



## **TOURISM / PRIVATE VISIT**

*These are the documents required to submit a Schengen visa application for tourist purposes. Please note that the Consulate may contact you later on and request additional information.*

*When submitting an application, both a [consular and a BLS fee](#) must be paid.*

*Please remember that you should apply for a Spanish Schengen visa if Spain is the sole or the main destination of your visit.*

*Back to back pages are preferred. Do not staple any documents and refrain from providing documents other than those mentioned here-below.*

*[Applications for a Schengen visa of family members of a citizen of the EU, EEA or Switzerland](#) enjoy preferential treatment.*

### **Basic documents**

- [One application form for a Schengen visa](#) duly completed (full postal address, email address and telephone should not be omitted), dated and signed in blue ink by the applicant or both parents if a minor. One photograph not older than 6 months of the applicant, 35-45 mm and on a white background, should be affixed on the application form. Please see the [photo specifications](#).
- In case of minors applying alone or not with both parents, the application must include a notarized authorization letter signed by both parents. The parent who is not present at the moment of the application must submit as a proof of the signature a notarized copy of the passports or PAN cards or driving license.
- Passport of the applicant with at least two blank pages, valid for at least three months after the duration of the anticipated stay and issued in the last ten (10) years. Old passports can also be included. If there is any visa refusal in the latest 2 years, please provide the refusal notice or a written explanation about the reasons.
- One copy of the pages of the passport with biographic data (in the case of an Indian passport, at the beginning and the end). Pages of the passport which have any stamp or visa.
- If the applicant is not a national of India, evidence of his/her legal residence in the country (residence permit).
- Proof of residence within the [jurisdiction of the Consulate](#)
- Proof of travel insurance with a minimum coverage of 30,000 Euros to cover any expense which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. The insurance must be valid throughout the territory of the Schengen States and during the entire period of stay. Check the list of approved Indian travel insurance companies [here](#).

### **Details of the trip**

- Cover letter (account of the purpose of the visit).
- Flight bookings (roundtrip). Also include internal travel reservations. It is advisable not to buy the air ticket until the visa has been granted.
- Hotel accommodation for the duration of the stay in Schengen or, if you are visiting family or friends in Spain, an [invitation letter from the resident in Spain issued by the Spanish national police](#).

### **Evidence of economic means**

- Original, stamped and signed bank statements of the applicant and sponsor (if any) of the last six months. Original, signed letter by the sponsor detailing the concepts/amount to be covered and proof of the relationship of the sponsor with the applicant must be submitted, if relevant.
- Income tax returns (ITR-V or Form 16) for the last two years and PAN card copy.
- Salary slips for last three months, when available.
- Title of property in Spain, pension slips or proof of deposits, when relevant.

**Average processing time at the Consulate General of Spain, Mumbai – 1 to 2 working days.**

**Note: Time varies as per case and location of the applicant.**