

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 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; duly signed.</i>
4.	<input type="checkbox"/>	Residence Permit <i>Original and copy of residence permit, valid for at least 30 days after coming back from the Schengen states.</i>
5.	<input type="checkbox"/>	Two copies 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 and copy. <i>Marriage certificate must be updated to maximum 6 months prior the date of Visa submission. Certificate of registration in Italy or in another EU/EEA Country or Switzerland is also required. 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 relative <i>Stating that the applicant is travelling – or joining – the EU family member. Please download this form: https://visa.vfsglobal.com/one-pager/italy/uk/london/pdf/eu-declaration.pdf</i>
8.	<input type="checkbox"/>	Original passport of the EU relative 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>

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 Embassy. The processing time for a Visa application is usually 15 days. Need of interviews or other issues might extend this period.

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 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.

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:
