



**CHECKLIST FOR OFFICIAL MISSION (*Missione/MS*)
SCHENGEN (*VSU*) or D - NATIONAL VISA (*VN*)**

APPLICANT MUST APPLY IN PERSON - No stapling of documents - Screenshots or photos are inadmissible.
Original & 1 copy (originals and/or certified copies will be returned)

	<input type="checkbox"/>	VISA APPLICATION , duly filled out in English and signed by the applicant.
1.	<input type="checkbox"/>	ONE BIOMETRIC COLOUR PASSPORT PHOTO (not older than 6 months) (35 mm x 45 mm), on white background, full face and front view, in colour. Scanned or photocopied photos will not be accepted.
2.	<input type="checkbox"/>	DOCUMENTATION PROVING THE STATUS OF PUBLIC OR INTERNATIONAL ORGANISATIONS OFFICIALS sent to Italy to perform their duties or of individuals whose activity / purpose of the stay is in the public interest for the relations between Italy and the home state/country (provide staff ID card, original plus one photocopy)
3.	<input type="checkbox"/>	PASSPORT – Original & One copy of biometric page Valid for a period of <i>at least 3 months</i> after the applicant's last day of stay in the Schengen area and not older than 10 years. Please ensure that the passport is signed and has 2 facing blank pages to affix visa
4.	<input type="checkbox"/>	NOTE VERBALE (IF APPLICABLE) Issued by the Kenyan Ministry of Foreign Affairs or International Organisation stating the mission program and the authority covering the expenses related to the duty in Italy. N.B. FAO, IFAD, WFP, Bioversity International, IDLO: the Note Verbale must be sent to the Italian Embassy via email (or PRISMA) through the Permanent Mission to the United Nations Organizations in Rome (FAO – IFAD)
MISSION VISAS CAN ALSO BE ISSUED TO THE CLOSE DEPENDANT MEMBERS OF THE FAMILY ACCOMPANYING THE DIPLOMAT (MUST BE LISTED IN THE NOTE VERBALE).		

IMPORTANT NOTE: Submission of **FALSE/COUNTERFEITED** documentation will automatically lead to a **VISA REFUSAL** and report will be filed immediately to the relevant Kenyan and/or Italian authorities.

IMPORTANT NOTES:

- Please *verify the accuracy of the visa sticker* and communicate any discrepancies/corrections within 5 working days. (Passport number, your full name, visa's start date, validity time and entries)
- Note that the visa's validity is based on the travel plans specified in the application's documentation (at the Embassy's Officials discretion).

I, the applicant, declare that I have been advised by VFS staff about any incomplete / incorrect documentation regarding my Visa application and that I received back all my original documents, which I had showcased as evidence to the VFS staff.

Date: _____

Name of Applicant: _____

Signature: _____

Name of VFS staff accepting the application: _____