

Document Checklist - to be submitted with the application

Transit of seafarers

Please indicate submitted documentation by <input checked="" type="checkbox"/> . Submit the Document Checklist together with your application and supporting documentation in the following order to the Visa Application Centre or Embassy.	Yes	No
1. Applicant applied in person	<input type="checkbox"/>	<input type="checkbox"/>
2. Schengen Visa Application Form duly completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
3. Travel document: issued in the last 10 years, 2 empty pages, expiry date exceeding requested visa by 3 months.		
4. One recent (not older than 6 months) passport photo, attached to the top right corner of the application form. Size 35x45 mm with plain light colour background	<input type="checkbox"/>	<input type="checkbox"/>
5. Fingerprints – 10 fingers (Persons whose fingerprints have been collected within the previous 59 months should not have the fingerprints collected again. If, during the processing of the visa application, the consulate establishes that the applicant's fingerprints are not stored or are of low quality, the applicant shall be called to have his fingerprints collected).	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of the applicant's passport identify page (incl. extension date if applicable) and copy of documentation on former travels abroad; if relevant an old passport should be attached the application and copy of pages with previous or valid visas to the Schengen area, USA, Canada, UK and Australia – including entry and exit stamps	<input type="checkbox"/>	<input type="checkbox"/>
7. Foreign nationals in the Philippines: For non-Filipino applicants who have valid residence status in the Philippines - Copy of Alien Certificate Registration (ACR) - Re-entry permit		
8. If travelling with spouse and/or children - Marriage contract certified by the National Statistics Office (NSO) - Birth certificates of children certified by the National Statistics Office (NSO)	<input type="checkbox"/>	<input type="checkbox"/>
9. Plane ticket: Copy of the roundtrip airline reservation with Passenger Registration Number (or reservation number) and travel itinerary.	<input type="checkbox"/>	<input type="checkbox"/>
10. Evidence of travel itineraries if visit in several Member States are planned. Confirmation of the reservation of an organised trip or any other appropriate document indicating the envisaged travel plans	<input type="checkbox"/>	<input type="checkbox"/>
11. Travel health insurance: valid for the Schengen area, covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage for medical treatment EUR 30.000 (list of companies is attached)	<input type="checkbox"/>	<input type="checkbox"/>
12. PROOF OF PURPOSE OF STAY - Transit of seafarers <ul style="list-style-type: none"> - Employment contract - Photocopy of the working contracts of the seafarer in order to board the ship (P.O.E.A. contract) - Seaman's book - Invitation letter from the maritime agency of the Member State where the sailor will join the boat. The invitation should be signed and with the seal of the agency and include the following data: <ul style="list-style-type: none"> • Name and family name of the seafarer • Place and date of birth, passport number, seaman's book number • Date of issue, period of validity 	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • The sailor's position on the vessel (in case of a group of sailors this information can be included in a list signed, sealed and attached to the invitation letter) • Date and airport of entry into the Schengen area • Name of the vessel • Port of boarding • Duration of the contract • Itinerary that the seafarer will follow to arrive in the Schengen State of • destination. • The name and address of the collaborating Philippine agency or which will present the visa application, be in charge of the seafarer once he arrives in the Member State in order to transport him to the sea port to board. • If the application is presented by a Filipino maritime agency, a letter of invitation of the Philippine agency that includes a list of the seafarer(s), in which is stated their employment on the ship. 		
13. Visa Fee	<input type="checkbox"/>	<input type="checkbox"/>
14. REMARK		

Submitting a visa application, including all the required documents, does not automatically mean that the visa will be issued. During the examination of an application, the Embassy may request additional documents, and may call the applicant for an interview to the Embassy of the Republic of Croatia in Jakarta.

Name of VFS official

Signature of the applicant

Date:
