



CZECH REPUBLIC

CHECKLIST FOR DOMESTIC, PRIVATE HOUSEHOLD STAFF

Check Box	List of requisite documents	Remarks
	Original application form duly completed and signed by the applicant.	
	Original passport and a copy of data page of the passport. Passport cannot be older than 10 years and must be valid for at least 90 days from the date of departure from Schengen area. Copy of the Kuwaiti Civil ID – for non-Kuwaiti GCC nationals. The passport must contain the signature or the fingerprint of its holder and must have 2 opposite free passport pages; The passport must contain Residence Permit in the State of Kuwait valid for at least 90 days from the date of departure from Schengen area.	
	1 recent Passport size photograph (no scan, matt surface, with white background); must be recent (not older than 6 months) and sized minimum 3.5 x 4.5 cm.	
	Original European medical and travel insurance covering the territory of the Member states of the Schengen agreement and with minimum coverage of EUR 30, 000 for medical expenses & repatriation the validity must cover the entire period of the person's intended stay or transit. Card alone is not acceptable and must issue locally. Important reminder: Photocopy of the insurance will not be acceptable must be original. If the insurance policy is photocopied but attested, with Original stamped and Original Signature by the Insurance Company, then we can accept it, as well as those insurance policies that has been obtain thru online must be attested with Original stamp and Original Signature from Insurance Company.	
	Confirmed hotel voucher or other accommodation reservation. Note: If planning to visit several Schengen countries all hotel reservation must be provided. Also, AIR BNB accommodation is not acceptable by the Czech Republic Embassy.	
	Copy of the confirmed air ticket including return flight with booking reference or electronic ticket number. • Note: If you are planning to visit several Schengen countries, all transfers (flight/ferry/train/bus/taxi) showing entry and exit from Czech Republic/between other countries must be provided. Name of the applicant must appear on all proof of transport.	
	Sponsor Declaration (duly filled/completed with Sponsor's Signature). Sponsor Passport copy. Sponsor original up-to-date bank account statement for the last 6 months. (Internet generated statement must be stamped by issuing bank). If sponsor is not Kuwaiti national, his/her employer letter with trade license copy, stating position, monthly salary, length of contract If the application for domestic helper and sponsor are not submitted at the same time; Copy of sponsor's valid Schengen visa, hotel/ proof accommodation and flight booking. Other supporting documents such as passport copy and visa copy of Sponsor children / Aged family member to justify why housemaid is necessity.	
	For Pakistan passport holders: Original Polio Vaccination (yellow card) is a must.	

Please note:

- The visa must be applied for either in person or through a representative (applicable only for children below 12 years old);
- All documents must be submitted in English or Czech language;
- For children registered in a parent's passport, a separate application form has to be submitted;
Original documents must be presented; additional photocopies may be required;
- The Embassy of the Czech Republic has the right to ask for any other additional document it considers necessary, or may call the applicant for an interview. If the visa application is refused, the reason will be provided as per Schengen Immigration Rules. In all cases the visa fee and service fee are non-refundable.
- Head coverings on the photograph are not permitted except for religious reasons, but facial features from bottom of chin to top of forehead and both edges of applicant's face must be clearly shown.

Declaration

I have been informed that an application without a complete set of documentation according to the above-mentioned checklist may result to the rejection of my visa application. The Embassy of the Czech Republic reserves the right to ask for the additional supporting documents and does not guarantee the issuance of the visa.

Date: _____

Applicant's Signature: _____

VFS Officer's Signature: _____