



PRIVATE VISIT - CHECK LIST		YES	NO
1	Visa application form completed online, printed and signed by the applicant https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/		
2	One photo (size 35mm x 45 mm) must be taken during visa submission -Live Photo		
3	Passport with a period of validity extending at least three months after the intended date of departure 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	Travel medical insurance 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	Invitation letter: For Latvia – number of invitations approved by the office of Citizenship and Migrations Affairs For Estonia – an electronically signed invitation sent by email to the address consulate.azerbaijan@mfa.gov.lv or an invitation certified by public notary For Slovenia – guarantee letter https://www.gov.si/assets/ministrstva/MZEZ/Dokumenti/konzularne-zadeve/oddelek-za-vize/garantno_pismo.pdf signed by the person/company/organization inviting you to Slovenia and certified and registered at the relevant administrative unit in Slovenia https://www.gov.si/en/state-authorities/administrative-units Original invitation letter that contains the following: <ul style="list-style-type: none"> - 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; - information on whether the inviting party will cover the expenses of the invited party during his/her stay; - for the inviting person: full name, date of birth, passport number, statement of income(if the inviting party will cover the expenses of invited party). 		
6	Flight reservation or other proof of intended transport – reservation for return flight or supporting documents for other means of travel with itinerary		
7	Proof of sufficient financial means: <ul style="list-style-type: none"> • 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; • Proof of regular income e.g. salary pay slips for the last three months (or similar). If the applicant is sponsored – 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. For Latvia - 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; For Slovenia - the extent of sufficient financial means for each day of stay in Slovenia is 70 euros For Estonia - the extent of sufficient financial means for each day of stay in Estonia is 70 euros.		
8	If the applicant is employed: 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.		
9	If the applicant is by or owner or a private company: the company registration in the chamber of commerce, a copy of the bulletin of the trade register; tax statement		
10	If the applicant is a student: certificate from university		
11	If the applicant is retired: proof of pension		
12	For children under age 18 year:		

	<ul style="list-style-type: none"> • birth certificate, if the parents are the legal guardians, or the decision of the competent authority on appointing legal guardian; • copy of valid Schengen visa of the parents/legal guardian travelling together with the child, if they submit his/her application not at the same time; • if the minor travels alone or with one parent or legal guardian only, copy of written consent certified by public notary of both (one) parents or guardians having the care and custody of the applicant. • If the parent(s) first name and family name are different than the ones presented in birth certificate of the minor, parents shall provide additional documents (Marriage Certificate(s) or Adoption paper(s) or documents proving a change of given name or surname confirming the parent(s) relationship with the minor. 		
13	For third country nationals – residence permit must be valid for at least 3 months beyond the intended date of departure from the territory of the Member		

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: