

## Checklist for OCMA decision (in case of successful applications of Residence Permit)

Name:	Purpose of Visit:		
Passport Number:	Contact Number:		
e-Mail Address:			
Prepare all the necessary documents listed below before you deliver the application, otherwise the application might be refused by the Embassy of Latvia in China. The required documents have to be translated into English or Latvian in a separate document according to the instructions below.			
Note: The application material should be placed in the following order			
Required Documents	Yes	No	Remarks
1. Passport or other travel document and one copy of the identification page.  Travel document must be valid at least 90 days after the expiration of visa and not older than 10 years.  Travel document must have at least two consecutive blank pages. Damaged travel documents cannot be accepted.			
2. Fill out one Visa Application Form per applicant, available online only at:  <a href="https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/ApplicationMain.aspx">https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/ApplicationMain.aspx</a> .  Print and sign the Visa Application Form (if minor, signed by either parents or legal guardians), accompanied by one color photograph with the following specifications: passport type, light color background, 45mm×35mm, dating from the last 6 months. <b>Note:</b> 2 signatures (3 for MULT visa applications) per applicant are required on the fifth page of printed visa application (top and bottom)			
3. Travel medical insurance, original or one copy of the certificate. Hand written certificates will not be accepted. Travel insurance must be valid in the Schengen area and for the entire duration of stay in the Schengen area. The insurance must have minimum coverage of 42600 euro and cover costs of any emergency medical treatment and repatriation for medical reasons as well as in case of death repatriation of the deceased. (click here for more information: <a href="https://www.mfa.gov.lv/en/consular-information/documents-required-to-apply-for-a-visa/travel-medical-insurance">https://www.mfa.gov.lv/en/consular-information/documents-required-to-apply-for-a-visa/travel-medical-insurance</a> )			
4. Copy of the decision of the Office of Citizenship and Migration Affairs (OCMA) proving the applicant has been granted a residence permit.			

**Note: The Embassy reserve the right to request additional information/documentation and, if deemed necessary, to interview the applicant.**

**VFS Official to tick as appropriate (to be filled out VFS staff)**

1.  The applicant has confirmed that s/he has no other documents to submit
2.  The applicant has submitted the supporting documents above. I have advised him/ her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.

Visa Fee		Name of Travel Agent	
Service Fee		Address	
Courier Fee			
Other Fees		Tel	

Date:

Name & Signature of Processing Officer:

Applicant's Signature: