



Dear Applicant

Your application and documentation will be delivered to the Embassy and your case will be processed by the Embassy as soon as possible.

**Please read the requirements carefully.** If any documentation is missing or incorrect, you must submit the documentation within 3 days from today. If the Embassy has not received the documentation by this deadline, a decision will be made on the case based on the present information.

<b>Application form</b> completely filled on <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a> , printed and signed by the applicant	
<b>Visa Fee payment receipt</b> printed from <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a>	
One recent (less than six months old) passport-size <b>photograph</b> in color with white background and good resemblance. (3.5cm / 4.5cm).	
<b>Passport</b> , should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in Schengen and with at least two blank pages.	
Copy of Schengen visa and entry/exit stamps of the Schengen area from previous passports.	
Overseas <b>travel medical insurance</b> valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation, Covid - 19 etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.	
<b>An invitation from the shipping company/maritime agency in Denmark containing following details:</b> <ul style="list-style-type: none"> <li>Name and family name of the seafarer</li> <li>Place and date of birth, passport number, seafarer's book number</li> <li>Date of issue, period of validity of passport and the seafarer's book</li> <li>The seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter)</li> <li>Name and flag of the boat</li> <li>Port and date of boarding and disembarking</li> <li>Itinerary that the seafarer will follow to arrive in the Member State of destination/ transit (including date and entry point (airport) to the Schengen area)</li> <li>In the letter of invitation, the shipping company/ maritime agency based in Denmark should indicate the name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications.</li> <li>The shipping company/ maritime agency based in Denmark is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in Denmark (including in the event of repatriation) and ensure that he/ she boards the ship.</li> </ul>	
If the visa application is presented by a shipping company/maritime agency of India, a <b>covering letter by the agency/company</b> including the list of seafarers applying.	
<b>Flight reservation.</b> The Embassy recommends that you do not buy a plane ticket before your visa has been approved.	
<b>Proof of accommodation</b> (in case of an overnight stay)	
<b>Employment contract/ appointment letter</b> (showing duration of employment)	
<b>Seaman's Book (Original)</b>	
<b>Comments</b>	

I understand that I must provide above missing documentation to VFS within 3 days. Signature date below counts as day one of three.

You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your full name. Please note, if you choose to send the missing documentation by e-mail to: [delambvisa@um.dk](mailto:delambvisa@um.dk) it will be via an unencrypted connection.

Please note that you could still be asked for additional documents and/or may be called for an interview at the Embassy.

Kind regards, The Royal Danish Embassy, New Delhi, Visa Section

Applicant's Signature

Passport No.

Date

Place