

# Tourist Visa

## **Documents Required By Consulate of Spain**

**Note:** Please ensure you have checked the jurisdiction section before submitting your application at **Mumbai, Ahemdabad, Chennai, Bangalore and Hyderabad center**

Andhra Pradesh, Chhattisgarh, Goa, Gujarat, Karnataka, Kerala, Maharashtra, Tamil Nadu, Dadra and Nagar Haveli, Daman and Diu, Pondicherry

### **1. Forms:**

**Note:- All the form should be type or filled with blue pen and all the forms are available under download form section.**

#### **Visa Application form**

- Must bear original signatures of the applicant on the application form.

#### **Checklist**

- The checklist must be submitted **on back to back format or** without back to back copies being stapled to each other.

#### **Authorization form**

#### **Declaration Form for Travel Insurance**

### **2. Photographs:**

- 2 recent photographs; size: 4.5 cm x 3.5 cm
- 80% focus on face with ears visible
- Not more than 6 months old
- With white background.

### **3. Cover letter from the Applicant:**

- Purpose of travel
- Dates of travel.
- All cover letters must include details of any other accompanying persons as well. This includes family members, friends or business associates travelling for the same purpose.

### **4. Proper hotel booking of travel. (Confirmed and Paid)**

**5. Travel Ticket:** Travel ticket and Internal travel tickets for the entire duration of stay. (Confirmed and Paid with PNR number)

### **6. Travel Insurance:**

- Issued by insurance company as per the EU guidelines.
- Valid forentire stay and **15 days valid from the date of return to India.**
- Minimum coverage of **30,000 Euros or 50,000 \$**

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- **Sworn declaration** for travel insurance signed by the applicant.
- Please find below the link to check list of travel Insurance Company. Apart from the company names listed below applicant can take travel insurance from any insurance company from Spain.

[https://india.blsspainvisa.com/pdf/Indian\\_insurance\\_companies.pdf](https://india.blsspainvisa.com/pdf/Indian_insurance_companies.pdf)

### **7. Salary slips** for last six months.

If salary slip is less than six months then reason needs to provide in cover letter.

**8. One year updated personal bank statement (Saving A/c) with sufficient economic means for the entire duration of stay € 65.52 Euros (INR 4914 approx.) per person per day of stay or € 589.68 Euros (INR 44,226 approx.)** per person for a minimum period of stay. Original signed and stamp of the bank (Online bank statements are not acceptable). This is a mandatory statement. Photocopies if submitted, to be stamped and signed as well.

**9. Income tax returns (ITR-V)** for last three years. If applicant does not have ITR for last three years then he/she can submit form 16. If income tax is less than 3 years then reason needs to provide in cover letter.

### **10. Pan card** copy.

### **11. Passport:**

- Valid at least 3 months beyond the stay in Spain with two blank pages.
- Not older 10 years when applying for a visa.
- Photocopies of all the pages of the current passport (including blank pages)
- Immediate old passport photocopy of all the pages

### **For Minor Applicants:**

- In case the minor is travelling with either of the parents, affidavit from the other parent on **100rs stamp paper** or In case the minor is travelling with another person, affidavit from both the parents on 100rs stamp paper.
- Passport copy of the parent(s) with their signature.
- Financial documents of parents.
- **Visa application form, Declaration form for travel insurance, Authorization letter, checklist in favor of BLS International signed by BOTH parents.**

### **Marriage Certificate:-**

- If the couple are travelling together than they have to submit marriage certificate

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- If they do not have marriage certificate in that case both their name should be endorsed in each other passport or they have to submit affidavit with Rs 100 stamp paper

### **Sponsor Documents**

- Sponsorship letter from sponsor and photocopy of Govt. ID.
- Pay Slip for last 6 months. (If applicable)
- ITR for last 3 yr or form 16
- Bank statement for 1 year updated with sufficient balance as mention in checklist (stamped and signed by the bank)
- Pan Card photocopy.

**Note:** In case of families or couples travelling together and having the same appointment slot then the documentation such as hotel bookings, bank account statement, etc need not to be repeated.

### **Bio metric**

If the bio metric is already done after 2nd November 2015 then bio metric is not mandatory and applicant can send someone else on his behalf with a declaration letter for document submission stating that “he/she does not want to visit the center for bio metric as he/she already gave bio metric on \_ and \_ date. If consulate does not find applicant’s valid bio metric information then he/she does not have any problem to visit the center to give bio metrics.”

Note: The above is not an exhaustive list of documentation. Applicant can be requested to submit additional documents or may be called for an Interview (if required) by the Embassy. The visa fee, according to Schengen regulations, is non-refundable. All original documents must always be accompanied by at least one photocopy of the same. All affidavits should be made on Rs. 100 stamp paper with notary seal.

Spain Visa Applicants for MUMBAI Jurisdiction - A Minimum of 15 days (excluding your submission date and your travel date) gap is required between the date of travel out of India to the date of application submission at BLS International Services, MUMBAI office. A Jurisdiction is defined as if the applicant is residing the location for more than 6 months. E.g. applicant with Passport issued in the state of Haryana, but staying & working at Kerala can submit at offices in Mumbai jurisdiction with proof of residence.

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