Koninkrijk der Nederlanden

Schengen checklist tourism- United Kingdom

- 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	□ An online completed and signed application form for a Schengen visa.
Original	□ A valid travel document. Please note the following: • 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	□ A photo that meets Dutch requirements (*Not required when the applicant will have their live photo taken at VAC*): • Colour photo. • No more than 6 months old. • 3.5cm by 4.5cm. • White or light-coloured background.
Passport, travel document or residence permit: Original needs to be shown. Copy must be submitted. Other: Copy	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: □ A passport or other travel document. □ A United Kingdom residence permit. This must be valid for at least 1 months after the intended departure from the Schengen area. □ A United Kingdom eVisa in the form of a printout of the immigration status issued by UKVI and the letter with the share code. The eVisa must be valid for at least 1 month beyond the intended departure from the Schengen area. □ 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.
	Proof of social or economic ties to the country where the applicant lives. Mark one or more of the below: **If the applicant is employed** □ Recent, official and signed letter from their employer with name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom. The position and salary of the employee should also be indicated □ Pay slips for the last three months. **If the applicant is self-employed**

List of supporting documents to be submitted by applicants for short stay visas in the United Kingdom according to the commission implementing decision of 06.09.2021 by the EU commission.

For NL MFA and ESP use only

	☐ A recent, official and signed letter from an accountant, banker or solicitor with name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom, stating the nature of the self-employment or business ownership in the United Kingdom. The letter must also state the annual salary drawn from the company ☐ Self-assessment form edited by revenue and customs authorities. **If the applicant is a student** ☐ A recent, official and signed letter from school, college or university in the United Kingdom stating date of issue, name of the applicant, type of studies, number of lessons (hours) per week and attendance record. **Other** ☐ A document proving that the applicant is a caregiver in their country of residence. ☐ A document showing that the applicant has a home or other immovable property in their country of residence. ☐ A document showing that the applicant's children attend school in their country of residence.
Copy	☐ Confirmed hotel booking for the full stay in the Schengen area, proof of sufficient means to cover accommodation during the intended stay or a booking confirmation of a tour or any other appropriate document such as the list of persons taking part in the tour.
Copy	☐ Nominative United Kingdom bank account statements covering at least the last three months and showing the balance. ☐ Credit card(s) and credit card account statement indicating the cardholder's name and address. The statement must contain information on the monthly limit or the spending cap. If the applicant is financially supported by his/her spouse: ☐ A marriage certificate. ☐ The spouse's nominative United Kingdom bank account statements covering at least the last three months and showing the balance. ☐ A statement of will to support the spouse. If the applicant is financially supported by her/his parent(s): ☐ Proof of family relationship, e.g. birth certificate. ☐ The parent(s) nominative United Kingdom bank account statements covering at least the last three months and showing the balance. ☐ A statement of will to support the applicant.
Copy	☐ Proof of a reserved return ticket to the United Kingdom, or proof of onward travel (if not returning to the United Kingdom), such as authorisation of entry into the country of destination, confirmed overseas ticket, proof of sufficient means to cover such costs.

Copy	□ Proof of travel medical insurance in the applicant's name. (*Not required when the applicant has a diplomatic passport)* The document must state that: • The insurance provides cover in all Schengen area countries for the entire duration of the applicant's stay. • The insurance covers at least €30,000 in medical expenses. This includes the costs of a hospital stay and treatment, emergency care, prescription medication and repatriation to the applicant's country of residence (including in the event of death).
Birth certificate: Original needs to be shown. Copy must be submitted. Passport or biodata page passport parent(s)/guardian(s) Original needs to be shown. Copy must be submitted. Consent form: Original needs to be shown. Copy must be submitted.	For all minors (under 18) □ Birth certificate. 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 also required (exceptions are made if one parent has the sole custody or residence order for the child): □ Passports of both parents or certified copy of the biodata page of the passports. □ Proof of consent of parental authority or legal guardian. □ British school certificate. In the case of sole custody the following documents must be submitted: □ Birth certificate mentioning one parent. □ Death certificate of absent parent or court ruling. □ 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. □ 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 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:
