



Visa Application Centre for Croatia
Check list for Croatian Visa

BUSINESS VISIT / ATTENDANCE TO A FAIR / TRUCK DRIVER

YES NO

1	Application form (Application for Croatian Visa) : filled out online at https://crovisa.mvep.hr/ , printed and personally signed in two places by the applicant.		
2	Passport : valid for at least three months beyond intended stay in Croatia, issued within the last 10 years and must contain at least 2 blank pages.		
3	Copy of passport : copy of all used pages of current passport and, if applicable, of previous passports (personal information pages, pages with visas or stamps, etc.). If applicable, copies of previously obtained visas for Schengen countries, United Kingdom, Ireland, Japan, Australia, United States and Canada.		
4	One (1) recent photograph : 34x45 in colour, preferably biometric and with white background (glued on the application form). The person is to be captured with neutral facial expression, with his/her eyes open and mouth closed. The photograph of a person, who for religious or medical reasons is wearing a head cover, must show the person's cheeks, chin and forehead.		
5	Travel health insurance : to cover the possible expenses related to repatriation, for health reasons, urgent medical assistance and/or urgent hospitalization, with the minimum coverage of EUR 30.000. It needs to be valid in Croatia for the entire stay. The applicant requesting a multiple-entry visa must have travel health insurance policy that covers the period of the first visit to Croatia, and he/she is obliged to fill out the declaration on travel medical insurance for subsequent visits.		
6	Hotel reservation : confirmed hotel reservation(s) valid for entire stay or travel plan (in case of multi destination trip). The dates of the hotel reservation should correspond to the entry/exit dates. Accommodation can be provided by the guarantor or the inviting party if so indicated in the Letter of Guarantee or the Letter of Invitation.		
7	Flight reservation or proof of intended transport : reservation for return flight or supporting documents for other means of travel with itinerary (vehicle registration, driving license, car insurance/green card, bus ticket, etc.)		
8	Proof of means of subsistence : evidence of how applicant intends to finance his/her trip and support himself/herself for the duration of the visit – bank account statement showing the movements for the last three months, bank letter confirming the balance of the account, title deeds, rent contracts, ownership of vehicle(s) or financial documents of sponsor. Each person must have at least EUR 70 for every day of stay at his/her disposal (or the equivalent amount in another currency). In case that person has a certified Letter of Guarantee, the proof that he/she carries funds equivalent to EUR 30 per day of the planned stay in Croatia. Exceptionally, if a visitor has a certified Letter of Guarantee showing that the guarantor is fully accepting all the expenses related to visiting and departing from Croatia, he/she shall be exempt from the requirement to present the proof of having sufficient funds available.		
9	If applicant is employed : letter of employer and approval for leave, on official paper, bearing the seal of the workplace, indication the address and contact telephone number. Pay slips for the last three months. SGK (social security) registration document and SGK "hizmet dökümü"/payment of premium. If applicant is employed by or owner of a private company : signature circular, company registration in chamber of commerce, bulletin of the trade register, tax registration certificate of the company. If the applicant is a farmer : farmer certificate issued by the Chamber of Agriculture.		
10	Letter of Guarantee by Legal Person : shall be submitted in original (copy if stored at the Ministry of Foreign and European Affairs) on the filled out form: http://tr.mvep.hr/files/file/obrasci/JamstvenoPismoPravnaOsoba.pdf . The guarantor – a legal entity from Croatia - shall authenticate the form by attaching the official seal and the signature of its authorized representative. With the Letter of Guarantee, the guarantor shall enclose a proof of solvency (BON 1 or BON 2 Forms, or a confirmation of the Commercial Court that it is not in liquidation etc.).		
11	Attendance to a fair: entry card or documents confirming participation.		
12	If the applicant is a truck driver : letter of guarantee from the company and, in case of membership, letter of guarantee from the UND, list of the drivers/employees issued by the logistic company, C2 document, international driving licence copy, invitation from the company in the Netherlands or proof of partnership with Dutch company. CMR for new shipment with registration number of lorry, and, if applicable, CMR for old shipment.		
13	For third country nationals : copy of Turkish residence permit for non-Turkish applicants ("ikamet").		
14	Visa fee : in accordance with the Law on Administrative Fees of the Republic of Croatia or respective visa facilitation agreement with EU.		

Remarks by VFS staff:

Please be informed that the Embassy of the Republic of Croatia has the right to ask for any other additional documents it considers necessary and may call the applicant for an interview. Please be aware of that paying the visa fee does not entitle automatically to a visa. In case of refusal, the visa fee is not refundable.

Name and signature of applicant	Name and signature of VFS staff
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