

CHECKLIST FOR SCHENGEN VISA (FILM CREWS)

| Personal details of the applicant (as per the passport) | | |
|---|--------------------------|--------------------------|
| Name: _____ | | |
| Surname: _____ | | |
| Passport number: _____ | | |
| Date of birth: _____ | | |
| Contact details of the applicant | | |
| E-mail address: _____ | | |
| Telephone no.: _____ | | |
| Estimated travel date to Portugal/Schengen Zone: ____ (DD) ____ (MM) ____ (YY) | | |
| <p>Visa applications should be submitted in advance to ensure time for the competent authorities to deliver a decision. A booked flight ticket does not result in preferred processing of the application.</p> <p><u>It is highly advised that Schengen visa applications are submitted at least one month before the estimated date of travel to Portugal/Schengen Zone.</u></p> <p>The documents required for film crews are according to the <u>ANNEX to the Commission Implementing Decision amending Implementing Decision C(2015) 6940 final, as regards the list of supporting documents to be submitted by applicants for short stay visas in India: india_052020_en.pdf (mne.gov.pt)</u></p> | | |
| <u>REQUIRED DOCUMENTS</u> | | |
| <p>If not otherwise noted, submittal of the original documents is sufficient. Please note that the Consulate-General of Portugal in Goa does not return original documents if you do not provide a copy.</p> <p>Please mark on the right column if you submitted the document / form or not!</p> | | |
| <p>Please carefully read the following information:</p> <ul style="list-style-type: none"> ➤ Please submit the documents in the exact order given below. ➤ Please do not staple any document. | YES | NO |
| <p><u>Schengen Visa application form, duly filled in and signed by the applicant.</u></p> <p>The Schengen visa application form is free of charge and can be downloaded from the website: https://vistos.mne.gov.pt/images/schengen_form_en.pdf</p> <p>Each applicant shall submit a complete and signed application form individually.</p> <p>Minors shall submit an application form signed by the person exercising permanent or temporary parental authority or legal guardianship.</p> <p>Please submit all pages of the application form.</p> | <input type="checkbox"/> | <input type="checkbox"/> |



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| <p><u>Valid national passport:</u></p> <ul style="list-style-type: none"> ➤ Issued within the last 10 years and with at least 3 months validity after the scheduled return. ➤ Passports with observations regarding the front data page (biographical data) will not be accepted. ➤ Passports must have at least two empty pages to affix the visa. ➤ The Schengen states do not accept Indian handwritten passports or passports that contains a manual entry made after 01/04/2010 where the biographical data (name, place, date of birth and sex) were changed. | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><u>Previous passport/s:</u></p> <ul style="list-style-type: none"> ➤ If any, irrespective of its condition, bound together with rubberband, not stapled (in case lost a note is required). | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><u>Previous Schengen visas, if any:</u></p> <ul style="list-style-type: none"> ➤ Clear photocopies of all previous Schengen Visas; if stamped on another passport, together with photocopies of the first page (bio-data) and last page of the passport. | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><u>Valid UK, USA or Canada visas, if any:</u></p> <ul style="list-style-type: none"> ➤ Clear photocopies of these visas. ➤ If the applicant continues to travel to a third country (i.e. UK, USA, Canada, or others) after leaving the Schengen area, the visa of the next country has to be obtained first. | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| <p><u>Previous refused visas, if any:</u></p> <ul style="list-style-type: none"> ➤ If you have been refused a visa by an Embassy or High Commission, a refusal notice or a written explanation about the reasons of refusal is needed. | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><u>Proof of legal residence:</u></p> <ul style="list-style-type: none"> ➤ If the applicant is not a national of India, evidence of his/her legal residence in this country (residence permit). | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><u>2 passport size pictures:</u></p> <ul style="list-style-type: none"> ➤ White background, not older than 6 months (size 35-40 mm in width, not copied or scanned picture). ➤ One picture must be pasted on the application. ➤ One picture has to be clipped on the last page of the passport. Stapled or pinned pictures cannot be accepted. ➤ For more details refer to: https://www.icao.int/Security/mrtd/Downloads/Technical%20Re-ports/Annex_A-Photograph_Guidelines.pdf | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><u>Personal covering letter:</u></p> <ul style="list-style-type: none"> ➤ Original letter in which the applicant introduces themselves, explains the purpose and complete plan of his/her visit and with reference to proof of intended means of transport and itinerary. The cover letter should also mention the names and passport numbers, and relation of accompanying travelers and attach | <input type="checkbox"/> | <input type="checkbox"/> |

| Proof of financial means: | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ➤ All documents must be originals; bank documents with stamp and signature of the Bank. | | |
| If covered by the sending film company: | | |
| <ul style="list-style-type: none"> ➤ GST registration certificate of the Indian film company. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Previous three ITRs from the last three fiscal years. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Last three months bank account statements of the film sending company. | <input type="checkbox"/> | <input type="checkbox"/> |
| If employed: | | |
| <ul style="list-style-type: none"> ➤ Last three months salary slips and last three months salary bank account statements. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Last three months personal bank account statements. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last two assessment years. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Employer's letter on approval for holidays (the employer may state the designation, current profile of the applicant, place of residence in India, purpose and itinerary of the visit, number of days of leave authorised). If the applicant works remotely, the same should be mentioned on the letter, with the complete home address. | <input type="checkbox"/> | <input type="checkbox"/> |
| If self-employed and/or company owner: | | |
| <ul style="list-style-type: none"> ➤ Business registration certificate / GST Registration with annex A & B / Partnership Deed / Proof of proprietorship or other proof of ownership. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Last three months personal and business bank account statements. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Company's and personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last two assessment years. | <input type="checkbox"/> | <input type="checkbox"/> |
| If company holder with business partners: | | |
| <ul style="list-style-type: none"> ➤ Business registration certificate / GST Registration with annex A & B / Partnership Deed / Proof of proprietorship or other proof of ownership, letter from the partners. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Last three months personal and business bank account statements. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Company's and personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last two assessment years. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Letter from the partner(s). | <input type="checkbox"/> | <input type="checkbox"/> |
| If retired: | | |
| <ul style="list-style-type: none"> ➤ Personal pension bank statement for the last three months. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ➤ Proof of regular income generated by ownership of property or business. | <input type="checkbox"/> | <input type="checkbox"/> |
| If Student or unemployed: | | |
| <ul style="list-style-type: none"> ➤ Parents or legal guardians must provide their personal bank statements for the last three months (if the student is a minor). | <input type="checkbox"/> | <input type="checkbox"/> |





documents, forms and declarations not in Portuguese or English have to be submitted with proper Portuguese or English translation. Failing to provide proper translation will result in the document, form or declaration considered "missing".

- The refusal of the visa application does not entail the reimbursement of the visa fees.
- Consult the legislation in force at the following hyperlink: <https://vistos.mne.gov.pt/en/short-stay-visas-schengen/eu-legislation>

Declaration of the visa applicant (to be signed by the parent(s) submitting the application if applicant is a minor)

I have taken note of the general and special remarks as mentioned on checklist.

I have been informed that VFS Global does not have any influence on the decision about a visa application and only the information provided by the Consulate-General of Portugal in Goa must be taken as official.

I confirm that the VFS officer has noted all documents submitted by me and that I want the application in its present form to be forwarded to the Consulate-General of Portugal in Goa. I am aware that original documents not submitted with a copy will be kept by the Consulate-General of Portugal in Goa.

Date:

Name, Surname of the applicant:

Signature of the applicant:

Confirmation of VFS on the day of submittal

Date of submittal: _____

VFS VAC in _____

Application submitted:

I confirm that above this checklist has been filled out together with and signed in front of me by the applicant at today's appointment at the above VAC.

VFS Officer Full Name:

Signature: