

SPAIN CHECKLIST

Important information for all applicants:

- 1. Have you been informed by the BLS staff about the stipulated processing time?**
- 2. Do you wish to continue with your application despite the indicated stipulated processing time?**

Minimum documentation for all visa's categories:

Passport:

- Valid at least 3 months beyond the stay in Spain.
- Not older than 10 years when applying for a visa.
- With at least 2 blank pages.
- Old passport (if any).

Libyan residence permit:

You must be a resident in Libya to be eligible to apply. Your residence permit must be valid for at least another 90 days beyond your return date from Schengen area. Please provide original and a copy (If card type, please copy both sides).

For minor applicants:

- In case the minor is travelling with either of the parents, travel authorization signed at the notary, from the other parent.
- In case the minor is travelling with another person, travel authorization signed at the notary, from both parents.
- Birth Certificate (Original and Copy).
- Photocopy of the passport of both parents.
- Student letter of school issued no longer than 1 month before the application date, confirming the minor is on holidays.
- Application form signed by both the parents.
- Financial documents of the parents.

Photographs:

- 2 recent photos.
- Not more than 6 months old.
- With white background.
- Without glasses.

Visa application form for Schengen Visa:

- Either filled in blue pen or printed online. Filled in English or Spanish.
- Must bear original signatures of the applicant.

Cover letter from the applicant:

- Purpose of travel.
- Dates of travel.
- All cover letters must include details of any other accompanying persons as well. This includes family members, friends or business associates travelling for the same purpose.

Travel Insurance Policy:

- Issued by insurance company as per the EU guidelines.
- Valid for at least 15 days from the date of return to Libya.
- Minimum coverage of 30,000 Euros or 50,000 \$
- Sworn declaration for travel insurance signed by the applicant.
- Insurance must be issued in Libya.

Travel itineraries:

- Hotel accommodation.
- Confirmed flight tickets directly from the airline.

Proof of economic means:

- Original and copy bank statement of the applicant for the last three months. Not older than a week.
- Alternatively, foreign currency purchase certificate.

Documents of employee

- Employment certificate addressed to the Spanish Embassy, not older than 1 month. It must be hand signed.
- The last 3 payslips.

Documents of self-employee

- Accountant letter.
- Proof of paid tax.
- Certificate of Commercial Registry.
- Updated Commercial License.

Authorization letter in favour of BLS International.

- Signed by the applicant.
- In case of minor applicants, signed by BOTH parents.

Note:

The above is not an exhaustive list of documentation. Applicant can be requested to submit additional documents or may be called for an Interview (if required) by the Embassy. The visa fee, according to Schengen regulations, is non-refundable. All original documents must always be accompanied by at least one photocopy of the same.

