



Filling up your VIDEX Form

1 Personal details

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 Applicant's personal data ^

* Family name :	Name at birth :	* First name(s) :
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Date of birth :	* Place of birth :	* Country of birth :
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
* Sex :	* Marital status :	
<input type="text" value="v"/>	<input type="text" value="v"/>	
* Current nationality :	Original nationality :	
<input type="text" value="v"/>	<input type="text" value="v"/>	

Do you wish to exercise your right to freedom of movement?
Yes

In exercising their right to freedom of movement, family members of nationals of the EU, EEA or Switzerland (spouse, child or dependent ascendant) are not obliged to provide information concerning their occupation, reference or the financing of their stay. If you belong to this category and you do not wish to provide any information, please select "Yes". You must submit documentary evidence of your family relationship.

Personal Details –

* **Family Name** - Applicant's surname as per passport bio details

(NOTE: In case there is only Given Name in the passport, same needs to be entered in both fields of VIDEX- First Name and Family Name) (eg. If Given Name in the passport is Abc and Surname is blank, Surname = Abc and Family Name = Abc in VIDEX)

Name at birth - Do not write anything here. This field should be blank by default

* **First name(s)** – Applicant's first name as per passport bio details

* **Date of Birth** - Applicant's Date of Birth as per passport bio details

* **Place of birth** - Applicant's Place of Birth as per passport bio details. Instead of comma(,) and full stop(.) put space and in case of hyphen(-) write as it is


* **Country of birth** - Depends on place of birth of applicant

* **Sex** - As per passport bio details

* **Marital status** – Current marital status of applicant

* **Current Nationality** - As per passport bio details.

Original Nationality- Do not select anything. This field should be blank by default.

 Occupation
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*** Current occupation :**

No occupation
✓
▼


Company name and telephone number (for students: name and telephone number of educational establishment) :


Street :	House number :	Other address information :
Postal code :	Town/city :	Country :
		▼

Occupation (current occupation of the applicant) –

- For Employed, fill all field details
- For Unemployed, select No Occupation and leave other fields blank

2 Contact data

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 Applicant's address
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* Street :	* House number :	Other address information :
* Postal code :	* Town/city :	* Country :
		▼
Telephone :	Email :	

Is your residence in a country other than that of your current nationality?
 Yes

Contact Data (Present address of applicant where he/she currently resides) –

- All Fields are mandatory.
- Telephone number to start with 91 (eg. 919876543210).
- Email id of applicant / family member (no travel agency email id's)
- Other address information – Remaining part of the address to be filled here, if required

⊞ Identification papers and travel documents ^

* Type of travel document : <input style="width: 90%; border: 1px solid #ccc;" type="text"/> ▼	* Travel document number : <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	National identity number, where applicable : <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
* Date of issue : <input style="width: 90%; border: 1px solid #ccc;" type="text"/> 📅	* Valid until : <input style="width: 90%; border: 1px solid #ccc;" type="text"/> 📅	
* Issuing state : <input style="width: 90%; border: 1px solid #ccc;" type="text"/> ▼	Issued by : <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	Issued in : <input style="width: 90%; border: 1px solid #ccc;" type="text"/>

👤 Biometric data ▼

Documents (Passport details) –

***Type of travel Document** - Type of passport. “P” Passport is Ordinary passport

***Travel document number** - Passport Number

National identity number, where applicable - Do not select anything. This field should be blank by default

***Date of issue** - Passport issue date as per passport bio details


***Valid until** - Passport expiry date as per passport bio details

***Issuing state** - Depend on the passport (eg. select India if the applicant is Indian passport holder)

***Issue by**- Please check the issuing authority stamp on passport.

- Please put RPO if the passport issuing authority is Regional Passport Office, Passport Office or Ministry of External Affairs
- If passport is issued abroad, put complete name of the issuing authority as per passport authority stamp (eg. Consulate General of India, Embassy of India, High Commission of India)

***Issued In**- Passport issued place as per passport authority stamp

 Biometric data
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Have your fingerprints been collected previously for the purpose of applying for a Schengen visa?


Yes

Biometric data (last Schengen visa issue date here) –

- Tick yes only if applicant has given fingerprints within last 59 month for Schengen visa. Date should be the last Schengen visa issue date

4 Travel data

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 Travel data
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<p>* Main purpose(s) of the journey :</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>Other (please specify) :</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>* Member State of first entry :</p> <input style="width: 95%; height: 25px;" type="text"/>
<p>* Main travel destination(s) :</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>* Number of entries requested :</p> <input style="width: 95%; height: 25px;" type="text"/>	
<p>* Intended date of arrival in the Schengen area :</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>* Intended date of departure from the Schengen area :</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>* Duration of the intended stay or transit (number of days) :</p> <input style="width: 95%; height: 25px;" type="text"/>
<p>Have you been issued with a Schengen visa within the last three years?</p> <p>Yes <input checked="" type="checkbox"/></p>	<p>Valid from :</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>Valid until :</p> <input style="width: 95%; height: 25px;" type="text"/>

Travel date –

*Main purpose of the journey - Travel purpose of the applicant

*Other (please specify) - Do not select anything. This field should be blank by default

*Member state of the first entry - Always select Germany

*Main travel destination(s) - Always select Germany


*Number of Entries requested – Depends on the applicant

*Intended date of arrival in the Schengen area - Arrival date in the Schengen area as per flight ticket

* Intended date of departure from the Schengen area - Departure date from the Schengen area as per flight ticket

*Duration of the intended stay or transit (Number of Days) - Total duration of stay in the Schengen area

*Have you been issued with a Schengen visa within the last three years - Previous Schengen visa validity dates issued only within the last three years


 Entry permit for the final country of destination, where applicable ^

Type of entry permit :	Type of entry permit, if not included in the selection list :	Entry permit number :
<input type="text"/>	<input type="text"/>	<input type="text"/>
Final country of destination :		
<input type="text"/>		
Issued by :	Valid from :	Valid until :
<input type="text"/>	<input type="text"/>	<input type="text"/>

Entry permit – All fields to be left blank

Reference (Address details should be exactly as given in the Invitation / Hotel booking) –

For Visiting Family and Friends

 Reference ^

* Type of reference :		
Inviting person <input checked="" type="checkbox"/> <input type="checkbox"/>		
* Family name :	* First name(s) :	Sex :
inviting person's surname as per passport	inviting person's first name as per passport	gender as per passport <input type="checkbox"/>
Date of birth :	Place of birth :	Nationality :
DOB as per passport	Place of birth as per passport	nationality as per passport <input type="checkbox"/>
* Street :	* House number :	
street name from Residence Permit/Rental Agreement	house number from Residence Permit/Rental Agreement	
* Postal code :	* Town/city :	* Country :
postal code from Residence Permit/Rental Agreement	city/town from Residence Permit/Rental Agreement	Germany <input type="checkbox"/>
Telephone :	Email :	
inviting person's phone number	inviting person's email id	
Alternative spelling - surname(s) :	Alternative spelling - first name(s) :	
<input type="text"/>	<input type="text"/>	
Other names :	Previous names :	
<input type="text"/>	<input type="text"/>	

For Business

* Type of reference : Inviting organisation/company ✓ ^		
* Name of the organisation, company or hotel : name of the organisation from invitation letter	Organisation's place of business, town/city : <input type="text"/>	Organisation's place of business, country : <input type="text" value=""/>
Organisation's objectives/area of activity : <input type="text" value=""/>	Name of the register of the organisation : <input type="text" value=""/>	
Location of register : <input type="text" value=""/>	Register number : <input type="text" value=""/>	
* Family name of contact person : surname of the inviting org.'s representative	* First name(s) of contact person : first name of the inviting org.'s representative	Date of birth : DOB of the inviting org.'s representative (if available)
Sex : gender (if available) v	Nationality : nationality (if available) v	
* Street : street name from the invitation letter	* House number : house number from the invitation letter	
* Postal code : postal code from the invitation letter	* Town/city : city/town from the invitation letter	
* Country : Germany v	Telephone : Contact number of the inviting organisation	Email : Email id of the inviting organisation

For Tourist & Trade Fair Exhibitors

* Type of reference : Hotel ✓ ^		
* Name of the organisation, company or hotel : hotel's name exactly as per hotel booking	Organisation's place of business, town/city : <input type="text"/>	Organisation's place of business, country : <input type="text" value=""/>
Organisation's objectives/area of activity : <input type="text" value=""/>	Name of the register of the organisation : <input type="text" value=""/>	
Location of register : <input type="text" value=""/>	Register number : <input type="text" value=""/>	Hotel reservation number : hotel reservation number (if available)
Family name of contact person : <input type="text" value=""/>	First name(s) of contact person : <input type="text" value=""/>	
* Street : street name from hotel booking	* House number : house number from hotel booking	
* Postal code : postal code from hotel booking	* Town/city : city/town from hotel booking	
* Country : Germany v	Telephone : hotel's contact number	Email : hotel's email id (if given)

Important Points to be noted:

- In the reference field - Always use special characters as given in the documents
- Special characters like ä, ü and ö to be entered as “ae”, “ue” and “oe” in Videx
- ß - this alphabet should be entered as “ss” in VIDEX (eg. Schlstraße = Schlstr, Eisebgießer = Eisebgiesser)
- The name of the street in the Reference details should be entered as ‘STR’, instead of STRAßE or ‘STRASSE’ (eg. Schlstraße = Schlstr, Schorbachstrasse = Schorbachstr)
- Always select “Householder” in the Videx reference details for Airbnb / Private accommodation / Guest-House accommodation