

VFS PORTUGAL

	SHORT TERM (FAMILY REUNION/ VISIT) CHECKLIST (FOR SPOUSE, CHILDREN AND DEPENDENT PARENTS OF PORTUGUES/EU NATIONAL)	Yes	No
1	Application form completely filled and signed by the applicant.		
2	Two Recent (not older than six months) passport-size photographs in colour with white background. (3.5cm / 4.5cm). (Do not staple).		
3	Clear photocopy of first and last page of the passport on a same page and Copy of previous Schengen visa and U.K or U.S valid visa. If Any .		
4	A Copy of refusal notification of previously denied Schengen Visas if any.		
5	<ul style="list-style-type: none"> • Birth Certificate (Only for Children) • Marriage Certificate Attested by Ministry of Foreign Affairs & from their respective Embassies/Consulates in New Delhi. In Original (For Indian nationals the document shall be attested with “APOSTILLE” sticker by the Ministry of External Affairs, Consular Division, Patiala House)		
6	Air Ticket Reservation.		
7	Overseas travel medical insurance valid for 6 months for all Schengen-countries .The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.		
8	A minor must have a N.O.C letter from both the parents (If they are not traveling with the parents).		
9	Required documents from EU national residing in Portugal:		
(i)	Sponsorship Proof: Sponsorship letter (Termo de Responsabilidade) Copy of Portuguese/ EU Passport		
(ii)	Residence Proof: Residence/ Rent contract copy (<i>should be valid</i>) Copy of Rent receipt for the last three (03) months		
(iii)	If the Sponsor is working, Copy of Declaration/ Work Contract from the Company Copy of Salary Slip for the last three (03) months Copy of IRS (Income Tax Returns) for the last three (03) years If the Sponsor has Independent Work (Business) documentary proof of same		
(iv)	Bank Account statement for the last 1 year of the Sponsor.		
(v)	Visa request for dependent parents / dependent adult sons: last 12 money transfer receipts from Portugal to India in favour of the mother/father/ adult son (i.e.: bank transfer receipts, moneygram/western union receipts etc..)		

Note: (1) Applicant could be asked for additional documents or may be called for an Interview if desired by The Embassy of Portugal, New Delhi. (2) The visa fee, according to Schengen regulations, is non-refundable. (3) Carry All documents in Original at the time of interview. (4) Embassy of Portugal require a minimum of 15 calendar days for visa processing once the application reaches Embassy.

Name: (1) _____

Passport No: (1) _____

Contact No. _____

E-mail Id _____

Interview Date: _____

Comments (if any):

Application Submitted by: Sign.....

VFS Staff: Name Date: