

VFS PORTUGAL

	FAMILY REUNIFICATION/RESIDENCE VISA CHECKLIST	Yes	No
1	Online Visa Application Form completely filled and signed by the applicant (Date on Online Visa Application form should be the same date as the appointment for visa submission).		
2	One Recent (not older than six months) Passport-Size Photograph in color with white background. (3.5cm / 4.5cm) (Do not Staple)		
3	Personal Covering Letter from the applicant introducing himself/herself, explaining the purpose, duration & itinerary of the visit in brief. The cover letter should also mention the name and relation of any accompanying travelers with their passport numbers. and passport copy If the accompanying travelers already possess a valid Schengen Visa, please enclose a photocopy of the same and if applying through another Embassy/Consulate, please provide the details.		
4	Copy of the Permission/Notification of Reunification of Family (Deferimento) from SEF, Portugal.		
5	Police Clearance Certificate issued from Passport Office (not required for minors below sixteen years) in English and duly translated to Portuguese. The documents shall be attested with “APOSTILLE” sticker by the Ministry of External Affairs, Consular Division, and Patiala House, New Delhi or any other branch of MEA. <ul style="list-style-type: none"> ➤ PCC In English Language: Apostille ➤ PCC Translated In Portuguese Language : Apostille 		
6	Birth Certificate (Only for Children) / For Spouse Marriage Certificate The documents shall be attested with “APOSTILLE” sticker by the Ministry of External Affairs, Consular Division, and Patiala House, New Delhi or any other branch of MEA		
7	Overseas travel medical insurance valid for 6 months for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.		
8	Declaration form granting SEF (Foreign and Borders Office) permission for consulting criminal record in Portugal (not required for minors below sixteen years)		
9	Reserved Onward / Return Flight Travel Ticket . Flight ticket accompanying travellers (if any).		
10	Personal Proof of sufficient funds to cover all expenses while in Portugal: <ul style="list-style-type: none"> ○ Bank Statements for the last 6 months ○ Copy IT Returns Form-V for the last 3 years and Copy of Pan Card ○ Copy Salary Slips for the last 3 months (if working). 		
11	Sponsorship Proof: <ul style="list-style-type: none"> ○ Sponsorship letter (Termo de Responsabilidade) ○ Copy of Passport ○ Copy of Residence Permit (<i>should be valid</i>) 		
12	Residence Proof: <ul style="list-style-type: none"> ○ Copy of Residence/Rent contract copy (<i>should be valid</i>) ○ Copy of Rent receipts for the last three (03) months 		
13	If the Sponsor is working: <ul style="list-style-type: none"> ○ Copy of Declaration/Work Contract from the Company ○ Copy of Salary Slips for the last three (03) months ○ Copy of IT (Income Tax Returns) for the last three (03) years 		

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14	Personal Bank Statement for the last 1 year of the Sponsor.		
15	The Passport should be valid for at least three months beyond the intended duration of stay in the Schengen territory and with at least two blank pages to affix the visa. No visa will be issued on the additional page of the passport. Copy of the Bio-Pages (first and last page) of the Passport.		

Full Name: _____

Passport No: _____

Travel Date: _____

Date of Birth: _____

Contact No: _____

E-mail Id: _____

- **Note:** Applicant could be asked for additional documents or may be required for a Personal Interview if desired by The Consulate General of Portugal, Goa.
- Kindly carry all your **ORIGINAL DOCUMENTS** at the time of submission at VFS Global.
- The Visa Fee, according to Schengen regulations, is non-refundable.

Applicant Declaration: I confirm that, from the documents I submitted, the following are missing / incorrect:

Missing or Incorrect Documents (If any):

I am aware that failure to submit/correct all required documents may result in the application being refused or an increase in the processing time for my application. I still want to go ahead and submit my application and in case of any additional/correction of documents required by the Consulate General of Portugal, I am aware that I need to submit the documents at VFS Visa Application Centre.

Applicants Name: **Signature:**

VFS Staff Name: **Date:**

Comments (if any):

Personal Interview Date (if applicable):

Biometrics Done: