



Checklist for Short Stay Visa Application – FAMILY MEMBER OF EU/CZECH NATIONALS

Name of applicant:	
Passport Number :	
Consular Competence (Residency proved by): <input type="checkbox"/> passport <input type="checkbox"/> residence card	Admissibility: <input type="checkbox"/> expected arrival to Schengen no longer than 180 days <input type="checkbox"/> required documents were presented <input type="checkbox"/> there is not valid (single) visa in passport

	YES	NO	N/A
Visa Application – all 4 points must be ticked “YES” for the application to be accepted			
1. Schengen visa Application Form – duly filled in, dated and signed <u>twice</u> by the applicant (No. 37 and at the end of the application)			
2. One recent passport-sized photograph – not older than 6 months, with light background, meeting ICAO criteria (3.5cm/4.5cm), <u>without any post-processing</u>			
3. Passport – with <u>colored</u> copy of the ID page as well as any former Schengen visa (if applicable). Must be valid for a minimum of 3 months after the planned trip, issued within last 10 years and having at least 2 blank pages. Please also submit all previous passports (if any), either valid or cancelled			
4. Visa fee – FREE			
5. Finger prints: a) taken NOW b) in last 59 months			
Required documents placed in the following order:			
1. Document proving the existence of an EU/Czech citizen – copy of an EU/Czech citizen's identity card or passport			
2. Document confirming that you are a family member of an EU/Czech citizen – for example: legalized and into Czech language officially translated <u>marriage certificate</u> or original/certified copy of marriage certificate issued in the Czech Republic, legalized and into Czech language officially translated <u>birth certificate</u>			
3. Document proving that you will accompany or follow the EU/Czech citizen to the Czech Republic – travel itinerary and flight ticket reservation in your name			
4. If minor applicant will be travelling alone/only with 1 parent – a) legalized official copy of the minor's birth certificate b) legalized notary certificate of declaration of consent to travel signed by both parents or guardians having the custody of the minor; <u>if the parent has single custody:</u> legalized notary certificate of single custody issued by court and copy of his/her ID c) photocopy of the passport of the parent/parents who is/are not travelling, bearing their signature			

Note:

Please note that the Czech Embassy reserves the right to request additional information or documents and, if considers necessary, to interview the applicant by phone or in person at the Embassy.

Please note that presentation of the documents does not automatically lead to the issuance of a visa and neither possession of a visa does not confer an automatic right of entry. The ultimate decision regarding admission to the Schengen area lies with the Border Authorities upon arrival.

Declaration of the Applicant:

- I confirm that I have been advised to deliver all missing documents specified above to the Czech Embassy **within 5 days**. Signing this form, I accept the fact that if I will not submit these documents in time, my application will be decided without missing document and that my visa application might be refused (Visa Code 810/2009 – Article 23). Signature date below counts as day one of five.
- I confirm that I have been informed that all presented document should be submitted in English or in Czech language. I understand that if translation of other documents is missing the Czech Embassy considers this document to be missing as described in the previous paragraph.
- I have been informed that the Czech Embassy should decide on my visa application within 14 days upon its arrival to the Embassy. Due to the fact, I have just submitted visa application later than 14 days before expected trip it may not be decided on in time. Nevertheless, I insist on submitting my application, assuming all the possible responsibility if my application is not processed in time.
- I do not have or I do not intent to submit the above-mentioned missing documents to the Czech Embassy.

Visa Fee	Service Fee	Courier Fee (if any)	Other fees (if any)

Date:

Name and Signature of Processing
Officer

Applicant's Signature

