

**MALTA VISA APPLICATION CENTRE****CHECKLIST FOR A VISA APPLICATION TO BOARD A VESSEL IN MALTA****NAME:****PASSPORT No:**

		Yes	No	Remarks
1	One (1) completed and signed visa application form duly filled in legibly in English.			
2	Original and one (1) photocopy of passport (empty pages need not be photocopied). Previous passports, if any, should also be photocopied in the same manner.			
3	Two (2) passport-size photographs bearing a true likeness to the applicant taken against a white background, with face clearly visible.			
4	One (1) copy of the ID card.			
5	Original and one (1) photocopy of Seafarer's passport (empty pages need not be photocopied).			
6	Photocopy of the working contracts of the seafarer in order to board the ship (P.O.E.A. contract)			
7	Employment contract			
8	Proof of travel: a. Airline booking with Passenger Registration Number (or booking number) and travel itinerary. b. Airline itinerary should cover your entry and exit to and from Malta and to all Schengen countries of destinations c. The ticket should prove that the stay in the Schengen area does not exceed 90 days. It is recommended not to buy the ticket until the visa is granted.			
9	Proof of accommodation in Malta (if available).			
10	Proof of a valid travel insurance policy, either individual or group, with a minimum cover of 30,000 Euro and must be valid in the Schengen area.			
11	Invitation Letter from the maritime agency of the Member State where the sailor will join the boat. The invitation should be signed and with the seal of the agency and include the			

<p>following data:</p> <ul style="list-style-type: none"> <li>• Name and family name of the seafarer</li> <li>• Place and date of birth, passport number, seaman's book number</li> <li>• Date of issue, period of validity</li> <li>• The sailor's position on the vessel (in case of a group of sailors this information can be included in a list signed, sealed and attached to the invitation letter)</li> <li>• Date and airport of entry into the Schengen area</li> <li>• Name of the vessel</li> <li>• Port of boarding</li> <li>• Duration of the contract</li> <li>• Itinerary that the seafarer will follow to arrive in the Schengen State of destination.</li> <li>• The name and address of the collaborating Philippine agency or which will present the visa application be in charge of the seafarer once he arrives in the Member State in order to transport him to the sea port to board.</li> </ul> <p>If the application is presented by a Filipino maritime agency, a letter of invitation of the Philippine agency includes a list of the seafarer(s), in which is stated their employment on the ship.</p>			
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Please note that the Embassy of Malta may in justified cases, request additional documents which are not mentioned in the above list or request an interview during the examination of an application. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee the automatic issuance of a visa. It is also important to note that original certificates submitted with applications may not in all cases be returned.

Submission Officer to delete as appropriate:

- (a) The applicant has confirmed that he/she has no other supporting documents to submit.
- (b) The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the application being refused and visa fee is non-refundable. He/she has chosen to proceed with the application.

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Submission Officer Signature

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Applicant Signature

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Date

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Name of Accredited Travel Agent  
(if applicant is being submitted by Agent)