



TOURIST VISA - CHECKLIST		Yes	No
1	Application form and Data Protection form completely filled and signed by the applicant		
2	Two Recent (less than six months old) passport-size photographs in colour with good resemblance. (3.5cm / 4.5cm)		
3	The Passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least two blank pages to affix the visa.		
4	Visa Fees Submitted in Cash		
5	A covering letter from the applicant introducing himself/herself, explaining the purpose, duration & itinerary of the visit in brief.		
6	Overseas travel medical insurance valid 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.		
7	Travel itinerary or copy of booking. People joining cruise liner in the onward journey, should provide the ticket &		
8	Hotel Booking		
9	Incase of minors (< 18 years) traveling alone.		
(a)	A letter of consent (affidavit) from both the parents with their signatures		
(b)	A photocopy of both parents passports or ID		
(c)	A photocopy of Birth certificate		
	Note: If minor traveling with one parent. All the above documents of the other parent required.		
	Frequent travellers : (In addition to the above documents)		
10	Incase of visit being sponsored by a guarantor/reference in Denmark / Iceland, the guarantor/reference is required to furnish the following:		
(a)	A sponsorship letter (not older than 6 months) issued by the reference in Denmark.		
(b)	The sponsorship letter to specifically contain the applicant's name, address, relationship with the Guarantor/reference, duration of stay & the nature of costs being sponsored.		
	Non frequent travellers : (In addition to the above)		
11	Incase of visit being sponsored by a guarantor/reference in Denmark / Iceland, the guarantor/reference is required to furnish the following:		
(a)	A sponsorship letter (not older than 6 months) issued by the reference in Denmark.		
(b)	The sponsorship letter should specifically contain the applicants name, address, and relationship with the guarantor/reference (proof to be attached), duration of stay with the guarantor/reference & the nature of costs being sponsored.		
(c)	A copy of the passport (in case of a Danish / Icelandic guarantor/reference) & a copy of the residence and/or work permit (incase of a guarantor/reference being of any other nationality i.e., non Danish/Icelandic)		
(d)	A copy of Marriage Certificate- in case visiting spouse living in Denmark		
(e)	A copy of Birth Certificate- in case visiting parents living in Denmark		
12	Evidence of source of Financial support such as :		
(a)	Bank statement for last six months / Credit card statement / Sponsor letter		
(b)	In case applicant is the proprietor / owner of the company, company's bank statement, proof of paid income tax, company memo, partnership deal, establishment license or proprietorship etc are required.		
13	A Proof of employment & leave letter sanctioned on company's letter head. For student, leave letter / report card issued from School and ID is required.		
14	One Copies of first page of the passport to be submitted and one set of Colored copy of the entire passport including blank pages. If having old passport colored copies of first and last page and UK, US, Australia, Canada and Previous Schengen Visa Copies if any.		
Note:* Applicant could be asked for additional documents or may be called for an Interview if desired by The Embassy of Denmark, New Delhi.			

The visa fee, according to Schengen regulations, is non-refundable

Remarks:

VFS Staff Name:Signature:.....