

Short stay Family visit

Documents Required By Consulate General of Spain

Note: Please ensure you have checked the jurisdiction section before submitting your application at **Mumbai, Ahmedabad, Chennai, Bangalore Hyderabad and Kochi center**

Andhra Pradesh, Chhattisgarh, Goa, Gujarat, Karnataka, Kerala, Maharashtra, Tamil Nadu, Dadra and Nagar Haveli, Daman and Diu, Pondicherry.

Note: All forms should be filled Online(typed) or Filled with Blue ink pen. Forms are available under download form section on <https://india.blsspainvisa.com/index.php>

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| Visa Application form: | |
| | All forms should be type or filled with Blue ink pen. Must bear original signatures of the applicant with blue pen on the application form. https://india.blsspainvisa.com/pdf/Solicitud-de-visado-Schengen-Ingl%C3%A9s.pdf |
| Photographs: | |
| | 2 recent photographs; size: 3.5 cm x 4.5 cm. 80% of face coverage with ears visible. Not more than 6 months old. With white background. Without Spectacles & Sunglasses. No Smiling face (Teeth should not be visible). |
| Cover letter from the Applicant: | |
| | Covering Letter stating Applicant details, 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. |
| Family Visit: | |
| | Copy of the passport or the DNI or residence card of the person living in Spain. Original and photocopy of CARTA DE Invitation letter. |
| Travel Insurance: | |

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| | <p>Issued by insurance company as per the EU guidelines.</p> <p>Valid for Entire stay in Schengen area</p> <p>Sworn declaration for travel insurance signed by the applicant.</p> <p>https://india.blsspainvisa.com/pdf/Sworn-Declaration-Form.pdf</p> <ul style="list-style-type: none">● Please find the below link to check the list of approved Travel Insurance Companies. Apart from the names listed below one can take travel insurance from any insurance company based in Spain. <p>https://india.blsspainvisa.com/pdf/Indian_insurance_companies.pdf</p> |
| Hotel Booking: | |
| | Confirmed Hotel Booking for entire stay. |
| Travel Ticket: | |
| | Confirmed Flight ticket (To & From). |
| Internal Travel: | |
| | Confirmed internal travel booking If applicant is travelling different countries within the Schengen area. (any mode of transport) |
| Salary Slips: | |
| | <p>Salary slips for last three (3) months.</p> <ul style="list-style-type: none">● If salary slip is less than three months then reason for not providing the same on covering letter or Company offer letter. |
| Bank Statement: | |
| | <p>Six (6) months updated personal bank statement (Saving A/c statement) 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 7 day stay. Original signed and stamp of the bank (On-line and photocopies bank statements are acceptable only if it is duly signed and stamped by the Bank authority).</p> <p>In case of unavailability of Saving/Personal Bank Account:</p> <ul style="list-style-type: none">● Proprietary & Company Bank Statements (Current A/c statement) are acceptable with Company Registration & GST Registration. |
| Income tax returns: | |
| | Income tax returns (ITR-V) for last two assessment years . If applicant does not |

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| | have ITR for last two years then he/she can submit form 16. <ul style="list-style-type: none">● In case if the applicant do not file the ITR he/she have to provide a clarification letter for the same. |
| Pan card copy: | |
| | Pan card copy of the applicant. |
| BLS Authorization form duly sign by the applicant. | |
| NOC / Leave Sanction Letter. | |
| Passports: | |
| | <p>Valid for at least 3 months after returning date to India with minimum two blank pages. Not older than 10 years when applying for a visa.</p> <p>Photocopies of bio(first & last Page), previous visas & stamped pages (if any) of the current passport & Immediate old passport . If applicant posses more than one old passport and he/she wishes to submit all the old passports then photocopies of all the old passports are required.</p> <p>In case, if applicant have lost old passport then applicant have to mention the same in covering letter.</p> |
| For Minor Applicants: | |
| | <p>In case, if minor is travelling with either of the parents, affidavit from the other parent on Rs. 100/- Stamp paper with notary seal or In case the minor is travelling with another person, affidavit from both the parents on Rs. 100/- Stamp paper with notary seal & Affidavit on Rs. 100/- Stamp paper with notary seal from the person stating that he will take all the responsibilities of child. If Child is travelling alone, then details with ID's and contact details of the person taking responsibility of the child in Spain.</p> <p>Application form signed with blue pen by both the parents .</p> <p>Passport copy of the parent(s) with their signature. In case if parents doesn't hold a Passport they can submit photocopy of Pan Card with their signature.</p> <p>Financial documents of parents as mention above.</p> <p>Declaration form for travel insurance(Sworn Declaration), Authorization letter, Check-list in favour of BLS International signed by BOTH parents.</p> <p>In case if minor's either of parent is residing abroad then they have to take a clarification for the affidavit from the Spain Consulate.</p> |
| Marriage Certificate: | |

If couple is travelling together then they have to submit copy of marriage certificate.

In case, If they do not have marriage certificate. Both their name should be endorsed in each other passport or they have to submit affidavit Declaring that they are married on **Rs. 100/- Stamp paper with notary seal.**

Photocopy of wedding card prior marriage.

In case of sponsorship:

Applicant sponsorship can be done by any person.

Sponsorship letter from sponsor and photocopy of Pan card.

Financial document of sponsor as mention above

In case of accompanying person, they have to provide tickets and valid visa copy and passport photocopy.

Bio Metric:

If Bio metric is already given on or after 2nd of November 2015 then Bio metric data is valid for 59 Months from that date and applicant can send someone else on his/her behalf with a declaration letter for submission of the application stating that "I *Applicant's name* holding passport number *Applicant's Passport Number* hereby authorize Mr/Ms or Mrs to submit my visa application on my behalf." and A Bio-metric Letter stating that "I do not wish to visit the center for Bio metric as I have already given my Bio metric on _ and _ date. However, if Spain consulate does not find my valid Bio metric data then I do not have any problem to visit the BLS center to give my 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 Consulate General of Spain - Mumbai. The visa fee, according to Schengen regulations, is non-refundable.

All affidavits should be made on Rs. 100/- Stamp paper with notary seal. require Affidavit from the relevant relatives on Rs. 100/- stamp paper & Property papers of the same.)

There is no minimum time before which you have to submit your application.

Disclaimer:-

The Consulate of Spain takes at least 4 working days to process visas from the time of receipt of correct and complete application at the Consulate. There is no prescribed cut-off time for your application submission by the Consulate. However, in case of a situation (late submission, natural calamity, political and social unrest etc.) wherein the file/application reaches the Consulate lesser than 4 days before travel date, the processing of the application might get delayed. In such an event, BLS and the Consulate of Spain shall not be held responsible or liable for any losses incurred by the applicant.

Please [click here](#) to download the Disclaimer Form if your travel date is less than 15 days from your submission date.

