



VISITING FAMILY & FRIENDS RELATED TO EU CITIZEN (RIGHT TO FREE MOVEMENT) LIST OF DOCUMENTS TO DENMARK, FINLAND, NORWAY (Including Greenland, Faroe Islands and Svalbard)

Dear Applicant,

IMPORTANT

USE THIS CHECKLIST ONLY IF YOU ARE NOT TRAVELLING TO YOUR EU PARTNER'S OR FAMILY MEMBER'S HOME COUNTRY AND THAT HE/SHE MUST BE ACCOMPANYING YOU FOR THE TRIP.

If you submitted your application under the wrong category, please complete a new application and make sure to untick the "related to EU citizen" box. For any further questions, please contact the embassy directly.

For faster case processing we recommend that non-English documents be translated into English. The English translation **must be translated by an authorised translation company** and NOT by yourself. Please also remember to enclose the original document as well as a copy of said document.

Please note that applications received less than 15 days before departure may not be accepted.

- Please make an **online appointment** to submit your visa application **in person** at the **Joint Visa Application Centre (VAC)**. Walk-ins will not be accepted.
- The departure date from Singapore must **not be more than six months** from the application submission date.
- This **check and missing document list** must be **signed** and **submitted** with your application.

TO BE TICKED BY APPLICANT ONLY		DOCUMENTS AND FEES	MISSING DOCUMENTS (TO BE FILLED BY VFS ONLY)
YES	NO		
		Family members of EU citizens: <i>In order to prove that the applicant has the right to be issued with an entry visa under the directive 2004/38/EC1, the applicant must establish that he/she is a beneficiary of the Directive. This is done by presenting documents relevant for the purposes of the three questions below, i.e. proving that:</i> 1) There is a EU citizen from whom the visa applicant can derive any rights 2) The visa applicant is a family member of an EU citizen 3) The visa applicant accompanies or joins the EU citizen	
		1. Application form and receipt for payment of visa fee:	
<input type="checkbox"/>	<input type="checkbox"/>	Print and sign the cover letter as per passport signature .	
<input type="checkbox"/>	<input type="checkbox"/>	Receipt for the payment of visa fee (Fees are payable in Singapore Dollars)	
		2. Original passport and a copy of the passport biodata page:	
<input type="checkbox"/>	<input type="checkbox"/>	Passport must have been issued within the last 10 years .	
<input type="checkbox"/>	<input type="checkbox"/>	Passport must be valid for at least 90 days after your scheduled departure from the Schengen area.	
<input type="checkbox"/>	<input type="checkbox"/>	The passport must have at least 2 blank pages .	
		3. Previous Schengen visa(s):	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of previously issued Schengen visa(s) issued within the last five years including the entry and exit stamps.	



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TO BE TICKED BY APPLICANT ONLY		DOCUMENTS AND FEES	MISSING DOCUMENTS (TO BE FILLED BY VFS ONLY)
YES	NO		
		4. Singapore residence permit:	
<input type="checkbox"/>	<input type="checkbox"/>	A copy of your Singapore residence permit such as PR, re-entry permit, employment pass, dependant's pass, long-term visit pass or student's pass which is valid for 3 months after the departure date from the Schengen area.	
		★ If your Singapore residence card does not show the expiry date, either submit the screenshot from the SGWorkpass app or a copy of your MOM approval in principal letter	
		5. Proof of relationship to a EU citizen exercising his/her right to free movement:	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of, for instance, marriage certificate, birth certificate or proof of dependency	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of your spouse's or parent's passport biodata page	
		6. Transport booking:	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of yours AND your partner's confirmed flight booking. Your visa will be issued according to the dates stated in the application form so please ensure that your booking corresponds with those dates.	
		★ <i>Please do not purchase your tickets until a decision is made on your visa application.</i>	
		7. Evidence of cohabitation:	
<input type="checkbox"/>	<input type="checkbox"/>	If you are not married – evidence that you and your partner (the EU, EEA or Swiss citizen) are living together in a genuine relationship for at least one and a half years . E.g. letter from the EU, EEA or Swiss citizen's embassy on your partnership status.	
<input type="checkbox"/>	<input type="checkbox"/>	A copy of your partner's legal status in Singapore such as PR, employment pass, dependent pass etc.	

IN CASE OF MISSING DOCUMENTS

The document(s) highlighted in the checklist; "MISSING DOCUMENTS (TO BE FILLED BY VFS ONLY)" is/are missing. The Danish Mission kindly requests you to hand in the below documentation **within 3-5 days from today**. Please remember to mention your application ID and/or your passport number when you submit any additional documentation. **If the Danish Mission has not received the documentation by this deadline, the Danish Mission can make a decision on the case based on the present information.** The Danish Embassy reserves the right to request additional documents for assessing an application and to retain them on file. **The Danish Embassy** is the authority who will assess and make the decision on your application. **The VAC is not involved in the decision-making process.**

You can hand in the missing documentation in person or by courier to VFS. The Danish Mission or VFS will contact you when a decision has been reached in your case.

If any documents are missing according to **the checklist**, please fill in and sign below:

Applicant's Signature

Case Number ID

Passport Number

Date and Place

More information about the requirements for supporting documents can be found at the joint visa applications Centre's, [VFS homepage](#) or the [Danish embassy's homepage](#). How we process personal information: <https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy>