



EMBAIXADA DE PORTUGAL
ISLAMABAD

PORTUGAL – CHECKLIST FOR OFFICIAL VISITS AND MEMBERS OF OFFICIAL DELEGATIONS (SCHENGEN VISA)

Name and surname of applicant:

E-mail address:

Telephone no.:

Documents provided by all VISA applicants must be in Portuguese or English language		YES	NO
1	Application form duly completed and signed (For minors and incapacitated, forms should be signed the legal guardian) ➤ Fully completed in Portuguese or English and signed and dated by the applicant		
2	One recent passport size photograph ➤ Should not be older than 6 months + (plus) in colour with white background + (plus) 3,5 by 4,5 cm		
3	Passport / travel document ➤ Must have a validity of at least 3 months after the intended stay + (plus) be issued within the previous 10 years + (plus) have 2 blank pages. it is recommended to attach previous passports (if applicable)		
4	Copy of Pakistani identity card (CNIC)		
5	For non-Pakistani Nationals residing in Pakistan ➤ Proof of legal residence in Pakistan as appropriate (such as long stay visa, and/or residence or work permit) valid for at least 3 months after expiry of the requested visa		
6	Flight reservation of air ticket ➤ Return or round trip from Pakistan to Portugal ➤ If trips include several stops in the territory of the Member States, reservations of intra-Schengen itinerary (train, flights, car rental)		
7	Confirmed accommodation for the entire stay ➤ A hotel reservation, or alternative proof of accommodation for the entire stay		
8	Travel medical insurance (original + 1 copy) ➤ Must cover the entire territory of all Schengen Member States with a minimum coverage of 30.000,00 € (euros) for medical expenses and be valid for the whole period you plan to stay in the Schengen area and cover expenses that might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay. A certificate policy is mandatory		
9	Family Registration Certificate (FRC) (*) ➤ Issued in English by NADRA (Pakistan National Database and Registration Authority)		
10	Proof of financial means (*) ➤ National Tax Number Certificate (or proof of exemption if applicable); and Federal Board of Revenue acknowledgement of tax returns for the last two fiscal years before the application date ➤ or, if one of the above cannot be produced, other proof, supported by documents, of income generating assets or other means of subsistence as applicable		
11	Bank account statement for the last 6 months ➤ Bank statements showing movements in the last six months, duly signed and stamped by the bank		
12	Holders of official or diplomatic passports ➤ A Note Verbale issued by the Ministry of Foreign Affairs and a Non Objection Certificate (NOC) from the department to which the official belongs, both stating the purpose of the visit and its duration (in case the visit includes one or more Member States which are not covered by bilateral visa waivers agreements). When travelling on official duty as described above, <u>official and diplomatic passport holders will be exonerated of providing documents as listed under points 4, 5, 6, 7, 8, 9, 10, 11 and 13</u>		

	Other members of official visits (business persons, civil society representatives) travelling on ordinary passports <ul style="list-style-type: none"> ➤ A letter on letterhead from the sending and an invitation letter from the receiving authorities both stating the names and position of the participants in the official delegation and the purpose of the visit (trade promotion, visits or appointments, etc.) Media personnel accompanying official delegations <ul style="list-style-type: none"> ➤ An invitation letter on letterhead from the sending authorities to participate in the official delegation whose details (duration, place) should be given and stating the name and position of the invited media personnel ➤ copy of the press card 		
13	Copies of the passport personal details page and previous visas		

PLEASE NOTE: Pointers (*) all the documents presented must be translated to Portuguese or English language (if applicable) and attested by the Ministry of Foreign Affairs.

The Embassy of Portugal in Islamabad reserves the right to request further documentation if deemed necessary, may call the applicant for an interview. False or falsified documents, including fake bookings, will lead to the refusal of visa and/or further consequences.

The Embassy cannot be held responsible for any financial losses, nor can the visa fee be refunded in case of a refusal.

The presentation of all necessary documents in the visa application may not be construed as an automatic approval of the visa.

REMARKS to be filled up VAC staff (please tick what is relevant)	YES	NO
Applicant's first application for Schengen visa?		
Refused Schengen visa? Country and year?		
Applicant traveling alone?		
If no, he/she is accompanied by (family, friends, colleagues...)		
Applicant's documents are complete?		
Due to incomplete documents:		
1) Applicant has been informed that an application without the complete set of documents and proper information according to the above mentioned may result in a refusal of the visa application?		
2) Applicant wishes to submit application.		

Remarks:

SIGNATURES AND AGREEMENT

1) Visa applicant:

I have read and agreed to the terms and conditions valid for this visa application as per above.

Place and date

Signature

2) VAC staff:

Applicant has been informed of the above. The remarks have been completed together with the applicant.

Place and date

Signature