



Consulate General of Italy in Kolkata
Tourist Visa Application Checklist for relatives of Italian/EU/SEE citizens(Spouse, Children, Parents)

Check list	Tick the documents submitted	
Passport/Travel Document	<ul style="list-style-type: none"> a) Have been issued within the previous 10 years, and the validity must not exceed 10 yrs. b) No Handwritten passports will be accepted. c) Passports with any manual observations will not be accepted d) At least have a validity of 3 months from the expiry of the visa. e) Have at least 2 blank pages. f) Should be issued within the jurisdiction of the Consulate General of Kolkata, else, address proof of minimum 6 months to be provided(Letter from Bank/Employer, Rent agreement, Property papers) 	
Visa application Form	<ul style="list-style-type: none"> a) 2 signatures of the applicant (page 3- column 37 and page 4) (Application forms for minors has to be signed by both the parents in both the places) b) 2 photographs to be submitted: (3.5 x 4.5cm with white background) c) Travel dates to be mentioned d) Please mention "N/A" wherever columns are blank 	
Covering Letter	<ul style="list-style-type: none"> a) Name of applicant and other members traveling. b) Travel dates itinerary and duration of stay. c) Purpose of the visit. 	
Letter from Italian/EU/SEE citizen	A letter requesting the presence of the relative in Italy and the issuance of a tourist visa.	
For Spouses:	<i>For marriages celebrated in Italy</i> , Registration of the marriage in Italy.	
	<i>For marriages celebrated in India</i> , Transcription to be done through the Consular Section by submitting the original Marriage Certificate issued by the Registrar of Marriages, Sub-Registrar, clearly mentioning the registration number. To be notarised and duly validated by the Under Secretary of the Home Department of the relevant/competent State Government & apostilled by the Ministry of External Affairs/ New Delhi. This Certificate should be translated into the Italian language by a recognized translator. The certificate and the translation should be legalized by this Consulate General.	
For Minors	Transcription to be done through the Consular Section by submitting the original Birth Certificate issued by the Registrar of Births & Deaths, Sub-Registrar, clearly mentioning the registration number. To be notarised and duly validated by the Under Secretary of the Home Department of the relevant/competent State Government & apostilled by the Ministry of External Affairs/ New Delhi. This Certificate should be translated into the Italian language by a recognized translator. The certificate and the translation should be legalized by this Consulate General.	
	NOC and Passport copies of both parents are required in case of minors accompanying parents.	
For Parents	<ul style="list-style-type: none"> a) a) Original Birth Certificate of the son/daughter in Italy, issued by the Registrar of Births & Deaths, Sub-Registrar, clearly mentioning the registration number. To be notarised and duly validated by the Under Secretary of the Home Department of the relevant/competent State Government & apostilled by the Ministry of External Affairs/ New Delhi. This Certificate should be translated into the Italian language by a recognized translator. The certificate and the translation should be legalized by this Consulate General. 	
	<ul style="list-style-type: none"> a) b) Documented proof of substantial and consistent funds to demonstrate the condition of being dependent parents 	
Certificate for discrepancies in name	Original and photocopy to be collected, in case of any discrepancy in names. This has to be issued by the competent Tehsildar or Grama Panchayat, notarised, legalised by Home Department of the State of residence and apostilled by the Ministry of External Affairs/New Delhi. To be further translated into the Italian language and the translation to be legalized by the Consular Section. All names must correspond on the passport and birth/marriage certificates.	
Passport copy of the Italian/EU/SEE citizen	Clear photocopy of Invitees passport (front and last page and a copy of the page if any observations are mentioned in the passport) and residence permit.	
Passport copy of the applicant	One copy of the front page, one copy of the last page. Photocopies of all Schengen Visas issued in the last 5 years & photocopies of valid US and UK Visas..	
Air Ticket	Reservation printout of one way/Two way ticket.	

PLEASE NOTE: -The Consulate General of Italy reserves the right to request for additional documents or personal interview.