



PASSPORT AND VISA SERVICES

TEL: 031 564 8222 FAX: 086 756 3166

CELL: 083 778 8666 / 083 444 0827

REQUIREMENT:

Passport

- Must be valid for more than 3 months after date of return
- Valid S.A. Passport with at least 2 blank pages
- Valid Foreign Passport with at least 2 blank pages, S.A Work, Student permit or Permanent Residence must be stamped in the passport AND the original Residence document produced as well.
- For previous passports with Schengen Visa, please make a copy of the first page and visa pages.
- Visa for final destination if applicable.

2 Schengen Application Form

- All fields required properly filled out.
- Signature on the form compulsory.
- Apply at the consulate of the Country where the traveler will spend the most time (Cruises: Port entry is counted as 1 day)
- If equal amount of time, apply at the consulate of the Country of the first port of entry.

3 . 2 Color ID Pictures

As per international standards.

4 Proof of transport

Copy of all air tickets (leaving and returning to South Africa). As well as all the train tickets in between.

5 Travel Insurance Coverage

TIC

- Health Insurance policy with a minimum coverage of 30,000 Euro for emergency hospital and repatriation expenses for the full duration of the trip in all the Schengen area.

- The medical insurance must be a one-page statement specifying: Policy number, Name of the Insured Person, Validity and Schedule of benefits. See conditions here.

6 Proof of Accommodation

The following is accepted:

- Confirmed Hotel Booking
- Copies of tour vouchers (showing itinerary of countries to be visited) Plus the invoice showing a R 0 Balance
- Copies of cruise bookings showing itinerary and accommodation at disembarking port
- Letter of invitation from host living in Schengen State, Host must be identify applicant, state home address, dates of intended travel and must attach a copy of their Italian's ID or EU valid " Permesso di Soggiorno" (Resident Permit)

7 Proof of Funds

Proof of economic means as per Ministry of Interior Directive 1.3.2000

- Unaccompanied minors should have FOREX in their own names.
- Travelling with their parents or one of parents, or other person, the documentation must include proof of FOREX in the name of the accompanying adult.
- Last 3 months bank statement (original required) Up to date
- Last 3 months credit card statement with amount available (original required).up to date
- Cash notes and travellers cheques are NOT ACCEPTED as proof of Foreign Exchange

8 Proof of Employment (If employed)

Original letter of employment must contain the following information:

- Applicant full details
- Dates of travel (leaving and returning)

- Signature of person duly authorized (Name below signature must be legible)

9 Proof from school (If Student)

School document must contain:

- Applicant full details
- Confirmation that applicant is duly registered for the year and what "course or grade" is in
- Intended date of travel (leaving and returning)
- That applicant has permission to leave lesson and will return after trip
- Signature of person duly authorized (Name below signature must be legible)

10 Proof of Residence

Recent Utility bill, lease contract, telephone account etc...with applicant's name on it (Original required) if living with parents then need to complete this form plus a copy of the parents ID's must be certified

Proof of residence

Date: _____

To whom it may concern:

I, _____ ID No. _____

hereby confirm that I reside at: _____

and, _____ ID No. _____

resides with me.

Signature: _____

Name: _____

CHILDREN FROM AGES

8 Proof from school (If Student)

School document must contain:

- Applicant full details

- Confirmation that applicant is duly registered for the year and what "course or grade" is in
- Intended date of travel (going and returning)

• That applicant has permission to leave lesson and will return after trip

- Signature of person duly authorized (Name below signature must be legible)

9 Proof of Residence

Recent Utility bill, lease contract, telephone account etc...with applicant's name on it (Original required) If leaving with parents, please Parent needs to complete the form above and certified copy of the parents ID's

10 Proof of Identity for minor

Copy of Unabridged Birth Certificate (Original must be presented with the copy)

11 Parent Consent letter

Not needed if both parents travel with the minor:

- Original letter giving parental consent MUST be signed before a Commissioner of Oaths
- Original letter must consent to their minor being issued with a visa of travel
- Copy of ID for both parent(s)/Legal Guardian(s) must be attached to the consent letter (stamped by Commissioner of Oath)
- Both parents alive, both parents must sign consent letter
- One parent deceased, Death certificate of deceased parent must be attached to the consent letter
- Legal Guardians, certified copies of guardianship documentation with consent letter
- For EU citizens attach copy of the parent's ID

BUSINESS VISA

1 Passport

- Must be valid for more than 3 months after date of return
- Valid S.A. Passport with at least 2 blank pages
- Valid Foreign Passport with at least 2 blank pages, S.A Work, Student permit or Permanent Residence must be stamped in the passport AND the original Residence document produced as well.
- For previous passports with Schengen Visa, please make a copy of the first page and visa pages.
- Visa for final destination if applicable.

2 Schengen Application Form

- All fields required properly filled out
- Signature on the form compulsory.
- Apply at the consulate of the Country where the traveller will spend the most time (Cruises: Port entry is counted as 1 day)
- If equal amount of time, apply at the consulate of the Country of the first port of entry.

3 2 Colour ID Pictures

As per international standards.

4 Proof of transport

Copy of all air tickets (leaving and returning to South Africa). And all train tickets

5 Travel Insurance Coverage

TIC

- Health Insurance policy with a minimum coverage of 30,000 Euro for emergency hospital and repatriation expenses for the full duration of the trip in all the Schengen area.
- The medical insurance must be a one-page statement specifying: Policy number, Name of the Insured Person, Validity and Schedule of benefits. See conditions here.

6 Proof of Accommodation

The following is accepted:

- Confirmed Hotel Booking
- Copies of tour vouchers (showing itinerary of countries to be visited Plus invoice showing a R 0 balance)
- Copies of cruise bookings showing itinerary) and accommodation at disembarking port
- Letter of invitation from host living in Schengen State, Host must be identify applicant, state home address, dates of intended travel and must attach a copy of their Italian's ID or EU valid " Permesso di Soggiorno" (Resident Permit)

7 Proof of Funds

Proof of economic means as per Ministry of Interior Directive 1.3.2000

- Unaccompanied minors should have FOREX in their own names.
- Travelling with their parents or one of parents, or other person, the documentation must include proof of FOREX in the name of the accompanying adult.

- Last 3 months bank statement (original required)
- Last 3 months credit card statement with amount available (original required).
- Cash notes and travellers cheques are NOT ACCEPTED as proof of Foreign Exchange

8 Proof of Employment (Only business for transport)

Original letter of employment must contain the following information:

- Applicant full details
- Dates of travel (leaving and returning)
- Signature of person duly authorized (Name below signature must be legible)

9 SA's Company Letter

Letter of S.A. company must contain the following information:

- Applicant full details (Press card needed for journalists & correspondent HSPC card for Doctors)
- Dates of travel (going and returning)
- Purpose of Business travel
- Signature of person duly authorized (Name below signature must be legible)

10 Italian's Company (or Organization) Letter

Letter from company or organization must contain the following information: Download the official sample model to be signed by the inviting Italian Compagny. From our Application section

- Applicant full details
- Dates of travel (going and returning)
- Purpose of Business travel
- Signature of person duly authorized (Name below signature must be legible)

11 Chamber of Commerce

Italian Chamber of Commerce Registration for Italian Company inviting "VISURA CAMERALE". Not needed for members of TV, Radio, film crews, Journalists and Correspondents

12 Proof of Residence

Recent Utility bill, lease contract, telephone account etc...with applicant's name on it (Original required)

SPOUSE OF AN ITALIAN CITIZEN

1 Passport

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- For previous passports with Schengen Visa, please make a copy of the first page and visa pages.
- Visa for final destination if applicable.

2 Schengen Application Form

- All fields required properly filled out on the form.
- Signature on the form compulsory.
- Apply at the consulate of the Country where the traveller will spend the most time (Cruises: Port entry is counted as 1 day)
- If equal amount of time, apply at the consulate of the Country of the first port of entry.

3 2 Colour ID Pictures

As per international standards.

4 Proof of transport

Copy of all air tickets (leaving and returning to South Africa). Plus all train tickets

5 Proof of identity for EU citizens

Copy of ID of the EU citizen (not expired)

6 Proof of family relationship

- For spouses of EU citizens: copy of unabridged marriage certificate (Marriage certificate in SA ID Book is not accepted)
- For children of EU citizens: copy of unabridged birth certificate

7 Travel with or to join EU citizen

_Declaration stating that the family member of the EU citizen travels with the EU citizen or to join him in Schengen area. Please get of our application from section

8 Proof of Residence

Recent Utility bill, lease contract, telephone account etc...with applicant's name on it (Original required)

9 Parent Consent letter (if minor)

Not needed if both parents travel with the minor:

Original letter giving parental consent MUST be signed before a Commissioner of Oaths

Original letter must consent to their minor being issued with a visa of travel

Copy of ID for both parent(s)/Legal Guardian(s) must be attached to the consent letter

- Both parents alive, both parents must sign consent letter
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maritime workers

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5 Travel Insurance Coverage

- Health Insurance policy with a minimum coverage of 30,000 Euro for emergency hospital and repatriation expenses for the full duration of the trip in all the Schengen area.
- The medical insurance must be a one-page statement specifying: Policy number, Name of the Insured Person, Validity and Schedule of benefits. See conditions here.
- NOT NEEDED for maritime workers if the insurance is included in the contract

6 Proof of Accommodation for transit

The following is accepted:

Confirmed hotel bookings. At last 60% of the stay should be booked in Italy. For maritime workers : see documents in OOS code

7 Owner of ship (only for maritime workers)

OOS

Ship Owners or Duly Authorized Ship Agent to provide maritime workers with confirm that they (Ship Owners) will be responsible for the maritime workers, should they be disembarked for any reason:

- State position on board of the cruise liner
- Copy of maritime workers' contract
- Copy of vessels registration papers
- Intended itinerary for cruising season that shows that Italy is the main destination
- Port letter with Port Authority stamp, confirming vessel on route/docked

8 Proof of Funds

_Proof of economic means as per Ministry of Interior Directive 1.3.2000

- Unaccompanied minors should have FOREX in their own names.
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_Recent Utility bill, lease contract, telephone account etc...with applicant's name on it (Original required)