



## Schengen checklist live with your Dutch child aged under 18 (Chavez Vilchez)

- 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. The applicant does not need to answer question 21, 22, 30, 31 or 32.
Original	<input type="checkbox"/> A valid travel document. Please note the following: <ul style="list-style-type: none"> <li>• The travel document may not be older than 10 years.</li> <li>• There must be at least 2 empty (visa) pages.</li> <li>• The travel document must be valid for at least 3 months from the applicant's intended travel date to The Netherlands.</li> <li>• The applicant's signature is included in the travel document.</li> </ul>
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"> <li>• Colour photo.</li> <li>• No more than 6 months old.</li> <li>• 3.5cm by 4.5cm.</li> <li>• White or light-coloured background.</li> </ul>
Original needs to be shown. Copy must be submitted.	Valid proof of legal residence in the country where the applicant is applying for the visa. The applicant must prove that they are legally residing in the country where they are submitting this visa application. Mark one or more of the below: <ul style="list-style-type: none"> <li><input type="checkbox"/> A passport or other travel document.</li> <li><input type="checkbox"/> A residence permit. This must be valid for at least 3 months from the date the applicant enters the Netherlands.</li> <li><input type="checkbox"/> A visa.</li> <li><input type="checkbox"/> A work permit.</li> <li><input type="checkbox"/> If the applicant is not a resident of the country where they are submitting this application, an explanation why the applicant cannot apply in their country of residence. (<i>Not required when there is no Dutch representation in the country where the applicant resides and the applicant needs to apply in a neighboring country</i>)</li> </ul>
Copy	<input type="checkbox"/> Proof that the applicant's child aged under 18 has the Dutch nationality. For example, the child's valid Dutch travel document or another document showing that the child has Dutch nationality.
Copy	<input type="checkbox"/> A valid Dutch travel document belonging to the child's other parent. If the applicant can't show this because that parent for example has died, they must be able to show this using a death certificate or other proof.

Copy	<p>The applicant must be able to show that they are the parent of the Dutch national who is under 18. They can do that using one or more of the following documents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The child's birth certificate bearing the applicant's name.</li> <li><input type="checkbox"/> The declaration of acknowledgement of parentage bearing the applicant's name.</li> <li><input type="checkbox"/> Adoption papers showing that the applicant is the child's adoptive parent.</li> <li><input type="checkbox"/> Documents proving that the applicant is the child's foster parent.</li> <li><input type="checkbox"/> Result of a DNA test carried out by a laboratory accredited by the Dutch Accreditation Council (RVA) or the International Laboratory Accreditation Cooperation (ILAC).</li> </ul>
Extract parental responsibility: Original needs to be shown. Copy must be submitted.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proof that the applicant has parental responsibility for the child. For instance, an extract from the parental responsibility register (gezagsregister) or a foreign official document. If the applicant does not have parental responsibility, they must be able to submit documents explaining why this is.</li> </ul>
Copy	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of where the applicant's child lives.</li> </ul>
Copy	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proof that shows the applicant is (or was) responsible for the care of their Dutch child.</li> </ul>
Copy	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proof that the applicant's Dutch child is dependent on the applicant and that their child would have to leave the Netherlands if the applicant were not to come and live in the Netherlands.</li> </ul>
Copy	<ul style="list-style-type: none"> <li><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. <i>It is not a problem if the applicant submitted a (flight)reservation showing travel to <del>air</del> the Schengen area.</i></li> </ul>
Extract/ proof of parental responsibility : Original needs to be shown. Copy must be submitted.  Consent form: Original needs to be shown. Copy must be submitted.  Travel document parent/guardian: Copy	<p>If the applicant has another child under 18 who is the Dutch child's sibling or half-sibling and this child needs a visa, they will need the following documents for the child requiring a visa:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The first 4 documents on this checklist.</li> <li><input type="checkbox"/> A photocopy of the applicant's travel document.</li> <li><input type="checkbox"/> A recent extract of the birth certificate of the child requiring a visa bearing the applicant's name, or an official document showing that the applicant has parental responsibility for this child.</li> <li><input type="checkbox"/> Proof (photocopy) that the applicant is responsible for the care of the child requiring a visa and for their upbringing.</li> <li><input type="checkbox"/> Proof (photocopy) that the child requiring a visa is dependent on the applicant and cannot remain in the country where they currently live.</li> <li><input type="checkbox"/> A consent form signed by the parents or guardians not travelling with the child.</li> <li><input type="checkbox"/> A signed valid travel document (such as a passport) of the parents or guardians not travelling with the child.</li> <li><input type="checkbox"/> If 1 of the parents or guardians has died: a photocopy of the death certificate of the deceased parent or guardian.</li> </ul>

	<ul style="list-style-type: none"><li><input type="checkbox"/> If a guardian has been appointed: a photocopy of official proof of guardianship.</li><li><input type="checkbox"/> If there is a court order in place: a photocopy of permission from the court for the minor to travel.</li></ul>
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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 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:

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