



<b>BUSINESS VISA CHECKLIST</b>		<b>YES</b>	<b>NO</b>
1	<b>Visa application form</b> completed online, printed and signed by the applicant.		
2	<b>Two photos</b> (size 35mm x 45 mm) must be taken in last 6 month and it should be on white background.		
3	<b>Passport</b> with a period of validity extending at least three month after the intended date of departure from Latvia or other Member State, containing at least two blank pages, and issued within the previous ten years. Copies of the identification pages and the pages that contain information about previously issued visas.		
4	<b>Travel medical insurance</b> valid for the whole Schengen area and covering the entire period of the intended visit in the Schengen area and additional 15 days - "the period of grace". The minimum coverage of 30,000 EUR including the costs of urgent medical attention and/or emergency hospital treatment in case of an illness as well as repatriation in the event of death. Medical insurance policy can be obtained in applicant's country of residence, or in any other country, or taken out by the inviting person. It is important that the insurance meets all the above requirements.		
5	<b>Invitation</b> approved by the Office of Citizenship and Migration Affairs, see link <a href="http://www.pmlp.gov.lv/">http://www.pmlp.gov.lv/</a> The invitation should be dated not later than 6 month prior to the application date.		
6	<b>Round trip tickets:</b> The flight tickets must be bought and confirmed by the airway company.		
7	<b>Proof of accommodation:</b> <ul style="list-style-type: none"> <li>• Hotel booking and proof of sufficient means to pay for the accommodation.</li> <li>• Hotel booking is not required if the accommodation is included in the Invitation.</li> </ul>		
8	<b>Proof of sufficient financial means:</b> <ul style="list-style-type: none"> <li>• Original private bank account statement showing the movements during the last three months, duly stamped and signed by the bank;</li> <li>• Indian income tax return acknowledgment for the last two assessment years.</li> </ul> <b>If the applicant is employed</b> <ul style="list-style-type: none"> <li>• pay slips for the last three months;</li> <li>• employment contract;</li> <li>• employer's statement on approval for holidays;</li> </ul> <b>If the applicant is a company owner or self-employed</b> <ul style="list-style-type: none"> <li>• certificate of registration of the company;</li> </ul> <b>If the applicant is sponsored</b> <ul style="list-style-type: none"> <li>• proof of sponsorship and/or information on the Invitation;</li> </ul> <b>If the applicant is retired</b> <ul style="list-style-type: none"> <li>• pension statements for the last three months;</li> <li>• proof of regular income generated by ownership of property or business.</li> </ul>		
9	<b>If the applicant is a minor</b> <ul style="list-style-type: none"> <li>• If the minor travels with one parent only, written consent certified by public notary of the other parent or guardian, except in cases of a parent having the care or custody alone;</li> <li>• If the minor travels without parents, written consent certified by public notary of both parents or guardians having the care and custody of the applicant;</li> <li>• Copies of the passport of the parents. If not applicable, birth certificate of the applicant and copies of the ID cards of the parents.</li> </ul>		
10	<b>Journeys undertaken for the purpose of Business</b> <ul style="list-style-type: none"> <li>• Invitation from the inviting company or organization;</li> <li>• Cover letter from the applicant's employer;</li> </ul> Both letters must as a minimum confirm: <ol style="list-style-type: none"> <li>1. The applicant's identity</li> <li>2. The purpose of the journey (meetings, conferences, training or business related events);</li> <li>3. The period and place of intended stay.</li> </ol>		

**Note:** Applicant could be asked for additional documents or may be called for an Interview if desired by The Embassy of Republic of Latvia, New Delhi.  
**The visa fee, according to Schengen regulations, is non-refundable.**

<b>REMARKS</b>

**Applicant/Agent Name** : .....

**Signature:** .....

**VFS Staff Name** : .....

**Signature:** .....

**Date** : .....