

## VFS PORTUGAL

	<b>TRANSIT (SEAMAN) VISA CHECKLIST</b>	<b>Yes</b>	<b>No</b>
<b>1</b>	<b>Online Visa Application Form</b> completely filled and signed by the applicant (Date on Online Visa Application form should be the same date as the appointment for visa submission).		
<b>2</b>	<b>One Recent</b> (not older than six months) <b>passport-size photographs</b> in color with white background. (3.5cm / 4.5cm) (Do not staple / without Glasses-Specs)		
<b>3</b>	<b>Original Cover Letter</b> from the Indian recruiting company stating the applicants name and rank, vessels name and arrival date at the port in Portugal. Date of joining vessel, the Name and Address of the handling agent in Portugal. The cover letter should also mention the name and relation of any <b>accompanying travelers</b> 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.		
<b>4</b>	Reserved Onward Travel <b>Flight Ticket</b> . Flight ticket accompanying travellers (if any).		
<b>5</b>	Overseas travel <b>medical insurance</b> valid for all Schengen-countries .The insurance has to cover the applicant at least for 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.		
<b>6</b>	Fax or Letter from the Shipping Company or Agent in Portugal confirming the dates of arrival & departure of the ship		
<b>7</b>	Declaration from the ‘Port Authority’ (in Portugal) regarding the arrival of ship.		
<b>8</b>	Photo Copy of the CDC booklet (Seamen’s Booklet).		
<b>9</b>	The <b>Passport should be valid for at least three months</b> 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. <ul style="list-style-type: none"> <li>○ Copy of the Bio-Pages (First and Last page) of the Passport including the copy of the page stamped by the Passport Office must be enclosed.</li> <li>○ Schengen Visa copies if issued in the last 03 years</li> </ul>		

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**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:** .....