



SEAMANS - 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 shipping company/ maritime agency</b> <ul style="list-style-type: none"><li>- information about seaman - name and surname, date of birth, citizenship, passport number, 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 - port and date of boarding and disembarking</li><li>- information on whether the inviting party will cover the expenses of the invited party during his/her stay</li><li>- information about company - full name of company, address and the name and position of the person who signs the request</li></ul>		
6	<b>An extract from the crew list</b> stating the rank and the position of the seafarer		
7	<b>Flight reservation or other proof of intended transport</b>		
8	<b>Seaman's book</b>		
9	<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		

**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:** .....