

CROATIA - NATIONAL LONG TERM VISA (D)

CHECKLIST- REPUBLIC OF AZERBAIJAN

Purpose of visit: Approved Temporary Stay or issued Stay and Work Permit

Name: _____	Contact no. _____
Passport number: _____	E-mail address: _____

Note: Long-term visa (visa D) application shall be submitted no sooner than three months before and no later than three months after the beginning of validity of temporary stay or the issued stay and work permit in Croatia.

Please be informed that failure to submit the documents listed below may result in **application being refused by the Embassy of the Republic of Croatia**. The required documents have to be translated into Croatian or English in a separate document according to the instructions below.

Note: The application materials should be placed in the following order:

Required documents		Yes	No	Remarks
1.	Visa applications form filled out in Latin alphabet, without blanks, signed by the applicant (in case of a minor, signed by both parents or legal guardians). The application form must be filled out <i>online</i> : (on page 3/6: purpose of stay is Aliens act, Article 57, Temporary stay) and print out with the Serial Number. https://crovisa.mvep.hr/default.aspx?langId=en All submitted documents must be scanned and uploaded.			
2.	One colour photograph (35x45 mm, not older than 6 months, white background, no photoshop)			
3.	Biometrics (applicant's fingerprints and digital photo will be collected at VFS Visa Application Centre/Embassy)			
4.	Valid passport or other travel document and one copy of the identification page, copy of the pages with Schengen/Croatian national visas (if issued before) and copy of page with signature on the passport. If the visas were in the previous passport, copy of that passport identification page with signature. Travel document must be: not older than 10 years, valid for at least 90 days after the expiration of the approved Temporary Stay or issued Stay and Work Permit, and containing at least 2 blank pages.			
5.	Foreign citizens in Azerbaijan only: copy of the residence permit or other proof of legal stay in Azerbaijan, valid for at least 3 months after the date of submission of visa application			
6.	In case of family member of Croatian/EU/EEA citizen: Copy of marriage/birth certificate with translation into Croatian/English			

7.	Travel medical insurance valid for 30 days , valid for Schengen/Europe countries, covering the whole trip, covering costs of emergency treatment, repatriation for medical reasons as well as transportation in case of death, written in Latin alphabet, with the insured amount not lower than 30.000 EUR.			
8.	Documents proving the purpose of stay in the Republic of Croatia: a) copy of approved Temporary Stay (for family reunification, secondary school education, study, research, for humanitarian reason, life partnership, work, secondment, stay of another EEA Member State's long-term resident, for other purposes, stay of digital nomads) OR b) copy of issued Stay and Work Permit Important Note: For D visa holder, she/he must go to the local Police Station to report physical address (hotel or private accommodation) within 48 hours of entry in the Republic of Croatia and to apply for the Biometric Residence Permit within 30 days (in urgent procedure) at local Police Station.			
9.	Proof of flight reservation and accommodation for the whole duration of the stay (if applicable)			
10.	Proof of financial means (if applicable): Bank statements from the current account from the last 3 months, no deposits; a) proof of the solvency of the employing company, if the company pays the costs of travel and living, or b) proof of the applicant's personal solvency, in case personally covering the costs of travel and living.			
11.	For employees (if applicable): 1. A sealed copy of the business licence of the employing company. 2. A letter from the employer (in English) on official company paper with stamp, signature and date, clearly mentioning: a) Address, telephone and fax numbers/e mail of employing company, b) The name and position in the employing company of the countersigning officer, c) The name of the applicant, position, salary and years of service, d) Approval for absence. For self-employed or freelancers (if applicable): Document proving professional activity. For retired persons (if applicable): Proof of pension or other regular income. For unemployed adults (if applicable): a) If married: Letter of employment and income of the spouse and notarized certificate of marriage with Apostille. b) If single/divorced/widow/widower: Any other proof of regular income: For students (if applicable): Student card and original letter of the school, mentioning: 1.Full address, telephone number of the school			

	2. Permission of absence 3. Name and function of the person giving the permission			
12.	Minors (under 18 years old) traveling alone or with one parent: 1. Notary certificate of family relationship or proof of guardianship with Apostille; 2. Notary certificate of permission to travel from both parents or legal guardians with Apostille (in case the parents are not in Azerbaijan: certificate attested by the relevant authorities in the country of residence); 3. Notary death certificate in case of death of a parent or both parents with Apostille; 4. In case the parents are divorced and one of the parents lost custody of the child: notarized court verdict with Apostille.			
13.	Additional notes: optional document Applicants are allowed to submit additional documents that they consider useful to explain and/or justify the trip.			
NOTE: The Embassy of the Republic of Croatia reserves the right to request additional information/documentation and, if deemed necessary, to interview applicant in person.				

To be completed by the Inquiry Officer:

1. The applicant has confirmed that she/he has no other documents to submit.
2. The applicant has submitted the supporting documents listed above. I have advised her/him that **failure to submit all necessary documents** may result in the application being **refused**. The applicants has chosen to proceed with the application.
3. I have advised the applicant that **the Embassy does not give back the documents** that are submitted with the application and that the applicant is advised to make an appropriate amount of copies of document that she/he might need in future.

Visa fee*		Name of travel agent	
Service fee		Address	
Courier fee (if any)			
Other fees		Telephone no.	

***The following are exempt from long-term visa (visa D) fees upon application:**

1. children up to the age of 12,
2. family reunification – exempted in the case of family members of a Croatian national: spouse, children)
3. third-country nationals who have been granted the temporary stay for the following purposes:
 - a) secondary school education
 - b) university studies
 - c) research
 - d) humanitarian grounds.

Name & signature of Inquiry Officer

Date

Applicant's signature