

Kingdom of Spain

Visa Note & Fees

Tourist

- ✓ Passport with a validity of at least three months beyond the date of intended stay with two blank pages. Photocopy of all the pages, including pages of previous passport (if any). Indian Passports valid for more than 10 years will not be accepted as the main required travel document.
- ✓ An original application form dully filled in and signed at two places with a blue ball-point pen by the applicant with a photo pasted. The mail address and a telephone number where the applicant can be contacted must be clearly stated in the application. Two photocopy of this application forms are required with photographs pasted on the forms.
- ✓ Sworn Declaration for travel insurance signed by the applicant is mandatory to be provided along Visa Application form at the time of submission.
- ✓ Three passport-size photographs (35 mm x 45 mm not more than 6 months old) with the head centered in the frame and against a white background should be pasted on each form.
- ✓ In case of minors (below 18 years), the application form must be signed by both the parents. Photocopies of passports of both the parents, attested by notary public, must be attached.
- ✓ In case the minor (below 18 years), is accompanied by either of the parents, a no objection affidavit must be submitted.
- ✓ Covering letter explaining in details the purpose of the visit that the applicant intends to undertake and date of the travel should be mentioned on it.
- ✓ For visiting family or friends:
- ✓ Invitation letter issued by 'Policia Nacional de España'.
- ✓ Attested copy of the passport and the DNI or residence card of the person living in Spain.
- ✓ Proof of travel insurance with a minimum coverage of 30,000 Euros or 50,000 \$ to cover any expense which might arise in connection with repatriation for medical reasons, urgent medical attention and /or emergency hospital treatment. The insurance must be valid throughout the territory of the Member States. Valid for at least 15 days from the date of return to India. The duration of the insurance cover must include the entire period of stay and

additionally fifteen days more after the proposed date of departure out of the Schengen territory. Approved list of Indian Travel Insurance Companies providing Travel Medical Insurance for Schengen Visa

1. Apollo Munich Health Insurance Company for the age group of 6 months to 70 years.
2. Bajaj Allianz General Insurance Company for the age group of 6 months to 70 years.
3. Cholamandalam MS General Insurance Company for the age group of 0 month to 70 years.
4. Future Generali India insurance Company for the age group of 6 months to 70 years.
5. HDFC ERGO General Insurance Company for the age group of 3 months to 70 years.
6. ICICI Lombard General Insurance Company for age group of 3 months - 85 years (Policies for schengen Countries).
7. IFFCO - Tokio General Insurance Company for the age group of 3 months to 70 years.
8. National Insurance Company for the age group of 6 months to 60 years (Schengen Plan 61 to 80 years).
9. Reliance General Insurance Company for the age group of 3 months to 70 years.
10. Royal Sundaram Alliance Insurance Company for the age group of 3 months to 70 years.
11. Star Health & Allied Insurance Company for the age group of 6 months to 70 years.
12. Tata AIG General Insurance Company for the age group of 6 months to 55 years (Silver Schengen Plan 56 to 70 years and Senior Schengen Plan 71 to 79 years).
13. The New India Assurance Company for the age group of 0 month to 60 years.
14. The Oriental Insurance Company for the age group of 6 months to 60 years.
15. United India Insurance Company for the age group of 0 month to 65 years.
16. Universal Sompo General Insurance Company for the age group of 0 month to 70 years.

If the purpose of travel is to visit friends or relatives, an invitation made before the Spanish Police and an attested copy of the passport or the national identity card of the person receiving the applicant in case he / she is Spanish or a European Union citizen, or of the residence permit of the person inviting the applicant in case he / she happens to be Indian or a citizen of another non-EU country.

Copy of PAN card of the applicant (if available).

Personal bank statement for the last three months (either stamped on first/last page or original bank statement).

Personal Income Tax Returns for last three years.

Salary Slips for the last six months.

All the documents that the applicant may consider appropriate in order to show his / her personal economic situation (for instance: original bank statements & other financial assets etc.) and attested copies of any other documents that the applicant may decide to provide. These documents are necessary even if it is another person, company or institution that bears the expenses of the trip.

If the applicant is not a national of India, Sri Lanka, or the Maldives, a proof of his / her legal residence in any of these countries (residence permit).

Hotel accommodation during the stay in the Schengen countries.

Confirmed return flight tickets.

Reservations for plane or other means of transport comprising the whole itinerary intended.

Authorization form signed in original by the applicant, in favor of VFS.

The processing time is minimum 15 business days (It may delay depending on case to case).

Visa fee needs to be paid as Cash.

Visa for Applicants less than 6 years old is Gratis (free).

All above requirements are compulsory in order to process the case. Any applicant can be requested to provide more documents or to go through an interview. Non adherence will render the application liable to rejection.

Visa Category	Visa Fee
Visa Fee is (12 years +)	Rs. 5,080
VFS Service Charges	Rs. 1,693
Visa Fee is (Child Age: 6 to 12 years)	Rs. 2,963
Visa Fee is (Child Age: less than 6 years)	Rs. Gratis

Important : The visa fee mentioned above excludes Kibria's service charge for visa processing.

Business

- ✓ Passport with a validity of at least three months beyond the date of intended stay with two blank pages. Photocopy of all the pages, including pages of previous passport. Indian Passports valid for more than 10 years will not be accepted as the main required travel document.
- ✓ An original application form dully filled in and signed at two places with a blue ball-point pen by the applicant with a photo pasted. The mail address and a telephone number where the applicant can be contacted must be clearly stated in the application. Two photocopy of this application forms are required with photographs pasted on the forms. One photocopy of this application form with a photograph should be pasted on the form.
- ✓ Sworn Declaration is mandatory to be provided along Visa Application form at the time of submission.
- ✓ Three passport-size photographs (35 mm x 45 mm not more than 6 months old) with the head centered in the frame and against a white background should be pasted on each form.
- ✓ Proof of travel insurance with a minimum coverage of 30,000 Euros to cover any expense which might arise in connection with repatriation for medical reasons, urgent medical attention and /or emergency hospital treatment. The insurance must be valid throughout the territory of the Member States. The duration of the insurance cover must include the entire period of stay and additionally fifteen days more after the proposed date of departure out of the Schengen territory. Approved list of Indian Travel Insurance Companies providing Travel Medical Insurance for Schengen Visa
 1. Apollo Munich Health Insurance Company for the age group of 6 months to 70 years.
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 5. HDFC ERGO General Insurance Company for the age group of 3 months to 70 years.
 6. ICICI Lombard General Insurance Company for age group of 3 months - 85 years (Policies for schengen Countries).
 7. IFFCO - Tokio General Insurance Company for the age group of 3 months to 70 years.
 8. National Insurance Company for the age group of 6 months to 60 years (Schengen Plan 61 to 80 years).
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 14. The Oriental Insurance Company for the age group of 6 months to 60 years.
 15. United India Insurance Company for the age group of 0 month to 65 years.
 16. Universal Sompo General Insurance Company for the age group of 0 month to 70 years.
- ✓ Covering letter explaining in details the purpose of the visit that the applicant intends to undertake and date of the travel should be mentioned on it.
 - ✓ An original letter from the Spanish company or companies receiving him explaining the nature of the existing relation and the motive of the visit. The document must be issued in Spanish & English.
 - ✓ All the documents that the applicant may deem appropriate to attach in order to show the economic situation of the company, the ownership of the company and the business activity undertaken.
 - ✓ If the purpose of the visit is any other than the business trip (for example: conferences, participation in sports events, studies, cultural activities, etc.) all the documents which may justify the motive of the visit.
 - ✓ Photocopy of Applicant's PAN Card.
 - ✓ Original bank statements of the applicant for last three months, with the original stamp and signature of authorized signatory of the bank (Online Bank statements are not acceptable). This is a mandatory statement.
 - ✓ Income Tax Returns for last three years.
 - ✓ Salary Slips for the last six months.
 - ✓ Any other document that the applicant may consider appropriate to support his/her application.
 - ✓ Authorization form signed in original by the applicant, in favor of VFS
 - ✓ If the applicant is not a national of India, Sri Lanka, or the Maldives, a proof of his / her legal residence in any of these countries (residence permit).
 - ✓ Evidence of accommodation during the stay in the Schengen countries.
 - ✓ Reservations for plane or other means of transport comprising the whole itinerary intended.
 - ✓ The processing time is minimum 15 business days (It may delay depending on case to case).
 - ✓ Visa fee needs to be paid as Cash.
 - ✓ Visa for Applicants less than 6 years old is Gratis (free).

Visa Category	Visa Fee
Visa Fee is (Child Age: less than 6 years)	Rs. Gratis
Visa Fee is (Child Age: 6 to 12 years)	Rs. 2,963
Visa Fee is (12 years +)	Rs. 5,080
VFS Service Charges	Rs. 1,693

Important : The visa fee mentioned above excludes Kibria's service charge for visa processing.

Transit

- ✓ Passport with a validity of at least three months after the intended stay. Indian Passports older than 10 years will not be accepted as the main required travel document. Passport should have at least two blank pages.
- ✓ An original application form dully filled in and signed with a blue ball-point pen by the applicant with a photo should be pasted. The mail address and a telephone number where the applicant can be contacted must be clearly stated in the application.
- ✓ Sworn Declaration is mandatory to be provided along Visa Application form at the time of submission.
- ✓ One photocopy of this application form with a photograph should be pasted on each form.
- ✓ Three passport-size photographs (35 mm x 45 mm not more than 6 months old) with the head centered in the frame and against a white background should be pasted on each form.
- ✓ Covering letter explaining in details the purpose of the visit that the applicant intends to undertake and date of the travel should be mentioned on it.
- ✓ Original letter from the local agents.
- ✓ Original letter from the agents in Spain.
- ✓ Confirmed return/onward air ticket.
- ✓ Continuous discharge book.
- ✓ Photocopy of the continuous discharge book.
- ✓ Photocopy of all the pages of the passport (even the blank pages).

- ✓ Plane reservations.
- ✓ Visa is issued for a maximum stay of 5 days.
- ✓ The processing time is minimum 15 business days (It may delay depending on case to case).
- ✓ Please note the visa fee has to be paid in form of Cash.

Visa Category	Visa Fee
VFS Service Charges	Rs. 1,693
Visa Fee is (12 years +)	Rs. 5,080
Visa Fee is (Child Age: less than 6 years)	Rs. Gratis
Visa Fee is (Child Age: 6 to 12 years)	Rs. 2,963

Important : The visa fee mentioned above excludes Kibria's service charge for visa processing.

Download Visa Forms

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