

## **Documents Required By Embassy of Spain**

**Note:** Please ensure you have checked the jurisdiction section before submitting your application at **New Delhi, Chandigarh and Kolkata center**

Andaman and Nicobar Island, Arunachal Pradesh, Assam, Bihar, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Jharkhand, Madhya Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Punjab, Rajasthan, Sikkim, Tripura, Uttar Pradesh, Uttarakhand, West Bengal, Nepal, Bhutan and Sri Lanka

### **1. Forms:**

**Note:- All the form should be filled with blue ball 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.
- Two photocopies of the duly filled 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:**

- 3 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.
- If applicant is not able to provide any document then he/she needs to mention the reason on the covering letter that why he is not able to provide that document.

### **4. NOC from the company**

#### **For Student:**

- NOC from School or College along with ID card copy.

### **5. Family Visit**

- Original Carta Invitation
- Attested copy of the passport or the DNI or residence card of the person living in Spain should be notarized from the public notary in Spain.

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

**7. Proper hotel booking of travel.** (Confirmed and paid if staying in hotel)

**8. Travel Insurance:**

- Issued by insurance company as per the EU guidelines.
- Valid for at least 15 days from the date of return to India.
- Minimum coverage of 30,000 Euros or 50,000 \$
- 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)

**9. Salary slips for at least six months.**

**10. At least six months personal bank statement** with original signed and stamp of the bank (online bank statements are not acceptable).

**10. Pan card copy if available.**

**12. Income tax returns (ITR-V) for last three years.** If applicant does not have ITR for last three years then he can submit form 16.

**13. 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.
- No Objection Letter signed before a notary public by both the parents (if the minor is travelling with another person who is not the biological parents), or from the parent who is not travelling in favor of the other parent, allowing the minor to travel.
- Passport copy of the parent(s) with their signature, attested before the notary public.
- Financial documents of parents.
- In case of minor birth certificate is mandatory
- Visa Application form Declaration form for Travel Insurance, Authorization letter, checklist in favor of BLS International signed by BOTH parents.

**For Minor Applicants:**

- In case the minor is travelling with either of the parents, affidavit from the other parent.

- Application form signed by both the parents.
- No Objection Letter signed before a notary public by both the parents (if the minor is travelling with another person who is not the biological parents), or from the parent who is not travelling in favor of the other parent, allowing the minor to travel.
- Passport copy of the parent(s) with their signature, attested before the notary public.
- Financial documents of parents.
- In case of minor birth certificate is mandatory
- **Declaration form for Travel Insurance, Authorization letter, checklist in favor of BLS International signed by BOTH parents.**
- NOC from School or College along with ID card copy.(for students)

### **Marriage Certificate:-**

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

- Sponsor letter
- Sponsor ID copy
- Pay slip (if parents sponsoring their kids)
- ITR for last 3 yr or form 16 (if not filed ITR then need a letter from ITR department)
- 6 month bank statement (stamped and signed by the bank)

**Biometric** – It is mandatory for all the applicants (any age) even if the biometric has already done.