



Tourist Visa Checklist

FORMS LIST: The following forms must be completed, signed and dated.

- ☐ Online Regular Visa Application Form (Note: please select **REGULAR/PAPER VISA APPLICATION**): <https://indianvisaonline.gov.in/>
- ☐ Declaration form: <http://in.vfsglobal.be/pdf/Declaration.pdf>
- ☐ 2nd Declaration Form : http://in.vfsglobal.be/pdf/New_Declaration.pdf
- ☐ Parental Declaration (for students/children) :
http://in.vfsglobal.be/pdf/PARENTS_DECLARATION_FOR_TOURISM_20apr.pdf
- ☐ FAX Form: http://in.vfsglobal.be/pdf/Fax_Form_310314.pdf
If not residing in Belgium for +2years **or/and** not holding the Belgian Resident Card.
- ☐ Additional Form for Pakistani Nationals/Origin
<http://in.vfsglobal.be/pdf/AdditionalformtobefilledbyPakoriginvisaapplicants.pdf>
- ☐ Authorization to submit the application on behalf of applicant
http://in.vfsglobal.be/pdf/authorization_to_submit_the_application_on_behalf_of_applicant_310314.pdf

IMPORTANT POINTS TO BE NOTED:

- ☐ Complete the [Application form Online](#) Please click **REGULAR/PAPER VISA** after the application has been completed, you must print and sign the application form.
- ☐ Please ensure before printing the form that the following fields are filled up **accurately**. In case of **incorrect** entries of fields mentioned below, the form must be **filled up again and reprinted**.
 1. **Full Name as on International Passport** (Prefixes like Dr, Er etc. should not be written)
 2. **Passport Number** (Example: EI200023, EH1000901) should be correct
 3. **Date of issue and date of expiry of passport**
 4. **Full Parents' Names** (Father and Mother), their current and previous nationalities to be indicated (even if deceased). A parent's name may not be written as "Not Applicable".
 5. **Complete Reference** address along with telephone number in INDIA and in Belgium/ country whatever it comes on form.



DOCUMENT LIST:

- ☐ **Passport:** Passport must have a validity of 6 Months (180 days) from the date of application with at least **2 blank pages**. International Passport is needed with application.
- ☐ **Photocopy of the information page (Bio Page) of your valid passport and photocopy of last Indian visa (if any).**
- ☐ **Photocopy of ID card:** All applicants, residing within the territory of Belgium/Luxembourg are required to submit a photocopy of ID card issued by Belgian/Luxembourg authorities.
- ☐ **Photocopy residence proof:** recent utility bill (i.e. telephone, gas, electric, mobile phone, local authority tax bill, ...) with the name and address of applicant, if minor, child or spouse, can attach the residence proof of parents or husband.
- ☐ **For Non-Belgian/Luxembourg nationals, proof of domicile in Belgium/Luxembourg for a minimum of two years is needed.**

Proof of domicile is as indicated at "Photocopy of ID Card" and "Photocopy Residence Proof" above.

If the ID card shows less than 2 years of validity (date of issue), please attach some residence proof of last 2 years which shows that applicant is staying in Belgium/Luxembourg in the last 2 years.
- ☐ **2 Photographs:** Two recent color size **(50mm x 50mm)** photographs, showing full frontal face with white background, conforming to Indian Government norms as per specifications mentioned on our website.
 - Please note photographs available in photo booths in Belgium/Luxembourg are not compatible with Indian norms.
 - Photos should be glued to the application form: the first on page 1 in the box provided and the second on the bottom right hand corner of page 2.
 - **Photo booth complying with the Indian norms is available in our Brussels office at nominal price of 8 € (4 Pics).**
- ☐ **Indian origin applicants:**
 - Copy of surrender of Indian passport certificate / Renunciation Declaration Form / Sworn Affidavit for children that they never had Indian nationality. The certificate can be obtained from Embassy of India, 215 Chaussee de Vleurgat, 1050 Brussels between 9.30 am to 11.30 am. They need to bring Indian passport to the Embassy to get cancelled and Embassy will issue Surrender certificate. If the applicant has already surrendered the passport long back, they need to get affidavit or documentation.
 - Copy of Birth Certificate (in respect of children)



- Copy of old Indian Passport for applicants and copy of Indian passport etc needs to be attached with children's documents.
- Affidavit for children's that they never possess Indian Passport needs to be attached.
- Indian origin applicants need to attach the above documents as proof of Indian origin.

- ☐ **Travel Documents/ Stateless Passport** holder applicants need to select as Stateless in the section of nationality in visa application form and in addition should attach the declaration form for Stateless applicants. Declaration form

- ☐ **Applicants who are un-employed** need to attach any proof of financial support or proof of CPS or any financial credibility to support their trip to India.

- ☐ **Students applying** for Tourist visa needs to get **Parental declaration** signed by their parents.

- ☐ **Double/ Triple Entry: For those intending to re-enter India after neighborhood tourism** etc needs to submit a detailed itinerary and supporting documentation (ticket booking) to be attached at the time of submission of visa application **for Double/Triple entry tourist visa.**

- ☐ **Applicants visiting Sikkim or Andaman Nicobar Islands** should mention at the counter of India visa application center to demand for a stamp to visit, before submitting the form and mention the places to be visited on the application form.

- ☐ **Applicants visiting Leh, Ladakh** and other restricted areas needs to attach a Travel Plan (Details of cities and places to visit from Travel agent or they can write themselves on A4 paper) and indicate to the processing staff of VFS that they are planning to visit LEH and LADAK area.

- ☐ **Applicants travelling by CRUISE** needs to attach the copy of cruise itinerary and inform the officer while apply for visa.

Note:

All of the above documents are basic documents. The Embassy of India, Brussels, Belgium may request for additional documents and /or could call the applicant for an interview also.

For more information please visit our website <http://in.vfsglobal.be>