

Document Checklist - to be submitted with the application
SEAFARERS

Please indicate submitted documentation by ☒ . Submit the Document Checklist together with your application and supporting documentation in the following order to the Visa Application Centre or Embassy.	Yes	No
1. Applicant applied in person	☐	☐
2. Schengen Visa Application Form duly completed and signed	☐	☐
3. Travel document: issued in the last 10 years, 2 empty pages, expiry date exceeding requested visa by 3 months.		
4. One recent (not older than 6 months) passport photo, attached to the top right corner of the application form. Size 35x45 mm with plain light colour background	☐	☐
5. Passport, valid at least 90 days after expiry of the visa. The passport must have at least 2 blank pages	☐	☐
6. Fingerprints – 10 fingers (Persons whose fingerprints have been collected within the previous 59 months should not have the fingerprints collected again. If, during the processing of the visa application, the consulate establishes that the applicant's fingerprints are not stored or are of low quality, the applicant shall be called to have his fingerprints collected).	☐	☐
7. Copy of the applicant's passport identify page (incl. extension date if applicable) and copy of documentation on former travels abroad; if relevant an old passport should be attached the application and copy of pages with previous or valid visas to the Schengen area, USA, Canada, UK and Australia – including entry and exit stamps	☐	☐
8. Foreign nationals in Indonesia: Proof of legal residence in Indonesia (valid Indonesian residence permit (KITAS/KITAP)		
9. Plane ticket: copy of the flight reservation and travel itinerary.	☐	☐
10. Evidence of travel itineraries if visit in several Member States are planned. Confirmation of the reservation of an organised trip or any other appropriate document indicating the envisaged travel plans	☐	☐
11. Travel health insurance: valid for the Schengen area, covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage for medical treatment EUR 30.000 (list of companies is attached)	☐	☐
12. PROOF OF PURPOSE OF STAY - SEAFARERS - Seaman's book, with a minimum validity of 6 months, if relevant. - Letter from the maritime agency of the Member State where the seafarer will embark. The letter must be signed and stamped by that agency and include the following data: - Personal data: seafarer's name and family name, place and date of birth, passport number (date of issue and date of expiry), - the seafarer's position on the ship (if there are several sailors, this information may be included in an attached signed and stamped list), - name of the ship, - full itinerary: - date and airport of entry into the territory of the Member States, - port of embarking, - duration of the seafaerer's stay on the boat, - port of disembarking, if applicable, - date of return to Indonesia, if applicable.	☐	☐

The maritime agency shall also indicate the name and address of the Indonesian agency that it collaborates with, which will be in charge of submitting the visa application or, that will be in charge of transporting the seafarer to the seaport upon arrival in the Member State where he or she is to board. - If the visa application is to be submitted by an Indonesian maritime agency: letter issued by the Indonesian agency that confirms the seafarer(s) employment on the ship. - The seafarer's work contract (photocopy)		
13. Visa Fee	☐	☐
14. REMARK		

Submitting a visa application, including all the required documents, does not automatically mean that the visa will be issued. During the examination of an application, the Embassy may request additional documents, and may call the applicant for an interview to the Embassy of the Republic of Croatia in Jakarta.

Name of VFS official

Signature of the applicant

Date:
