



Schengen checklist family member of an EU, EEA or Swiss citizen (EU Directive 2004/38/EC)

- 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"> • 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 after the applicant's departure from the Schengen area. • 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.
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"> <input type="checkbox"/> A passport or other travel document. <input type="checkbox"/> A residence permit. This must be valid for at least 3 months after you leave the Schengen area. <input type="checkbox"/> A visa. <input type="checkbox"/> A work permit. <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>)
Travel document: Copy	The applicant will need will need proof of their immediate family ties or dependency with the EU, EEA or Swiss citizen. For instance:
Birth/marriage, certificate of registered partnership or	<input type="checkbox"/> A valid travel document belonging to the EU, EEA or Swiss citizen.

<p>other official document: Original needs to be shown. Copy must be submitted.</p> <p>Other documents: Copy</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A birth certificate, marriage certificate, certificate of registered partnership or other official document proving the relationship. This document must include the applicant's name and that of the EU, EEA or Swiss citizen. <input type="checkbox"/> Proof that the applicant needs the personal care of the EU, EEA or Swiss citizen on account of serious health grounds. <input type="checkbox"/> Proof that the applicant will live with the EU, EEA or Swiss citizen. <input type="checkbox"/> Proof that the applicant is financially dependent on the EU, EEA or Swiss citizen. <input type="checkbox"/> Proof that the applicant has a durable relationship with the EU, EEA or Swiss citizen.
Copy	<ul style="list-style-type: none"> <input type="checkbox"/> If the EU, EEA or Swiss citizen lives in a country other than that of their nationality for more than 3 months, the applicant must submit valid proof that the EU, EEA or Swiss citizen is registered as living in that country or that they have a residence permit issued by that country.
Copy	<ul style="list-style-type: none"> <input type="checkbox"/> A reservation in the applicant's name (and that of the EU, EEA or Swiss citizen if they will be traveling to NL together) of their outward and return trip to and from the Schengen area or another document showing the intended travel plans. A paid transportation ticket is not required.
<p>Extract: Original needs to be shown. Copy must be submitted.</p> <p>Consent form: Original needs to be shown. Copy must be submitted.</p> <p>Travel document parent/guardian: Copy</p>	<p>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:</p> <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. <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.

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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