



PASSPORT AND VISA SERVICES

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Visa Requirements

- 1.** A valid passport + copy of the passport (the period of validity of the travel document should exceed that of the visa's by three months and must contain one or more free pages for affixing a visa). Procedure will start with a copy of the passport, so applicant can keep the passport to apply for other visas.
- 2.** Application form fully completed and signed by applicant (or the legal guardian in the case of minors).
- 3.** One (1) recent colour photo 35x45mm, affixed by the glue to the application form (full-face photograph without head cover; the size of the head 70-80% of the surface of the photograph).
- 4.** The purpose of the journey to the Republic of Croatia - proof of ensured accommodation or Letter of Guarantee (for private or business visit only):

(a) Hotel

Written confirmation of the reservation from hotel (letterhead, signed and stamped in hotel).

(b) Guest - house

Written confirmation of the reservation from guest-house (letterhead, signed and stamped in the guest-house. Plus copy of the official registration of said establishment to provide tourist services.

(c) Private visit

Original Letter of guarantee (in Croatian language, "Jamstveno pismo") for a foreigner who is on a private visit, filled out by a guarantor-natural person from Croatia. Guarantor-natural person may be a Croatian national or a foreigner with granted residence in Croatia, who receives income or has financial means in the Republic of Croatia. Guarantor-natural person shall enclose with the letter of guarantee a proof of continuous source of income in the Republic of Croatia during the last three months (certificate of salary or pension) or a corresponding proof of possessing funds in the bank.

Letter of guarantee for a foreigner on a private visit - Guarantor's signature on the letter of guarantee will be certified by a public notary in Croatia. If the guarantor is present on the occasion of lodging the visa application, the signature on the letter of guarantee may also be certified by Croatian Embassy if the guarantor is a Croatian national; or by the competent authority in the country of guarantor is a foreigner.

(d) Business visit

Original Letter of guarantee (in Croatian language, "Jamstveno pismo") for a foreigner who is on a business visit, filled out by a guarantor-legal person from Croatia. Guarantor-legal person shall enclose to the letter of guarantee a document proving its liquidity ("Bon 1" or "Bon 2" or certificate from the commercial court that no liquidation proceedings have been initiated, etc.). Letter of Guarantee for a foreigner on a business visit - A letter of guarantee shall be signed by the person authorised to represent the guarantor and certified by an official stamp.

(e) Local cruise around islands

Written confirmation from cruising agency (letterhead of cruising agency, signed and stamped). Itinerary with the name of the ship, name of the port/s in Croatia, date and time of the arrival/departure to and from the port must be attached.

(f) Cruise on private boat

Ownership and registration documents, rent-a-boat invoice, copy of the owner's passport and itinerary. Itinerary must have the name of the ship, name of the first port in Croatia, date and time of the arrival/departure to and from the port.

5. Means of subsistence to cover the stay in the Republic of Croatia and the return to the country of origin or third country has to be provided (Letter of confirmation of funds from the Bank, not older than 3 months before travel).

6. Means of transport and intention to return to country of origin or to a third country: air ticket, train ticket, bus ticket, rent-a-car invoice or documents of private car.

7. Health or travel health insurance: (a) Single and double entry: copy of Travel insurance. (b) For multiple entry: copy of Travel insurance plus declaration regarding medical or travel insurance for subsequent visits. Applicants are obliged to take out travel health insurance with an insurance company in the country of stay. If that is not possible, travel health insurance needs to be taken out in another country. Physical or legal persons from Republic of Croatia inviting the applicant can take out travel health insurance on behalf of the applicant with an insurance company from the Republic of Croatia. The lowest sum insured must be equivalent of €30.000.

8. Members of immediate family of a Croatian national do not pay a visa fee if they provide:

- o Copy of the Birth Certificate for children
- o Copy of the Marriage Certificate for spouse not older than six months
- o Copy of the passport of Croatian national

Processing time/Cost

PROCESSING TIME: about 15 working days (minimum)