

PORTUGAL – CHECKLIST

Applicants Name Surname		
EMAIL ADDRESS:		
Purpose of Visit		
	Yes	Missing
<p>Application form (fully completed)</p> <ul style="list-style-type: none"> - <u>Completed and signed by the applicant</u> - <u>Minor: Both parents need to sign the application form in person, at the visa application centre.</u> <p>Photograph: One passport sized photo with white background no smiling no teeth showing. (NOT MORE THAN 12 MONTHS OLD & NOT PREVIOUSLY USED FOR ANY OTHER VISA)</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • Passport - Valid for a period of at least 3 months after expiry date of the requested Schengen Visa. - Damaged passports cannot be accepted - At least three blank pages to affix visa. - For non-SA citizens: Proof of permanent residence. - Work permit and study visas in South Africa must be valid for at least 3 months after the return of the applicant from a Schengen State. - Accompanying spousal visa only valid if spouse is travelling with, and has to be valid for three months after return date <p>Temporary RSA passports are not accepted for traveling to or transit Austria, Germany, Belgium, France, The Netherlands, Denmark or Luxemburg.</p> <p>Nationals with Dual Nationality (EU passports and SA passports) are not allowed to apply for visas.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Copy of flight round trip reservation and detailed itinerary with dates and flight numbers specifying entry and exit from ALL Schengen State. Please provide a copy for each application. - Itinerary if traveling to additional Schengen States (With Proof of travel to additional Schengen countries if No connecting flights proof of - Car Hire / Ferry / Coach / Train Tickets etc.) - Accept application if the stay in Portugal is the longest or equal to other Schengen member states or in case of equal duration stay, if Portugal is the first State of entry. - Please ensure the reservation states the passenger's name. - The visa of the final country of destination (if needed) should be obtained before applying for a Schengen visa. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Copy of Travel Insurance Policy - Visa letter - Covering the entire period of the intended stay - Valid for all Schengen States - Applicants full name and passport number to appear as per the passport. - covering all expenses for repatriation, urgent medical attention, emergency hospital treatment or death during stay - Minimum coverage EUR 30 000. 	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> • <u>EEA/EU Dependents:</u> <ul style="list-style-type: none"> - Spouse or children of EEA/EU passport holders are required to submit marriage certificate and/or unabridged birth certificate. - Parents / Legal guardians must sign the visa application form in person at the time of appointment in front of the VFS Global staff - Copy of EEA/EU citizen's passport (verify the original) - Flight reservation with details of applicant and EEA/EU national - Consular fees are not charged when above documents duly submitted and are not subjected to travel with the spouse that holds the EU passport. • <u>No proof of adequate funds and accommodation needed</u> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • <u>Copies of previous Schengen visas obtained in the last three years</u> (if not in current passport) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Copy of Applicants Bio Data page from the current passport 	<input type="checkbox"/>	<input type="checkbox"/>

Please ensure that you are applying at the correct Jurisdiction which is determined by your city/place of Residence and not the Nationality of passport holder (check the website for more information)

Please ensure 15 calendar days processing time, before your intended travel date,

VFS Submission Officer Name: _____ Date: _____

Applicant Signature: _____ Date: _____

For Office Use:		
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