



SEAFARER - CHECKLIST

List of supporting documents		YES ✓	NO ✗
1.	The travel document must be valid for a minimum of 3 months from the date of departure from the Schengen area. Issued within the previous 10 years and have at least 2 blank pages. If available, a copy of entry/exit stamps of the Schengen area from previous passports.		
2.	Seafarers book (original)		
3.	Schengen Visa Application form. Printed and signed by the applicant, along with one passport-style photograph (max. 6 months old, on a white background, measuring 3.5 x 4.5 cm.)		
4.	Online application https://visa.government.is/ . Confirmation of submitting the online application form must be presented to VFS Global staff.		
5.	Travel medical insurance (insurance card is NOT sufficient) the policy must clearly specify: <ul style="list-style-type: none"> Valid for the entire stay in the Schengen area, including the date of arrival and departure. Must be valid throughout the territory of the Schengen area. Minimum medical and repatriation coverage is 30.000 EUR. 		
6.	Flight booking: Roundtrip flight reservation with PNR number and the name of traveler.		
7.	Proof of accommodation – In case of an overnight stay		
8.	Cover letter from the applicant stipulating the purpose of travel, duration and names of accompanying persons, transport and accommodation details.		
9.	An invitation from the shipping company/maritime agency <ul style="list-style-type: none"> Name and family name of the seafarer Place and date of birth, passport number, seafarer's book number Date of issue, period of validity of passport and the seafarer's book The seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter) Name and flag of the vessel Port and date of boarding and disembarking Itinerary that the seafarer will follow to arrive in the Member State of destination/ transit (including date and entry point (airport) to the Schengen area) <p>If relevant, the letter of invitation should indicate the name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications.</p> <p>The shipping company/maritime agency based in Iceland is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in Iceland (including in the event of repatriation) and ensure that he/ she boards the ship.</p>		
10.	Employment contract/Appointment letter showing duration of employment		
Comments by VFS staff:			

INSTRUCTIONS FOR THE APPLICANT

Date and sign this page (below) after page 1 has been filled out by VFS Global agent (check marks).

Your application for a Schengen Visa will be forwarded by VFS Global to the Embassy of Iceland in New Delhi for processing.

Normally visa applications are processed within 15 days once received from VFS Global. However, if you have failed to submit mandatory documents at the time of your appointment at VFS Global the process might be delayed, or the application refused.

If an VFS Global officer, at the time of your appointment has indicated that your application is missing documentation and marked it on the table above, you must send the missing documents to the Embassy at visa.ndc@utn.is and visa@utn.is

The Embassy requests you to hand in the missing/required documents within **five (5) days** from the date of your appointment at VFS Global. During the application process, please monitor your spam/junk folders, as emails from the Embassy may accidentally end up there.

Please note that sending personal information by email is at your own risk.

E-mailed documents must meet the following requirements:

- Subject line must include the applicants name as it appears in passport
- Indicate passport number
- Indicate city of application center
- PDF is the only format of documents attachments accepted

WITH MY SIGNATURE I, THE APPLICANT, ACKNOWLEDE THE FOLLOWING

1. I understand that I must submit the indicated documents by e-mail to visa.ndc@utn.is and visa@utn.is **within 5 calendar days from the date of my appointment at VFS Global**. I accept that my visa application will be decided without the requested documents and that the decision may be to my disadvantage (delay in the process or refused), if I do not submit the documents within the time limit (5 days) from the date of my appointment at VFS Global.
2. I understand that during the application process, I may be contacted by the Icelandic authorities for an interview process.
3. I understand that any incomplete information or false statements could result in delay in the processing of the application and the Consulate may request more documents in addition to what is listed above and request an interview.
4. I understand that Iceland cannot be considered the Member state competent for examining and deciding on the application if I am staying for a longer period in another member state.
5. I understand that according to Foreign National act, article 20 (6) (b) and in accordance with the checklist my Indian passport must be valid for **three months** beyond my intended departure from the Schengen area.
6. I understand that my application will be refused if falsified or forged documents are submitted with the application and hereby declare that all submitted documents are both true and genuine.
7. I understand the visa (if approved) will be issued according to submitted documents and only applicants who fulfill the criteria for multiple entry visa will be granted multiple entry visa.

Date: _____

Signature: _____

VFS officer: _____