



BUSINESS -CHECK LIST		YES	NO
1	<b>Visa application form</b> completed online, printed and signed by the applicant <a href="https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/">https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/</a>		
2	<b>One photo (size 35mm x 45 mm)</b> must be taken during visa submission -Live Photo		
3	<b>Passport</b> with a period of validity extending at least three months after the intended date of departure from Schengen area, containing at least two blank pages, and issued within the previous ten years. Copies of the identification pages and the pages that contain information about previously issued visas.		
4	<b>Travel medical insurance</b> valid for the whole Schengen area and covering the entire period of the intended stay in the Schengen area and additional 15 days - "the period of grace". The minimum coverage of 30,000 EUR including the costs of urgent medical attention and/or emergency hospital treatment in case of an illness as well as repatriation in the event of death.		
5	<b>Original invitation letter from the host legal person or company that contains the following:</b> <ul style="list-style-type: none"> <li>- for the invited person: name and surname, date of birth, sex, citizenship, passport number, time and purpose of the journey, number of entries, the address of residence during his/her visit;</li> <li>- information on whether the inviting party will cover the expenses of the invited party during his/her stay</li> <li>- for the inviting legal person, company or organisation: full name, address and the name and position of the person who signs the request</li> </ul> <b>Or</b> <b>For Latvia</b> – number of invitations approved by the office of Citizenship and Migrations Affairs <b>For Estonia</b> – an electronically signed invitation sent by email to the address <a href="mailto:consulate.azerbaijan@mfa.gov.lv">consulate.azerbaijan@mfa.gov.lv</a> <b>For Slovenia</b> – guarantee letter <a href="https://www.gov.si/assets/ministrstva/MZEZ/Dokumenti/konzularne-zadeve/oddelek-za-vize/garantno_pismo.pdf">https://www.gov.si/assets/ministrstva/MZEZ/Dokumenti/konzularne-zadeve/oddelek-za-vize/garantno_pismo.pdf</a> signed by the person/company/organization inviting you to Slovenia and certified and registered at the relevant administrative unit in Slovenia <a href="https://www.gov.si/en/state-authorities/administrative-units">https://www.gov.si/en/state-authorities/administrative-units</a>		
6	<b>Flight reservation or other proof of intended transport</b> – reservation for return flight or supporting documents for other means of travel with itinerary		
7	<b>Proof of accommodation</b>		
8	<b>Proof of sufficient financial means:</b> <ul style="list-style-type: none"> <li>• Original bank letter confirming the balance of the account and bank account statement showing the movements during the last three months, duly stamped and signed by the bank with bank certificate;</li> <li>• Proof of regular income e.g. salary pay slips for the last three months (or similar).</li> </ul> <b>If the applicant is sponsored</b> – copy of declaration of sponsorship certified by public notary. If family members are sponsored (spouse, children, parents), the sponsor writes a free-form application. Confirmation that the sponsor has sufficient finances. <b>For Latvia</b> - no less than EUR 14 for each day of stay, if the duration of the intended stay does not exceed 30 days; not less than EUR 740 (the minimum monthly wage in Latvia), if the duration of the intended stay exceeds 30 days; <b>For Slovenia</b> - the extent of sufficient financial means for each day of stay in Slovenia is 70 euros <b>For Estonia</b> - the extent of sufficient financial means for each day of stay in Estonia is 70 euros.		
9	<b>If the applicant is employed:</b> letter from the employer and approval for leave (with the seal of the workplace, indication the address and contact information); SGK (social security) registration document.		
10	<b>If the applicant is by or owner or a private company:</b> the company registration in the chamber of commerce, a copy of the bulletin of the trade register; tax statement		
11	<b>For third country nationals</b> – residence permit must be valid for at least 3 months beyond the intended date of departure from the territory of the Member States. The original must be presented to VFS Global and a copy must be prepared for the embassy.		

**Note:** Please be informed that the Embassy of Republic of Latvia, Baku, could be asked for additional documents and may call the applicant for an interview. The visa fee according to Schengen regulations is non-refundable.

Applicant/Agent Name: .....

Signature: ...

VFS Staff Name: .....

Signature: ...

Date: .....

