

DOCUMENTS REQUIRED TO OBTAIN A SCHENGEN VISA FOR VISITING RELATIVES AND FRIENDS

- **Visa application form with photo glued**, filled with Latin letters and signed by the applicant. If you are traveling with a minor, who is inscribed in the passport of a parent or legal guardian a separate completed application should be submitted. Minor will have pasted separate visa in the passport of the parent or legal guardian. The minor's application form should be signed by a parent / guardian.
- **One color photo** 3,5 x 4,5 cm on a white background and of very good quality on matte paper.
- **Foreign passport and a copy of the first page**. Passport must be signed and must be valid at least 3 months beyond the planned date of return from the Schengen territory. Validity of the passport cannot be more than 10 years. Passport with extended period will not be accepted. Passport must have at least two blank pages (for visas). In case there are other valid passports it is necessary to put them to the visa application (the original and a copy).
- **National passport** (original), copies of the first page and registration, page with marital status if any stamps and page with stamp of issued second valid foreign passport if applicable.
- **Medical insurance** for a minimum coverage of 30000 euro, valid in all countries of the Schengen area (original and photocopy). In the case of a single-entry visa the policy should cover the whole period of validity of visa and all scheduled days. In the case of a multiple-entry visa - policy should cover the period of the first entry.
- **Documents confirming financial means**, available to the applicant in order to cover the costs of the trip, for example, bank accounts, credit cards (credit card and a copy of an extract from an ATM), certificate of employment specifying position and salary level or form of PIT 2, signed traveller's checks, pension certificate (original and copy). Sponsorship letter, financial guarantees and a copy of sponsor's passport if the applicant pays for travel non-self. Validity of all financial documents is maximum 1 month.
- **Invitation (original + copy)**, confirmed by a notary (for relatives only, confirmation of relationship is required) or an invitation issued, according to the "Aliens Act" as of June 13, 2003, on official letterhead of the Regional Administration (Voivodship) in Poland at the place of the residence of the inviting person (for friends). In case of the notarized invitation you should submit copy of the passport or ID card or Residence permit of the inviting person with the personal data. **Invitation is valid for 3 months.**
- **Proof of relationship**, issued by a state registration authority (for example, birth certificate, marriage certificate).
- **If the applicant is a minor**, it is required to provide a birth certificate (original and copy), a copy of parent's or legal representative passport (main pages and pages with registration). If you plan travel of a minor without parents, than you should provide notarized consent to travel from one parent (guardian) to apply for a visa. If the parent (guardian) has a visa and documents are submitted only for a minor, you must provide a copy of a valid visa of the parent (guardian) who will accompany the child.
- **Persons who are not citizens of the Russian Federation shall additionally submit:** Russian visa (which gives the right to return to the Russian Federation) or a residence permit, residence registration, valid after the planned return to the Russian Federation at least for 3 months. Exceptions are the citizens of Belarus.
- All applicants from 12 years and older should come personally for submission to provide the fingerprints. Next biometric date capture should be in 59 months.
In case you don't have any possibility to submit documents in person, you should receive a

written agreement from Consulate General for exemption from personal appearance and attach it to other documents. Submission of documents by approved representative is allowed only for those who had already provided fingerprints for Schengen visa.

- **Usually the list of above mentioned documents is enough to apply for a visa, but the Consul may request any additional documents or to invite the applicant for interview.**
- **Filing false documents and submission of false information may result in a ban on entry to the Schengen countries.**
- **You can submit documents for a visa no earlier than 3 months before the planned visit.**
- **You cannot have two valid Schengen visas.**
- **The Schengen visa does not guarantee entry into the Schengen territory. Each time a decision on admission is taken by the Border Guard Service.**