

THE ROYAL DANISH EMBASSY NAIROBI



VFS GLOBAL DENMARK VISA APPLICATION CENTER
TRAVELLING TO DENMARK, THE FAROE ISLANDS, GREENLAND AND ICELAND

SEAFARER - DOCUMENT CHECKLIST – VAC NAIROBI, KENYA

		Yes	No
1.	Schengen Visa Application Cover Letter (confirmation of submission of your on-line visa application) <ul style="list-style-type: none"> Must be printed, dated and contain 3 signatures. 	<input type="checkbox"/>	<input type="checkbox"/>
2.	One recent coloured passport photo <ul style="list-style-type: none"> Mouth must be closed and background must be white. Not more than 6 months old. Photo: 35 x 45 mm, head from tip of chin to top of head 30 – 36 mm 	<input type="checkbox"/>	<input type="checkbox"/>
3.	Original passport / Travel document <ul style="list-style-type: none"> Validity of passport/travel doc. must exceed the intended stay in Schengen by at least three months. Passport / travel document must have been issued within the last ten years. Passport / travel document must have two blank pages to affix the visa. 	<input type="checkbox"/>	<input type="checkbox"/>
4.	Original Seaman's book <ul style="list-style-type: none"> Validity must exceed the intended stay in Schengen. 	<input type="checkbox"/>	<input type="checkbox"/>
5.	Non-Kenyans are required to submit a copy of a valid Kenyan residence permit or other proof of legal stay in Kenya, valid for at least 3 months from the date of intended departure from the territory of the Member States.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Flight itineraries Roundtrip flight reservations and flight itineraries for all planned stays in Schengen We recommend that you do not buy any tickets before your visa has been approved.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Letter of invitation from shipping agent in Denmark NB: must be written on company letterhead, duly signed by the authorized representative from DK 1) Letter of guarantee from broker/agent/ship owner or another relevant unit: The letter of guarantee must be signed by the shipping agency/agent acting on behalf of the shipping agency and must contain information on: <ul style="list-style-type: none"> a. Details of the ship/vessel which the seafarer is to board, dates and location/harbour b. Confirmation that the Shipping company/agent covers all expenses for the seafarer (hence, no need for a bank statement) c. Confirmation that the Shipping company/agent will pay for return transport to applicant's home country if necessary. d. Confirmation that Travel Medical Insurance (TMI) is covered by the Shipping company/agent e. Contact person in Denmark 	<input type="checkbox"/>	<input type="checkbox"/>

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INSTRUCTION FOR THE APPLICANT

- Date and sign this page (below) after page 1 has been filled out by VFS Global (check marks).
- Make sure to get a copy of page 1 when filled out by yourself and VFS Global.

Your application for a Schengen visa will be forwarded by VFS Global to the Royal Danish Embassy Nairobi for decision.

The Danish Mission requests you to hand in the required documents within 5 working days from today. Signature date below counts as day one of five.

If the Danish Mission has not received the documents by this deadline, a decision will be made based on the presented information.

You can choose one of the following options for handing in the missing documents:

- I will come back to VFS within 5 working days with the missing document(s).
- I will hand in the application as it is and am aware that a decision will be based on the presented documents only.

An interview may be required at the Embassy or by phone. You will be contacted as soon as a decision has been reached in your case.

VFS comments: _____

Kind regards, The Regional Visa Hub, Royal Danish Embassy, Nairobi, Kenya.

Applicant's name

Applicant's signature

Date and Place

Phone Number

Signed in front of VFS Staff (initials), Nairobi: _____ Date: _____