

## VFS PORTUGAL

	<b>FAMILY REUNIFICATION/RESIDENCE VISA CHECKLIST</b>	<b>Yes</b>	<b>No</b>
1	<b>Online Visa Application Form</b> completely filled and signed by the applicant (Date on Online Visa Application form should be the same date as the appointment for visa submission).		
2	<b>One Recent</b> (Not older than six months) <b>passport-size photograph</b> in color with white background. (3.5cm / 4.5cm) (without Glasses/ Spectacles)		
3	<b>Original Personal</b> Covering Letter from the applicant introducing himself/herself, explaining the purpose of the visit, duration and itinerary of the visit. Full address/contact details of the Host / Relative / Hotel in Portugal. The cover letter should also mention the name and relation of any <b>accompanying travellers</b> with their Passport numbers, Passport copy and Ticket copy. If the accompanying travellers already possess a valid Schengen Visa, please enclose a photocopy of the same and if applying through another Embassy/Consulate, please provide the details.		
4	Copy of the Permission/Notification of Reunification of Family ( <b>Deferimento</b> ) From SEF, Portugal.		
5	<b>Recently issued Police Clearance Certificate</b> issued from Passport Office (not required for minors below sixteen years) in English and duly translated to Portuguese. The documents shall be attested with “APOSTILLE” sticker by the Ministry of External Affairs, Consular Division, and Patiala House, New Delhi or any other branch of MEA.  <ul style="list-style-type: none"> <li>➤ PCC In English Language: Apostille</li> <li>➤ PCC Translated In Portuguese Language : Apostille</li> </ul>		
6	<b>Birth Certificate (Only for Children) / For Spouse Marriage Certificate</b>  The documents shall be attested with “APOSTILLE” sticker by the Ministry of External Affairs, Consular Division, and Patiala House, New Delhi or any other branch of MEA		
7	<b>Overseas travel medical insurance</b> valid 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, loss of baggage, 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 in & departure from India		
8	<b>Reservation of</b> Onward Flight Travel Ticket. Flight tickets of applicant and of accompanying travellers to Portugal if any		
9	<b>Internal Travel (if applicable) – Air Tickets/Bus Reservations/Euro Rail Reservation/Car Booking</b> required if travelling to more than one country within Schengen area.  In case, the applicant is scheduled to travel to some other country than Schengen countries, prior or post to the travel to Portugal, applicants are requested to submit the reservation tickets for that particular travel.		
10	<b>Proof of sufficient funds to cover all expenses while in Portugal:</b> <ul style="list-style-type: none"> <li>○ Copy of Salary Slips for the last 3 months (if working).</li> <li>○ Bank Statements for the last 6 months</li> <li>○ Copy of <b>Indian Income Tax Return Verification Form-V</b> for the last 03 Years and Copy of Pan Card</li> </ul> <b>Note:</b> In case the applicant has not filed the Income Tax returns for the last 03 years, the same needs to be mentioned on the covering letter with justification for the same.		
11	<b>Sponsorship Proof, if sponsor is in India:</b> <ul style="list-style-type: none"> <li>○ If the applicant is sponsored by other than the inviting/employer organization, an original <b>Notarized Sponsorship Letter</b> is required on <b>Rs. 100 Stamp Paper</b> with sponsor's Govt. ID Notarized Copies.</li> <li>○ <b>If the Sponsor is in not in India</b>, the Sponsorship Letter should be Notarized/Attested by a Notary/Advocate if in the E.U. or from the respective Portugal Consulate/Embassy in other countries.</li> </ul> <b>Note:</b> The Sponsor person should introduce himself/herself and provide complete passport details,		

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	introduce the traveller/applicant and mention complete passport details and about the complete stay in Portugal.		
12	<b>Invitee Residence Proof:</b> <ul style="list-style-type: none"> <li>○ Copy of Residence/Rent contract copy (should be valid)</li> <li>○ Copy of Rent receipts for the last three (03) months.</li> </ul>		
13	<b>If the Sponsor is working:</b> <ul style="list-style-type: none"> <li>○ Copy of Declaration/Work Contract from the Company</li> <li>○ Copy of Salary Slips for the last three (03) months</li> <li>○ Copy of IT (Income Tax Returns) for the last three (03) years and Copy of Pan Card.</li> </ul>		
14	<b>Minors below 18 years</b> travelling alone must submit the written consent ( <b>NOC</b> ) from their parents on: <ul style="list-style-type: none"> <li>○ Rs.100 Stamp Paper signed by both Parents mentioning Financial Sponsorship for Travel and must be Notarized. If the minor is travelling with only one Parent, the same NOC will be required from the other Parent not travelling with them.</li> </ul> <p><b>Note:</b> The Parents should introduce himself/herself and mention complete passport details, introduce the traveller/applicant and mention complete passport details, mention the Govt. Id No. for both Parents &amp; traveller, complete current residence address and mention about the complete stay in Portugal on the Rs.100 stamp paper.</p> <p>The copy of the Govt. Id proof which contains the mentioned Govt. Id No. on the stamp paper has to be Notarized.</p>		
15	<b>Personal Bank Statement</b> for the last 1 year of the Sponsor.		
16	The <b>Passport should be valid for at least three months</b> beyond the intended duration of stay in the Schengen territory and with at least two blank pages to affix the visa. No visa will be issued on the additional page of the passport. <ul style="list-style-type: none"> <li>○ Copy of the Bio-Pages (First and Last page) of the Passport including the copy of the page stamped by the Passport Office must be enclosed.</li> <li>○ Copies of all the pages that contain Occidental visas.</li> </ul>		

### IMPORTANT:

- The rules and requirements are subject to change without prior notice.
- Applicant could be asked for additional documents or may be required for a Skype Interview .
- Kindly carry all your ORIGINAL DOCUMENTS at the time of submission at VFS Global.
- The Visa Fee, according to Schengen regulations, is non-refundable.

**Full Name:** \_\_\_\_\_

**Passport No:** \_\_\_\_\_

**Travel Date:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Contact No:** \_\_\_\_\_

**E-mail Id:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**VFS Staff Name:** ..... **Date:** .....

**Comments (if any):**

**Personal Interview Date (if applicable):** ..... **Biometrics Done:** .....