



	<b>DIPLOMATS GENERAL CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>REMARK</b>
	Harmonised Schengen Visa Application Form filled in completely and signed by the applicant.			
	Original passport: <ul style="list-style-type: none"> <li>• Validity shall extend at least three months after the intended date of departure from the territory of the Member States.</li> <li>• It shall contain at least two blank pages.</li> <li>• It shall have been issued within the previous 10 years.</li> <li>• Clear photocopy of biodata page in passport.</li> </ul>			
	Receipt of visa fee payment unless exempted. Diplomatic passport holders travelling for official duty are exempted from paying the visa fee.			
	Applicant have submitted fingerprints as part of an earlier application which has been entered in the VIS within the last 59 months and is therefore exempted from providing new fingerprints.			
	1 color photograph not older than six months. This is only compulsory for children between the age of 0-12 years or if you do not appear in person at time of lodgment but have biometrical data submitted in a previous Schengen visa application within the last 59 months which can be reused.			
	Copy of flight ticket or flight reservation including return flight.			
	Valid residence permit in any of the countries within the Embassy's coverage area, valid for at least 3 months from the date of intended departure from the territory of the Member States.			
	Note Verbale issued by your Ministry for Foreign Affairs confirming that you are a member of an official delegation or on an official mission to a Member State.			
	Signed invitation letter or confirmation of registration from the host organization if you are going for official purpose. The invitation must contain the following information: <ul style="list-style-type: none"> <li>- personal data</li> <li>- reason for the visit to the Member State of destination</li> <li>- period of intended stay in the Member State</li> <li>- contact details to the inviter.</li> </ul>			

**Information for the applicant on terms and conditions:**

- The application must be submitted **15 days before the start of the intended visit**. Applications can also be submitted up to 6 months before the intended travel.
- Applications shall be decided on within 15 calendar days of the date of the lodging of an application which is admissible in accordance with Article 10 and Article 19. That period may be extended up to a maximum of 45 calendar days in individual cases, notably when further examination of the application is deemed necessary. **Please note that the days are counted from when the Embassy has received the application and not when the application was lodged at VFS Global!**
- All submitted documents must be in English or in Swedish.



- Further information or documentary evidence in support of your application may be required as well as an interview. It is therefore important that you provide accurate contact details.

**Declaration – Applicant and VFS staff to sign (please tick relevant section)**

Applicant's documents are:

- Complete
- Not Complete

1. The remarks have been completed along with the applicant
2. Applicant has been advised that failure to submit all necessary documents may result in the application being refused but has chosen to proceed with the application.

Name & Signature of the Submission officer at VFS: \_\_\_\_\_

**I (name of applicant in box letters), \_\_\_\_\_, confirm that I have read the information above. I also confirm that the information/documents provided by me are authentic and that the Embassy can make a decision based on the information provided in my application.**

Applicant signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

**Internal VFS**

Name & Signature of the Biometric officer: \_\_\_\_\_

Name & Signature of the Data Entry officer: \_\_\_\_\_