CZECH REPUBLIC

CHECKLIST FOR DOMESTIC, PRIVATE HOUSEHOLD STAFF

Check Box	List of requisite documents	Remarks
	Original application form duly completed and signed by the applicant.	
	Passport **Original passport and a copy of photo page of the passport.** Note: Passport cannot be older than 10 years and must be valid for at least 90 days from the date of departure from Schengen area. **The passport must contain the signature or the fingerprint of its holder and must have 2 free passport pages.** **Copy of the previous Schengen visa stickers (from actual or previous passports), if available.** **<u>For non-Kuwaiti & GCC nationals</u>:** **Copy of the Kuwaiti Civil ID Must be valid for at least 90 days from the date of departure from Schengen area.**	
	1 recent Passport size photograph (no scan, matt surface, with white background); must be recent (not older than 6 months) and sized minimum 3.5 x 4.5 cm.	
	Insurance **Original European medical and travel insurance** covering the territory of the Member states of the Schengen agreement and **with minimum coverage of EUR 30,000 for medical expenses & repatriation** the validity must cover the entire period of the person's intended stay or transit.	
	Accommodation **Confirmed hotel booking or other accommodation reservation, with Confirmation Number.** **In case there are any changes in hotel booking during the visa process and after receiving visa the Embassy of Czech Republic must be informed in writing.** Note: If planning to visit several Schengen countries all hotel reservation must be provided. **Airbnb** accommodation is **not acceptable** by the Embassy of Czech Republic.	
	Air ticket **Copy of the confirmed air ticket including return flight with booking reference or electronic ticket number.** **Any changes in travel arrangements during the visa process and after receiving visa the Embassy of Czech Republic must be informed in writing.** Note: If you are planning to visit several Schengen countries, all transfers (flight/ferry/train/bus/car) showing entry and exit from Czech Republic/between other countries must be provided. Name of the applicant must appear on all proof of transport.	
	Sponsor Declaration (duly completed with Sponsor's Signature). **Copy of the Sponsor's passport.** **Sponsor's original up-to-date bank account statement for the last 6 months. (Internet generated statement must be stamped by issuing bank).** **If sponsor is not Kuwaiti national, their employer letter with a copy of trade license (if applicable), stating position, monthly salary, length of contract.** **If the application for domestic helper and sponsor are not submitted at the same time:** **Copy of sponsor's valid Schengen visa, proof accommodation and flight booking.** **Other supporting documents such as copy of passport and visa of Sponsor's children or other family members requiring care to justify why domestic staff is necessary.**	
	For Pakistan passport holders: Original Polio Vaccination (yellow card) is a must.	

Please note:

- The visa must be applied for either in person or through a representative (applicable only for children below 12 years old);
- All documents must be submitted in English or Czech language;
- Original documents must be presented; additional photocopies may be required.
- The Embassy of the Czech Republic has the right to ask for any other additional documents it considers necessary, or may call the applicant for an interview. If the visa application is refused, the reason will be provided as per Schengen Immigration Rules. In all cases the visa fee and service fee are non-refundable.
- Head coverings on the photograph are not permitted except for religious reasons, but facial features from bottom of chin to top of forehead and both edges of applicant´s face must be clearly shown.

Declaration

I have been informed that an application without a complete set of documentation as specified above may result in the rejection of my visa application. The Embassy of the Czech Republic reserves the right to ask for the additional supporting documents and does not guarantee the issuance of the visa.

Date:_____ Applicant's Signature: _____

VFS Officer's Signature: _____