



**PORTUGAL – CHECKLIST FOR TOURISM
(SCHENGEN VISA)**

EMBAIXADA DE PORTUGAL
TEHRAN

Documents provided by all VISA applicants must be in Portuguese or English language		YES	NO
1	Application form duly completed and signed <ul style="list-style-type: none"> ➤ Fully completed in Portuguese or English and signed and dated by the applicant ➤ For minors both parents must sign the application form and visit the application center for submission 		
2	One recent passport size photograph Requirements: <ul style="list-style-type: none"> ➤ Should not be older than 6 months + in color with white background + 3,5 by 4,5 cm 		
3	Passport / travel document Must: <ul style="list-style-type: none"> ➤ Have a validity of at least 3 months after the intended stay ➤ Be issued within the previous 10 years + have 2 blank pages ➤ It is recommended to attach the photocopy of the previous passports (if applicable/biographical data) 		
4	Non-Iranian Nationals residing in Iran <ul style="list-style-type: none"> ➤ Iranian Resident Permit valid for at least 3 months after expiry of the requested visa 		
5	Flight reservations		
6	Travel itinerary indicating the travel program envisaged		
7	Confirmed accommodation for the entire stay <ul style="list-style-type: none"> ➤ A hotel reservation, or alternative proof of accommodation for the entire stay 		
8	Travel medical insurance Must: <ul style="list-style-type: none"> ➤ Cover the entire territory of all Schengen Member States with a minimum coverage of 30.000,00 € (euros) for medical expenses ➤ Cover expenses that might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay. A certificate policy is mandatory 		
9	Employees (*) <ul style="list-style-type: none"> ➤ Letter addressed to "Embassy of Portugal in Tehran", dated not later than one month with the company's letterhead stating employment status, position, length of contract and salary (or recent employment contract). The letter should also be duly stamped with the name and position of the signatory, specify the dates of approved leave and state the purpose of visit ➤ Pay slips for the last three months (3 last pay slips) ➤ Certificate of affiliation to Tam in -e Ejtemaei (Social Security Organization) + Khadamat-e Darmani (Health Services Organization) or equivalent, ➤ or letter of the employer explaining why this certificate is missing 		

Traders (*)

- Proof of entry in the trade register (e.g. trade license or declaration from official trade organization) and
- Proof of membership of Tam in -e Ejtemaei (**Social Security Organization**), Khadamat-e Darmani (**Health Services Organization**) or **equivalent**, if applicable

Directors or shareholders of Iranian companies (*)

- Introduction letter signed by a legal representative of the company confirming the office or status of the applicant.
- Proof of existence of the company in Iran (e.g. notice published on the Official Journal);
- Proof of appointment if not mentioned on the Official Journal

Artists (*)

- Proof of membership to one of the artist's official professional associations (e.g. House of Cinema, House of Photography, etc.)
- and/or proof of previous engagement in professional artistic activity (exhibitions, festivals, etc.)
- Certificate of affiliation to Tam in -e Ejtemaei (**Social Security Organization**), Khadamat-e Darmani (**Health Services Organization**) or equivalent, if applicable

Pensioners (*)

- Proof of receipt of retirement pension **Students or minors (*)**
- Evidence of the parents' social or employment status and, where applicable, school attendance certificate or student card

Documents provided by all VISA applicants must be in Portuguese or English language

YES

NO

10	Minors (*) <ul style="list-style-type: none"> ➤ If travelling alone or with one parent (legal representative), minors are requested to present a declaration from the other parent that he/she can travel abroad certified by a public notary ➤ An identity document, bearing the parents' signature (1 document for each parent) 		
11	Bank account statement for the last 3 months <ul style="list-style-type: none"> ➤ Bank statements showing movements in the last three months and the exact amounts in EUR/USD in addition to the IRR, duly signed and stamped by the bank 		
12	Proof of ownership of property in Iran (if applicable) (*)		
13	Official translation of birth certificate (Shenasnameh) (*)		
14	Copy of the passport and previous visas		
	<ul style="list-style-type: none"> (a) Business <ul style="list-style-type: none"> ➤ Invitation letter from a firm in the Member State of primary destination (b) Official mission <ul style="list-style-type: none"> ➤ Verbal note or mission order (c) Family/private visit <ul style="list-style-type: none"> ➤ Invitation from the host family ➤ For a family visit: proof of family ties (e.g. a Shenasnameh (identity document with family record from the register office). (d) Sport competition <ul style="list-style-type: none"> ➤ Invitation from the organizer of the competition in a Member State. ➤ Presentation letter of the relevant Iranian official sport organization. (e) Trade fairs <ul style="list-style-type: none"> ➤ trade fair ticket or invitation issued by the organizing body in one of the Member States or an Iranian official representative of the fair. ➤ confirmation of fee payment for the stand at the trade fair and confirmation of the organizing body or the local fair representative (f) Documents to be submitted by people of specific categories of people: <ul style="list-style-type: none"> ➤ Member of the Government, Parliament or a Constitutional body: Verbal Note, certificate of tenure or some other official document. ➤ Staff of an embassy, consulate, UN Agency representation office or official body of a Member State: certificate of tenure from the relevant embassy, consulate or representation office. ➤ Notary: appointing decree. ➤ Members of a profession, organized by a professional body (doctors, surgeons, dentists, pharmacists, lawyers, architects, and members of their family): certificate from the professional body. ➤ Judges: certificate of tenure from the Judiciary. ➤ High-ranking officials: Verbal Note or certificate of tenure from the relevant body. ➤ Academic (assistant, lecturer, senior lecturer, director, dean of faculty, rector): certificate of tenure from the higher education establishment. ➤ Officers of the Iranian army, Iranian police or other military bodies: Verbal Note or certificate of tenure from the relevant Administration. 		

	<ul style="list-style-type: none"> ➤ Journalists: Journalists' ID Card; certificate of employment from the publication or broadcaster. ➤ Sportsmen/sportswomen: certificate of the official Iranian sports organization specifying date of enrolment and category and/or evidence of participation to national or international official competitions. 		
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

PLEASE NOTE: Pointers (*) all the documents presented must be officially translated to Portuguese or English language (if applicable) and attested by both the Ministry of Justice and Ministry of Foreign Affairs and legalized by Portugal Embassy in Tehran.

The Embassy of Portugal in Tehran reserves the right to request further documentation if deemed necessary, may call the applicant for an interview. False or falsified documents, including fake bookings, will lead to the refusal of visa and/or further consequences.

REMARKS to be filled up with VFS staff (please select what is relevant)	YES	NO
Applicant's first application for Schengen visa?	<input type="checkbox"/>	<input type="checkbox"/>
Refused Schengen visa? Country and year?	<input type="checkbox"/>	<input type="checkbox"/>
Applicant traveling alone?	<input type="checkbox"/>	<input type="checkbox"/>
If no, he/she is accompanied by (family, friends, colleagues...)		
Applicant's documents are complete?	<input type="checkbox"/>	<input type="checkbox"/>
Due to incomplete documents:	<input type="checkbox"/>	<input type="checkbox"/>
1) Applicants have been informed of the option to withdraw applications to complement the same to avoid refusal.	<input type="checkbox"/>	<input type="checkbox"/>
2) Applicant wishes to submit application.	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

SIGNATURES AND AGREEMENT

1) Visa applicant:

I have read and agreed to the terms and conditions valid for this visa application as per above.

Place and Date

Signature

2) VFS staff:

The applicant has been informed of the above. The remarks have been completed together with the applicant.

Place and Date

Signature