REPÚBLICA PORTUGUESA
NEGÓCIOS ESTRANGEIROS

EMBASSY OF PORTUGAL
NEW DELHI

D1 CHECKLIST: SUBORDINATE WORK RESIDENCE VISA

Personal details of the applicant (as per the passport)

Name: _____

Surname: _____

Passport number: _____

Date of birth: _____

Contact details of the applicant

E-mail address: _____
Telephone no.: _____

Please carefully read the following information:

- Submit the documents in the exact order given below.
- Do not staple any document.
- All supporting documents must be in A4 size paper.

D1 VISA: What it is?

The **D1 visa** is a residence visa aiming at foreign nationals who have a valid job offer or valid employment contract signed with a Portuguese company. The contract must last for at least 12 months. Hence, the foreign national must have already a valid job offer or employment contract and it is not seeking a job in the Portuguese territory.

As for any residence visa, the D1 visa grants two entries in Portugal to the visa holder, being valid for a period of 4 months (120 days). During that period, the visa holder is required to apply for a residency permit with the competent Portuguese authorities: Trabalhar | Working - AIMA

What is the standard processing time of a D1 visa application?

The **standard processing time** of a D1 visa application is **60 (sixty) days**. This period starts counting **only** when the application reaches the Consular Section of the Embassy of Portugal in New Delhi (the visa application will need up to two working days to reach the Consular Section Embassy of Portugal in New Delhi) and that public holidays of the Embassy of Portugal in New Delhi as announced on its website will not count as working days.

Procedure to be followed to submit a D1 visa application at VFS Global

D1 visa applications are not open for appointments at VFS Global, so that applicants cannot book their own appointments for this visa category. The owner(s) of the company in Portugal shall address the Visa Department of the Consular Section of the Embassy of Portugal in New Delhi (vistostrabalho.novadeli@mne.pt) and provide the information and documents as requested for that purpose: https://novadeli.embaixadaportugal.mne.gov.pt/pt/a-embaixada/noticias/pedidos-de-agendamento-de-vistos-de-trabalho-para-empresas-portuguesas

Should these instructions and the procedure be followed correctly by the company, which has to submit all the documents requested, the Visa Department of Consular Section of the Embassy of Portugal in New Delhi will then accept the request and the appointments will be granted by VFS. Applicants will be informed directly by VFS on their personal email IDs about their appointments at VFS in New Delhi. The date of the appointments is decided by the Visa Department of the Consular Section of the Embassy of Portugal in New Delhi, based on the availability of slots and taking into account the order of reception of the requests by the Portuguese companies. Companies must

ensure that they request the appointments timely. Slots are not given on the basis that applicants are in New Delhi at that moment; the dates are decided by the Embassy of Portugal in New Delhi. The requests are always confirmed with the company by the Embassy of Portugal in New Delhi.

Applicants from Bangladesh

In order to submit their visa application in New Delhi, applicants who are Bangladeshi nationals must ensure they have an Indian national visa so that they can travel to New Delhi for the visa submitting process at VFS. According to the information provided by the Indian authorities, Bangladeshi nationals will need a double entry visa issued by the High Commission of India in Dhaka [Double Entry X] valid for a maximum period of three months. The stay during the visit to India should not exceed 15 days. This visa shall be non-extendable. VFS will only accept applications from Bangladeshi citizens if they have a valid Indian visa in the required category (Double X Entry - for submission of Portuguese visa application in New Delhi).

REQUIRED DOCUMENTS **If not otherwise noted**, submittal of copies of the original document are sufficient. Please note that the Consular Section of the Embassy of Portugal in New Delhi does not return original documents if you do not provide a copy. **Please mark on the right column if you submitted the document / form or not**	**YES**	**NO**
Portuguese visa original application form duly filled in and signed by the applicant. The visa application form is free of charge and can be downloaded from the website: https://vistos.mne.gov.pt/images/formulario_visto_nacional_en.pdf Each applicant shall submit a complete and signed application form individually. **Please submit all pages of the application form.**	☐	☐
Valid national passport: • Issued within the last 10 years and with at least 3 months validity after the scheduled return. • Passports with observations regarding the front data page (biographical data) will not be accepted. • Passports must have at least two blank pages to affix the visa. • Handwritten passports or passports that contains a manual entry made after 01/04/2010 where the biographical data (name, place, date of birth and sex) were changed will not be accepted. • Applicants from Bangladesh and Sri Lanka whose holders need their passports to travel back to their countries must submit a copy in colours of the biographical data page. This copy must not have stamps covering the information of the biographical data page.	☐	☐
Proof of legal residence: • If the applicant is not a national of India, Bangladesh, Bhutan, Nepal, Sri Lanka and the Maldives, please note that evidence of his/her legal residence in any of these countries (residence	☐	☐

permit) must be submitted. Please visit the following link for more details: RESIDENCY CRITERIA		
2 passport size pictures: • White background, not older than 6 months (size 35-40 mm in width, not copied or scanned picture). • One picture must be pasted on the application. • One picture has to be clipped on the last page of the passport. Stappled of pinned pictures cannot be accepted. • For more details refer to: https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf	☐	☐
Proof of financial resources for the period of, at least, 12 months, under the provisions laid out on the nº 2 of article 2 of Ordinance nº 1563/2007, of 11 December. **For the purposes of proof of means of subsistence**, the funds arising from a contract or promise of an employment contract must be considered. Proof of the financial resources may be also waived upon the presentation of a term of responsibility signed by either the Portuguese citizen or a foreign citizen legally living in Portugal responsible for the company hiring the worker, through which he/she declares to be able to support the visa applicant by providing food and accommodation in Portugal, as well as to pay any repatriation costs in case of irregular stay. The document can be downloaded here: https://vistos.mne.gov.pt/images/termo_responsabilidade_aima_2024_2.pdf To be considered valid, the document and the signature of the citizen who signs it must be dully recognised by a lawyer or by a notary or registry office authorised to carry on activities in Portugal. A copy of the Portuguese citizen's ID who signs the document must be also submitted or, should the document be signed by a foreign citizen legally living in Portugal, a copy of his/her residence card is mandatory.	☐	☐
Travel Insurance (original): • Please refer to the list of approved Indian travel insurances: https://www.vfsglobal.com/one-pager/portugal/india/english/pdf/TRAVEL-MEDICAL.pdf • Applicants from outside India, should get their travel insurances in their country of residence. • Minimum coverage of 30,000 Euro / 50,000 USD / 50,000 CHF per person. • Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. • The insurance has to cover the entire stay in Portugal. • The document must be original and should have a QR code to be verified, in order to be considered valid.	☐	☐

Police Clearance Certificate issued by the competent authority (is only considered valid up to three months after the date of issuance) of the country of the applicant's nationality or of the country where the applicant has resided for over a year. Please note: a. **Applicants from India or Indian nationals**: the Police Clearance Certificate (PCC) issued from the nearest Regional Passport Office. This document must be apostilled (Hague Apostille). For further information, kindly check the official information provided by the Indian authorities: https://www.mea.gov.in/apostille-menu.htm b. **Applicants from Nepal, Bangladesh, Sri Lanka, Bhutan and the Maldives:** the Police Clearance Certificate must be legalised previously by both the correspondent Ministry of Foreign Affairs and the respective embassy in New Delhi (*document must be legalised already at the moment of submitting the application*).	☐	☐
Supporting documents regarding accommodation: booking, rental contract, lease agreement or any other proof of private accommodation in Portugal for the period of the contract (in case the accommodation is not provided by the company). Proof of accommodation can be accepted through the presentation of a term of responsibility signed by either the Portuguese citizen or a foreign citizen legally living in Portugal responsible for the company hiring the worker, through which he/she declares to be able to support the visa applicant by providing accommodation in Portugal. The document can be downloaded here: https://vistos.mne.gov.pt/images/termo_responsabilidade_aima_2024_2.pdf (and reference to the accommodation shall be marked and filled in accordingly and should match with the references of accommodation presented by the company on the request for the appointments). To be considered valid, the document and the signature of the citizen who signs it must be dully recognised by a lawyer or by a notary or registry office authorised to carry on activities in Portugal. A copy of the Portuguese citizen's ID who signs the document must be also submitted or, should the document be signed by a foreign citizen legally living in Portugal, a copy of his/her residence card is mandatory. The Consular Section of the Embassy of Portugal in New Delhi together with the Portuguese authorities will assess whether the accommodation provided and declared is or not in line with the standards for decent living.	☐	☐
Valid working contract signed by both parties (the applicant and the responsible of the Portuguese company) valid for at least 12 months.	☐	☐
Professional certificate in cases the profession is regulated in Portugal (if applicable)	☐	☐

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Additional documents the applicant wants to submit (please note that VFS is not authorized to refuse acceptance of documents the applicant wants to submit but are not mentioned on the checklist):

General remarks of the Consular Section of the Embassy of Portugal in New Delhi:

- Submission of the above-mentioned mandatory documents does not guarantee that a visa is granted. The required documents must be submitted with the visa application (documents sent through e-mail or post to the Embassy of Portugal in New Delhi are not accepted, unless if required).
- The Consular Section of the Embassy of Portugal in New Delhi reserves the right to ask for additional documents and/or for a personal interview. The Consular Section of the Embassy of Portugal in New Delhi is not however obliged to ask for submittal of documents already mentioned on this list before denying an application.
- Submission of incomplete documentation may result in the rejection of an application.
- Please note that the standard processing time of a D1 visa application is **60 (sixty) days**. This period starts counting **only** when the application reaches the Consular Section of the Embassy of Portugal in New Delhi (the visa application will need up to two working days to reach the Consular Section Embassy of Portugal in New Delhi) and that public holidays of the Embassy of Portugal in New Delhi as announced on its website will not count as working days.
- This period can be prolonged by the Consular Section of the Embassy of Portugal in New Delhi if deemed necessary for a personal interview, scrutiny of bank documents and/or verification of any other supporting documents, among other reasons.
- Visa applications should be submitted in advance to ensure time for competent authorities to deliver a decision.
- A booked flight ticket does not result in a preferred processing of the application.
- All documents, forms and declarations must be submitted either in Portuguese or English. All documents, forms and declarations not in Portuguese or English have to be submitted with proper Portuguese or English translation. Failing to provide proper translation will result in the document, form or declaration considered "missing".
- The refusal of the visa application does not entail the reimbursement of the visa fees.
- Consult the legislation in force at the following hyperlink: https://vistos.mne.gov.pt/en/national-visas/national-legislation

Declaration of the visa applicant (to be signed by the parent(s) submitting the application if applicant is a minor)

Consular Section of the Embassy of Portugal in New Delhi
N4, Panchsheel Marg, Chanakyapuri, New Delhi, 110021
T +91 11 460 71001 **E**: visas.novadeli@mne.pt

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I have taken note of the general and special remarks as mentioned on checklist.
I have been informed that VFS Global does not have any influence on the decision about a visa application and only the information provided by the Consular Section of the Embassy of Portugal in New Delhi must be taken as official.
I confirm that the VFS officer has noted all documents submitted by me and that I want the application in its present form to be forwarded to the Consular Section of the Embassy of Portugal in New Delhi.
I am aware that original documents not submitted with a copy will be kept by the Consular Section of the Embassy of Portugal in New Delhi.

Date:
Name, Surname of the applicant:
Passport number:

Signature of the applicant:

Confirmation of VFS on the day of submittal

Date of submittal: _____

VFS VAC in _____

Application submitted:

I confirm that above this checklist has been filled out together with and signed in front of me by the applicant at today's appointment at the above VAC.

VFS Officer Full Name: .....

Signature: .....

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DECLARATION

Name:

_____

Surname:

_____

Declare that:

☐ **I wish my visa application to be examined by the Consular Post despite the missing documents marked in the attached checklist which may lead to the rejection of the visa application.**

☐ **I hereby acknowledge that:**

- Failure to submit all the necessary documents may lead to the rejection of the visa application.
- The Consular Post reserves the right to request supplementary documents if necessary.
- If the Consular Post requests additional documents or missing documents from the applicant, the examination of the application is suspended until its submission.
- Even if all the requested documents are submitted, it does not imply that a visa will automatically be granted. The visa fee is not refunded if the visa is refused.
- Any false statement will result in the refusal of the visa application or the annulment of a visa that has already been granted and may subject me to legal action under Portuguese law.
- All communications and notifications regarding the visa application may be sent to the electronic address indicated in field 19 of the visa application form, and shall be considered to have been made, pursuant to and for the purposes of article 113 (5 and 6) of the Code of Administrative Procedure, in the moment the applicant access to the specific mail sent or, in the event of no access to the electronic mailbox, on the fifth working day after it is sent.

Date: _____/_____/_____

Signature: _____

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