



	TOURIST VISA - CHECKLIST	Yes	No
1	Application form and the supplementary form completely filled and signed by the applicant.		
2	Two Recent (less than six months old) passport-size photographs in colour with good resemblance. (3.5cm / 4.5cm)		
3	The Passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least one blank page to affix the visa.		
4	Visa fees Submitted in Cash		
5	A covering letter from the applicant introducing himself/herself, explaining the purpose, duration & itinerary of the visit in brief.		
6	Overseas travel medical insurance valid for all Schengen-countries .The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.		
7	Confirmed return air ticket. People joining cruise liner in the onward journey, should provide the ticket & payment receipt.		
8	In case of minors (< 18 years) traveling alone.		
(a)	A letter of consent (affidavit) from both the parents with their signatures		
(b)	A photocopy of both parents passports		
(c)	A photocopy of Birth certificate		
	Note: If minor traveling with one parent. All the above documents of the other parent required.		
Frequent travellers : (In addition to the above documents)			
9	In case of visit being sponsored by a guarantor/reference in Denmark /		

	Iceland, the guarantor/reference is required to furnish the following:		
(a)	A sponsorship letter (not older than 6 months) issued by the reference in Denmark.		
(b)	The sponsorship letter to specifically contain the applicant's name, address, relationship with the Guarantor / reference, duration of stay & the nature of costs being sponsored.		
Non frequent travellers : (In addition to the above)			
10	In case of visit being sponsored by a guarantor/reference in Denmark / Iceland, the guarantor/reference is required to furnish the following:		
(a)	A sponsorship letter (not older than 6 months) issued by the reference in Denmark.		
(b)	The sponsorship letter should specifically contain the applicants name, address, and relationship with the guarantor/reference (proof to be attached), duration of stay with the guarantor/reference & the nature of costs being sponsored.		
(c)	A copy of the passport (in case of a Danish / Icelandic guarantor/reference) & a copy of the residence and/or work permit (in case of a guarantor / reference being of any other nationality i.e., non Danish/Icelandic)		
(d)	A copy of Marriage Certificate- in case visiting spouse living in Denmark		
11	Evidence of source of Financial support such as :		
(a)	Bank statement for last six months / Credit card statement / Sponsor letter / Foreign exchange endorsed on the passport		
(b)	In case applicant is the proprietor / owner of the company, company's bank statement, proof of paid income tax, company memo, partnership deal, establishment license or proprietorship etc are required.		
12	A Proof of employment & leave letter sanctioned on company's letter head. For student, leave letter / report card issued from School and ID is required.		
13	Two Copies of first & last page of the passport to be submitted.		
Note : In case of non frequent travellers, the travel medical insurance and the air ticket is not required at the time of submission of the visa application as the application may have to be referred to the Danish Immigration Service, Copenhagen for consideration. However, it will have to be submitted after the approval is received from the Danish Immigration Service			

Note: Applicant could be asked for additional documents or may be called for an Interview if desired by The Embassy of Denmark, New Delhi. The visa fee, according to Schengen regulations, is non-refundable

VFS Staff: Name.....

Signature.....