Ministry of Foreign Affairs

Checklist
for a visa application

Airport transit

Name:

Nationality:

> ***Applications should be submitted in person 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.***

1. Application

1.1 A completed and signed Schengen visa application form.

☐ Yes ☐ No Remarks

2. Documents

2.1 A passport or other travel document.

☐ 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.*

> *And a copy of:*

2.2 The personal details page.

☐ Yes ☐ No Remarks

2.3 Previously issued visas and a copy of all entry/exit stamps.

☐ Yes ☐ No Remarks

2.4 The personal details page of any previous passport and its visas.

☐ Yes ☐ No Remarks

2.5 An extract of the minor's birth certificate.

☐ Yes ☐ No Remarks

Documentnumber: 95215

> ***If you are applying for a Schengen visa for a minor who will be travelling alone or with only (only 1 parent) 1 parent, please submit the following documents:***

2.6 An identity document bearing the parents' signature (1 document for each parent). ☐ Yes ☐ No Remarks

2.7 A declaration of consent from both parents, stating that the minor can travel. ☐ Yes ☐ No Remarks

2.8 If relevant: a court judgement stating which parent has been allocated parental responsibility for the minor. ☐ Yes ☐ No Remarks

2.9 If relevant: a declaration from the minor's school consenting to his/her absence. ☐ Yes ☐ No Remarks

3. Evidence of legal residence

3.1 Evidence of legal residence in the country you are applying from, e.g. a passport, visa or residence permit and a copy. Residence permit should be valid for at least 3 months after departure from Schengen. ☐ Yes ☐ No Remarks

3.2 Work permit (if applicable). ☐ 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. ☐ Yes ☐ No Remarks

> *See: https://www.rijksoverheid.nl/documenten/brochures/2014/02/11/photomatrix-guidelines-2007*

5. Proof of travel

> *Note: travel reservations which you can cancel*

5.1 Flight itinerary to and from Schengen area (reservation in your name, not a ticket). ☐ Yes ☐ No Remarks

6. Visa

6.1 Valid visa, residence permit or passport to enter the next country after visiting the Schengen area. ☐ Yes ☐ No Remarks

7. Payment

7.1 Payment of the visa fee at the moment of application. ☐ Yes ☐ No Remarks

I have been informed:

That I will not have my passport in my possession during the process of my visa application.

That an application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application.

That additional supporting documents may be requested from the competent authorities. In case of refusal, visa fees are not refundable.

day month year

Applicant Signature