Business Visa

Documents Required By Consulate of Spain

Note: Please ensure you have checked the jurisdiction section before submitting your application at Mumbai, Ahmedabad, Chennai and Bangalore 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 on https://india.blsspainvisa.com/index.php

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

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.
   - Without Spectacles & Sunglasses.

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. Covering letter from the Indian company

5. Invitation letter from the Spanish company in Spanish language or both in English and Spanish. Letters issued only in English will not be accepted. This will be an obligatory requirement. We can accept both original or email copy of invitation letter.

6. Hotel Booking for entire stay.

7. Travel Ticket:
   - Confirmed Flight ticket
   - Internal travel tickets for the entire duration of stay within Spain.
8. **Travel Insurance:**
   - Issued by insurance company as per the EU guidelines.
   - Valid for **entire stay** and **15 days valid 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 last six months.
   - If salary slip is less than six months then reason needs to provide on covering letter.

10. **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 (On-line bank statements are not acceptable). This is a mandatory statement. Photocopies if submitted, to be stamped and signed as well.

11. **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.

12. **Pan card** copy.

13. **BLS Authorization form.**

14. **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 & Immediate old passport. (including blank pages).

**For Minor Applicants:**

- In case the minor is travelling with either of the parents, affidavit from the other parent on **Rs. 100/- Stamp paper** or In case the minor is travelling with another person, affidavit from both the parents on **Rs. 100/- Stamp paper.**
- Application form signed by both the parents.
- Passport copy of the parent(s) with their signature.
- Financial documents of parents.
- **Declaration form for travel insurance, Authorization letter, Check-list in favour of BLS International signed by BOTH parents.**

**Marriage Certificate:-**
Business Visa

- If the couple is travelling together they have to submit a marriage certificate.
- If they do not have a marriage certificate.
  (In that case both their name should be endorsed in each other passport or they have to submit affidavit on **Rs. 100/- Stamp paper**.)

Bio Metric

If the bio metric is already done on or after 2nd of 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 centre 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 at the location for more than 6 months. E.g. A applicant with Passport issued in the state of Haryana, but staying & working at Kerala can submit the application at the office in Mumbai Jurisdiction with valid proof of residence.