



Schengen checklist entry visa

- The applicant and front office employee must sign this checklist. The front office employee then needs to upload the checklist to the CSO together with all documents.
- If the applicant insists on submitting documents that are not mentioned on this checklist, these document must be accepted and uploaded to the CSO.
- All copies submitted must be in colour.

Original or copy required	For the front office: Mark all relevant checkboxes below to indicate if all documents and their requirements are included or not.
Original	<input type="checkbox"/> An online completed and signed application form for a Schengen visa.
Original	<input type="checkbox"/> A valid travel document. Please note the following: <ul style="list-style-type: none"> • The travel document may not be older than 10 years. • There must be at least 2 empty (visa) pages. • The travel document must be valid for at least 3 months from the applicant's intended travel date to The Netherlands. • The applicant's signature is included in the travel document.
Original	<input type="checkbox"/> A photo that meets Dutch requirements (<i>Not required when the applicant will have their live photo taken at VAC</i>): <ul style="list-style-type: none"> • Colour photo. • No more than 6 months old. • 3.5cm by 4.5cm. • White or light-coloured background.
Dutch residence permit: Original needs to be shown. Copy must be submitted. Ticket or stamp: Copy Police report: Copy V-nr: Copy	When the Dutch residence permit has expired below 2 requirements must be submitted: <ul style="list-style-type: none"> <input type="checkbox"/> The applicant's expired Dutch residence permit. <input type="checkbox"/> Proof showing when the applicant has left the Netherlands or the Schengen area. For instance, a travel ticket or a stamp in their passport. When the Dutch residence permit has been lost or stolen, below 2 requirements must be submitted: <ul style="list-style-type: none"> <input type="checkbox"/> A police report of loss. Proof that the applicant reported this loss to the police. <input type="checkbox"/> Their registration number ('V number') issued by the Immigration and Naturalisation Service (IND). The applicant can find their V number on letters from the IND and on the back of their residence permit.
Copy	<input type="checkbox"/> A reservation in the applicant's name of their journey to the Schengen area or another document showing the intended travel plans. A paid transportation ticket is not required.
Extract: Original needs to be shown. Copy must be submitted. Consent form: Original needs to	Is the visa application for a minor child (under 18) who will be travelling without 1 or both of their parents or guardians? Then the following documents are required: <ul style="list-style-type: none"> <input type="checkbox"/> A recent extract of the child's birth certificate. <input type="checkbox"/> A consent form signed by the parents or guardians not travelling with the minor. <input type="checkbox"/> A signed valid travel document (such as a passport) of the parents or guardians not travelling with the child.

<p>be shown. Copy must be submitted.</p> <p>Travel document parent/guardian: Copy</p>	<ul style="list-style-type: none"> <input type="checkbox"/> If 1 of the parents or guardians has a valid Schengen visa: a colour photocopy of the biographical data page of their passport and of their valid Schengen visa. The biographical data page contains the passport holder's details and photo. <input type="checkbox"/> If 1 of the parents or guardians has died: a photocopy of the death certificate of the deceased parent or guardian. <input type="checkbox"/> If a guardian has been appointed: a photocopy of official proof of guardianship. <input type="checkbox"/> If there is a court order in place: a photocopy of permission from the court for the minor to travel.
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For the applicant to read and sign

By signing this checklist, I understand that I (or my authorized representative) must submit all of the above documents for the processing of my visa application.

I accept that my visa application may be denied and I will not receive a refund of the visa fee if I do not submit all the requested documents.

While submitting my application, I was informed that if any documents from the checklist are missing, I may return within 2 business days without an appointment to submit a complete set of documents. I understand that I must make a new appointment online if I cannot bring the missing documents within 2 business days.

Applicant's signature:

Signature of visa intake site employee:
