



Checklist for Short Stay - VISA FOR PROPERTY OWNER

Check Box	List of requisite documents	Remarks
	Copy of the Notarial act & Certificate of commissioning or act № 16	
	Documents confirming payment of taxes and tax collections for previous year (if the applicant applies for multiple entries or two-year's visa).	
	Certificate of employer: it should be an official letter bearing a stamp, with indication of address, working telephone number, position and salary rate	

- Note: ☐ The property owners who apply the visa for the first time may apply for yearly multiple entries visa (need to present copy of the notarial act), subsequently – for two-year's visa only with Act № 16.
- ☐ Owners of real estate in Bulgaria, their spouses and direct descendants under the age of 18 have the right to get a multiple entries visa have. You must provide documents confirming relationships.
- ☐ Other persons may also get a single entry visa according to the notarial act. This required a notarized permission to stay within time limit.
- ☐ If the property is registered on the company, you must provide documents certifying the actual state of the company.

OBLIGATORY DOCUMENTS

	Visa application form (fulfilled and signed personally by the applicant)	
	Travel passport with validity of minimum 3 months upon termination of the planned trip (+ copy of the first page of the passport). Signature in the international passport is mandatory!	
	Color photo 3,5x 4,5 taken on the light background (including, the photo for a child, registered on the passport)	
	Medical insurance valid for all the Europe and the whole length of the journey, with minimum coverage of 30,000 euro	
	Air tickets (original and copy), or confirmed reservation of tickets, or transport documents (in this case original should be provided while receiving back the passport)	
	An official up-to-date employer's letter /NOC/ stating the dates of the trip, the position held within the company as well as the starting date and mentioning the salary and the dates of holidays	

For all minors it is necessary to apply a Birth Certificate and:

In case of minors travelling without parents/legal tutors applying a single entry visa:	
- Copy of a notary certified authorization signed by both parents must be submitted. - For minor traveling with just one of them, such authorization must be signed only by the other parent.	
In case of minor traveling without parents or legal tutors applying multiple entry visa:	
- Copy of a notary certified authorization signed by both parents must be submitted For the whole term. - For minor traveling with just one of them, such authorization must be signed only by the other parent.	

To make easier the visa application process, please, prepare previously your documents in the following order:

	Travel passport	
	Application form with stick photograph	
	Copy of first page of travel passport	
	Documents confirming the purpose of travel	
	Medical insurance	
	Reservation of roundtrip ticket	
	Job certificate	
	Money availability	
	Documents for Minors	
	Additional documents	

Remarks: _____

Declaration:

I have been informed that an application with out a complete set of documentation according to the above mentioned checklist may result in a rejection of my visa application. Besides, the consulate general of Bulgaria reserves the right to ask for an additional supporting document does not guarantee the issue of visa.

Date: _____ Applicants Signature : _____ VFS Officer Signature: _____

ATTENTION :-The Consulate General of Bulgaria have a right to ask any other additional documents it consider necessary, may call the applicant for an interview, and have a contractual right of refusal without any explanation. In all cases the visa fee is non-refundable.

