


# Denmark Document Checklist

## Denmark Tourist Document Checklist.

Documents	Description	Format
<a href="#">Original Passport</a>	<b>Passport</b> , should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in Schengen and with at least two blank pages.	
<a href="#">Copy of Passport Pages</a>	Copies of the most recent visas and stamps.	
<a href="#">Photograph</a>	One recent (less than six months old) passport-size <b>photograph</b> in color with good resemblance. (3.5cm / 4.5cm)	
<a href="#">Application form</a>	Completely filled on <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a> , printed and signed by the applicant	
 <a href="#">Flight tickets</a>	If applicant is traveling to several Schengen states proof of intra-Schengen Flight reservation, Train Itinerary or Car rental. People joining cruise liner in the onward journey, should provide the ticket & payment receipt.	
<a href="#">Hotel Tickets</a>	Hotel bookings or accommodation guarantees covering the whole duration of the intended stay.	
<a href="#">Cover Letter</a>	Mentioning the purpose of the trip and itinerary	<a href="#">Cover Letter Template</a>
<a href="#">Appointment slip</a>	This needs be carried on the day of appointment	
<a href="#">Travel Insurance</a>	Overseas <b>travel medical insurance</b> valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure	

**Bank statement**

- **Original personal bank statement with applicant's name showing movements in the last three months, duly stamped and signed by the bank:**
- Should be provided by all applicants regardless of sponsorship and;
- It should indicate that you have the necessary means to pay for your stay and return trip. You must have at your disposal DKK 350 per day, if you are staying in a private home, if you are staying at a hotel, the amount must be greater, DKK 500 per day. You can find further information here: [www.nyidanmark.dk](http://www.nyidanmark.dk). Not ensuring sufficient funds may lead to refusal of your application.

**ITR**

Copy of income tax return + ITR V acknowledgment of last 02 financial years

**If sponsored**

Proof of sponsorship AND a letter from the sponsor as well as copy of the sponsor's photo ID (e.g. passport, Aadhaar card or driver's license.

[Sponsorship Letter Template](#)

**If employed**

- Payslips for the last three months;
- Employment contract AND holiday approval/leave letter from employer

[Employer NOC Template](#)

**If self employed**

Certificate of registration of the company.

**If Retired**

- Pension statements for the last three months;
- Proof of regular income generated by ownership of property or business

**Marital status documents**

If married: If travelling with spouse - Copy of marriage certificate, if applicant is married and cannot provide evidence of marital status in the passport; copy of ration card, if applicable.

**If minor**

- If the minor is traveling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor.
- If the minor travels alone (without parents), written consent from both parents or guardians having custody of the minor.
- A photocopy of both parents' passports. If not, copies of the photo ID cards with signature of the parents
- A photocopy of Birth certificate

**Visa Fee payment receipt**

Printed from <https://applyvisa.um.dk/>

## Denmark Additional Information Required

Info

Details

**Are you visiting any other Schengen countries during your stay?**

**Check list of Schengen countries:** Austria, Belgium, Czech Republic, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.

**What is your first country of entry?**

**Check list of Schengen countries:** Austria, Belgium, Czech Republic, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.

**Have you been issued Schengen visa in the past 5 years?**

**If yes**, mention last visa start date and end date

**Have your digital fingerprints previously been taken in connection with a previous application for a Schengen visa?**

**If yes**, mentioned Date of taking fingerprints and Visa number of last visa

**What is your marital status?**

**Pick one:** Single, Married, Divorced, Widowed, Unmarried Partner, Separated

**How long are you planning to stay in Schengen area?**

No. of days

**What is your employment status?**

**If Student**, mention: name of the Institution, Institute address, Institute address and Institute email

**If Employed**, mention: Name of the employer/Organization, Job title, Employer/Organization address, Employer/Organization email

**If Unemployed**, mention last job role and last date of working

**If Self Employed**, mention: Job Title

**If Retired**, mention: Date of retirement

**If Other**, mention details on the other employment status

**Will someone else will be paying towards the cost of your trip?**

**If yes**, mention if it will be paid by

- 1) Friend/family
- 2) Employer
- 3) Any other company

Also mention: Name of the person/org who will fund, relationship of the person/org who will fund, how much money they will be paying

