), their valid license to carry dangerous goods. (The validity of the licence should cover the dates of stay)		

Attention: I hereby confirm that I have provided all the above-listed genuine documents. I understand that an incomplete may prolong the processing of my case as well as being a contributing factor to a refusal of my visa application by the Hellenic authorities; that the Greek Consulate General reserves the right to ask the applicant does not automatically earn the right to a visa; that in case of a refusal or cancellation is entirely at the discretion of the Hellenic authorities.

Applicants name & surname

Staff name & surname