

## **SPAIN CHECKLIST**

Important information for all applicants:

- 1. Intended date of travel to the Schengen territory:**
- 2. Between your date of application and date of travel to Spain, do you intend to travel to any other country? If yes please specify**  
**Date of travel:**  
**Name of the Country:**  
**Do you have the visa to travel to this country?**
- 3. Have you been informed by the BLS staff about the stipulated processing time?**
- 4. Do you wish to continue with your application despite the indicated stipulated processing time?**

### **Minimum documentation for all visas categories:**

#### **Passport:**

- Valid at least 3 months beyond the stay in Spain with two blank pages.
- Not older 10 years when applying for a visa.
- With at least 2 consecutive blank pages.
- 2 Photocopies of the data page of the current passport (in color)
- Colour photocopies of previous visas (Schengen, USA, UK, Canada, Japan, Australia, if any)
- Old passport (if any, not more than 2).

#### **Photographs:**

- 2 recent photographs; Size: 4.5cmx3.5 cm
- Not more than 6 months old
- With white background.

#### **Visa application form for Schengen Visa:**

- Either filled in Black pen or printed online(one in Spanish and one in English)
- Must bear original signatures of the applicant on page 3 (field no. 37) and page 4

#### **Covering 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

#### **For business visas:**

- Invitation letter from the Spanish company in Spanish language or both in English and Spanish.
- Support letter from the Nigerian company
- Tax Clearance Certificate (TCC) and Certificate of Incorporation
- Proof of commercial activities in Nigeria and overseas, e.g. bills of lading, invoices, receipts, book, etc.

#### **Travel Insurance Policy:**

- Issued by insurance company as per the EU guidelines.
- Must cover the duration of stay in the Schengen countries
- Minimum coverage of 30,000 Euros or 50,000 US Dollars

#### **Travel itineraries:**

- Confirmed reservation of return flight tickets
- Hotel accommodation.

#### **Proof of economic means:**

- Original bank statement of the applicant for the last three months.
- Salary slips for last three months.
- Income tax returns (ITR-V) for last three years. (if applicable).

**Authorization letter in favour of BLS International.**

- Signed by the applicant.
- In case of minor applicants, signed by BOTH parents.

**For minor applicants:**

- Application form signed by both parents
- In case the minor is travelling with either of the parents, affidavit of consent from the other parent.
- Photocopy of the passport of both parents.
- No objection affidavit from parents in case the minor applicant is travelling with the other parent.
- No objection affidavit from BOTH parents in case the minor applicant is travelling with a legal guardian.
- Financial documents of parents must be accompanied by photocopy of the parents' passports.

**Documents for family Visit:**

- Original Invitation before "Policia Nacional" in case of family or friend visit. (1 photocopy)
- Attested copy of the passport or the DNI or residence card of the person living in Spain.

**Documents for Students:**

- Invitation Letter from Spanish University /Institute- Admission Confirmation Letter.
- Transactions of the fee payment.
- Proof of sufficient economic means. Financial documents of parents must be accompanied by photocopy of the parent's passports and a letter of responsibility

**Documents for Seaman:**

- Original letter from the local shipping agents
- Original letter from the shipping agents in Spain.
- Continuous discharge book and photocopy of the same.
- Flight reservations.
- "Anejo II: Impreso para marinos en Transito sujetos a la obligación de visados" issued by "El puesto fronterizo del puerto" duly filled and stamped by the competent authorities.

**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.**

Declaration:

I .....Passport # ..... voluntarily agrees to avail the services of BLS International Services Ltd. to apply for a Schengen Visa at the Spain Desk

**BLS Staff: -**

**Name of the Applicant/Travel Agent/ Authorized representative: In case of Travel Agency, name of the agency (obligatory):**

**Contact number of the applicant/Travel Agent/authorized representative (obligatory):**

**Signature of the Applicant/TA/Authorized representative:**

**Date:- .....**

**Passport No:- ..... Old passport nos (if any):- .....**