

### Checklist of documents for a Schengen Visa of Spain

Nº	Required documents	Yes	No
1	Visa application form. Completed, signed by the applicant in Spanish or English.		
2	Provide one recent photograph (not more than 6 months old) of yourself, which should not have been used previously in the passport. The photograph should be in color and size 3.5 x 4.5cm. Please stick the Photograph on the Visa Application Form.		
3	Issued within the last 10 years and with at least 3 months' validity after the scheduled return, with at least two blank pages. 2 copy of your passport's data page, copies of the Schengen visa.		
3.a	<i>Non Kazakh, Tajikistan and Kyrgyzstan nationals. Citizens of third countries living in Kazakhstan, should present a resident ID permit, work permit or student permit issued by the competent local authority (Migration Police).</i>		
<b>ADDITIONAL REQUIREMENTS ACCORDING TO THE PURPOSE OF THE TRIP:</b>			
<b>BUSINESS TRAVEL AND TRAVEL FOR CULTURAL OR SPORTING PURPOSES</b>			
4	An invitation in Spanish or English, stamped and signed by a representative of a Spanish company, federation or institution, which consist of at least the following:  <i>The purpose of the trip and its duration; in case of multiple entry is requested, the specific reasons to visit Spain on a regular basis which should be explained in detail.</i>  <i>Name and surname, nationality, position, contact details and number of the identity card (DNI) or foreigner identification card (Tarjeta de Identificación de Extranjero) of the person who signed the invitation.</i>		
4.a	Proof of the residence during the intended trip. Which is confirmed in one of the following ways:  <i>Accommodation is providing by invited party with contact details.</i>  <i>Other ways of the proof of the residence for travelling for the purpose of tourism</i>		
<b>Confirmation of sufficient financial assets for the proposed trip.</b>			
<i>The following employment and bank references must be issued no more than 1 month before the date of submission of the visa request.</i>			
5	Bank statement for the last three months (at the rate of 118 Euro per day per person). Please note that the minimum account balance must be at least EUR 1184.		
5.a	In the case of adult applicants who do not have their own financial assets, whose spouse or parent is responsible for their travel expenses, the following documents must be submitted:  <i>A certificate from the spouse's or parent's bank indicating the balance of funds in the account at the time of submitting the visa request, as well as an extract indicating the movements on the account for the last 3 months.</i> <i>Birth or marriage certificate of the applicant (original, copy)</i>		
5.b	In the case when the applicant is a citizen of the Republic of Kazakhstan, the Embassy may allow the financial costs of the applicant's travel to be covered by a third party (sponsor) who is neither the spouse nor the parent. In this regard, it is necessary to provide:  <i>Confirmation of the financial means of the third party through the documents mentioned in point 5.</i>  <i>A notarized statement from the third party undertaking to cover the expenses for the trip. The statement should indicate the relationship between the sponsor and the applicant.</i>		
6	Proof of employment status, position held, date of recruitment and as well as salary.		
6.a	For individual entrepreneur: certificate of state registration of the individual entrepreneur issued by the competent state authority.		
6.b	For retiree: pension certificate.		
6.c	If you are student, you can submit your student ID card photocopy.		
7	Travel insurance covering the entire period of stay in the Schengen zone, with a minimum coverage of 30,000 Euros and including repatriation.  <i>If the applicant also plans to visit countries located within the Schengen area but not part of the Schengen territory (Andorra, Monaco), these countries should also be specified in the insurance policy.</i>		
8	Round-trip flight reservations.		
<b>Travelling of minors:</b>			
9	If a minor child travels with both parents, the following documents are required:  <i>Birth certificate of the minor child.</i>		

	<i>Copies of passports of both parents.</i>		
	<i>Round-trip flight reservations for both parents.</i>		
	<i>Proof of accommodation with parents in the Schengen zone.</i>		
<b>9.a</b>	If a minor child travels with only one of the parents, the following documents are required:		
	<i>Birth certificate of the minor child.</i>		
	<i>Copies of identity documents of both parents.</i>		
	<i>Round-trip flight reservation for the parent who accompanies the child.</i>		
	One of the following documents:		
	<i>Notarized consent for the child's travel to the Schengen zone from the other parent.</i>		
	<i>In case, when the father is mentioned in the child's birth certificate based on the mother's statement: a certificate from the registry office confirming these circumstances.</i>		
	<i>In case, when one of the parents is deceased: death certificate.</i>		
	<i>In case, when the other parent is deprived of parental rights for the minor child: a valid court decision confirming this fact.</i>		
	<i>In case, when the parent who accompanies the child already has a valid Schengen visa for the trip: the original passport with the mentioned visa.</i>		
<b>9.b</b>	If a minor child travels without both parents, the following documents are required:		
	<i>Birth certificate of the minor child.</i>		
	<i>Copies of identity documents of both parents or legal guardians.</i>		
	<i>Round-trip flight reservation for the person who will take responsibility for the child during their stay in Spain.</i>		
	<i>Copy of the identity document of the person who will take responsibility for the child in Spain, and if there is a valid visa, a copy of it.</i>		
	<i>Notarized consent for the child's travel to the Schengen zone from both parents, indicating the period and all identification data of the person who will take responsibility for the child during their stay in Spain.</i>		
	In case of necessity, one of the following documents:		
	<i>In case, when the father is mentioned in the child's birth certificate based on the mother's statement: a certificate from the registry office confirming these circumstances.</i>		
	<i>In case, when one of the parents is deceased: death certificate.</i>		
	<i>In case the other parent is deprived of parental rights for the minor child: a valid court decision confirming this fact.</i>		
<b>COMMENTS:</b>			

- ☐ I certify that I have provided all of the above (marked) documents and have no other (additional) documents to submitted.
- ☐ I am informed that the submission of documents, that Consulate's requirements may result in an unsatisfactory decision. I realize that I am fully responsible for all the documents I have submitted

Date: \_\_\_\_\_

Applicants' full name and signature:

\_\_\_\_\_

\_\_\_\_\_

☐ Signature staff member: \_\_\_\_\_