

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.: _____		
<u>REQUIRED DOCUMENTS</u>		
<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>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</u>: india_052020_en.pdf (mne.gov.pt)</p>		
Please mark on the right column if you submitted the document / form or not		
<p><u>Please carefully read the following information:</u></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 have to 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: 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"/>
<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. 	<input type="checkbox"/>	<input type="checkbox"/>



<ul style="list-style-type: none"> 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. 		
<u>Previous passport/s:</u> <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"/>
<u>Previous Schengen visas, if any:</u> <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"/>
<u>Valid UK, USA or Canada visas, if any:</u> <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"/>
<u>Previous refused visas, if any:</u> <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"/>
<u>Proof of legal residence:</u> <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"/>
<u>2 passport size pictures:</u> <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. Stappled or pinned pictures cannot be accepted. For more details refer to: https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf 	<input type="checkbox"/>	<input type="checkbox"/>
<u>Transport document/flight reservation:</u> <ul style="list-style-type: none"> Roundtrip flight reservation with the name of the traveller showing the date of departure and the date of return. For applicants who plan to stay in several Schengen countries, proof of travel itinerary (if travelling to several Schengen states, proof of intra- Schengen flight reservation, train itinerary or car rental). 	<input type="checkbox"/>	<input type="checkbox"/>



Travel Insurance (Original) together with the Travel Health Declaration: <ul style="list-style-type: none"> Please refer to the list of approved Indian travel insurances: https://www.vfsglobal.com/one-pager/portugal/india/english/pdf/TRAVEL-MEDICAL.pdf Minimum coverage of 30,000 Euro / 50,000 USD / 50,000 CHF per person. Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. The insurance has to cover the entire stay in Schengen territory. The document must be original. Declaration on Travel Health Insurance available at: https://www.vfsglobal.com/one-pager/portugal/india/english/pdf/declaration-on-travel-health-insurance.pdf 	<input type="checkbox"/>	<input type="checkbox"/>
For film crews: <ol style="list-style-type: none"> Letter from the film company specifying title, synopsis and shooting locations of film; AND Complete list of names of travelling crew members along with their roles; AND Letter issued by the entity in Portugal confirming arrangements for film permits; AND Certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<u>Covering letter from sending film company</u> explaining applicant's identity, the purpose of journey/s and the period and place of intended stay.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Accommodation in Portugal / Schengen States:</u> <ul style="list-style-type: none"> Confirmation of hotel reservation, rental document of holiday home or campus residence reservation package tour, advance payments for the entire duration of the planned stay in Portugal (and in other Schengen countries, if applicable). 	<input type="checkbox"/>	<input type="checkbox"/>
<u>Proof of financial means:</u> <ul style="list-style-type: none"> All documents must be originals, in format A4, with stamp and signature of the Bank. If covered by the sending film company (the three documents are required): <ul style="list-style-type: none"> GST registration certificate of the Indian film company Last 3 ITRs from the last 3 fiscal years Last 3 months bank account statements of the film sending company. If employed (the three documents are required):	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



<ul style="list-style-type: none"> • Last 3 months salary slips and last 3 months salary bank account statements. • Last 3 months personal bank account statements. • Personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>If self-employed and/or company owner (the three documents are required):</p> <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. • Last 3 months personal and business bank account statements. • Company's and personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>If Student or unemployed (the three documents are required):</p> <ul style="list-style-type: none"> • Parents or legal guardians must provide their personal bank statements for the last 3 months (if the student is a minor). • Personal Income Tax Return (ITR) (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years along with a confirmation letter of financial support and a copy of their passports. • Letter confirming enrolment in the college, school or university. • No objection certificate from college, school or university. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>If sponsored or invited by a Portuguese citizen or by a citizen legally resident in Portugal (the five documents listed below are required):</p> <ul style="list-style-type: none"> • The "Statement of Responsibility" (<i>Termo de Responsabilidade</i>) filled in, signed by the sponsor/invitee together with a photocopy of sponsor/invitee's Portuguese ID card or Passport or copy of the Portuguese residence permit (if the invitee/sponsor is residing in Portugal and he/she is not a Portuguese Citizen). "Statement of Responsibility" (<i>Termo de Responsabilidade</i>) to downloaded here: https://vistos.mne.gov.pt/images/termoderesponsabilidade.pdf • "Statement of Responsibility" must be submitted with the sponsor/invitee following four supporting documents: <ul style="list-style-type: none"> a. <i>Declaração de IRS</i> (Portuguese Income Tax Declaration) of the previous two years; b. Salary Slips of the previous three months; c. Portuguese bank statements of the previous three months d. Title of property in Portugal or rental contract (if sponsor/invitee is providing the accommodation). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>The "Statement of Responsibility" must be original, duly certified by a Portuguese Public Notary or lawyer.</p> <p>* If the applicant is a national of Bhutan, Nepal and the Maldives, the documents attested previously by the correspondent Ministry of Foreign</p>		

- This period can be prolonged by the Consular Section of the Embassy of Portugal in New Delhi if deemed necessary for a personal interview, scrutiny of bank documents, verification of letter of invitation, among other reasons.
- 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.
- All documents, forms and declarations must be submitted either in Portuguese or English. All 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 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: