

SPAIN CHECKLIST

Important information for all applicants:

1. Intended date of travel to the Schengen territory:

2. Between your date of application and date of travel to Spain, do you intend to travel to any other country? If yes, please specify

Date of travel:

Name of the Country:

Do you have the visa to travel to this country?

3. Have you been informed by the BLS staff about the stipulated processing time?

4. Do you wish to continue with your application despite the indicated stipulated processing time? Minimum documentation for all visa's categories:

Passport:

- Valid at least 3 months beyond the stay in Spain with two blank pages.
- Not older than 10 years when applying for a visa.
- With at least 2 blank pages.
- Old passport (if any).

UK residence permit. You must be a resident in UK to be eligible to apply. Your residence permit must be valid for at least another 90 days beyond your return date from Schengen area. Please provide original and a copy (If card type, please copy both sides)

For minor applicants:

- In case the minor is travelling with either of the parents, affidavit from the other parent.
- Birth Certificate (Original and Copy)
- Photocopy of the passport to both the parents.
- In case the minor is travelling with another person, affidavit from both the parents.
- Student letter of School
- Not older than 1 month and address to Spanish consulate Edinburgh

Photographs:

- 2 recent photos
- Not more than 6 months old
- With white background.
- Not with glasses

Visa application form for Schengen Visa:

- Either filled in Blue pen or printed online.
- Must bear original signatures of the applicant on page 3 (field no. 37) and page 4.

- Two photocopies of the duly filled application form.

Covering letter from the applicant:

- Purpose of travel
- Dates of travel.
- All cover letters must include details of any other accompanying persons as well. This includes family members, friends or business associates travelling for the same purpose

Travel Insurance Policy:

- Issued by insurance company as per the EU guidelines.
- Valid for at least 15 days from the date of return to UK.
- Minimum coverage of 30,000 Euros or 50,000 \$
- Sworn declaration for travel insurance signed by the applicant.
- Insurance must be issued in UK only

Travel itineraries:

- Hotel accommodation.
- Confirmed flight tickets directly from the airline.

Proof of economic means:

- As an extra document if you wish
- Original and Copy bank statement of the applicant for the last three months. No latest than a week.
- Income tax returns (ITR-V) for last three years.

Authorization letter in favour of BLS International.

- Signed by the applicant.
- In case of minor applicants, signed by BOTH parents.

For business visas:

- Invitation letter from the Spanish company in Spanish language or both in English and Spanish. Letters issued only in English will not be accepted. This will be an obligatory requirement
- Support letter from the UK company

For minor applicants:

- Application form signed by both the parents
- Passport copy of parents in case of minor applicants.
- No objection affidavit from parents in case the minor applicant is travelling with the other parent.

- No objection affidavit from BOTH parents in case the minor applicant is travelling with a legal guardian.
- Financial documents of parents must be accompanied by photocopy of the parents' passports.

Documents for family Visit:

- Original Invitation issued by national Police in Spain (original must be Submitted)
- Attested copy of the passport or the DNI or residence card of the person living in Spain.

Documents for EU spouse visa:

- spouse Visa
- Marriage certificate -Document must be in English or Spanish or duly translated in these languages. Translation must be official and provided only by a certified, professional translator.
- Recent Original Proof of address for applicant and spouse both

Documents for Students:

- Invitation Letter from Spanish University /Institute- Admission Confirmation Letter.
- Transactions of the fee payment.
- Proof of sufficient economic means. Financial documents of parents must be accompanied by photocopy of the parent's passports and a letter of responsibility
- Student letter address to Spanish consulate Edinburgh. Not older than 30 days and must be hand signed

Documents of employee

- Employment letter address to Spanish consulate Edinburgh not older than 1 month and must be hand signed.

Documents of self-employee

- Accountant letter
- proof of paid Tax

Documents for Seaman:

- Original letter from the local shipping agents
- Original letter from the shipping agents in Spain.
- Continuous discharge book and photocopy of the same.
- Flight reservations.
- "Anejo II: Impreso para marinos en Transito sujetos a la obligación de visados" issued by "El puesto fronterizo del puerto" duly filled and stamped by the competent authorities. Note:

The above is not an exhaustive list of documentation. Applicant can be requested to submit additional documents or may be called for an Interview (if required) by the Embassy. The visa fee, according to Schengen regulations, is non-refundable. All original documents must always be accompanied by at least one photocopy of the same.

Declaration:

I Passport # voluntarily agrees to avail the services of BLS International Services Ltd. to apply for a Schengen

Visa at the Spain Desk

BLS Staff: -

Name of the Applicant/Travel Agent/ Authorized representative: In case of Travel Agency, name of the agency (obligatory):

Contact number of the applicant/Travel Agent/authorized representative (obligatory):

Signature of the Applicant/TA/Authorized representative:

Date: -

Passport No: - Old passport No (if any): -