



Checklist for visa application | Business

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.

1. Application

1.1 A completed and signed Schengen [visa application form](#).

- Yes
- No
- Remarks

2. Travel Documents

2.1 A passport or other travel document.

- Yes
- No
- Remarks

2.2 A copy of all pages of the passport.

- Yes
- No
- Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.

Additional documents for minors (children below 18 years):

2.3 Birth certificate and recent, official and signed letter from school.

- Yes
- No
- Remarks

2.4 Minors travelling alone or with only one parent:

- Original passports of both parents (unless one parent has the sole custody or residence order for the child).



- Proof of consent of parental authority or legal guardian.
- Yes
- No
- Remarks

Additional documents for family members of EU/EEA citizen (spouses and children):

2.5 The EU/EEA citizen's passport or National ID card.

- Yes
- No
- Remarks

2.6 Proof of the family relationship:

- Marriage certificate.
- Birth certificate (only for children).
- Yes
- No
- Remarks

3. Evidence of legal residence

3.1 Proof of current address in Ireland (bills, rent book, lease agreement etc).

- Yes
- No
- Remarks

4. Photo

4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance.

See: [photo guidelines](#).

- Yes
- No
- Remarks

5. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

5.1 Irish re-entry visa and/or Irish Residence Permit (IRP) valid for at least 1 month beyond the intended departure from the Schengen area.

- Yes
- No
- Remarks

5.2 Proof of confirmed return ticket to the Ireland or to the country of final destination.



- Yes
- No
- Remarks

5.3 Recent (showing movements over the last three months) Irish bank statement in the applicant's name and address showing details and a balance showing that he has sufficient means of subsistence both for the duration of the intended stay and for the return to Ireland or his country of origin, or for the transit to a third country into which he is certain to be admitted, or that he is in a position to acquire such means lawfully, in accordance with Article 5(1)(c) and (3) of the Schengen Borders Code; or:

- If the applicant is financially supported by her/his spouse (for example if the applicant does not work herself/himself): a marriage certificate and the spouse's bank statements.
- If the applicant is financially supported by sponsor: a letter of sponsorship certified by notary public in the Member State where it was issued should be provided.

- Yes
- No
- Remarks

5.4 General employment: recent, official and signed letter from employer (headed letter with name, position of signatory and date of issue, address, recent telephone number and registration number in Ireland) and/or work permit and/or pay slips for the last 3 months.

- Yes
- No
- Remarks

5.5 Self-employment: Company's registration certificate and a recent business printout available from the Companies Registration Office.

- Yes
- No
- Remarks

5.6 Students: Recent, official and signed letter from university, college or school based in Ireland stating date of issue, name of the applicant and type of studies and number of lessons (hours) per week and confirming attendance/status, and, if applicable, proof of (part-time) employment (three most recent pay-slips and letter from employer).

- Yes
- No
- Remarks

5.7 Unemployed: Permission of the local Social Welfare Office for the intended trip (if trip is longer than 2 weeks) and prove of the weekly or monthly social welfare payments.

- Yes
- No
- Remarks

5.8 Airport transit (not relevant if holding an Irish re-entry visa): Visa or entry permit and confirmed tickets regarding the onward journey to the final country of destination.

- Yes



- No
- Remarks

5.9 An specific invitation-form or invitation with original signature from a firm or an authority to attend meetings, conferences, proof of registration, or events connected with trade, industry or work, indicating cover of travel and/or accommodation expenses, if applicable.

- Yes
- No
- Remarks

5.10 Other documents which show the existence of trade relations or relations for work purposes.

- Yes
- No
- Remarks

5.11 Formal letter from employer (or other formal documents) proving the applicant's employment status at the company, the kind and duration of the business trips to Schengen country and the commitment of covering all the costs of journey.

- Yes
- No
- Remarks

5.12 Entry tickets or registration for fairs and congresses.

- Yes
- No
- Remarks

5.13 Documents proving the business activities of the company.

- Yes
- No
- Remarks

5.14 Proof of accommodation: confirmed hotel/hostel/B&B reservation(s) or other lodgements covering the whole duration of stay in host country and, if applicable, in other Schengen countries.

- Yes
- No
- Remarks

6. Proof of health insurance

6.1 The insurance policy has been taken out in your name.

- Yes



- No
- Remarks

6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- Yes
- No
- Remarks

6.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

- Yes
- No
- Remarks

7. Visa

7.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- Yes
- No
- Remarks

8. Payment

8.1 Payment of the visa fee.

- Yes
- No
- Remarks

Please be aware of the following:

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

List of documents to be presented by visa applicants from Ireland according to the Commission Implementing Decision of 11-09-2024 by the European Commission, in conformity with the list of supporting documents.