



According to Schengen regulation (Handbook of Visa Code) article 7.10 it is the applicant who needs to submit the necessary documents to be granted a visa and the Embassy should not make further investigation into an application if the application is not sufficiently documented. - Failure to submit the required documents might lead to a refusal of the application.

	<b>Checklist for Official purpose - E.g. invitation from government, parliament, authority, UN body</b>	<b>Yes</b>	<b>No</b>	<b>Original returned to applicant/date</b>	<b>Note</b>
<b>1</b>	I acknowledge the visa regulations				
<b>2</b>	A completed and signed application form, 'Application for Schengen Visa'				
<b>3</b>	Passport with at least two blank pages, valid for at least 3 months after leaving the Schengen territory				
<b>4</b>	Two passport size color photographs (35 mm x 45 mm) full face, light background, no older than six months				
<b>5</b>	Note Verbal from Ministry of Foreign Affairs stating the purpose of the visit and length of stay and if the cost of the travel will be covered by official funds				
<b>6</b>	If possible, Government order stating the purpose of the visit and length of stay and if the cost of the travel will be covered by official funds				
	<b>If an official visit is combined with private travel the below might be of relevance:</b>				
<b>7</b>	Health and Travel Insurance for Schengen (original and photocopy) for the part of the trip that is privat.				
<b>10</b>	Proof of accommodation or hotel reservation/s at destination/s				
<b>11</b>	Copy of booking/s for travel (flight, train, boat etc.) for the entire period of travel				
<b>12</b>	Travel programme, draft programme of a tour, when appropriate				
<b>13</b>	Proof of family and/or other ties with the host/inviting person (if visiting family or friends)				
<b>14</b>	Copy of document showing inviting person's identity (if visiting family or friends) (passport, ID-card, residency card etc.)				
<b>15</b>	Proof of financial means in the country of residence				
<b>16</b>	Personal bank statements				

**Note:** If necessary, the Embassy of Denmark might call the applicant for an interview

REMARKS:

**Applicant:** .....

**Signature/date:** .....

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

**Signature/date:** .....

**According to Schengen regulations the visa fee is non-refundable**