

ORANGE CARPET -checklist



Kingdom of the Netherlands

This document is one of the forms you need to submit with your application. Gather your documents in order of the checklist and check each item.

You are requested to hand in the following documents:

- Visa Application Form:** completed and personally signed.
- Passport or other travel document :** with a validity exceeding at least 3 months after your scheduled return, issued within the last 5 years and must contain at least 2 blank pages. Copies of the pages with visas for the last 3 years and pages with personal information.
- One recent photograph:** Not older than 6 months, 34 mm in width x 45 mm in height and in color, preferably biometric and with white background. If you are submitting your visa application in person at VFS then your digital photo will be taken at the Visa Application Centre as part of the biometric process. In this case you do not need to submit a hard copy photograph yourself.
- Visa Fee:** visa fee € 90 and service fee € 30, to be paid in cash euros (in undamaged notes).
- Letter of invitation:** from the company in The Netherlands on official company letter paper, indicating the purpose and the period of the visit; the purpose should always be business and not tourism.
- Orange Carpet cover letter:** duly signed by one of the applicant's company contact persons for the Orange Carpet Program, who guarantees that the company will cover all expenses involved and that the applicant is adequately (medically) insured during the visit.
- Evidence of legal residence:** For non-Surinam applicants, A Surinam visa, work permit or residence permit. Residence permits should be valid for at least 3 months after departure from Schengen.

By signing this checklist I understand that for the processing of my visa application, I (or my authorized representative) have to submit all the above-mentioned documents. I accept that if I do not submit all requested documents my visa application can be refused and I will not receive a refund of the consular fees. During the submission of my application I have been made aware that if documents from the checklist are missing, I am allowed to come back within 2 working days without an appointment to submit a full set of documents. I understand I will need to make a new online appointment if I am unable to acquire the missing documents within 2 working days.

Signature of the applicant

Signature of ESP
