



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"/>	1. Visa application form: Duly completed online and signed. Signature must be notarized when mailing application.
<input type="checkbox"/>	2. Diplomatic passport not older than 10 years: 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"/>	3. Proof of legal residence in the US: Original + 1 copy (in person) or notarized copy (by mail) of diplomatic visa and ID.
<input type="checkbox"/>	4. One recent color photo: American or European passport-size, less than 6 months old with white background.
<input type="checkbox"/>	5. Visa fee : only waived for diplomats on official business.
<input type="checkbox"/>	6. Proof of travel arrangements: Full itinerary of intended travel, including to other Schengen countries if applicable.
<input type="checkbox"/>	7. Proof of accommodation: Bookings for the entire intended travel with complete address and contact information of the location.
<input type="checkbox"/>	8. Official verbal note from diplomatic representation: <ul style="list-style-type: none">• Must be on official letterhead;• Must include<ul style="list-style-type: none">○ Dates and purpose of travel;○ In case of a transfer to Belgium: whether this is a new function or a replacement, and in the latter case, the name and date of birth of the person being replaced.○ Diplomatic rank of the applicant.
<input type="checkbox"/>	9. Prepaid and self-addressed envelope (unless pickup in person). <ul style="list-style-type: none">• Legal size preferred;• Shipments with a tracking number are highly recommended;• The diplomatic post is NOT responsible for lost packages;• Washington DC and New York posts do not use FedEx.