



Spain Document Checklist

Spain Tourist Visa Checklist

Document	Description	Format
Appointment Letter	This needs be carried on the day of appointment	
Application form	- It should be filled manually in blue ink in block letters - Singed by both parents in case of a minor	Visa Application Form
Original Passport		
Photograph	Passport size photo with white background, not older than 6 months (size 35 – 40 mm in width)	
Cover letter	Personal cover letter mentioning the travel date, itinerary, purpose of the trip, passport number with contact details and applicant’s name and number	Cover Letter Template
Round Trip Flight Tickets	Also includes, Reservations for internal transfer within Spain and across Schengen states (flight, train itinerary or car rental)	
Hotel tickets	Hotel bookings	
Itinerary	Day To Day Itinerary	
Insurance	Travel insurance covering not less than 30,000 Euros	
Pan Card	Pan card copy of all the applicant	
Passport Photocopy	- Copy of Passport bio and back page - Copy of any entry/exit stamps or visa stickers on the passport	
If current location differs from passport issue location	Residence Proof: If applicant is staying in different location other than jurisdiction from place of issue then need to submit address proof. For e.g. rental agreement, property ownership documents	
Authorization form	- Signed authorization form differs based on the jurisdiction traveller is in - Singed by both parents in case of a minor - Fill this in blue pen only	Authorization Form Mumbai Authorization Form Delhi
Sworn declaration form	- Sign the declaration form - Singed by both parents in case of a minor - Fill this in blue pen only	Sworn Declaration Form
Courier form	- Sign the courier form form - Singed by both parents in case of a minor - Fill this in blue pen only	
Bank statement	- Bank statements of last 3 months - Available balance should around 50 - 150 Euros per person per day of the trip - Advisable to transfer the money to maintain the balance 15 days before the appointment (Signed by bank)	
Rejection letter	If there is any visa refusal in the latest 2 years	
If sponsored	- Sponsor’s Bank Statement copy: last 3 months (signed by bank) - Sponsor’s ITR V acknowledgment for previous financial year	Sponsorship Letter Template

	(signed by bank)	
	- Sponsorship Letter - Sponsor's pan card	
If employed	- Last 3 months salary slips - Employment contract - NOC from the employer and form 16 - Copy of income tax return or ITR V acknowledgment for previous financial year	Employer NOC Template
If self-employed	- GST certificate, company registration proof or any company ownership proof - Company bank statement of last 3 months (signed by bank) - Company ITR or ITR V acknowledgment for previous financial year	
If retired	- Proof of Retirement - Proof of regular income generated by ownership of property or business.	
If invited and sponsored by a Spanish resident	Invitation letter from the Spain resident	Invitation Letter Template
If married/divorced	- Marriage certificate, or - Divorce papers	
If minor	- Birth certificate - Mark sheet from the school - Consent letter from parents if minor is travelling alone or with only one parent	

Spain Business Visa Checklist

Document	Description	Format
Appointment Letter	This needs be carried on the day of appointment	
Application form	- It should be filled manually in blue ink in block letters - Singed by both parents in case of a minor	Visa Application Form
Original Passport		
Photograph	Passport size photo with white background, not older than 6 months (size 35 – 40 mm in width)	
Cover letter	Personal cover letter mentioning the travel date, itinerary, purpose of the trip, passport number with contact details and applicant's name and number	Cover Letter Template
Round Trip Flight Tickets	Also includes, Reservations for internal transfer within Spain and across Schengen states (flight, train itinerary or car rental)	
Hotel tickets	Hotel bookings	
Itinerary	Day To Day Itinerary	
Insurance	Travel insurance covering not less than 30,000 Euros	
Pan Card	Pan card copy of all the applicant	
Passport Photocopy	- Copy of Passport bio and back page - Copy of any entry/exit stamps or visa stickers on the passport	
If current location differs from passport issue location	Residence Proof: If applicant is staying in different location other than jurisdiction from place of issue then need to submit address proof. For e.g. rental agreement, property ownership documents	
Authorization form	- Signed authorization form differs based on the jurisdiction traveller is in - Singed by both parents in case of a minor - Fill this in blue pen only	Authorization Form Mumbai Authorization Form Delhi

Sworn declaration form	• Sign the declaration form • Singed by both parents in case of a minor • Fill this in blue pen only	Sworn Declaration Form
Courier form	• Sign the courier form form • Singed by both parents in case of a minor • Fill this in blue pen only	
Bank statement	• Bank statements of last 3 months • Available balance should around 50 - 150 Euros per person per day of the trip • Advisable to transfer the money to maintain the balance 15 days before the appointment (Signed by bank)	
Rejection letter	If there is any visa refusal in the latest 2 years	
If sponsored	• Sponsor's Bank Statement copy: last 3 months (signed by bank) • Sponsor's ITR V acknowledgment for previous financial year (signed by bank) • Sponsorship Letter • Sponsor's pan card	Sponsorship Letter Template
If employed	• Last 3 months salary slips • Employment contract • NOC from the employer and form 16 • Copy of income tax return or ITR V acknowledgment for previous financial year	Employer NOC Template
If self-employed	• GST certificate, company registration proof or any company ownership proof • Company bank statement of last 3 months (signed by bank) • Company ITR or ITR V acknowledgment for previous financial year	
If married/divorced	• Marriage certificate, or • Divorce papers	
Invitation letter	• Original invitation letter from the Spain-based company/companies. • Written in Spanish, the letter should refer to the purpose of the visit and, the existing commercial relationship with the applicant. • His/her name, passport number and envisaged travel dates should also be mentioned.	Invitation Letter Template
Company Letter (from Indian employer)	• If the trip is sponsored by the Indian company please mention the details too	Company Sponsorship Letter Template

Spain Additional Information Required

Info

Are you visiting any other Schengen countries during your stay?

What is your first country of entry?

Have you been issued Schengen visa in the past 5 years?

Have your digital fingerprints previously been taken in connection with a previous application for a Schengen visa?

What is your marital status?

How long are you planning to stay in Schengen area?

What is your employment status?

Will someone else will be paying towards the cost of your trip?

Is your final country of destination a non Schengen Country?

Details

Check list of Schengen countries: Austria, Belgium, Czech Republic, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.

Check list of Schengen countries: Austria, Belgium, Czech Republic, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.

If yes, mention last visa start date and end date

If yes, mentioned Date of taking fingerprints and Visa number of last visa

Pick one: Single, Married, Divorced, Widowed, Unmarried Partner, Separated

No. of days

If Student, mention: name of the Institution, Institute address, Institute address and Institute email

If Employed, mention: Name of the employer/Organization, Job title, Employer/Organization address, Employer/Organization email

If Unemployed, mention last job role and last date of working

If Self Employed, mention: Job Title

If Retired, mention: Date of retirement

If Other, mention details on the other employment status

If yes, mention if it will be paid by

- 1) Friend/family
- 2) Employer
- 3) Any other company

Also mention: Name of the person/org who will fund, relationship of the person/org who will fund, how much money they will be paying

If yes, Visa Issued by,valid from and valid until