



**Checklist for a Schengen visa for  
Seamen**

A	<b>Personal details of the applicant</b>			
	Name:	_____		
	Surname:	_____		
	Date of birth:	_____		
	Passport number:	_____		
B	<b>Required documents</b>			
(if not otherwise noted, submittal of copies of the original document are sufficient. Please note that the Visa Section does not return original documents if you do not provide a copy)				
<b>Please mark on the right column if you submitted the document / form or not!</b>				
			<b>YES</b>	<b>NO</b>
1	Completely filled out and signed Schengen visa application form. Please use the VIDEX website to fill out the application online. Please ensure to print and submit all pages of the application form including the barcodes.			
2	Signed declaration of True and Complete Information			
3	Signed declaration of travel with valid medical insurance			
	Valid 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 will not be accepted; passport must have at least two empty pages to affix visa			
4	Copy of the biometric & address page of the passport			
	Min. 1 biometric passport picture (35x45mm white background, 70%-80% face coverage), not older than six months			
5	<b>Personal covering letter/ Proof of intended means of transport and itinerary</b>			
6	Employment contract/appointment letter (showing duration of employment)/ Employment agreement			
7	Cover letter from the employer indicating the name and rank of the seaman			
8	CDC (Continuous Discharge Certificate) „Seamansbook“			
9	Covering Letter from the Indian Agent indicating the ship			
10	Invitation from the shipping company/ maritime agency of the Schengen Member State where the seafarer will join the boat. The invitation must be signed and bear the stamp of the company/agency and include the following data: <input type="checkbox"/> name and family name of the seafarer and <input type="checkbox"/> place and date of birth, passport number, seafarer's book number and <input type="checkbox"/> date of issue, period of validity of passport and the seafarer's book and <input type="checkbox"/> the seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter) and <input type="checkbox"/> name and flag of the boat and <input type="checkbox"/> port and date of boarding and disembarking and			

		YES	NO
	<input type="checkbox"/> itinerary that the seafarer will follow to arrive in the Member State of destination/ transit (including date and entry point (airport) to the Schengen area) and <input type="checkbox"/> name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications and <input type="checkbox"/> The shipping company/maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the Member State (including in the event of repatriation) and ensure that he or she boards the ship.		
11	<b>Proof of civil status:</b> - if single: nothing else required - if applicable Marriage certificate <i>or</i> - if applicable Divorce decree/ custody decree <i>or</i> - if applicable Birth certificate of children <i>or</i> - if applicable Death certificate of spouse		
12	<b>Flight reservation</b>		
13	<b>Overseas travel medical insurance</b> that is valid for all Schengen countries and <b><u>covers the entire duration of the Schengen trip as per your application</u></b> , minimum coverage for medical expenses: EUR 30,000 Please note: German Missions accept Indian Travel Medical Insurances only from approved Indian Travel Insurance companies, you can find more information here: <a href="https://india.diplo.de/in-en/service/-/1984578">https://india.diplo.de/in-en/service/-/1984578</a>		

**C 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)**

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**D Information about biometric data**

<p>Were the fingerprints of the applicant collected in the last 59 months for applying for a Schengen visa in India? If yes, please mention month and year of collection: Please note that fingerprints should be taken if the applicant submits his application in person even if the last submittal was within the last 59 months</p>
<p>Was the applicant excused from giving fingerprints for biometrics? If so, please specify why</p>

**E Additional document if application is not submitted by the applicant directly**

	Signed authorization letter for the travel agent or the representative		
	Copy of passport of the person submitting the application		

**F General remarks of the German mission for submittal of a Schengen visa application**

<ul style="list-style-type: none"> <li>➤ The German Missions reserve the right to ask for additional documents.</li> <li>➤ Submission of the above-mentioned documents does not guarantee that a visa is granted.</li> </ul>
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- Submission of incomplete documentation may result in the rejection of an application. The visa section is not obliged to ask for submittal of documents already mentioned on this list before denying an application.
- Applications have to be submitted not earlier than six months before and not later than 15 working days before the intended date of travel.
- Applications are processed within 15 working days from the day of arrival at the visa section. When submitting your application via VFS application center, please keep in mind that the visa application will need up to two working days to reach the visa section. Public holidays of the German missions as announced on our website will not count as working days.
- Please note that individual status inquiries cannot be answered within the standard processing time of 15 working days.
- A booked flight ticket does not result in a preferred processing of the application.
- All documents, forms and declarations have to be submitted either in German or English. All documents, forms and declarations not in German or English have to be submitted with proper German or English translation. Failing to provide proper translation will result in the document, form or declaration considered “missing”

**G Declaration of the visa applicant or by the representative at the VFS VAC on the day of submittal)**

*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  
 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 German mission. I am aware that original documents not submitted with a copy will be kept by the visa section.*

Date:  
 Name, Surname of the applicant or representative:  
 Signature of the applicant or representative:

**H Confirmation of VFS on the day of submittal**

Date of submittal: \_\_\_\_\_  
 VFS VAC in \_\_\_\_\_  
 Application submitted: by the applicant / the parents as holders of the custody of minor applications / a representative with proper authorization *(please cross what is not applicable)*

*I confirm that above this checklist has been filled out together with and signed in front of me by the applicant or his / her duly authorized representative at today's appointment at the above VAC.*

VFS Officer Full Name: ..... Signature: .....