



**Visa Application Centre for Croatia  
Check list for Croatian Visa**

**BUSINESS VISIT / ATTENDANCE TO A FAIR / TRUCK DRIVERS**

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

YES NO

1	<b>Application form (Application for Croatian Visa)</b> : is to be duly completed and signed: filled out online at <a href="https://crovisa.mvep.hr/">https://crovisa.mvep.hr/</a> , 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	<b>Passport:</b> 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	<b>Copy of passport:</b> 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	<b>Two (2) recent photographs (taken in past six months):</b> 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	<b>Travel health insurance:</b> 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	<b>Fingerprints:</b> 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	<b>Hotel reservation:</b> confirmed hotel reservation(s) valid for entire stay or travel plan (in case of multi destination trip), 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. Accommodation can be provided by the guarantor or the inviting party if so indicated in the Letter of Guarantee or the Letter of Invitation.		
8	<b>Flight reservation or proof of intended transport:</b> 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.		
9	<b>Proof of means of subsistence:</b> 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, title deeds, remittances, credit cards, rent contracts, regular income generated by property, 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 a certified Letter of Guarantee, the proof that he/she carries funds equivalent to EUR 30 per day of the planned stay in Croatia. 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.		
10	<b>If applicant is employed:</b> 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.		
	<b>If applicant is employed by or owner of a private company:</b> signature circular, company registration in chamber of commerce, bulletin of the trade register, tax registration certificate of the company.		

	<b>If the applicant is a farmer:</b> farmer certificate issued by the Chamber of Agriculture.		
11	<p><b>Letter of Guarantee by Legal Person for business visits:</b> shall be submitted in original (copy if stored at the Ministry of Foreign and European Affairs) on the filled out form: <a href="https://mvep.gov.hr/UserDocImages/dokumenti/obrasci/211104-Jamstveno-pismo-pra.pdf?vel=314551">https://mvep.gov.hr/UserDocImages/dokumenti/obrasci/211104-Jamstveno-pismo-pra.pdf?vel=314551</a></p> <p>The guarantor – a legal entity from Croatia - shall authenticate the form by attaching the official seal and the signature of its authorized representative. With the Letter of Guarantee, the guarantor shall enclose a proof of solvency (BON 1 or BON 2 Forms, or a confirmation of the Commercial Court that it is not in liquidation etc.).</p>		
	<p>If the person authorized to represent the legal person is a citizen the EEA/Switzerland or a third-country national, he/she must have approved temporary or permanent stay in Croatia. The validity period of temporary stay of the citizen of the EEA/Switzerland or the third-country national must cover the period to which the applicant is invited. Details about guarantee letter can be found on <a href="https://mvep.gov.hr/servicesfor-citizens/consular-information-22802/visas-22807/issuance-procedure/letter-of-guarantee/22822">https://mvep.gov.hr/servicesfor-citizens/consular-information-22802/visas-22807/issuance-procedure/letter-of-guarantee/22822</a></p>		
12	<p><b>Attendance to a fair:</b> entry card or documents confirming participation. If the purpose of the visit is to attend commercial fairs or congress organised by non-Croatian organizers, <b>letters of invitation from the organisation of this events or invitations to attend them.</b> Invitation letter from the host organization in Croatia with following information has to be submitted, issued on official letterhead and signed by the responsible person in the inviting institution:</p> <ul style="list-style-type: none"> <li>-personal data of applicant (name and surname, date and place of birth, citizenship, number of the travel document, place of issue and expiration date of the travel document) - purpose of visit</li> <li>- the period in which the foreigner will stay in the Republic of Croatia</li> <li>- information of accommodation in the Republic of Croatia</li> <li>-information on who bears the costs of the stay in the Republic of Croatia name and surname, duty (position), address and telephone number of the contact person, from whom relevant information about the applicant can be obtained.</li> </ul> <p>For international events or for events on invitation/under auspices of Croatian state authorities: a letter of invitation from the host organization in Croatia or Croatian state authorities. Other documents which show the existence of trade or work relations are: entry tickets for fairs and congresses, if applicable; documents proving the business activities of the company (import-export license, proof of prior businesses, certificate of registration of the company...); certificate of the employment with stamp signed by a senior manager indicating the status of the applicant in the company.</p>		
13	<p><b>If the applicant is a truck driver:</b> i. Guarantee letter from the employer. ii. Company drivers list (Soför Listesi) including data about their valid Schengen visas (issuing country and date of expiry). iii. SGK (social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK tescil ve hizmet dökümü) with a readable QR code. iv. Proof of company's registration: excerpt of the Chamber of Commerce's company register. v. Valid C2 certificate (Yetki Belgesi) with attachments (Taşıt Belgesi) or an agreement with a company that holds a C2 certificate. vi. Valid driving licence and certificate of professional competence of the driver with a readable QR code issued by the Ministry of Transport (Sürücü ehliyeti ve Ulaştırma Bakanlığı tarafından verilen mesleki yeterlilik belgesi (SRC 3)). vii. Last three transport documents: (CMR and T1 or T2) not older than 6 months showing the business relation with the company in the country of destination (Hedef Schengen Ülkeleri ile olan iş ilişkisini gösteren son 3 nakliye işine ait CMR Belgesi ve Transit Refakat Beyannamesi (T1 veya T2)). viii. Invitation letter to the employer of the driver or business partnership certificate by a company in the country of destination.</p> <ul style="list-style-type: none"> <li>- Minor under the age of 18 years and travelling alone or with one parent or legal guardian only: Written consent (approved by a public notary) by the non-travelling parent(s)/legal guardian(s) or proof (approved by a public notary) of sole custody of the travelling parent/legal guardian.</li> <li>- Non-Turkish nationals: Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States.</li> </ul>		
14	<p><b>For Turkish citizens:</b> Complete extract of the civil registry (Tam Tekmil Vukuatlı Nüfus Kayıt Örneği).</p> <p><b>For third country nationals:</b> copy of Turkish residence permit for non-Turkish applicants ("ikamet").</p>		
15	<p><b>Visa fee:</b> 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 business visits, attendance to a fair and truck drivers applications is 90 EUR per person.</p>		

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 :