



LATVIA – BUSINESS CHECKLIST

All documents provided by the applicant must be in English.	YES	NO
<ul style="list-style-type: none"> Fully completed and signed online application form (signed by both parents in case of minors, below the age of 18.) Click here for the online application form. 		
<ul style="list-style-type: none"> Two recent passport size photographs (Not older than 3 months, size: 3,5 - 4,5 cm, white background and neutral expression necessary, no head covering acceptable except for religious reasons; please do not staple) 		
<ul style="list-style-type: none"> Original passport with Saudi Arabia residence permit and the Saudi ID card, all valid for at least three months longer than the intended stay. The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages. The applicant needs to provide a photocopy of the identity page of the passport, the Saudi Arabia residence permit and any previous Schengen visas from the last 3 years. Copy of the Saudi Arabia Residence card needs to be provided. 		
<ul style="list-style-type: none"> Letter from an employer and /or a sponsor stating designation, date of employment, and salary, the period of stay, purpose of visit, and financial arrangements shall also be mentioned. The letter must have an original signature and a stamp. If the applicant is an owner of a company or a partner, copy of the Company Trade License should be presented. 		
<ul style="list-style-type: none"> Official invitation approved by the Office of Citizenship and Migration Affairs. Click here for more information. Since the OCMA/PMLP does not issue an official confirmation letter about the formed invitation then the applicant can present the invitation number in any form, for example, printed e-mail. 		
<ul style="list-style-type: none"> Proof of sufficient financial means to cover the period of your intended stay – A bank statement for the last six months showing regular income. The original bank statement must show the applicant's name, and be stamped and signed by the bank's representative. Please note that cash will not be accepted as a proof of funds. 		
<ul style="list-style-type: none"> Valid flight ticket reservation (including the return trip, the original ticket may be required at the collection of the visa). 		
<ul style="list-style-type: none"> Proof of accommodation for the whole duration of the intended stay in the Schengen area: <ul style="list-style-type: none"> Confirmed hotel reservation. The confirmation needs to be issued directly by the hotel/guesthouse and clearly state the visa applicant's full name, dates of accommodation, the hotel address and contact details. Or Invitation by the Office of Citizenship and Migration Affairs. Or Invitation from the host (company, friends, family, etc.) indicating the address of accommodation. 		
<ul style="list-style-type: none"> Travel insurance certificate is valid in all Schengen countries, covering the whole period of stay, including the information on Terms and Conditions. The insurance should cover all medical expenses including emergency hospital treatment and repatriation for the period of your stay in the Schengen area (coverage at least 30.000 EUR). The travel insurance certificate shall be signed and stamped by the insurance company representative. 		

Please note:

- **Only applications with all of the supporting documents will be accepted.**
- **Each applicant must present a separate application form and set of the supporting documents.**

Remarks:

Applicant's Signature: - _____

VFS Officer's Signature: - _____

ATTENTION: The Embassy of Latvia has the right to ask any other additional documents it consider necessary and may call the applicant for an interview. In all cases the visa fee is non-refundable.