

LATVIA – BUSINESS CHECKLIST

| Documents to be provided by all visa applicants must be in English. | YES | NO |
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| <input type="checkbox"/> Fully completed and signed online application form https://epak.pmlp.gov.lv/NVIS.EService001.WebSite/ | | |
| <input type="checkbox"/> Two recent passport size photograph (Not older than 3 months, size: 3,5 - 4,5 cm, white background and neutral expression necessary, no head covering acceptable except for religious reasons; please do not staple) | | |
| <input type="checkbox"/> Original passport with Saudi residence permit and the Saudi ID card , all valid for at least three months longer than the intended stay. The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages. The applicant needs to provide a photocopy of the identity page of the passport, the Saudi residence permit and any previous Schengen visas from the last 3 years. | | |
| <input type="checkbox"/> Letter from an employer and /or a sponsor stating designation, date of employment, and salary, the period of stay, purpose of visit, and financial arrangements shall also be mentioned. The letter must have an original signature and a stamp. <input type="checkbox"/> If the applicant is an owner of a company or a partner, original Company Trade License and a copy should be presented. | | |
| <input type="checkbox"/> Invitation approved by the Office of Citizenship and Migration Affairs (click here for more information: http://www.pmlp.gov.lv/en/home/services/visas-and-invitations/letterapproved/) <input type="checkbox"/> or a private invitation letter that contains the following: <ul style="list-style-type: none"> ➤ The inviting party's full name, surname, date of birth, place of birth, Passport No or the name of the company, its registration No. ➤ The purpose of travel ➤ Information on whether the inviting party will cover the expenses of the invited party during his/her stay ➤ The planned time for the visit and the number of entries ➤ The address of the invitee's place of residence during his/her visit ➤ The signatories name, surname and position | | |
| <input type="checkbox"/> Proof of sufficient financial means to cover the period of your intended stay – Preferably a bank statement for the last three months showing regular income . The bank statement must show the applicant's name, and be stamped and signed by the bank's representative. Please note that cash will not be accepted as a proof of funds. | | |
| <input type="checkbox"/> Flight ticket reservation (including the return trip, the original ticket may be required at the collection of the visa). | | |
| <input type="checkbox"/> Proof of accommodation for the whole duration of the intended stay in the Schengen area: <ul style="list-style-type: none"> ○ Confirmed hotel reservation. The confirmation needs to be issued directly by the hotel/guesthouse and clearly state the visa applicant's full name, dates of accommodation, the hotel address and contact details; ○ Or Invitation by the Office of Citizenship and Migration Affairs; ○ Or Invitation from the host (company, friends, family, etc.) indicating the address of accommodation. | | |
| <input type="checkbox"/> Travel insurance certificate for the whole period of stay, including the information on Terms and Conditions. The insurance should cover all medical expenses including emergency hospital treatment and repatriation for the period of your stay in the Schengen area (coverage at least 30.000 EUR). The travel insurance certificate shall be signed and stamped by the insurance company representative | | |

Please note:

- ❖ **Only applications with all of the supporting documents will be accepted.**
- ❖ **Each applicant must present a separate application form**

Remarks:

Applicant's Signature: - _____

VFS Officer's Signature: - _____

ATTENTION:

The Latvian Embassy has the right to ask any other additional documents it consider necessary, and may call the applicant for an interview. In all cases the visa fee is non-refundable.