

Checklist for Business Owners of Associated Companies in Bulgaria

No	Documents Required	Yes	No
1.	Visa application form (fulfilled and signed personally by the applicant). If the applicant is a minor, signature(s) of the legal guardian(s) is required.		
2.	2 Biometric photos, 35x45 , color, background must be white, updated and not older than 6 months.		
3.	Visa fee.		
4.	Passport/travel document and copies of all the pages with stamps and visas and the last page with personal information. The passport should be valid at least a further six (6) months after the date of expiry of the visa. The passport must be issued within the last 10 years and shall contain at least two blank pages.		
5.	Travel arrangements: flight reservations, other proof of intended means of transport, or proof of travel itinerary.		
6.	Complete extract of the civil registry (Tam Tekmil Vukuatlı Nüfus Kayıt Örneği).		
7.	Proof of means of subsistence: bank account statement showing movements over the last three months, proving the source of regular income (issued in the last 15 days) proof of regular income, such as salary slips of the last three months, and pensioner booklet, if relevant.		
8.	COMMERCIAL INVITATION approved by the Foreigners Department of Bulgaria (original and photocopy). Notarized work contract or invitation letter from inviting company in Bulgaria.		
9.	Evidence of business contacts with Bulgarian companies: For senior management and employees of the company – supporting letter with company's logo and contact details, letter should confirm business contacts, correspondence or similar. Invoice or customs declarations.		
10.	For attendance at the Fair / Exhibition the entry card or documents proving the participation.		
11.	Company's certificate of registration to the Chamber of commerce, - Tax certificate and verification letter prove that company does not have financial obligations and all taxes and insurance are paid by the company. - Documents proving the applicant's partnership with the company to which he is affiliated in Bulgaria - Company lease agreement in Bulgaria (BG şirketin kira kontratı) - Documents proving the applicant's partnership with the company to which he is affiliated in Bulgaria.		
12.	Documents to be presented by specific categories of applicants: Employees: letter from employer and/or approval for leave containing the following information: - indication of the consulate that the document is addressed to; - the employee's name and passport number; - Full address and contact information of the employer - date of start of employment and function. - salary and work experience. - length the leave and whether it is paid or unpaid leave, except when travelling for professional reasons; - employer's contact details; and - name and position of the person signing the letter SGK (social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK tescil ve hizmet dökümü) with a readable QR code. Retired: Proof of pension (either bank account or pensioner booklet) Farmers:		

	- farmer certificate issued by a chamber of agriculture. 4. Company owners: - the company registration in the chamber of commerce and a copy of the bulletin of the trade register. - statement of taxes payment. - company activity certificate (Faaliyet Belgesi). - Company signature circular 5. Students - Student certificate issued by the Council of Higher Education in Turkey (YÖK) with a readable QR code. 6. Non-Turkish nationals: - Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States.		
13.	Travel Health insurance for traveling abroad covering up to 30,000 EUR, which covers the actual date of travel and return date in Bulgaria/Schengen area.		

ATTENTION: The diplomatic missions of the Republic of Bulgaria resident in the Republic of Türkiye reserve the right to request additional documents if deemed necessary, to invite the applicant for an interview, and to refuse the application if the applicant insists on submitting an incomplete set of documents despite the existing list as indicated by the VFS staff. Under no circumstances will the visa fee or service fee be refunded.

Applicant's name, surname and signature

VFS Staff name, surname and signature

Notes: