

CHECKLIST – CROATIA WORK PERMIT

S.NO	DOCUMENTATION	YES	NO	N/A
1.	Application Form: Fully completed in English or Croatian language and signed in two places by the applicant in person.			
2.	Passport: Passport should be at least valid for three months after the expiry of the Work Permit document and containing at least two empty pages (back to back), No alteration or handwritten amendment concerning the data page.			
3.	Two photographs: 2 recent passport size photograph in colour, 35 X 45mm (85% face focus) ; with white background			
4.	Travel Medical Insurance: shall be valid for Croatia and the policy must clearly specify the period of validity and must cover at least 30 days from date of travel to Croatia. (And it should be valid for one way travel and employment).			
5.	Means of Transportation: One way travel reservation.			
6.	Work Permit Letter issued by Croatian company which is not older than 60 days at the date of submission in VFS.			
7.	PCC – Copy of Police Clearance Certificate with apostille stamp for (Indian nationals) For other nationals it should be legalize from the Embassy of Croatia, New Delhi.			
8.	Reason letter for not using previous Croatian visa.			
9.	Reason Letter if any refusal from any European country.			
8.	Passport Photocopy: Clear Photocopy of front and last page and used pages (Current passport and previous two old passports)			

IMPORTANT NOTES:

- Passport should be at least valid for three months after the expiry of the Work Permit document.
- Work Permit Letter issued by Croatian company should not be older than 60 days from the date of submission in VFS.
- Processing can take up to 20 working Days after receiving the application.

Remark by VFS Officer:

Applicant's Signature:

Date: