

# VFS PORTUGAL

	RESIDENCE VISA CHECKLIST	Second set	Yes	No
1	<b>Application form</b> completely filled and signed by the applicant.	YES		
2	<b>Two Recent</b> (not older than six months) <b>passport-size photographs</b> in color with white background. (3.5cm / 4.5cm). (Do not staple).			
3	<b>Clear photocopy of first and last page of the passport on a same page and Copy of previous Schengen visa and U.K or U.S valid visa. If Any.</b>	YES		
4	<b>A Copy of refusal notification of previously denied Schengen Visas if any.</b>			
5	Copy of the <b>Permission/Notification of Reunification of Family</b> ( <i>Deferimento</i> ) from SEF. From Portugal			
6	<b>Police Clearance Certificate issued from Passport Office</b> ( <i>not require for minors below sixteen years</i> ) Attested by Ministry of External Affairs in New Delhi/ Dhaka /Kathmandu/Colombo (For Indian nationals the document shall be attested with "APOSTILLE" sticker by the Ministry of External Affairs, Consular Division, Patiala House) or any other branch of MEA	YES		
7	<b>Birth Certificate (Only for Children) / For Spouse Marriage Certificate</b> Attested by Ministry of External Affairs in New Delhi/ Dhaka /Kathmandu/Colombo (For Indian nationals the document shall be attested with "APOSTILLE" sticker by the Ministry of External Affairs, Consular Division, Patiala House) or any other branch of MEA	YES		
8	<b>Overseas travel medical insurance</b> 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.			
9	<b>Declaration form granting SEF</b> (Foreign and Borders Office) permission for consulting criminal record in Portugal (not required for minors below sixteen years)			
10	<b>A minor must have a N.O.C letter from both the parents ( If they are not traveling with the parents ) .</b>			
11	<b>Sponsorship Proof:</b> <ul style="list-style-type: none"> <li>○ Sponsorship letter (<b>Termo de Responsabilidade</b>)</li> <li>○ Copy of <b>Passport</b></li> <li>○ Copy of <b>Residence Permit</b> (<i>should be valid</i>)</li> </ul>	YES		
12	<b>Residence Proof:</b> <ul style="list-style-type: none"> <li>○ Copy of Residence/<b>Rent contract</b> copy (<i>should be valid</i>)</li> <li>○ Copy of <b>Rent receipts</b> for the last three (03) months</li> </ul>			
13	<b>If the Sponsor is working,</b> <ul style="list-style-type: none"> <li>○ Copy of Declaration/<b>Work Contract</b> from the Company</li> <li>○ Copy of <b>Salary Slips</b> for the last three (03) months</li> <li>○ Copy of <b>IRS</b> (Income Tax Returns) for the last three (03) years</li> </ul>			
14	<b>Personal Bank Statement</b> for the last 1 year of the Sponsor.			
15	<b>Marriage / Family Photographs to be carried at the time of interview</b>			

**Note:** (1) Applicant could be asked for additional documents or may be called for an Interview if desired by The Embassy of Portugal, New Delhi. (2) The visa fee, according to Schengen regulations, is non-refundable. (3) Carry All documents in Original at the time of interview. (4) Embassy of Portugal require a minimum of 15 calendar days for visa processing once the application reaches Embassy.

**Declaration: I confirm that I have submitted only the above ticked documents.**

Name: \_\_\_\_\_ Passport No: \_\_\_\_\_ Interview date: \_\_\_\_\_

Applicant's Date of Birth: \_\_\_\_\_ Travel Date: \_\_\_\_\_

E-mail Id \_\_\_\_\_ Contact No. \_\_\_\_\_

**Comments (if any):**

**Application Submitted by:** ..... **Sign**.....

**VFS Staff:** Name ..... Date: .....