CHECKLIST FOR <u>MISSION</u> VISA D

1.	☐	**Visa application, duly filled out in English and signed by the applicant** (**for minors**: **signed by parents or legal guardian**).
2.	☐	**Two recent passport pictures** *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*.
3.	☐	**Valid passport** *At least two free pages, validity of at least 90 days after expiration of Visa requested and at least 6 months from the date of submission; duly signed*.
4.	☐	**(only for Non-British Citizens): UK eVisa share code (Immigration status)** *Share codes proving right to work and right to rent will NOT be accepted*.
5.	☐	**Two copies of applicant's passport's first page and copies of previous visas issued in the last 3 years from any other Schengen country.** *If Visas are in old passport*: *copy of the first page of the old passport and copies of relevant visas*.
6.	☐	**Documentation proving the status of public officials or international organisations sent in Italy in the performance of their duties or of individuals whose activity or purpose of the stay is in the public interest for the relations between Italy and the home state/country** *(i.e. staff ID card, original plus one photocopy)*
7.	☐	**Verbal note of the corresponding Ministry or employer Organisation** Stating the mission program and the authority covering the expenses related to the mission
8.	☐	**One way travel ticket reservation** ***If travelling by plane, train or bus*** *the ticket must be printed directly from the airline/train line/bus operator, showing passenger's name, dates, from/to.* ***if travelling by car, ferry tickets or Eurotunnel*** *tickets are required, alongside with car registration (original plus photocopy) car insurance (original plus photocopy) and driving license. If renting a car, the same documentation is required plus the car rental documents.* ***If travelling to multiple Schengen countries****, travel tickets between each country is mandatory.*
9.	☐	**Original proof of relationship between Public Official and applicants (plus one copy)** *For spouses: marriage certificate or civil partnership certificate.* *For children: birth certificate showing both parents' names.*
10.	☐	
11.	☐	**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.**

IMPORTANT NOTES:

PROCESSING TIME FOR A NATIONAL VISA (Type D) CAN TAKE UP TO 90 DAYS.

PLEASE BE AWARE THAT, AT THE TIME OF YOUR APPOINTMENT, YOUR APPLICATION WILL NOT BE ACCEPTED UNLESS PRESENTED WITH ALL REQUIRED DOCUMENTS. IF ALL THE ITEMS LISTED ABOVE ARE NOT PRESENTED, THE APPLICANT WILL HAVE TO RESCHEDULE A NEW APPOINTMENT.

THE INFORMATION OUTLINED ABOVE MAY BE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE. NO LIABILITY CAN BE ACCEPTED FOR THE CONSEQUENCES OF SUCH CHANGES.

THIS 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 THE REQUIRED DOCUMENTATION, DOES NOT GUARANTEE THE ISSUANCE OF ANY PARTICULAR VISA.

Dear Applicant,

A complete application is a crucial step for a fast processing of your visa.
Please do not provide any document in the form of a screenshot or photo. All documents must be presented in A4 format.
If the Visa Application Center asks to present anything you do not have at the moment of submission, you can either choose to provide it or not, but please consider that our staff is addressed by the Italian Consulate in London NOT to accept any incomplete / incorrect applications.

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: