

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.	Biometric photo, 35x45, color, background must be white, the picture must be not photographed more than 6 months. Women should not have a scarf on they head - facial contours, neck and ears must be visible.		
3.	Documents proving the applicant's partnership with the company to which he is affiliated in Bulgaria. Proofs that the company has no material obligations in Bulgaria. Document proving that the company is registered in the Bulgarian Chamber of Commerce. Company's certificate of registration to the Chamber of commerce, tax certificate and verification letter proving that company does not have financial obligations and all taxes and insurances are paid by the company		
4.	Documents showing how costs will be cover for the trip: -Evidence of sufficient funds available during the stay - bank account issued in last 15 days(at least 50 euro per day besides the cost of hotel and flight reservation) minimum amount 500 euro (or equal in any other currency), and showing all transactions for the last 3 months. - If employed, income for the last 3 months. -For applicants under 18 years old: it is required to be shown bank account of a sponsor		
5.	Extract of Turkish family book showing place of residence(if not – adress registration will be required), family link, civil status, parents, spouse, children and siblings. If any family member is born in BG, information about Citizenship would be required.		
6.	The following documents regarding the applicant's personal situation shall be presented by either of the categories: If Applicant is employed: Letterheaded and signed letter written on the letterhead by the employer, contained the below information: - Full address and contact information of the employer; - the names and duties of the position of the employee signed the Letter of the employee; - Employee names, salary and work experience; - the permission for leave issued by the employer. -Tax plate -Tax registration certificate of the Company. - Copy of the bulletin of the trade register -Payroll of the last 3 months - -SGK (Sosyal Güvenlik) İşe Giriş Bildirgesi ve SGK Hizmet Dökümü If Applicant is owner of a private company: -Letterheader and signed letter written on the letterhead by the owner, including information about purpose of traveling and arrival dates - Copy of the company registration in chamber of commerce and copy of the bulletin of the trade register. - Tax registration certificate of the Company. If Applicant is a Farmer: - farmer certificate issued by Chamber of agriculture. If Applicant is retired:		

	- Proof of pension (either bank account or pensioner booklet) If applicant is a student: - Student certificate (Öğrenci Belgesi) - Documents from the parents indicating that they are able to cover all expenses during the journey and the Declaration that they will cover all the expenses; For minor applicant (under 18 old age): - The application form requires the signature of both parents. In cases where only one of the parents sign the application form, must have a notarized consent from the other parent. (Consent letter should include the statement that he can apply for visa) If traveling alone, with a parent or legal guardian: - Notarized consent of parents (if a single parent or holds the parental authority alone, the relevant court decision must be submitted at the time of application). -Birth certificate is required. -In case of traveling with parents, a letter of consent is also mandatory		
7.	Document stating entries and exits from country (from E-Devlet with QR code)		
8.	Passport or other 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 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.		
9.	Travel Health Insurance: Must cover the required visa period and be valid in the Schengen area with a minimum coverage of 30,000 Euros.		

ATTENTION:

- The Bulgarian Consulate General reserves the right to request additional documents if deemed necessary, may call the applicant for an interview and the Bulgarian Consulate General reserves the right to refuse the application if the VFS employee insists on providing missing documents despite the documents on the current list. In no case will the visa fee and service fee be refunded.
- The VFS service fee is paid at the time of making an appointment. The consulate visa fee is paid in cash in Euro currency at our application center.

Applicant's name, surname and signature

VFS Staff name, surname and signature

Notes: