

CHECKLIST FOR SUBORDINATE WORK VISA D SEAFARERS

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"/>	One recent passport photo <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 and at least 6 months from the date of submission; duly signed.</i>
4.	<input type="checkbox"/>	Residence Permit (only for Non-British Citizens) and UK eVisa share code (Immigration status) <i>Original and copy of a valid residence permit.</i>
5.	<input type="checkbox"/>	Copy of applicant's passport's first page and copies of previous visas issued in the last 3 years from any other Schengen country. <i>If Visas are in old passport: copy of the first page of the old passport and copies of relevant visas.</i>
7.	<input type="checkbox"/>	Copy of Ship registration to International Naval Registry <i>This needs to show technical information of the ship and certified intended use.</i>
8.	<input type="checkbox"/>	Copy of letter from Ship Owner (Armatore) <i>This must state that the applicant is authorised to work on the ship. This must also include details about the ship, intended seafaring activity and dates of sailing and docking.</i>
9.	<input type="checkbox"/>	Copy of tender between Ship Owner (Armatore) and applicant's Work Agency <i>Tender needs to be legalised by the competent Italian Authority.</i>
10.	<input type="checkbox"/>	Copy of applicant's employment contract <i>The contract must show the type of the assignment on the Ship and be signed by all parties.</i>
11.	<input type="checkbox"/>	Seaman's Discharge Book <i>Original plus one photocopy.</i>
12.	<input type="checkbox"/>	Letter from Capitaneria di Porto (Harbour Master's Office) <i>Official letter confirming dates and Vessel's period of mooring.</i>
13.	<input type="checkbox"/>	One way travel ticket reservation <i>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.</i> <i>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.</i> <i>If travelling to multiple Schengen countries, travel tickets between each country is mandatory.</i>
14.	<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.

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:

<p>Name of VFS Staff:</p>
