



# Spain Document Checklist

## Spain Tourist Visa Checklist

Document	Description	Format
<b>Appointment Letter</b>	This needs be carried on the day of appointment	
<b>Application form</b>	<ul style="list-style-type: none"><li>It should be filled manually in blue ink in block letters</li><li>Singed by both parents in case of a minor</li></ul>	<a href="#">Visa Application Form</a>
<b>Original Passport</b>		
<b>Photograph</b>	Passport size photo with white background, not older than 6 months (size 35 – 40 mm in width)	
<b>Cover letter</b>	Personal cover letter mentioning the travel date, itinerary, purpose of the trip, passport number with contact details and applicant's name and number	<a href="#">Cover Letter Template</a>
<b>Round Trip Flight Tickets</b>	<ul style="list-style-type: none"><li>Also includes, Reservations for internal transfer within Spain and across Schengen states (flight, train itinerary or car rental)</li></ul>	
<b>Hotel tickets</b>	Hotel bookings	
<b>Itinerary</b>	Day To Day Itinerary	
<b>Insurance</b>	Travel insurance covering not less than 30,000 Euros	
<b>Pan Card</b>	Pan card copy of all the applicant	
<b>Passport Photocopy</b>	<ul style="list-style-type: none"><li>Copy of Passport bio and back page</li><li>Copy of any entry/exit stamps or visa stickers on the passport</li></ul>	
<b>If current location differs from passport issue location</b>	<ul style="list-style-type: none"><li>Residence Proof: If applicant is staying in different location other than jurisdiction from place of issue then need to submit address proof. For e.g. rental agreement, property ownership documents</li></ul>	
<b>Authorization form</b>	<ul style="list-style-type: none"><li>Signed authorization form differs based on the jurisdiction traveller is in</li><li>Singed by both parents in case of a minor</li><li>Fill this in blue pen only</li></ul>	<a href="#">Authorization Form Mumbai</a> <a href="#">Authorization Form Delhi</a>
<b>Sworn declaration form</b>	<ul style="list-style-type: none"><li>Sign the declaration form</li><li>Singed by both parents in case of a minor</li><li>Fill this in blue pen only</li></ul>	<a href="#">Sworn Declaration Form</a>

<b>Courier form</b>	<ul style="list-style-type: none"> <li>• Sign the courier form form</li> <li>• Singed by both parents in case of a minor</li> <li>• Fill this in blue pen only</li> </ul>	
<b>Bank statement</b>	<ul style="list-style-type: none"> <li>• Bank statements of last 6 months</li> <li>• Available balance should around 50 - 150 Euros per person per day of the trip</li> <li>• Advisable to transfer the money to maintain the balance 15 days before the appointment (Signed by bank)</li> </ul>	
<b>Rejection letter</b>	If there is any visa refusal in the latest 2 years	
<b>If sponsored</b>	<ul style="list-style-type: none"> <li>• Sponsor's Bank Statement copy: last 3 months (signed by bank)</li> <li>• Sponsor's ITR V acknowledgment for previous financial year (signed by bank)</li> <li>• Sponsorship Letter</li> <li>• Sponsor's pan card</li> </ul>	<a href="#">Sponsorship Letter Template</a>
<b>If employed</b>	<ul style="list-style-type: none"> <li>• Last 3 months salary slips</li> <li>• Employment contract</li> <li>• NOC from the employer and form 16</li> <li>• Copy of income tax return or ITR V acknowledgment for previous financial year</li> </ul>	<a href="#">Employer NOC Template</a>
<b>If self-employed</b>	<ul style="list-style-type: none"> <li>• GST certificate, company registration proof or any company ownership proof</li> <li>• Company bank statement of last 6 months (signed by bank)</li> <li>• Company ITR or ITR V acknowledgment for previous financial year</li> </ul>	
<b>If retired</b>	<ul style="list-style-type: none"> <li>• Proof of Retirement</li> <li>• Proof of regular income generated by ownership of property or business.</li> </ul>	
<b>If invited and sponsored by a Spanish resident</b>	<ul style="list-style-type: none"> <li>• Invitation letter from the Spain resident</li> </ul>	<a href="#">Invitation Letter Template</a>
<b>If married/divorced</b>	<ul style="list-style-type: none"> <li>• Marriage certificate, or</li> <li>• Divorce papers</li> </ul>	
<b>If minor</b>	<ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Mark sheet from the school</li> <li>• Consent letter from parents if minor is travelling alone or with only one parent</li> </ul>	

## Spain Business Visa Checklist

Document	Description	Format
<b>Appointment Letter</b>	This needs be carried on the day of appointment	
<b>Application form</b>	<ul style="list-style-type: none"> <li>• It should be filled manually in blue ink in block letters</li> <li>• Singed by both parents in case of a minor</li> </ul>	<a href="#">Visa Application Form</a>
<b>Original Passport</b>		
<b>Photograph</b>	Passport size photo with white background, not older than 6 months (size 35 – 40 mm in width)	

<b>Cover letter</b>	Personal cover letter mentioning the travel date, itinerary, purpose of the trip, passport number with contact details and applicant's name and number	<a href="#">Cover Letter Template</a>
<b>Round Trip Flight Tickets</b>	<ul style="list-style-type: none"> <li>Also includes, Reservations for internal transfer within Spain and across Schengen states (flight, train itinerary or car rental)</li> </ul>	
<b>Hotel tickets</b>	Hotel bookings	
<b>Itinerary</b>	Day To Day Itinerary	
<b>Insurance</b>	Travel insurance covering not less than 30,000 Euros	
<b>Pan Card</b>	Pan card copy of all the applicant	
<b>Passport Photocopy</b>	<ul style="list-style-type: none"> <li>Copy of Passport bio and back page</li> <li>Copy of any entry/exit stamps or visa stickers on the passport</li> </ul>	
<b>If current location differs from passport issue location</b>	<ul style="list-style-type: none"> <li>Residence Proof: If applicant is staying in different location other than jurisdiction from place of issue then need to submit address proof. For e.g. rental agreement, property ownership documents</li> </ul>	
<b>Authorization form</b>	<ul style="list-style-type: none"> <li>Signed authorization form differs based on the jurisdiction traveller is in</li> <li>Singed by both parents in case of a minor</li> <li>Fill this in blue pen only</li> </ul>	<a href="#">Authorization Form Mumbai</a> <a href="#">Authorization Form Delhi</a>
<b>Sworn declaration form</b>	<ul style="list-style-type: none"> <li>Sign the declaration form</li> <li>Singed by both parents in case of a minor</li> <li>Fill this in blue pen only</li> </ul>	<a href="#">Sworn Declaration Form</a>
<b>Courier form</b>	<ul style="list-style-type: none"> <li>Sign the courier form form</li> <li>Singed by both parents in case of a minor</li> <li>Fill this in blue pen only</li> </ul>	
<b>Bank statement</b>	<ul style="list-style-type: none"> <li>Bank statements of last 6 months</li> <li>Available balance should around 50 - 150 Euros per person per day of the trip</li> <li>Advisable to transfer the money to maintain the balance 15 days before the appointment (Signed by bank)</li> </ul>	
<b>Rejection letter</b>	If there is any visa refusal in the latest 2 years	
<b>If sponsored</b>	<ul style="list-style-type: none"> <li>Sponsor's Bank Statement copy: last 6 months (signed by bank)</li> <li>Sponsor's ITR V acknowledgment for previous financial year (signed by bank)</li> <li>Sponsorship Letter</li> <li>Sponsor's pan card</li> </ul>	<a href="#">Sponsorship Letter Template</a>
<b>If employed</b>	<ul style="list-style-type: none"> <li>Last 3 months salary slips</li> <li>Employment contract</li> <li>NOC from the employer and form 16</li> <li>Copy of income tax return or ITR V acknowledgment for previous financial year</li> </ul>	<a href="#">Employer NOC Template</a>

<b>If self-employed</b>	<ul style="list-style-type: none"> <li>• GST certificate, company registration proof or any company ownership proof</li> <li>• Company bank statement of last 6 months (signed by bank)</li> <li>• Company ITR or ITR V acknowledgment for previous financial year</li> </ul>	
<b>If married/divorced</b>	<ul style="list-style-type: none"> <li>• Marriage certificate, or</li> <li>• Divorce papers</li> </ul>	
<b>Invitation letter</b>	<ul style="list-style-type: none"> <li>• Original invitation letter from the Spain-based company/companies.</li> <li>• Written in Spanish, the letter should refer to the purpose of the visit and, the existing commercial relationship with the applicant.</li> <li>• His/her name, passport number and envisaged travel dates should also be mentioned.</li> </ul>	<a href="#">Invitation Letter Template</a>
<b>Company Letter (from Indian company)</b>	<ul style="list-style-type: none"> <li>• If the trip is sponsored by the Indian company please mention the details of the company.</li> </ul>	<a href="#">Company Letter Template</a>

## Spain Additional Information Required

Info	Details
<b>Are you visiting any other Schengen countries during your stay?</b>	<b>Check list of Schengen countries:</b> 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.
<b>What is your first country of entry?</b>	<b>Check list of Schengen countries:</b> 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.
<b>Have you been issued Schengen visa in the past 5 years?</b>	<b>If yes</b> , mention last visa start date and end date
<b>Have your digital fingerprints previously been taken in connection with a previous application for a Schengen visa?</b>	<b>If yes</b> , mentioned Date of taking fingerprints and Visa number of last visa
<b>What is your marital status?</b>	<b>Pick one:</b> Single, Married, Divorced, Widowed, Unmarried Partner, Separated
<b>How long are you planning to stay in Schengen area?</b>	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