



Visa Application Centre for Croatia
Check list for Croatian Visa

VISIT TO FAMILY OR FRIENDS (PRIVATE VISIT)

Applications must be submitted at least 15 days before the departure date.

		YES	NO
1	Application form (Application for Croatian Visa) is to be duly completed and signed: filled out online at https://crovisa.mvep.hr/ , printed and personally signed by the applicant (or by parent(s)/guardian(s) for minors) All documents and photographs to be submitted during the application must be uploaded to the 5th page of the application form. Documents should be uploaded section by section, not in bulk – such as bank, business papers, insurance etc and the total size of the documents should not exceed 15 MB.		
2	Passport: valid for at least three months beyond intended stay in Croatia, issued within the last 10 years and must contain at least 2 blank pages.		
3	Copy of passport: copy of all used pages of current passport and, if applicable, of previous passports (personal information pages, pages with visas or stamps, etc.). If applicable, copies of previously obtained visas for Schengen countries, United Kingdom, Ireland, Japan, Australia, United States and Canada -including entry and exit stamps.		
4	Two (2) recent photographs (taken in past six months): 34x45 in colour, biometric and with white background (glued on the application form). The person is to be captured with neutral facial expression, with his/her eyes open and mouth closed. The photograph of a person, who for religious or medical reasons is wearing a head cover, must show the person's cheeks, chin and forehead.		
5	Travel health insurance: to cover the possible expenses related to repatriation, for health reasons, urgent medical assistance and/or urgent hospitalization, with the minimum coverage of EUR 30.000. It needs to be valid for the Schengen area for the entire stay. The applicant requesting a multiple-entry visa must have travel health insurance policy that covers the period of the first visit to Croatia, and he/she is obliged to fill out the declaration on travel medical insurance for subsequent visits.		
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 Embassy/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	Letter of Guarantee by Natural Person: shall be submitted in original (copy if stored at the Ministry of Foreign and European Affairs) on the filled out form: https://mvep.gov.hr/UserDocslImages/dokumenti/obraci/211104-Jamstvenopismofiz.pdf?vel=316471 . The guarantor - a natural person from Croatia shall have his/her signature on the form authenticated by public notary in Croatia or at Croatian Embassy, if the guarantor is a Croatian citizen, or by a Notary Public if the guarantor is a foreign citizen with a stay permit in Croatia. The guarantor can be a Croatian national or the citizen of the EEA/Switzerland or third-country national, with granted residence in Croatia, who receives income, has financial means has assets in Croatia. With the Letter of Guarantee, the guarantor shall also enclose a proof of permanent source of income (pay slip, pension slip) in the last three months or adequate proof of having funds in a bank. Further details about guarantee letter can be found on https://mvep.gov.hr/services-for-citizens/consularinformation22802/visas-22807/issuance-procedure/letter-of-guarantee/22822 If the applicant is visiting relatives, a certificate of the existence of family relations. if the applicant is married to Guarantor, a marriage certificate is needed. Other needed documents: •Copy of the passport or national identification card of the sponsor/host; •Copy of the residence permit, if the sponsor/host is foreigner.		
8	Proof of the existence of family relations: extract of ' Turkish family book ("Nüfus Kayit Ornegi") showing family relation to the host, civil status, parents, spouse, children and siblings of the applicant.		

9	Hotel reservation (if the accommodation is not provided by the host): confirmed hotel reservation(s) valid for entire stay or travel plan (in case of multi destination trip), other proof of lodging such as rental of holiday home, campus residence reservation or if stay with a family member or friend, proof of private accommodation (invitation) from the host. The dates of the hotel reservation should correspond to the entry/exit dates (for <u>private apartment booking</u> - decision for performing the activity of renting).		
10	Flight reservation or proof of intended transport: reservation for return flight or supporting documents for other means of travel with itinerary (vehicle registration, driving license, car insurance/green card, bus ticket, etc.) The applicant will have to show proof of return travel when entering the Schengen Area. Travel itinerary. 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	Proof of means of subsistence: Evidence of how applicant intends to finance his/her trip and support himself/herself for the duration of the visit. Bank account statement showing the movements for the last three months, bank letter confirming the balance of the account, remittances, credit cards, regular incomes generated by property, title deeds, rent contracts, ownership of vehicle(s) or financial documents of sponsor. Each person must have at least EUR 70 for every day of stay at his/her disposal (or the equivalent amount in another currency). In case that person has Letter of Guarantee, he/she must have at least EUR 30 per day. For minors and persons without their own resources, an authenticated certificate shall be submitted stating that a parent or other person shall cover the expenses, with a proof of the social and professional status of the person offering to cover the expenses and a proof that such a person has the resources. Exceptionally, if a visitor has a certified Letter of Guarantee showing that the guarantor is fully accepting all the expenses related to visiting and departing from Croatia, he/she shall be exempt from the requirement to present the proof of having sufficient funds available.		
12	If applicant is employed: letter of employer and approval for leave, on official paper, bearing the seal of the workplace, indication the address and contact telephone number. Pay slips for the last three months. SGK (social security) registration document and SGK "hizmet dökümü"/payment of premium.		
	If applicant is employed by or owner of a private company: signature circular, company registration in chamber of commerce, bulletin of the trade register, tax registration certificate of the company.		
	If the applicant is a farmer: farmer certificate issued by the Chamber of Agriculture.		
	If the applicant is retired: proof of pension (either bank account or pensioner booklet).		
	If the applicant is a student: student certificate ("öğrenci belgesi").		
	If the applicant is a minor/under age 18 and travelling alone or with one parent or legal guardian only: an authorization translated (into Croatian or English) and signed by the parents/ legal guardian in front of a public notary, submitted with copy of parent(s)/guardian(s) ID (this condition shall not apply if the travelling parent is a single parent or holds the parental authority alone).		
13	For Turkish citizens: Complete extract of the civil registry (Tam Tekmil Vukuatlı Nüfus Kayıt Örneği). For third country nationals: copy of Turkish residence permit for non-Turkish applicants ("ikamet").		
14	For children under age 18 years of age and persons deprived of legal capacity: birth certificate, if the parents are the legal guardians, or the decision of the competent authority on appointing the legal guardian. Copy of the valid Croatian visa of the parent/legal guardian travelling together with the child, if the parent/ legal guardian submits his/her application not at the same time.		
15	Visa fee: in accordance with the Law on Administrative Fees of the Republic of Croatia or respective visa facilitation agreement with EU. Visa fee for adults for private visits is 90 EUR, while for minors under the age of 12 and family members of EU or Swiss citizens it is free of charge.		

Remarks by VFS staff:

Please be informed that submitting a visa application, including all the required documents, does not automatically mean that the visa will be issued. The Embassy of the Republic of Croatia has the right to ask for any other additional documents it considers necessary and may call the applicant for an interview. In case of refusal, the visa fee is not refundable. Documents should not be older than three months. The Embassy of the Republic of Croatia in Ankara does not return the original documents submitted with the application.

Name, surname and signature of applicant

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Name, surname and signature of VFS staff :