



Checklist for visa application | Government officials

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.

1. Application

1.1 A completed and signed Schengen [visa application form](#).

- ☐ Yes
- ☐ No
- ☐ Remarks

2. Travel Documents

2.1 A passport or other travel document.

- ☐ Yes
- ☐ No
- ☐ Remarks

2.2 A copy of all pages of the passport.

- ☐ Yes
- ☐ No
- ☐ Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.

2.3 Minors

Consent from a parent or legal guardian should be required only if the minor travels alone or only with one parent. Exceptions should be made to this if the single parent with whom the minor is to travel is the only person with parental authority.

- ☐ Yes
- ☐ No
- ☐ Remarks

2.4 Documents to be submitted by people with specific profession/occupation:



- Member of the Government, Parliament or Constitutional Council: Verbal note, certificate of appointment or some other official document;
- Staff from the European delegation or from an embassy, consulate or official body of a Member State: Certificate of appointment from the European delegation, or embassy or consulate;
- Notary: Appointing decree;
- Other professions, organised by a professional body (doctors, surgeons, dentists, pharmacists, lawyers, architects, as well as members of their families): Certificate from the professional body;
- Judges: Certificate of appointment from the Ministry of Justice;
- High-level officials (Algerian civil servants in a group A body (within the meaning of Article 8 of the Algerian civil service regulations) and staff appointed to a high-level role within the meaning of Article 15 of the same regulations): Certificate of tenure from the relevant body;
- Academic (assistant, lecturer, senior lecturer, director, dean of faculty, rector): Certificate of appointment from the higher education establishment;
- Officers of the Algerian army: Certificate of appointment from the Ministry of National Defence (DREC);
- Journalist: Certificate of employment from the publication or broadcaster that employs them;
- Spouse and dependent children (minor or not) of the people mentioned above: Fiche familiale d'état civil (family record from the register office) proving the family tie.

- ☐ Yes
- ☐ No
- ☐ Remarks

3. Evidence of legal residence

- 3.1 Evidence of legal residence in the country you are applying from, e.g. a passport, visa or residence permit and a copy or work permit (if applicable). Residence permit should be valid for at least 3 months after departure from Schengen.

Non-Algerian nationals:

Algerian residence card, valid for at least three months after expiry of the visa applied for. If this card have (or will have) expired, the applicant must also send a letter of the applicant confirming that he/she has re-applied for a new residence card which has not been issued yet.

- ☐ Yes
- ☐ No
- ☐ Remarks

4. Photo

- 4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance.
See: [photo guidelines](#).

- ☐ Yes
- ☐ No
- ☐ Remarks

5. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.



5.1 Verbal note or mission order specifying: first name(s) and last name(s) of the missionary; official job title; purpose of the trip; date of employment; commitment of the sending organisation to cover trip costs for the missionary.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.2 Confirmation of accommodation provided by the host company, or

- a hotel reservation, or
- confirmation of private accommodation, stating coverage of costs by the host, or
- proof of rental or ownership of property, or
- proof of sufficient means to cover accommodation costs.

- ☐ Yes
- ☐ No
- ☐ Remarks

5.3 Evidence of means of subsistence during the visit(s) to the Schengen area:

- coverage of costs by the inviting/sending organisation (certain Member States require use of a specific national form), or
- coverage of costs by a private individual (and proof of means from the host or guarantor) See form [Proof of sponsorship/or private accommodation](#), or
- account statement from a bank in Algeria for the last three months, or
- other proof of financial means available during the visit (international credit card, traveller's cheques, etc.).

- ☐ Yes
- ☐ No
- ☐ Remarks

5.4 Evidence of socio-economic stability (enabling assessment of the applicant's intention to leave the Schengen area before expiry of the requested visa):

- Government officials: act of appointment or certificate of tenure and last payslip;
- Employees: certificate of employment or recent employment contract and payslips for the last three months, certificate of affiliation to the CNAS (national social security scheme) or explanatory letter from the employer if this certificate is missing;
- Traders: proof of entry in the trade register, proof of CASNOS (national social security scheme for self-employed persons) membership, C20 form showing the turnover and balance sheet and bank statements for the last three months;
- Farmers: proof of status, farmer's card and most recent declaration of annual income;
- Pensioners: proof of receipt of a retirement pension;
- Students or minors: evidence of the parents' social or employment status and, where applicable, school attendance certificate or student card;
- Un-employed people: proof of adequate socio-economic status (e.g.: marriage certificate, family record book, documents confirming ownership of a property).

- ☐ Yes
- ☐ No
- ☐ Remarks

6. Proof of health insurance



6.1 The insurance policy has been taken out in your name.

- ☐ Yes
- ☐ No
- ☐ Remarks

6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- ☐ Yes
- ☐ No
- ☐ Remarks

6.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

- ☐ Yes
- ☐ No
- ☐ Remarks

7. Visa

7.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- ☐ Yes
- ☐ No
- ☐ Remarks

8. Payment

8.1 Payment of the visa fee.

- ☐ Yes
- ☐ No
- ☐ Remarks

Please be aware of the following:

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

List of documents to be presented by visa applicants from Algeria according to the Commission Implementing Decision of 23-09-2016 by the European Commission, in conformity with the list of supporting documents.