



# Schengen Visa

## Official travel of a diplomat

Your application must contain all supporting documents in the order indicated below. Please print this “checklist” and add it to your application file. Incomplete applications may result in delays or refusal. Visa fees are not refundable.

<input type="checkbox"/>	<b>1. Visa application form:</b> Duly completed <a href="#">online</a> and signed. Signature must be notarized when mailing application.
<input type="checkbox"/>	<b>2. Diplomatic passport not older than 10 years:</b> Valid for at least 3 months from the date on which you leave the Schengen area. Passport must contain at least 2 empty side-by-side pages. Provide a copy of the picture page in addition to the passport itself.
<input type="checkbox"/>	<b>3. Proof of legal residence in the US:</b> Original + 1 copy (in person) or notarized copy (by mail) of diplomatic visa and ID.
<input type="checkbox"/>	<b>4. One recent color photo:</b> American or European passport-size, less than 6 months old with white background.
<input type="checkbox"/>	<b>5. Visa fee: Only waived for diplomats on official business.</b>
<input type="checkbox"/>	<b>6. Proof of travel arrangements:</b> Full itinerary of intended travel, including to other Schengen countries if applicable.
<input type="checkbox"/>	<b>7. Proof of accommodation:</b> Bookings for the entire intended travel with complete address and contact information.
<input type="checkbox"/>	<b>8. Official verbal note from diplomatic representation:</b> Must be on official letterhead including dates and purpose of travel.
<input type="checkbox"/>	<b>9. Prepaid and pre-addressed envelope (optional)</b> to return your passport. Shipments with a tracking number are highly recommended. The diplomatic post is NOT responsible for lost packages. Note that Washington and New York do not use FedEx.