

NON LUCRATIVE VISA

This visa has 2 fees. 1 for the visa and another one for the Authorization

VISA FEE

NATIONALITY		FEE
UK	Visado residencia no lucrativa	516
CANADA	CN-Vis LarDur Residencia Principal	454,75
AUSTRALIA	Vis jubilado	225,15
EEUU	999-Costes Complementarios (Vis. Americanos) VISADO NACIONAL	113,60 + 68.95
OTHER NATIONALITIES	VISADO NACIONAL	68.95

AUTORIZACION FEE

NATIONALITY	FEE
ALL	9.45

LISTS AND FOLDERS SENT TO THE CONSULATE. 4 lists

1 FEE LIST In the morning please send a list with the applicants that applied the day before and **do not keep any file in the consulate.**

Please send separate lists and suitcase with folders for **NON LUCRATIVE VISA.**

The bank transfer must also be separated to the schengen application and please send separate **PAYMENT CONFIRMATION**.

SNo.	Date	Reference No	Passport No	First Name	Last Name	Nationality	Visa Type	
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And a summary of the ammounts

	VISA FEE A	AUTORIZACION FEE B	NUMBER OF APPLICATIONS C	TOTAL: (A+B)*C
UK NLV	516	9.45		
CANADA NLV	454,75	9.45		
EEUU NLV	68.95 + 113.60	9.45		
AUSTRALIA NLV	225,15	9.45		
OTHER NATIONALITIES	68.95	9.45		
			TOTAL	

2 RESUBMISSIONS LISTS: please send 1 list with LHR NUMBERS and folders with extra required documents and 1 lists with LHR NUMBERS and the printed tracking information of applicants who have received the resubmission

1 PASSPORT LIST. Please send list of the Passports whose visas we need to print along with the Passports.

FOLDERS

The applicants can keep their Passports. They need to fulfill a withdrawal form that we provide. In the folder we need to find 1 of these: ORIGINAL PASSPORT OR THE WITHDRAWALL FORM DULY FULFILLED. **MAKE SURE ALL THE APPLICANTS PROVIDE WITH A COMPLETE COPY OF THE PASSPORT (ALL PAGES) EITHER WAY.**

Please send all the

3 application forms must be submitted:

1. VISA APPLICATION. All the required information and FIELDS must be introduced. Please make sure they sign the application and they need also a picture. Please check they have all provided with CONTACT DETAILS.
2. AUTORIZACION APPLICATION
3. 790 FORM. Payment of authorization fee.

APPLICANTS MUST SUBMIT ORIGINAL AND COPIES of all documents. We will return the originals at the end of the process along with the passport.

RESUBMISSIONS

We will prepare the resubmission document in the consulate and will send it to BLS with a separate list in the same way as Schengen applications.

Please note that it is necessary to track the delivery. When you receive the resubmission document please follow these steps:

1. SEND THE APPLICANT THE ORIGINAL DOCUMENT BY **SIGNED FORM** POST and also SEND A SCANNED COPY of the resubmission by e-mail to the applicants.
2. KEEP THE RESUBMISSION TRACKING NUMBER AND CHECK EVERY TRACKING NUMBER UNTIL YOU CAN SEE THE APPLICANT HAS RECEIVED THE LETTER.
3. PRINT OUT THE TRACKING INFORMATION AND SEND IT TO US THE FOLLOWING DAY IN SEPARATE FOLDERS AND LIST.

The applicants can send the documents by post or in person to BLS. We do not accept documents sent by mail.

As soon as you received the required documents, send them to us the following day.

PASSPORT AND VISA COLLECTION

1. **APPLICANTS THAT LEFT THEIR PASSPORT FOR THE ENTIRE PROCESS:** we will send you the passport and visa to BLS.
 - a- If you agreed with the applicant to send them the passport, please make sure you send it in the safest way possible.

- b- If you agreed with the applicant that they collect their Passports in BLS, please contact them and make them know that they need to collect within 1 month from notification. Please keep the notification mail. We will give you further instructions if they take longer than 1 month to collect their passport.
- 2. **APPLICANTS THAT KEPT THEIR PASSPORT FOR THE ENTIRE PROCESS:** we will let you know when the process is finished. You need to contact the applicants and let them know that they need to bring their passport to BLS. Please let them know that again they have up to 1 month. Once you have received the passport please send them to us the following day with a list. Once the visa is printed we will send them to you the following day. Once you have the Passports, please follow number 1.