

CHECKLIST FOR SCHENGEN VISA (TOURISM)

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: ____ (day)/ ____ (month)/2024		
<p>Visa applications should be submitted in advance to ensure time for competent authorities to deliver a decision. A booked flight ticket does not result in a preferred processing of the application. <u>It is highly advised that Schengen visa applications are submitted at least one month before the estimated travel date to Portugal / Schengen zone.</u></p>		
REQUIRED DOCUMENTS		
<p>If not otherwise noted, submittal of copies of the original document are sufficient. Please note that the Consular Section of the Embassy of Portugal in New Delhi does not return original documents if you do not provide a copy.</p> <p style="text-align: center;">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. • All supporting documents must be in A4 size paper. 	YES	NO
<p><u>Schengen Visa application form</u>, duly filled in and signed by the applicant.</p> <p>The Schengen visa application form is free of charge and can be downloaded from the website: vistos.mne.gov.pt/images/schengen/formularios/application_form_en_092021.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"/>

<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 visa. • The Schengen states does 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 rubber band, 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 Visa, if stamped on another passport together with photocopies of the 1st 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"/>
<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 in the last 2 years 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, Bhutan, Nepal evidence of his/her legal residence in any of these countries (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%20ports/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 explains the plan of his/her visit and with reference to proof of intended means of transport and itinerary. 	<input type="checkbox"/>	<input type="checkbox"/>

- 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 Consular Section of the Embassy of Portugal in New Delhi 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 Consular Section of the Embassy of Portugal in New Delhi. I am aware that original documents not submitted with a copy will be kept by the Consular Section of the Embassy of Portugal in New Delhi.

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: