

MALTA FILM CREW CHECKLIST

Insofar the submission of the visa applications is concerned, the following are the minimum documents required for the film crew members:

1. Current valid Passport + last previous passport.
2. Current Passport must have three blank pages.
3. Current Passport must be valid for at least 3 months from date of exit from Schengen area.
4. Photocopy of all pages of the current (valid) passport are required together with the data page of the last previous passport.
5. Film Crew ID Card + photocopy.
6. One Photo as per Specifications.
7. Visa Form duly filled in and signed by applicant.
8. Capture of Biometrics – Personal visit of crew members for Biometric and live photo, is mandatory. **Only applicants who have already submitted their biometrics i.e. those who have a 'C' type Schengen visa issued after 2 November 2015 need not submit their biometrics at the VFS Visa Centre.**
9. Detailed CONFIRMED itinerary of the entire travel – India/Malta/India - with PNRs from Airline/s OR issued Flight tickets.
10. Travel Medical Insurance for entire period of stay as per specifications.
11. Hotel confirmation. The Hotel in Malta can email the confirmation to the Indian production company and Cc visa.newdelhi@gov.mt.
12. Invitation letter from partner in Malta (handling all logistics) with Name List and relative Passport numbers.
13. A detailed Covering Letter is required from the Indian production company clearly stating:
 - a. Introduction of purpose including full details of visit with dates of departure from India and dates of stay in Malta;
 - b. Guarantee / Undertaking for all crew members;
 - c. Detailed Name List (*names as per passport*) each with relative Passport numbers of all crew members.
 - d. Specify who is responsible and will bare all expenses for the entire visit, travel and accommodation of each crew member;
 - e. Hotel Name and details.
14. Applications can be submitted at the VFS centre nearest to residence.
Please visit Malta visa info website at < <http://www.vfsglobal.com/malta/india/> > where one can also download the visa application form.
15. Visa processing can take 15 working days. **Kindly note the transition period between the VFS Centre/s and the High Commission: from New Delhi +1 day each way; from other cities +2/3 days each way.**
16. Visa applications can be submitted 3 months prior to departure. Ideally submitted in batches of 20 **on alternate days** as soon as possible to meet the departure dates.
17. An email to < visa.newdelhi@gov.mt > informing of the submission date and city, attaching covering letter by partner in Malta together with the name/passport list of the applicants. This email should be transmitted not less than one full day in advance of submission date.

Finally, the partner in Malta has to furnish the High Commission with proof of having complied with regulations in Malta in pursuance of the relative work permits.