

## Checklist for a visa application | Airport transit

- 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. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
|-----|--|--|---------|

### 2. Documents

- |     |                                      |  |         |
|-----|--------------------------------------|--|---------|
| 2.1 | A passport or other travel document. | <input type="checkbox"/> Yes <input type="checkbox"/> 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.

➤ **And a copy of**

- |     |                            |  |         |
|-----|----------------------------|--|---------|
| 2.2 | The personal details page. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
|-----|----------------------------|--|---------|

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|-----|--|--|---------|
| 2.3 | Previously issued visas and a copy of all entry/exit stamps. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
|-----|--|--|---------|

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|-----|---|--|---------|
| 2.4 | The personal details page of any previous passport and its visas. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
|-----|---|--|---------|

➤ **If you are applying for a Schengen visa for a minor who will be travelling alone or with only 1 parent, please submit the following documents:**

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|-----|--|--|---------|
| 2.5 | An extract of the minor's birth certificate. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
|-----|--|--|---------|

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|-----|---|--|---------|
| 2.6 | An identity document, bearing the parents' signature.<br>(1 document for each parent) | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
|-----|---|--|---------|

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|-----|--|--|---------|
| 2.7 | A declaration of consent from both parents, stating that the minor can travel. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
|-----|--|--|---------|

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|-----|--|--|--|
| 2.8 | If relevant: a court judgment stating which parent has been allocated parental responsibility for the minor. |  |  |
|-----|--|--|--|

- |     |   |  |  |
|-----|---|--|--|
| 2.9 | If relevant: a declaration from the minor's school consenting to his/her absence. |  |  |
|-----|---|--|--|

### 3. Evidence of legal residence

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|-----|--|--|---------|
| 3.1 | Evidence of legal residence in the country your are applying from, e.g. a passport, visa or residence permit and a copy. Residence permit should be valid for at least 3 months after departure from Schengen. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
|-----|--|--|---------|

- |     |                              |  |         |
|-----|------------------------------|--|---------|
| 3.2 | Work permit (if applicable). | <input type="checkbox"/> Yes <input type="checkbox"/> No | Remarks |
|-----|------------------------------|--|---------|

4. Photo

■ Yes ■ No Remarks |

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: <https://www.rijksoverheid.nl/documenten/brochures/2014/02/11/photomatrix-guidelines-2007>.

5. Proof of travel

➤ Note: make travel reservations which you can cancel.

5.1 Travel itinerary (travel reservations to and from Schengen in your name, not a ticket). ■ Yes ■ No Remarks |

6. Visa

6.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area. ■ Yes ■ No Remarks |

7. Payment

7.1 Payment of the visa fee. ■ Yes ■ No Remarks |

I have been informed:

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

That an application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application.

That additional supporting documents may be requested from the competent authorities. In case of refusal, visa fees are not refundable.

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Applicant Signature

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Date