

CHECKLIST FOR EU/EEA and SWISS CITIZENS FAMILY MEMBER SCHENGEN VISA

1.	<input type="checkbox"/>	Visa application, duly filled out in English and signed by the applicant (for minors: signed by both parents or legal guardian).
2.	<input type="checkbox"/>	Two recent passport pictures <i>Photo must be: 35 mm wide, 45 mm high, photo must be well contrasted person, must look straight into the camera, head must be straight, not tilted, mouth closed, head must take up 2/3 of the photo, but must not exceed 36 mm in height, eyes must be in the upper middle of the photo, eye color must be clearly recognizable, distance between the two pupils must be between 8 and 10 mm, white background). Any alterations (like Photoshop etc.) are strictly forbidden.</i>
3.	<input type="checkbox"/>	Valid passport <i>At least two free pages, validity of at least 90 days after expiration of Visa requested.</i>
4.	<input type="checkbox"/>	UK eVisa share code (Immigration Status) + Page with photo <i>Right to Work or Right to Rent are not accepted. The UK Visa shall be valid for at least 30 days after returning from the Schengen Area.</i>
5.	<input type="checkbox"/>	One copy of applicant's passport's first page and copies of previous visas issued in the last 3 years from any Schengen country (if applicable). <i>If Visas are in old passport: copy of first page of passport and copies of relevant visas.</i>
6.	<input type="checkbox"/>	Original marriage certificate/birth certificate and copy. <i>Marriage certificate must be registered with and issued by the relevant EU/EEA Country or Switzerland authorities in the last 6 months (e.g. Italian spouse – marriage extract from Italian Comune or AIRE; Portuguese Spouse- Certidao do casamento from Registo Civil). Birth certificate must be registered with and issued by the relevant EU/EEA Country or Switzerland authorities. (e.g. Italian Child – birth extract from Italian Comune or AIRE; Portuguese Child- Certidao do nascimento from Registo Civil). If the marriage certificate was issued in a country outside the EU/EEA Country or Switzerland and not registered in the country of the EU relative, Legalization from the Italian Embassy/Consulate in the country where the certificate was issued or Apostilled (if applicable)</i>
7.	<input type="checkbox"/>	Declaration from the EU spouse <i>Stating that the applicant is travelling – or joining – the EU family member. Please download this form: EU Declaration 2023</i>
8.	<input type="checkbox"/>	Original passport of the EU spouse/child and copy of the first page. <i>In case of joining EU family member in the country of destination, proof that Applicant is joining the EU citizen.</i>
9.	<input type="checkbox"/>	For 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 and it must result from a birth certificate or Consular declaration
		Only spouse/civil partner/children (under and NOT included 21 years old) can apply as EU family Member. Parents can apply only if their children are under 21 years old.

IMPORTANT NOTES:

It is recommended to provide a cover letter.

In case the applicant wishes to apply for a multiple visa, the application format must be double signed also on the third page near the sentence "I am aware of the need to have an adequate travel medical insurance for my first stay". An explanation letter for the reason of such request must also be provided together with proof of future trips to Italy.

After applying for the Visa, the applicants will not be able to collect their passports from the Consulate General. The processing time for a Visa application is a maximum of 45 calendar days according to Visa Schengen Code.

The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.

Dear Applicant,

A complete application is a crucial step to ensure the fast processing of your Visa Application. Please do not provide any document in the form of a screenshot or photo. All documents must be presented in A4 format.

I, the applicant declare that I have been informed 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 counter staff.

Date:

Signature of Applicant:

Name of VFS Staff:

Name of VFS Staff:
