

## BUSINESS VISIT REQUIRED DOCUMENTS FOR LATVIA



Sr #		Yes	No
1	Fully completed and signed online application form. <a href="https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/">https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/</a> ?		
2	Passport (time period between the date of its issue and date of visa application must not exceed 10 years and passport must be valid for at least 3 months as of the end date of the planned trip).		
3	One recently taken passport photo, size 4x5 cm on a plain, white background		
4	Invitation approved by the Office of Citizenship and Migration Affairs (click here for more information: <a href="http://www.pmlp.gov.lv/en/home/services/visas-and-invitations/letter-approved/">http://www.pmlp.gov.lv/en/home/services/visas-and-invitations/letter-approved/</a> ) or an invitation letter that contains the following: <ul style="list-style-type: none"> <li>• The inviting party's full name, surname, date of birth, place of birth, Passport No. or the name of the company, its registration No.</li> <li>• The purpose of travel</li> <li>• Information on whether the inviting party will cover the expenses of the invited party during his/her stay</li> <li>• The planned time for the visit and the number of entries</li> <li>• The address of the invitee's place of residence during his/her visit</li> <li>• The signatories name, surname and position</li> </ul>		
5	Flight / travel reservations or other proof of intended transport		
6	Proof of accommodation		
	Proof of adequate travel medical insurance covering the entire period of the intended stay, which is valid for all Schengen States and covering any expenses that might arise in relation to urgent medical attention, emergency hospital treatment, accidental death or repatriation for medical reasons. The minimum coverage must be 30.000 EUR. The duration of the insurance policy should exceed the duration of the trip for 15 days.		
7	Proof of means of subsistence: e.g. <ul style="list-style-type: none"> <li>• bank account statement on the account turnover during the last three months</li> <li>• proof of regular income e.g. salary slips of the last three months (or similar)</li> </ul>		
8	If the applicant is employed: <ul style="list-style-type: none"> <li>• letter from the employer and/or approval for leave</li> <li>• SGK (social security) registration document.</li> </ul>		
9	If applicant is employed by or owner of a private company: <ul style="list-style-type: none"> <li>• the company registration in the chamber of commerce and a copy of the bulletin of the trade register</li> <li>• tax statement</li> </ul>		
10	If the applicant is retired: <ul style="list-style-type: none"> <li>• proof of pension (either bank account statement or pensioner's booklet)</li> </ul>		
11	If the applicant is a minor/under age 18 and travelling alone or with one parent or legal guardian only: statement from his/her parents approved by a notary public ( this condition shall not apply if the parent travelling is a single parent or holds sole parental authority)		

ALL OF THE ABOVE DOCUMENTS MUST BE SUBMITTED WITH YOUR APPLICATION. IF YOU ARE UNABLE TO PROVIDE ANY OF THESE DOCUMENTS PLEASE PROVIDE A WRITTEN EXPLANATION FOR THE OMISSION.

A VISA OFFICER MAY REQUIRE FURTHER DOCUMENTATION IF HE OR SHE DEEMS IT NECESSARY, BEFORE THEY CAN MAKE A DECISION ON AN APPLICATION.

PLEASE NOTE THAT APPLICANTS MAY BE REQUIRED TO ATTEND A PERSONAL INTERVIEW  
NOTE: THE PROVISION OF ALL THE DOCUMENTATION LISTED IN NO WAY GUARANTEES THAT A VISA WILL BE GRANTED.

COMMENT :

NAME AND SIGNATURE OF APPLICANT :

NAME AND SIGNATURE OF VFS STAFF :