



Dear Applicant

Your application and documentation will be delivered to the Embassy and your case will be processed by the Embassy as soon as possible.

Please note that your application is **incomplete**. The document(s) highlighted below are missing. The Embassy therefore kindly requests you hand in the below documentation. **ALL documents must be submitted in colour:**

Missing Document (s)	Type of document
	<b>Application form</b> completely filled on <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a> , printed and signed by the applicant
	<b>Visa Fee payment receipt</b> printed from <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a>
	One recent (less than six months old) passport-size <b>photograph</b> in color with good resemblance. (3.5cm / 4.5cm). Photoshopped pictures are forbidden and the application will become inadmissible if a photoshopped picture is handed in.
	The <b>Passport</b> 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 two blank page to affix the visa.
	Overseas <b>travel medical insurance</b> 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.
	<p><b>An invitation from the shipping company/maritime agency in Denmark/Iceland containing following details:</b></p> <ul style="list-style-type: none"> <li>• Name and family name of the seafarer</li> <li>• Place and date of birth, passport number, seafarer's book number</li> <li>• Date of issue, period of validity of passport and the seafarer's book</li> <li>• The seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter)</li> <li>• Name and flag of the boat</li> <li>• Port and date of boarding and disembarking</li> <li>• Itinerary that the seafarer will follow to arrive in the Member State of destination/ transit (including date and entry point (airport) to the Schengen area)</li> </ul> <p>In the letter of invitation, the shipping company/maritime agency based in Denmark/Iceland should indicate the name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications. The shipping company/maritime agency based in Denmark/Iceland is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in Denmark/Iceland (including in the event of repatriation) and ensure that he/ she boards the ship.</p>
	If the visa application is presented by a shipping company/maritime agency of India, a <b>covering letter by the agency/company</b> including the list of seafarers applying.
	<b>Flight reservation</b>
	<b>Proof of accommodation</b> (in case of an overnight stay)
	<b>Employment contract/appointment letter</b> (showing duration of employment)
	<b>Seaman's Book</b>

The Embassy requests you to hand in the missing/required documentation **within 3 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on the present information.

**Please choose one of the following options:**

- I will be coming back to VFS within 3 days with the missing document(s). Signature date below counts as day one of three.
- I do not have the opportunity to hand in the missing documents within 3 days and therefore I would like to postpone the submission of my application.
- I choose to hand in an incomplete application, which may lead to a refusal.

Please tick off the desired choice and sign this confirmation letter.

You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your case number which you will find at the receipt from VFS. Please note, if you chose to send the missing documentation by e-mail to: [delambvisa@um.dk](mailto:delambvisa@um.dk) it will be via an unencrypted connection. Please remember to state your passport number and your case number which you will find at the receipt from VFS.

Kind regards, The Royal Danish Embassy, New Delhi, Visa Section

You could be asked for additional documents or may be called for an interview by the Embassy.

Applicant's Signature

Case Number ID

Passport No.

Date and Place