

## CHECKLIST FOR TOURISM – EU FAMILY MEMBER SCHENGEN VISA

1.	<input type="checkbox"/>	<b>Visa application form</b> duly filled out in English and signed by the applicant (for minors, signed by parents or legal guardian).
2.	<input type="checkbox"/>	<p><b>One passport photo</b> (not to be affixed on the visa application form)</p> <p><i>Photo requirements must comply with ICAO specifications:</i>  <a href="https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf</a></p> <p><i>[no more than 6-months old; 35–40 mm in width; white background; appropriate brightness and contrast; the person must look straight to the camera with a neutral expression, mouth closed and eyes open and clearly visible; the head must take 2/3 of the photograph; head coverings are not permitted except for religious reasons. Any alterations (such as Photoshop etc.) are strictly forbidden]</i></p>
3.	<input type="checkbox"/>	<b>Valid passport</b> with at least two blank pages and validity of at least three months extending after the date of departure from the Schengen Area.
4.	<input type="checkbox"/>	<p><b>Proof of relationship</b>  Original and copy of birth certificate, marriage certificate (to be issued no more than 6 months before the submission of visa application) or other relevant vital records certificate with English translation.  Pursuant to Art. 2 of Legislative Decree 30/2007, "family member" of EU citizen means: (a) the spouse; (b) the partner with whom the EU citizen has contracted a registered partnership equivalent to marriage in accordance with the Italian legislation; (c) the direct descendants who are under the age of 21 or are dependents and those of the spouse or partner; (d) the dependent direct relatives in the ascending line and those of the spouse or partner.  With regard to letters (c) and (d), it must be proved with relevant documentation that the applicant is financially reliant on the family member.</p>
5.	<input type="checkbox"/>	<p><b>Invitation letter</b> signed by the EU family member. It must specify the travel dates and state that the applicant is travelling with or joining the family member.</p> <p>If the family member is a minor, the invitation letter shall be signed by the EU parent; alternatively, the round-trip airline tickets must be presented in order to prove that the applicant is travelling with or joining the family member according to Art. 3 of Legislative Decree 30/2007.</p>
6.	<input type="checkbox"/>	<b>Copy of family member's passport</b> (included page with signature).
7.	<input type="checkbox"/>	(If applicable) <b>change of name certificate(s)</b> , original and copy with English translation.
8.	<input type="checkbox"/>	<p>(If applicable) <b>for minors:</b>  <u>If the applicant is travelling with one parent only</u>, original consent letter from the competent Authority signed by the parent who is not travelling with the minor with English translation. The consent letter must be legalized by the local Ministry of Foreign Affairs.  <u>If one of the parents has passed away</u>, original and copy of death certificate with English translation.  <u>If one of the parents has exclusive parental responsibility</u>, original and copy of court verdict or certification from the competent Authority with English translation. The document must be legalized by the local Ministry of Foreign Affairs.</p>
9.	<input type="checkbox"/>	<b>Two copies of passport and one copy of previous visas</b> (only Schengen, UK, USA and Canada visas issued in the last 5 years; if visas are affixed in the old passport, a copy of the old travel document is also required).

**IMPORTANT NOTES:**

**Family members of EU citizens can lodge the visa application directly at the Visa Office of the Embassy of Italy without appointment during public opening hours.**

Visa applications can also be lodged in person by the applicant at one of the Visa Application Centres of VFS Global.

Pursuant to Art. 5 of Visa Code, the Member State competent for examining and deciding on an application for a Schengen visa shall be: the Member State whose territory constitutes the sole destination of the visit(s); if the visit includes more than one destination, or if several separate visits are to be carried out within a period of two months, the Member State whose territory constitutes the main destination of the visit(s) in terms of the length of stay, counted in days, or the purpose of stay; if no main destination can be determined, the Member State whose external border the applicant intends to cross in order to enter the territory of the Member States.

During the examination of the application, the applicant will not be able to collect their passport from the Embassy of Italy.

The Embassy of Italy may in justified cases carry out an interview with the applicant and request additional documents.

**Dear Applicant,**

**A complete application is a crucial step for a fast processing of your visa.**

**Therefore, you are kindly requested to provide all the supporting documents required by the Embassy of Italy and mentioned in the checklist.**

**Please consider that in principle official documents issued by countries other than Thailand must be shown in original after Apostille/legalization by the competent Authority/Italian Consulate and with certified translation. Consular declarations concerning vital records issued by local embassies are also accepted.**

**Lastly, please be informed that submitting all required documents does NOT guarantee the issuance of the Schengen visa.**

**Date:**

**Signature of Applicant:**

Name of VFS Staff:

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Name of VFS Staff:   
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