



# Checklist for visa application | Tourism / private visit

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.

## 1. Application

1.1 A completed and signed Schengen [visa application form](#).

- Yes
- No
- Remarks

## 2. Travel Documents

2.1 A passport or other travel document.

- Yes
- No
- Remarks

2.2 Copy of the internal passport (issued at the age of 14): pages concerning the applicant's biodata, foreign passport(s) issued to him/her, his/her marital status and registration in Russia.

- Yes
- No
- Remarks

2.3 Travelling with minors (under 18)

- Copy of the birth certificate.
- Consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent. Exceptions should be made to this if the single parent with whom the minor is to travel holds the parental authority alone (i.e. in cases where the other parent has deceased or been deprived of custody, e.g. a death certificate of the other parent or a court degree vesting custody exclusively in the parent who is signing the application would be requested).
- Copy of the valid Schengen visa of the parent(s) travelling with the minor for whom a visa is not applied at the same time with the parent(s).

- Yes
- No
- Remarks



Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.

### 3. Evidence of legal residence

3.1 Non-Russian nationals, proof of legal residence in the Russian Federation in line with federal legislation (e.g. residence permit, long-term visa or FMS registration), valid for at least three months after the planned return from the territory of the Member States or a document proving that the applicant has applied for a renewal of proof of legal residence. If not resident, proof of legal presence in the Russian Federation and justification for submitting visa application in the Russian Federation instead of the country of residence.

- Yes
- No
- Remarks

### 4. Photo

4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance.

See: [photo guidelines](#).

- Yes
- No
- Remarks

### 5. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

5.1 Visitors of military and civil burial grounds:

- Official document confirming the existence and preservation of the burial ground and relationship between the applicant and the buried.
- Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit card statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship ).

- Yes
- No
- Remarks



5.2 Owners of property in the territory of the Member States and their close relatives:

- Relevant national document (e.g. recent extract from the real estate register, copy of the purchase contract/deed of sale, etc.) proving that the applicant possesses the property in question.
- In cases of close relatives, proof of the relationship.
- Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit card statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship).

- Yes
- No
- Remarks

5.3 Tourists and other private visitors:

- Proof of accommodation (e.g. an invitation/sponsorship form from the host if staying with one; document from the establishment providing accommodation or any other appropriate document indicating the accommodation envisaged in accordance with the legislation of the Member State concerned); [See proof of sponsorship form](#).
- Proof of the itinerary (e.g. a confirmation of the booking of an organised trip or any other appropriate document indicating the envisaged travel plans such as a reserved return ticket) ; if not available, adequate written description of the planned journey.
- Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit card statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship).

- Yes
- No
- Remarks

## 6. Proof of health insurance

6.1 The insurance policy has been taken out in your name.

- Yes
- No
- Remarks

6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- Yes
- No
- Remarks



- 6.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

- Yes
- No
- Remarks

## 7. Visa

- 7.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- Yes
- No
- Remarks

## 8. Payment

- 8.1 Payment of the visa fee.

- Yes
- No
- Remarks

### **Please be aware of the following:**

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

*List of documents to be presented by visa applicants from the Russian Federation according to the Commission Implementing Decision of 06-06-2016 by the European Commission, in conformity with the list of supporting documents.*