Checklist for Family and Friends Visit

Name: _____ Name of Travel Agent (if any) _____ Passport Number: _____	Contact No.: _____ E-mail Address:_____ Date and place of submission:_____

Supporting documents should be in English or Croatian and shall be presented in the following order.
Originals shall be presented in Visa Application Centre (VAC). Please be prepared to show original documents at the VAC, but submit only photocopies of documents. The Embassy does not return any other documents to applicant than the passport.

Required Documents	Original	Copy	Remarks (if document is missing or if the condition does not meet requirements)
Valid travel document and one photocopy of it. Travel documents issued 10 years prior to the date of submitting the application are not accepted. The travel document must be valid at least three months after the completion of the journey. Travel document must contain two blank pages.			
Croatian visa ONLINE application form duly completed. The printout dated and signed by the applicant.			
Recent colour passport photograph, taken within the past six (6) months, white or light background, neutral face expression.			
Cyprus Residence permit, endorsed in the passport or issued as a Biometrics card, must be valid for more than 3 months beyond the return date of the trip to the Schengen Area; C type Cyprus visitor visa is not acceptable			
Proof of confirmed return ticket(s) travel ticket for airplane, bus, or boat; registration card and driver's license if travelling by car			
Travel medical insurance, which must be valid for the whole duration of the travel. The minimum amount of the insurance coverage is 30 000 euros and it must be valid in all Schengen Countries.			
Letter of Guarantee by Natural Person (certified by a Public Notary in Croatia): in original or copy if the original is deposited at the Ministry of Foreign and European Affairs in Croatia; with the Letter of Guarantee the guarantor shall enclose proof of permanent source of income (pay slip, pension slip) in the last three months or adequate proof of having funds in a bank.			

Family members (guardians) of a minor Croatian citizen: extract from the Croatian population register and copy of the passport of the Croatian citizen. **Family members (spouses and children) of an Croatian citizen:** • Married/born in Croatia: marriage/ birth certificate (registered in Croatia) • Married/born in or other country: original marriage/birth certificate • Married in non EEA/EU country certified marriage certificate by respected country Embassy with translation (Croatian or English) • copy of the passport of the Croatian citizen			
If the applicant is employed, he/she should attach a recent letter from the employer not older than a month (headed letter with name, position of signatory, date of issue, address, telephone number and and registration number in Cyprus) and /or payslips for the last three months. **Self-employed not older than a month** should present a recent letter from accountant, banker or solicitor, stating self-employment or business ownership in Cyprus. **Students not older than a month** should present a recent, official and signed letter from Cyprus school, college or university, stating date of issue, name of the applicant and type of studies, number of lessons (hours) per week and attendance record.			
Proof of funds: recent (last three (3) months) Cyprus bank statements. Cash is not accepted. **If the applicant is financially supported** by his/her spouse (e.g. if the applicant does not work), also marriage certificate**(Original and Copy)** and the spouse's bank statement must be presented.			
Applicant(s) under 18 years: if the minor is travelling alone, with only one parent or with other people than the parents or guardian, then birth certificate and his/her both parents' or legal guardians' formal written consent to travel and copies of the passport(s) must be provided.			

Note: The Embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.

VISA Fee	
Service Fee	
Courier Fee (if any)	
Other Fees	

_____ _____

Name and signature of submission officer Signature of applicant