



SEAFARER VISA CHECKLIST		YES	NO
1	Visa application form completed online, printed and signed by the applicant.		
2	Two photos (size 35mm x 45 mm) must be taken in last 6 month and it should be on white background.		
3	Passport with a period of validity extending at least three month after the intended date of departure from Latvia or other Member State, 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 visit 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. Medical insurance policy can be obtained in applicant's country of residence, or in any other country, or taken out by the inviting person. It is important that the insurance meets all the above requirements.		
5	Invitation approved by the Office of Citizenship and Migration Affairs, see link http://www.pmlp.gov.lv/ The invitation should be dated not later than 6 month prior to the application date.		
6	Round trip tickets: The flight tickets must be bought and confirmed by the airway company.		
7	Proof of accommodation: - Hotel booking and proof of sufficient means to pay for the accommodation. - Hotel booking is not required if the accommodation is included in the Invitation.		
8	Proof of sufficient financial means: - Original private bank account statement showing the movements during the last three months, duly stamped and signed by the bank; - Indian income tax return acknowledgment for the last two assessment years. If the applicant is employed - pay slips for the last three months; - employment contract; - employer's statement on approval for holidays; If the applicant is a company owner or self-employed - certificate of registration of the company; If the applicant is sponsored - proof of sponsorship and/or information on the Invitation; If the applicant is retired - pension statements for the last three months; - proof of regular income generated by ownership of property or business.		
9	If the applicant is a minor - If the minor travels with one parent only, written consent certified by public notary of the other parent or guardian, except in cases of a parent having the care or custody alone; - If the minor travels without parents, written consent certified by public notary of both parents or guardians having the care and custody of the applicant; - Copies of the passport of the parents. If not applicable, birth certificate of the applicant and copies of the ID cards of the parents.		
10	Journeys undertaken for the purpose of Seafarer - Employment contract / appointment letter (bearing duration of employment); - Copy of the seafarer's working contracts/appointment letter in order to board the ship. - Seafarer's book - Invitation from the shipping company/ maritime agency of the Member State where the sailor will join the boat. The invitation needs to be signed and with the seal of the Company/ agency and include the following data: - Name and family name of the seafarer; - Place and date of birth, passport number, seafarer's book number; - Date of issue, period of validity of passport and the seafarer's book; - Position of the seafarer at the boat (if there are many seafarers their information can be included in a list signed and sealed, as an annex of the invitation letter); - Name and flag of the boat;		

	○ Port and date of boarding and disembarking; ○ Itinerary that the seafarer will follow to arrive in the Member State of destination/ transit (including date and entry point (airport) into the Schengen area). • In the letter of invitation, the shipping company/maritime agency based in the Member State should indicate the name and address of the Indian agency which collaborates with it and will be in charge of presenting the visa applications. • The shipping company/maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the Member State (including in the event of repatriation) and ensure that he/ she boards the ship. ○ Flight reservation (if applicable) ○ If the visa application is presented by a shipping company/ maritime agency of India, a covering letter of invitation by the said agency/company including the list of applying seafarers.		
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Note: Applicant could be asked for additional documents or may be called for an Interview if desired by The Embassy of Republic of Latvia, New Delhi.
The visa fee, according to Schengen regulations, is non-refundable.

REMARKS

Applicant/Agent Name :

Signature:

VFS Staff Name :

Signature:

Date :