



## Visa facilitation Checklist

### For family members of EU/EEA or Swiss nationals (Directive 2004/38/EC)

**Important**

*This special procedure does not apply to family members of Dutch nationals living in the Netherlands.*

*If your family member is an EU/EEA or a Swiss national, this procedure is only open to you if your family member is making use or has recently made use of their right to free movement by living or working in another EU/EEA country or Switzerland. A Dutch national living in the Netherlands is not making use of their right to free movement.*

## 1. Application

- 1.1 A completed and signed Schengen visa application form.

Yes  No Remarks |

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> See: <https://consular.mfaservices.nl/>

## 2. Documents

- 2.1 A valid passport or other travel document and a photocopy of the personal details page.

Yes  No Remarks |

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**Please note**

- > Your passport or travel document must have at least 2 empty visa pages.
- > Your passport or travel document cannot have been issued more than 10 years ago.
- > Your passport or travel document must be valid for at least 3 months from the date on which you will leave the Schengen area.

## 3. Photo

- 3.1 A photo that meets Dutch requirements. The photo must have been taken within the last 6 months.

Yes  No Remarks |

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> Check the requirements: <https://www.government.nl/documents/leaflets/2015/01/21/photomatrix-guidelines-2007>

## 4. Minor applicant

If you are applying for a visa for a minor who will be travelling alone or with only 1 parent, please submit the following documents:

- 4.1 A legalised official copy of the minor's birth certificate.  Yes  No Remarks | \_\_\_\_\_
- 4.2 A declaration of consent, signed by the parent/parents who is/are not travelling or, if applicable, consent of the court, stating that the minor may travel.  Yes  No Remarks | \_\_\_\_\_
- > *Written consent must be given in the form of a birth certificate or guardianship order issued by the relevant authorities, together with either a signed photocopy of the identity document of the parent/parents who is/are not travelling or their actual identity document and an example of their signature.*
- 4.3 A photocopy of the passport or other valid identity document of the parent/parents who is/are not travelling, bearing their signature.  Yes  No Remarks | \_\_\_\_\_

## 5. Proof of family relationship

- 5.1 Proof of family relationship with the EU/EEA/Swiss national with whom you are travelling or whom you will visit.  Yes  No Remarks | \_\_\_\_\_
- > *For example: an official copy of a birth certificate, marriage certificate or certificate of registered partnership (either fully legalised or issued with an apostille).*

## 6. Proof of right to free movement

- 6.1 Proof that your family member is using or has recently used his/her right to free movement.  Yes  No Remarks | \_\_\_\_\_
- > *For example: proof of registration in the Netherlands or a Dutch residence permit for your family member as an EU/EEA or Swiss national.*
- > *If you are travelling to another Schengen member state on whose behalf the Netherlands issues visas, please provide proof of registration in the Schengen member state in question or a residence permit for that member state in your family member's name.*

## 7. Assessment

For assessment of whether the Netherlands is the competent member state under article 6 of the Visa Code to process your application, and whether you qualify as a family member of an EU/EEA or Swiss national under Directive 2004/38/EC, you are advised to provide the following documents:

- 7.1 Travel itinerary or ticket reservations in your name (not a ticket).  Yes  No Remarks | \_\_\_\_\_
- > *Please note: we recommend that you make travel reservations you can cancel.*
- 7.2 If you are travelling with your family member: a travel itinerary or ticket reservation in your family member's name (not a ticket).  Yes  No Remarks | \_\_\_\_\_
- > *Please note: we recommend that you make travel reservations you can cancel.*

Please refer to this checklist when submitting your application, so that it is clear that you are applying for visa facilitation as a family member of an EU/EEA or Swiss national. Only then can a decision be taken on whether the visa fee can be waived.

If you are submitting your application at the office of an external service provider, like VFS Global or TLScontact, you will have to pay the service fee.

For detailed information on Directive 2004/38/EC, see the website of the Dutch Immigration and Naturalisation Service (IND): <https://ind.nl/en/eu-eea/Pages/Family-member-with-different-nationality.aspx>

Please be aware of the following:

- For every supporting document, you must provide the original and one photocopy.
- All documents must be drawn up in or translated into Dutch, English, French or Spanish.
- Only travel documents, original documents and official copies (e.g. of birth certificates or marriage certificates) will be returned.
- You will not have your passport while your visa application is being processed.
- The competent authorities may request additional supporting documents.
- Visa fees (if applicable) are not refundable, even if your application is rejected.