



CHECKLIST FOR TOURISM *(turismo/TU)*

EU / EEA / UK / SWISS FAMILY MEMBER SCHENGEN VISA (C)

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)

1.	<input type="checkbox"/>	VISA APPLICATION , duly filled out in English and signed by the applicant (for minors: signed by both parents and legal guardian).
2.	<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.
3.	<input type="checkbox"/>	PASSPORT – Original & One copy of biometric page and copies of previous Schengen, USA, or UK visas 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. Kindly ensure that the passport is signed and has 2 facing blank pages to affix visa
4.	<input type="checkbox"/>	COPY OF THE EU/EEA NATIONAL'S PASSPORT OR NATIONAL IDENTITY CARD
5.	<input type="checkbox"/>	PROOF OF FAMILY RELATIONSHIP with a citizen of the Union; a state of the European Economic Area; Switzerland
	<input type="checkbox"/>	SPOUSE Copy of marriage certificate duly registered in the Country of origin of the EU citizen or in the Italian Municipality of Residence (<i>Estratto di Matrimonio Rilasciato dal Comune di Residenza</i>) or a document certifying the family member status (not older than 6 months).
	<input type="checkbox"/>	CIVIL / REGISTERED PARTNERSHIP: Original and photocopy of the civil partnership certificate (not older than 6 months)
	<input type="checkbox"/>	DESCENDANTS AND CHILDREN Original and Photocopy of certified-legalised Birth Certificate
6.	<input type="checkbox"/>	INDIVIDUAL TRAVEL MEDICAL INSURANCE (Policy Certificate Page only) Purchased by an insurance company in Kenya or in the Schengen area; cover the whole period of stay; contain the full name of applicant as per passport; valid for the whole Schengen Area, with a minimum coverage of € 30.000 for urgent hospitalization or repatriation expenses; stamp and signature of the insurance company are mandatory. ▪ Alternatively , letter from existing Medical Insurance company (e.g., BUPA, Allianz, Cigna etc.) or employer confirming coverage in the Schengen area meeting the prerequisite requirements.
7.	<input type="checkbox"/>	TRAVEL DOCUMENTATION Round Trip flight booking - with PNR - issued by a dependable Travel Agent or Airline - indicating the applicant's full name as per passport, departure cities and destination(s).
8.	<input type="checkbox"/>	DOCUMENTS PROVING THAT THE APPLICANT IS TRAVELLING WITH A CITIZEN OF THE UNION OR A STATE OF THE EUROPEAN ECONOMIC AREA OR SWITZERLAND OR IS ON THE WAY TO JOINING THEM. <input type="checkbox"/> Copy of the airline tickets or booking for the applicant and the EU/EEA/Swiss citizen (if travelling together) OR <input type="checkbox"/> Proof that the applicant is traveling to reach the EU/EEA/Swiss citizen (form "2024 Dichiarazione Alloggio Garanzia - Proof of Sponsorship")

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:

Citizens of Pakistan, Afghanistan, Iraq, Palestine, Yemen and Travel Documents Holders (with the three letters code XXA or XXB appearing in the ICAO) need to provide full names of mother and father from a birth certificate or Consular declaration + translation in English

- Visa applications must be lodged at least 15 calendar days before the intended visit and cannot be lodged earlier than six months before the start of the intended visit.
- **AVERAGE PROCESSING TIME FOR A VISA APPLICATION IS 15 – 45 CALENDAR DAYS (CAN BE LONGER DURING PEAK TIMES)**
- The Embassy and VFS cannot assume the responsibility to return original documents presented with the application.
- The Embassy may conduct an interview (in person or by phone).
- Birth and/or marriage certificate may be required
- The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what has been submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.
- The Embassy will only process the application once the required documents have been submitted in full.
- 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: _____