

# SPAIN CHECKLIST FOR TOURISM, BUSINESS, FAMILY/FRIENDS AND HOUSE MAID VISA VISA

1. **The official visa application form**, duly completed in all sections, dated and signed.  
This form can be downloaded from BLS, the Spanish Ministry of Foreign Affairs, European Union and Cooperation websites.

Application form: <https://uk.blsspainvisa.com/london/pdf/schengen> visa application form english.pdf

**One recent passport size colour photograph**, printed in photo paper with white background, full front, on which the applicant must be bareheaded, without dark glasses or any other item which may prevent or hinder identification. Veils or head covering are only permitted for religious reasons; in this case, all facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.

Information on the photographic specifications for the photograph to be submitted by applicants can be found under this [link to the relevant ICAO document](#).

This Consular Section does not accept digital retouching in identity photographs.

2. **Ordinary passport** valid for minimum of 180 days from the date of expiration of the visa with two adjacent blank pages, not older than 10 years. If the passport is new, previous passports must be submitted,  
Photocopy of biometric data page, UK visas, residence permit and other Schengen visas, if any.

3. **UK residence permit** valid for a minimum of 90 days from the date of expiration of the visa.  
Photocopy of both sides of the residence card.

4. **Children under 18 years old** must have their form signed by both parents or legal guardians.  
Original birth certificate or adoption certificate, passports of both parents (original and photocopies) and Schengen visas, if applicable, have to be attached.  
In the case of minors travelling without their parents or legal guardians, or travelling with one single parent, in addition to the documents mentioned above, applicants must submit:

Notarised authorisation of the parents or of the parent who does not travel with the minor

In case of sole custody, official document proving such

Certified translation into Spanish is required of all documents.

Please note that following documents from sponsor (parent) must be submitted:

- Sponsorship letter (notarised translation in Spanish)
- Recent, original employment letter.
- 6 months bank statement (original or stamped)

5. **No objection letter.**

For employees: no objection letter from employer dated and signed, stating qualification, salary and start date of employment in the UK.

For self-employed workers: copy of trade license, accountant letter and last year proof of paying taxes

For students: No objection letter from school or university, stating the start and the end date of studies and the course title

YES

6. **Proof of sufficient financial guarantees:** up to date original bank statements for the last 6 months which clearly state periodic income (salary transfer, yield, etc.).  
This Consular Section will not accept bank statements from on-line banking.  
**Proof of sufficient financial availability for the period of stay requested:** 75€ per day of stay and person.  
**In case of sponsored trip:** notarised sponsorship letter duly dated and signed, officially translated into Spanish, supported by the following sponsor documents: passport (original and copy), employment letter officially translated, last 6-month original bank statements
7. **Round-trip ticket booking** (airfare, bus or cruise) stating the name of the applicant, travel dates and destination.  
**If travelling by car:** driving license, ownership documents for the vehicle, insurance and ferry or Eurotunnel tickets.   
- Tickets between countries (if applicable)
8. **Proof of accommodation for the time of stay**, hotel booking or property lease, stating the name of the applicant and dates of stay. (In the case where the applicant's name does not appear on the hotel bookings, a copy of the passport for the person who booked the hotel and a cover letter by them stating that the applicant will be staying at the same booking accommodation, are both required)  
- **If travel is by private invitation**, official invitation letter (original and photocopy).  
Please, check the following link for more information on this procedure:  
[https://www.policia.es/documentacion/no\\_comunitarios/car\\_requisitos.html](https://www.policia.es/documentacion/no_comunitarios/car_requisitos.html)  
This official form should be completed by the host at the police station of their place of residence in Spain and sent to the applicant.
9. **Overseas insurance policy-** travel insurance certificate/schedule stating the name of the applicant and day interval. It must cover all risks expected during the time of stay inside the Schengen area, offering a minimum coverage of 30.000 €, including repatriation. Conditions must be stated either on insurance document or on separate confirmation letter.  
The insurance should be taken out in the applicant's country of residence.

**In addition for business visas:**

- Original invitation letter from the company based in Spain and support letter from UK employer.

**In addition for students attending conference or field trip:**

- Original invitation letter from the University based in Spain/ Institute-Admission Confirmation letter/ Conference letter.
- Transactions of the fee payment.

**In addition for House Maid:**

- Employment contract (original and copy)
- P60 (original and copy)
- Cover letter from the employer (originally signed)
- Employers passport (photocopy)
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