

## LIST OF REQUISITE DOCUMENTS FOR SHORT-TERM VISA

### SEAMEN

**1) Visa application form fulfilled in Spanish or English and signed personally by applicant.**

**Important notice:** the visa application form must be printed back-to-back. Visa application form for minor children must be signed by parent or by legal guardian.

**2) 1 colour photograph made within the last 6 months.**

**Important notice:** the photo must be taken against a white background only. The photo submitted must measure: 3.5 cms x 4.5 cms with the head centered in the frame. The head must be uncovered and should measure about 3 cms from the top of the hair to the bottom of the chin. For more details please visit the webpage "PhotoSpecifications".

**3) Valid travel document: original + copies of all pages.**

**Important notice:** your passport must be valid at least 3 months after return from Schengen area. Passport must contain at least 2 blank pages per person (+ 2 additional blank pages for a child endorsed). Please, note: if your passport has any physical defects or damages, the Consulate General of Spain may consider it invalid. In this case your application will not be accepted.

**4) Other valid travel documents (if any): original + copies of all pages.**

**5) Cancelled or old travel documents:**

- original passport without copies if the valid travel document has visas or stamps.
- original + copies of all pages if the valid travel document is totally blank.

**6) Internal passport: original + copy of the entire passport, including blank pages.**

**7) Seaman's passport (if available): copy of all marked pages OR copy of seaman's identity document.**

**8) Seaman' book: copy of all marked pages.**

**9) Medical Insurance Policy for the whole staying in Schengen or for the first trip, with the minimum coverage of 30.000 euro. Note: if you travel to Andorra, your medical insurance must cover Schengen zone and Andorra.**

**10) Invitation from crewing company in Spain containing the following information:**

- a) Seaman's full name
- b) Date and place of birth
- c) Number of travel passport
- d) Period of passport validity
- e) Seaman's crew list
- f) Date of entry to Spain
- g) Airport of destination in Spain
- h) Ship's name
- i) Ship flag
- j) Name of seaport in Spain where the boarding takes place
- k) Duration of stay on board
- l) Name of seaport in Spain where the disembarkation takes place
- m) Date of arrival in Russian Federation
- n) Itinerary of travelling to Spain and back to Russian Federation
- o) Name and address of the Russian agency the seaman works with or which applies for a visa

p) Letter of guarantee confirming that the agency takes responsibility for seaman's stay in Spain (including his boarding and disembarkation).

**11) Schengen Form:** document issued by the border port commissariat of the city where the boarding takes place. The form has to be stamped by the inviting party and commissariat of the border city.

**12) One-way ticket reservation**