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THE EUROPEAN UNION**

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**VISA 117  
COMIX 319**

**NOTE**

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to :	Visa Working Party
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Subject:	Common Consular Instructions on visas for the diplomatic missions and consular posts

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**COMMON CONSULAR INSTRUCTIONS  
ON VISAS FOR THE DIPLOMATIC MISSIONS  
AND CONSULAR POSTS**

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The Common Consular Instructions on visas for the diplomatic missions and consular posts have been repealed, and the Visa Code entered in application, with effect from 5 April 2010, pursuant to Articles 56 and 58 of the Visa Code<sup>1</sup>.

The present document contains a consolidated version of the Common Consular Instructions with Annexes, apart from Annex 5, as they stand at the expiration of 4 April 2010. The text of Annex 5 as it stands at the same time is set out in 9043/10 VISA 118 COMIX 320 (RESTREINT UE).

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<sup>1</sup> Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (Visa Code), OJ L 243, 15.9.2009, pages 1 to 58.

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COMMON CONSULAR INSTRUCTIONS ON VISAS  
FOR THE DIPLOMATIC MISSIONS  
AND CONSULAR POSTS  
OF THE CONTRACTING PARTIES TO THE SCHENGEN CONVENTION

SUBJECT: Conditions governing the issue of uniform visas, valid for the territory of all the Contracting Parties.

I. General Provisions

1. Scope

The following common provisions, which are based on the provisions of Chapter 3 (sections 1 and 2) of the Convention Implementing the Schengen Agreement of 14 June 1985 between the Governments of the States of the Benelux Economic Union, the Federal Republic of Germany and the French Republic on the gradual abolition of checks at their common borders (hereinafter referred to as "the Convention") signed in Schengen on 19 June 1990, and which Italy, Spain, Portugal, Greece and Austria have since acceded to, apply to the examination of visa applications for a visit not exceeding three months, including transit visas, valid for the territory of all the Contracting Parties. <sup>1</sup>

Visas for visits exceeding three months remain subject to national procedures and only authorise the holder to stay in the one national territory. Nevertheless, such visas shall enable their holders to transit through the territories of the other Contracting Parties in order to reach the territory of the Contracting Party which issued the visa, unless they fail to fulfil the entry conditions referred to in Article 5(1)(a), (d) and (e) or they are on the national list of alerts of the Contracting Party through whose territory they seek to transit.

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<sup>1</sup> Pursuant to Article 138 of the Convention, these provisions shall only apply to the European territory of the French Republic and the Kingdom of the Netherlands.

## 2. Definition and types of visa

### 2.1. Uniform visas

Uniform visas are the authorisation or decision taking the form of a sticker affixed by a Contracting Party to a passport, travel document or other document which entitles the holder to cross the border. It enables aliens subject to the visa requirement to present themselves at the external border of the Contracting Party which issued the visa or that of another Contracting Party and request, depending on the type of visa, transit or residence, provided that the other transit or entry conditions have been met. Mere possession of a uniform visa does not confer automatic right of entry.

#### 2.1.1. Airport transit visas

This visa entitles aliens who are required to have such a visa to pass through the international transit area of airports without actually entering the national territory of the country concerned, during a stop-over or transfer between two stages of an international flight. The requirement to have this visa is an exception to the general right to transit without a visa through the abovementioned international transit area.

Nationals from the countries listed in Annex 3 and persons who are not necessarily nationals of those countries but who possess travel documents issued by their authorities are required to possess this type of visa.

Exceptions to the airport transit visa requirement are laid down in Section III of Annex 3.

### 2.1.2. Transit visas

This visa entitles aliens who are travelling from one Third State to another Third State to pass through the territories of the Contracting Parties.

This visa may be issued for one, two or exceptionally several transits, provided that the duration in each case does not exceed five days.

### 2.1.3. Short-stay or travel visas: multiple-entry visas

This visa entitles aliens who seek to enter the territories of the Contracting Parties, for reasons other than immigration, to pay a continuous visit or several visits, the duration of which does not exceed three months in any half-year from the date of first entry. As a general rule, this visa may be issued for one or several entries.

In the case of aliens who need to travel frequently to one or several Schengen States, for example on business, short-stay visas may be issued for several visits, provided that the total length of these visits does not exceed three months in any half-year. This multiple entry visa may be valid for one year, and in exceptional cases, for more than a year for certain categories of persons. (see V, 2, 2.1).

#### 2.1.4. Group visas

This is a transit visa or a visa limited to a maximum of thirty days, which may be affixed to a group passport - except where national legislation provides otherwise - issued to a group of aliens formed prior to the decision to travel, provided that the members of the group enter the territory, stay there and leave it as a group.

Group visas may be issued to groups of between 5 and 50 people. The person in charge of the group shall possess an individual passport and, where necessary, an individual visa.

By way of derogation from the foregoing, group transit visas may be issued to seamen in accordance with the provisions of Council Regulation (EC) No 415/2003 of 27 February 2003 on the issue of visas at the border, including the issue of such visas to seamen in transit\*.

#### 2.2. Long-stay visas

Visas for visits exceeding three months shall be national visas issued by one of the Member States in accordance with its national legislation.

However, such visas shall, for a period of not more than three months from their initial date of validity, be valid concurrently as uniform short-stay visas, provided that they were issued in accordance with the common conditions and criteria adopted under or pursuant to the relevant provisions of Chapter 3, section I of the aforementioned Convention and their holders fulfil the entry conditions referred to in Article 5(1)(a), (c), (d) and (e) of the Convention and contained in Part IV of these Instructions. Otherwise, such visas shall enable their holders merely to transit through the territories of the other Contracting Parties in order to reach the territory of the Member State which issued the visa, unless the holders do not fulfil the entry conditions referred to in Article 5(1)(a), (d) and (e) or are on the national list of alerts of the Member State through whose territory they seek to transit.

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\* OJ L 64, 7.3.2003, p. 1.

### 2.3. Visas with limited territorial validity

This visa is affixed in exceptional cases to a passport, travel document or other document which entitles the holder to cross the border, where the visit is authorised only in the national territory of one or more Contracting Parties, provided that both entry and exit are through the territory of this or these Contracting Parties (see V.3 of these Instructions).

### 2.4. Visas issued at the border \*

### 2.5. Documents having the same value as a visa, authorising the crossing of external borders: FTD/FRTD

For facilitated transit, an FTD or an FRTD can be issued in accordance with Council Regulation (EC) No 693/2003 \*\* and (EC) No 694/2003 \*\*\* (see Annex 17).

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\* In exceptional cases, short-stay or transit visas may be issued at the border, pursuant to the conditions defined in Article 5(4)(b) of the Schengen Borders Code.

\*\* OJ L 99, 17.4.2003, p. 8.

\*\*\* OJ L 99, 17.4.2003, p. 15.

## II. Diplomatic mission or consular post responsible

Aliens who are subject to the visa requirement (see Annex 1) and who seek to enter the territory of a Contracting Party, are obliged to apply to the visa section in the diplomatic mission or consular post responsible.

### 1. Determining the State responsible

#### 1.1. State responsible for deciding on an application

The following are responsible for examining applications for short-stay or transit uniform visas:

- (a) – The Contracting Party in whose territory the sole or main destination of the visit is situated. Under no circumstances may a transit Contracting Party be considered the country of main destination.

The diplomatic mission or consular post with which the application is lodged shall decide, on a case-by-case basis, which is the Contracting Party of main destination, bearing in mind, in its assessment, all the facts and, in particular, the purpose of the visit, the route and duration of visit or visits. When assessing these factors, the mission or post will focus mainly on the supporting documents submitted by the applicant.

- It shall focus in particular on the main reason for or the purpose of the visit when one or more destinations are the direct result of or additional to another destination;
- It shall focus in particular on the longest visit when no destination is the direct result or additional to another destination; where the visits are of equal length, the first destination will be the determining factor.

- (b) – The Contracting Party of first entry, when the Contracting Party of main destination cannot be determined.

Contracting Party of first entry shall be the State whose external border the applicant crosses in order to enter the Schengen area after having had his/her documents checked.

- When the Contracting Party of first entry does not require a visa, it is not obliged to issue a visa and - unless it issues the visa voluntarily, subject to the consent of the person concerned - the responsibility is transferred to the first Contracting Party of destination or of transit which requires a visa.
- The examination of applications and the issue of visas with limited territorial validity (limited to the territory of one Contracting Party or to the territory of the Benelux States) shall be the responsibility of the Contracting Party or Parties concerned.

#### 1.2. State representing the State responsible

- (a) If the State responsible has no diplomatic mission or consular post in a given State, the uniform visa may be issued by the mission or post of the State representing the State responsible. The visa is issued on behalf of the State that is being represented, subject to its prior authorisation, and where necessary, to consultation between the central authorities. If one of the Benelux States has a diplomatic mission or consular post, it shall in principle automatically represent the other Benelux States, unless the Benelux State concerned is in practice unable to represent the other Benelux States, in which case the latter may call upon another partner State to represent them on visa matters in the third country in question.



- (b) Even if a State has a diplomatic mission or consular post in a third country, it may ask another State having a consular post in that third country to represent it. The uniform visa is issued on behalf of the State that is being represented, subject to its prior authorisation, and where necessary, to consultation between the central authorities.

A Member State may also represent one or more other Member States in a limited manner solely for the collection of applications and the enrolment of biometric identifiers. The relevant provisions of 1.2(c) and (e) shall apply. The collection and transmission of files and data to the represented Member State shall be carried out respecting the relevant data protection and security rules.

The represented Member State(s) shall ensure that the data are fully encrypted, whether electronically transferred or physically transferred on an electronic storage medium from the authorities of the representing Member State to the authorities of the represented Member State.

In third countries which prohibit encryption of data to be electronically transferred from the authorities of the representing Member State to the authorities of the represented Member State(s), the represented Member State(s) shall not allow the representing Member State to transfer data electronically.

In this case, the represented Member State(s) concerned shall ensure that the electronic data are transferred physically in fully encrypted form on an electronic storage medium from the authorities of the representing Member State to the authorities of the represented Member State(s) by a consular officer of a Member State or, where such a transfer would require disproportionate or unreasonable measures to be taken, in another safe and secure way, for example by using established operators experienced in transporting sensitive documents and data in the third country concerned.

In all cases the level of security for the transfer shall be adapted to the sensitive nature of the data.

The Member States or the Community shall endeavour to reach an agreement with the third countries concerned with the aim of lifting the prohibition against encryption of data to be electronically transferred between the authorities of the Member States concerned.

- (c) When uniform visas are issued pursuant to (a) and (b), the form of representation shall be agreed between the State or States being represented and the State representing that or those State(s), and shall specify:
- the duration of such representation and the conditions for its termination;
  - and, for the application of point (b), the arrangements for implementing such representation, including the conditions governing the provision of premises by the representing State or the provision of staff by the representing State and the State being represented, and the possible financial contribution of the State being represented to the costs involved in issuing visas incurred by the representing State.
- (d) When uniform visas are issued pursuant to (a) and (b), the representation and limited representation shall be reflected in the table of representation for the issuing of uniform visas set out in Annex 18.

(e) The procedure for issuing Schengen visas in the event of representation pursuant to (a) and (b) shall be based on the following principles:

- The rules on representation shall apply to the processing of applications for uniform airport transit visas, transit visas and short-stay visas issued pursuant to the Schengen Convention and in accordance with the Common Consular Instructions. The representing State is obliged to comply with the provisions of the Common Consular Instructions as quickly as it issues its own visas of the same category and with the same period of validity.
- Except where expressly provided in bilateral agreements, the rules on representation shall not apply to visas issued for the purpose of paid employment or an activity which requires prior permission from the State in which it is to be carried out. The applicant must contact the accredited consular post of the State where the activity is to be carried out.
- The Schengen States shall not be obliged to ensure that they are represented for visa purposes in all third States. They may decide that in certain third States visa applications or applications for a particular kind of visa must be made at a permanent consular post or diplomatic mission of the State that is the applicant's main destination.
- The diplomatic missions and consular posts shall bear full responsibility for assessing the risk of illegal immigration when a visa application is lodged.
- The represented States shall assume responsibility for asylum applications made by holders of a visa which has been issued by representing States on their behalf and which states that it has been issued in the framework of representation.

- In exceptional cases, bilateral agreements may stipulate that visa applications from certain categories of aliens are either to be submitted by the representing State to the authorities of the represented State in which the main destination is located or to be forwarded to a permanent consular representation of that State. The categories in question must be laid down in writing (if necessary for each diplomatic mission or consular post). It shall therefore be assumed that the visa has been issued on the authorisation of the represented State pursuant to Article 30(1) of the Schengen Convention.
- Bilateral agreements may be amended in the course of time in the light of decisions taken at national level concerning asylum applications lodged within a set period of time by holders of visas issued in the framework of representation and other information relevant to the issue of visas. Based on the outcome, it may also be decided to waive the rules on representation for certain diplomatic missions and consular posts (and possibly for certain nationalities).
- Representation shall apply solely to the issue of visas. Aliens who are unable to apply for a visa because they cannot furnish sufficient proof that they fulfil the relevant conditions must be informed that they can apply for a visa at a permanent consular post or diplomatic mission of the Schengen State in which their main destination lies.
- The rules on representation may be refined by extension of the consultation network resulting from software development that enables consular posts and diplomatic missions undertaking representation to consult the central authorities of the represented State in a simple fashion.
- At local level, diplomatic missions or consular posts shall, in the framework of local consular cooperation, ensure that appropriate information on the responsibilities arising from the use of representation pursuant to (a) and (b) is made available to visa applicants.

2. Visa applications requiring consultation with the national central authority or the authority of one or more other Contracting Parties in accordance with Article 17(2) of the Convention

2.1. Consultation with the national central authority

The diplomatic mission or consular post which examines the application shall seek authorisation from its central authority, consult it or inform it of the decision it plans to take in accordance with the arrangements and time limits laid down by national law and practice.

Cases requiring internal consultation are listed in Annex 5A.

2.2. Consultation with the central authority of one or more Contracting Parties

The diplomatic mission or the consular post with which an application is lodged shall seek authorisation from its central authority, which, for its part, shall forward the application to the competent central authorities of one or more other Contracting Parties (see part V, 2, 2.3).

Until the final list of cases of mutual consultation has been approved by the Executive Committee, the list annexed to these Common Consular Instructions shall apply (see Annex 5B).

2.3. Consultation procedure in the framework of representation

- (a) When visa applications are lodged by nationals of the countries listed in Annex 5C at a diplomatic mission or consular representation of a Schengen State representing another Schengen State, the represented State shall be consulted.

- (b) The information exchanged in respect of these visa applications shall be the same as that currently exchanged in the framework of the consultation under Annex 5B. A compulsory heading shall, however, be provided on the form for the references to the territory of the represented State.
- (c) The current provisions of the Common Consular Instructions on Visas shall apply to the time limits, their extension and the form of the reply.
- (d) The consultation provided for in Annex 5B shall be undertaken by the represented State.

3. Visa applications lodged by non-residents

When an application is lodged with a State which is not the applicant's State of residence and there are doubts concerning the person's intentions (in particular where there is evidence pointing to illegal immigration), the visa shall be issued only after consultation with the diplomatic mission or consular post of the applicant's State of residence and/or its central authority.

4. Authorisation to issue uniform visas

Only the diplomatic mission or consular posts of the Contracting Parties shall be entitled to issue uniform visas, except in the cases listed in Annex 6.

### III. Receipt of the application

#### 1. Visa applications

##### 1.1. Visa application forms – number of application forms

Applicants shall also be required to fill in the uniform visa application form. Applications for a uniform visa must be made using the harmonised form, a specimen of which is given in Annex 16.

At least one copy of the application form shall be filled in so that it may be used during consultation with the central authorities. Member States may, insofar as national administrative procedures so require, request several copies of the application.

##### 1.2. Biometric identifiers

- (a) Member States shall collect biometric identifiers comprising the facial image and ten fingerprints from the applicant in accordance with the safeguards laid down in the European Convention for the Protection of Human Rights and Fundamental Freedoms, in the Charter of Fundamental Rights of the European Union and in the United Nations Convention on the Rights of the Child.

At the moment of submission of the first application, the applicant shall be required to appear in person. At that time, the following biometric identifiers shall be collected:

- a photograph, scanned or taken at the time of application, and
- ten fingerprints taken flat and digitally collected.

Where fingerprints collected from the applicant regarding an earlier application were entered for the first time in the Visa Information System (VIS) less than 59 months before the date of the new application, they shall be copied to the subsequent application.

However, in case of reasonable doubt regarding the identity of the applicant, the diplomatic mission or consular post shall collect fingerprints within the period specified above.

Furthermore, if at the time when the application is lodged, it cannot be immediately confirmed that the fingerprints were collected within the period specified above, the applicant may request that they be collected.

In accordance with Article 9(5) of the VIS Regulation, the photograph attached to each application shall be entered in the VIS. The applicant shall not be required to appear in person for this purpose.

The technical requirements for the photograph shall be in accordance with the international standards as set out in ICAO Doc 9303 part 1, 6th edition.

Fingerprints shall be taken in accordance with ICAO standards and Commission Decision 2006/648/EC of 22 September 2006 laying down the technical specifications on the standards for biometric features related to the development of the Visa Information System<sup>1</sup>.

The biometric identifiers shall be collected by qualified and duly authorised staff of the diplomatic mission or consular post and the authorities responsible for issuing visas at the borders. Under the supervision of the diplomatic missions or consular posts, the biometric identifiers may also be collected by qualified and duly authorised staff of an honorary consul or of an external service provider referred to in Part VII, points 1.3 and 1.4.

The data shall be entered in the VIS only by duly authorised consular staff in accordance with Articles 6(1), 7, 9(5) and 9(6) of the VIS Regulation.

Member States shall ensure that full use is made of all search criteria under Article 15 of the VIS Regulation in order to avoid false rejections and identifications.

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<sup>1</sup> OJ L 267, 27.9.2006, p. 41.



(b) Exceptions

The following applicants shall be exempt from the requirement to give fingerprints:

- children under the age of 12;
- persons for whom fingerprinting is physically impossible. If the fingerprinting of less than ten fingers is possible, the respective number of fingerprints shall be taken. However, should the impossibility be temporary, the applicant shall be required to give the fingerprints at the following application. Diplomatic missions or consular posts and authorities responsible for issuing visas at the borders shall be entitled to ask for further clarification on the grounds of the temporary impossibility. Member States shall ensure that appropriate procedures guaranteeing the dignity of the applicant are in place in the event of there being difficulties in enrolling. The fact that fingerprinting is physically impossible shall not influence the grant or refusal of a visa;
- heads of State or government and members of the national government with accompanying spouses, and the members of their official delegation when they are invited by Member States' governments or by international organisations for an official purpose;
- sovereigns and other senior members of a royal family, when they are invited by Member States' governments or by international organisations for an official purpose.

In each of these cases, the entry "not applicable" shall be introduced in the VIS.

## 2. Documents to be enclosed

- Aliens shall enclose the following documents with the application:
  - (a) a valid travel document to which a visa may be affixed (see Annex 11);
  - (b) where appropriate, documents supporting the purpose and the conditions of the planned visit;

If the information supplied is sufficient to enable the diplomatic mission or consular post to ascertain that the applicant is acting in good faith, the staff responsible for issuing the visas may exempt the applicant from submitting the abovementioned supporting documents.

## 3. Guarantees regarding return and means of subsistence

Aliens must ultimately be able to convince the diplomatic mission or consular post with which they lodge their application that they have adequate means to ensure subsistence and return.

#### 4. Personal interview with the applicant

As a general rule, the applicant shall be called on to appear in person in order to explain verbally the reasons for the application, especially where there are doubts concerning the actual purpose of the visit or the applicant's intention to return to the country of departure.

This requirement may be waived in cases where the applicant is well-known or where the distance from the diplomatic mission or consular post is too great, provided that there is no doubt as to the good faith of the applicant and, in the case of group trips, a reputable and trustworthy body is able to vouch for the good faith of those persons concerned.

Part VIII.5 contains more detailed rules on visa applications processed by private administrative agencies, travel agencies and tour operators and their retailers.

#### 5. Conduct of staff

Member States' diplomatic missions or consular posts shall ensure that applicants are received courteously.

Consular staff shall, in the performance of their duties, fully respect human dignity. Any measures taken shall be proportionate to the objectives pursued by such measures.

While performing their tasks, consular staff shall not discriminate against persons on grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

#### IV. Legal basis

Uniform visas may be issued only once the entry conditions laid down in Articles 15 and 5\* of the Convention have been met. These Articles read as follows:

##### Article 15

*"In principle, the visas referred to in Article 10 may be issued only if an alien fulfils the entry conditions laid down in Article 5(1) (a), (c), (d) and (e)."*

##### Article 5

*"1. For stays not exceeding three months, aliens fulfilling the following conditions may be granted entry into the territories of the Contracting Parties:*

- (a) that the aliens possess a valid document or documents, as defined by the Executive Committee, authorising them to cross the border;*
- (b) that the aliens are in possession of a valid visa if required;*
- (c) that the aliens produce, if necessary, documents justifying the purpose and conditions of the intended stay and that they have sufficient means of subsistence, both for the period of the intended stay and for the return to their country of origin or transit to a Third State into which they are certain to be admitted, or are in a position to acquire such means lawfully;*
- (d) that the aliens shall not be persons for whom an alert has been issued for the purposes of refusing entry;*

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\* Repealed by Regulation (EC) No 562/2006 of the European Parliament and of the Council of 15 March 2006 establishing a Community Code on the rules governing the movement of persons across borders (Schengen Borders Code) (OJ L 105, 13.4.2006, p. 1).

*(e) that the aliens shall not be considered to be a threat to public policy, national security or the international relations of any of the Contracting Parties.*

- 2. An alien who does not fulfil all the above conditions must be refused entry into the territories of the Contracting Parties unless a Contracting Party considers it necessary to derogate from that principle on humanitarian grounds, on grounds of national interest or because of international obligations. In such cases authorisation to enter will be restricted to the territory of the Contracting Party concerned, which must inform the other Contracting Parties accordingly.*

*These rules shall not preclude the application of special provisions concerning the right of asylum or of the provisions laid down in Article 18."*

Visas with limited territorial validity may be issued subject to the conditions laid down in Articles 11(2), 14(1) and 16 in conjunction with Article 5(2) (see V.3).

#### Article 11(2)

- 2. Paragraph 1 shall not preclude a Contracting Party from issuing a new visa, the validity of which is limited to its own territory, within the half-year in question if necessary.*

#### Article 14(1)

- 1. No visa shall be affixed to a travel document if that travel document is not valid for any of the Contracting Parties. If a travel document is only valid for one Contracting Party or for a number of Contracting Parties, the visa to be affixed shall be limited to the Contracting Party or Parties in question.*

## Article 16

*If a Contracting Party considers it necessary to derogate on one of the grounds listed in Article 5(2) from the principle laid down in Article 15, by issuing a visa to an alien who does not fulfil all the entry conditions referred to in Article 5(1), the validity of this visa shall be restricted to the territory of that Contracting Party, which must inform the other Contracting Parties accordingly.*

## V. Examination of applications and decisions taken

The diplomatic mission or consular post shall first check the documents submitted (1) and shall then base its decision regarding the visa application on these documents (2):

### Basic criteria for examining applications

The main issues to be borne in mind when examining visa applications are: the security of the Contracting Parties and the fight against illegal immigration, as well as other aspects relating to international relations. Depending on the country concerned, one of these aspects may take precedence over the other, but at no stage should any of them be lost sight of.

As far as security is concerned, it is advisable to check that the necessary controls have been carried out: a search of the entry refusal files (alerts for the purpose of refusing entry) in the Schengen Information System and consultation of the central authorities of the countries subject to this procedure.

The diplomatic mission or consular post shall assume full responsibility in assessing whether there is an immigration risk. The purpose of examining applications is to detect those applicants who are seeking to immigrate to the Member States and set themselves up there, using grounds such as tourism, business, study, work or family visits as a pretext. Therefore, it is necessary to be particularly vigilant when dealing with "risk categories", unemployed persons, those with no regular income, etc. To the same end, fundamental importance attaches to the interview held with the applicant to determine the purpose of the journey. Additional supporting documentation, agreed through local consular cooperation if possible, may also be required. The diplomatic mission or consular post must also draw on local consular cooperation to enhance its capacity to detect false or falsified documents submitted in support of some visa applications. If there is any doubt as to the authenticity of the papers and supporting documents submitted, including doubt as to the veracity of their contents, or over the reliability of statements collected during interview, the diplomatic mission or consular post shall refrain from issuing the visa.

Conversely, checks shall be reduced where the applicant is known to be a bona fide person, this information having been exchanged through consular cooperation.

1. Examination of visa applications

1.1. Verification of the visa application

- the length of visit requested shall correspond to the purpose of the visit
- the replies to the questions on the form shall be full and consistent. The form shall include an identity photograph of the visa applicant and shall indicate, as far as possible, the main destination to which he is travelling.

1.2. Verification of the applicant's identity and verification as to whether an alert has been issued on the applicant in the Schengen Information System (SIS) for the purpose of refusing entry or verification as to whether the applicant poses any other threat (to security) which would constitute grounds for refusal to issue the visa or whether, from an immigration point of view, the applicant poses a risk in that on a previous visit he/she overstayed the authorised length of stay.

1.3. Verification of the travel document:

- Verification as to whether the document is in order or not: it should be complete and should not be amended, falsified or counterfeited;
- Verification of the territorial validity of the travel document: it should be valid for entry into the territory of the Contracting Parties;
- Verification of the period of validity of the travel document: the period of validity of the travel document should exceed that of the visa by three months (Article 13(2) of the Convention);



- However, on urgent humanitarian grounds, for reasons of national interest or because of international obligations, visas may, in exceptional cases, be affixed to travel documents the period of validity of which is less than that specified in the previous paragraph (three months), provided that the period of validity exceeds that of the visa and that the guarantee of return is not compromised;
- Verification of the length of previous stays in the territory of the Contracting Parties.

1.4. Verification of other documents depending on the application:

The number and type of supporting documents required depend on the possible risk of illegal immigration and the local situation (for example, the convertibility of the currency) and may vary from one country to another. As regards evaluation of the supporting documents, the diplomatic missions or consular posts of the Contracting Parties may agree on practical arrangements adapted to suit local circumstances.

The supporting documents shall cover the purpose of the journey, means of transport and return, means of subsistence and accommodation:

- supporting documents regarding the purpose of the journey shall mean, for example:
  - a letter of invitation,
  - a summons,
  - an organised trip.
- supporting documents regarding means of transport and return shall mean, for example:
  - a return ticket,
  - currency for petrol or car insurance.

- supporting documents regarding means of subsistence:

The following may be accepted as proof of means of subsistence: cash in convertible currency, traveller's cheques, cheque books for a foreign currency account, credit cards or any other means that guarantees funds in hard currency.

The level of means of subsistence shall be proportionate to the length and purpose of the stay, and to the cost of living in the Schengen State or States to be visited. To this end, reference amounts for the crossing of borders shall be determined each year by the national authorities of the Contracting Parties.\*

In addition, in support of an application for a short-term or travel visa, applicants must show that they are in possession of adequate and valid individual or group travel insurance to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment.

Applicants should in principle underwrite insurance in their State of residence. Where this is not possible, they should seek to obtain insurance in any other country. If the host underwrites insurance for the applicant, he should do this in his own place of residence.

The insurance must be valid throughout the territory of the Member States applying in full the provisions of the Schengen acquis and cover the entire period of the person's stay. The minimum coverage shall be EUR 30 000.

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\* These reference amounts set by Member States shall be notified to the Commission (see Art. 5(3) of the Schengen Borders Code).

In principle, the proof of this insurance shall be submitted when the visa is issued.

The diplomatic mission or consular post competent to examine a visa application may decide that this requirement has been met where it is established that an adequate level of insurance may be assumed in the light of the applicant's professional situation.

Diplomatic missions or consular posts may, on a case by case basis, decide to make an exception from this requirement for holders of diplomatic, official duty and other official passports, or when this protects national interests in the field of foreign policy, development policy or other areas of vital public interest.

Exceptions from the requirement to produce evidence of travel insurance may also be made when, in the framework of local consular cooperation, it is established that it is impossible for nationals of certain third States to acquire such insurance.

When assessing whether an insurance is adequate, Member States may ascertain whether claims against the insurance company would be recoverable in a Member State, Switzerland or Liechtenstein.

- supporting documents regarding accommodation:

The following documents *inter alia* may be accepted as proof of accommodation:

- (a) hotel reservation or reservation for a similar establishment.
- (b) documents proving the existence of a lease or a title-deed, in the applicant's name, to a property situated in the country to be visited.

- (c) Where an alien states that he/she shall stay at a person's home or in an institution, the diplomatic missions and consular posts shall verify whether the alien will actually be accommodated there:
- either by checking with the national authorities, where such checks are necessary;
  - or by requiring that a certificate be presented which vouches for the commitment to accommodate, in the form of a harmonised form filled in by the host/institution and stamped by the competent authority of the Contracting Party, according to the provisions laid down in its national legislation. A model of the form may be adopted by the Executive Committee.
  - or by requiring that a certificate or an official or public document be presented which vouches for the commitment to accommodate, formalised and verified in accordance with the internal law of the Contracting Party concerned.

The presentation of documents relating to the commitment to accommodate referred to in the previous two paragraphs is not a new condition for the issue of visas. These documents have a practical purpose, aimed at confirming the availability of accommodation and, where appropriate, means of subsistence. If a Contracting Party uses this type of document, it should always specify the identity of the host and of the guest or guests, the address of the accommodation, the length and purpose of the stay, any family ties, and indicate whether the host is residing lawfully in the country.

After issuing the visa, the diplomatic mission or consular post shall affix its stamp and write the visa number on the document in order to prevent it from being reused.

These checks are aimed at avoiding any invitations of convenience, fraudulent invitations or invitations from illegal aliens or aliens whose status is insecure.

Applicants may be exempted from the requirement to provide supporting documents regarding accommodation before applying for a uniform visa if they are able to prove that they have sufficient financial means to cover their subsistence and accommodation costs in the Schengen State or States that they plan to visit.

- Other documents which may be required
  - proof of place of residence and proof of ties with the country of residence,
  - parental authorisation in the case of minors,
  - proof of the social and professional status of the applicant.

Where the national laws of the Schengen States require proof of invitations from private individuals or for business trips, sponsorship declarations or proof of accommodation, a harmonised form shall be used.

#### 1.5. Assessment of the applicant's good faith

In order to assess the applicant's good faith, the mission or post shall check whether the applicant is recognised as a person of good faith in the framework of local consular cooperation.

Furthermore, they shall consult the information exchanged as referred to in Chapter VIII, 3, of these Instructions.

## 2. Decision-making procedure for visa applications

### 2.1. Choice of type of visa and number of entries

A uniform visa pursuant to Article 11 of the Convention may be:

- a travel visa valid for one or more entries, provided that neither the length of a continuous stay nor the total length of successive stays exceeds three months in any half-year, from the date of first entry;
- a visa valid for one year, entitling a three month stay during any half-year and several entries; this visa may be issued to persons providing the necessary guarantees and persons in whom the Contracting Parties have shown a particular interest. In exceptional cases, a visa valid for more than one year, but for no more than five years, may be issued to certain categories of person for several entries;
- a transit visa authorising its holder to transit through the territories of the Contracting Parties once, twice or exceptionally several times en route to the territory of a Third State, provided that no transit exceeds five days and provided that the entry of the alien into the territory of the destination Third State is guaranteed and that the route taken normally requires transit through the territories of the Contracting Parties.

## 2.2. Administrative responsibility of the intervening authority

The diplomatic representative or the head of the consular section shall assume, in accordance with their national powers, full responsibility for the practical arrangements for the issue of visas by their missions or posts and shall consult with one another.

The diplomatic mission or consular post shall take its decision on the basis of all the information available to it and bearing in mind the specific situation of each applicant.

## 2.3. Procedure to be followed in cases of prior consultation with the central authorities of the other Contracting Parties

The Contracting Parties have decided to set up a system for the purpose of carrying out consultation with the central authorities. In the event that the technical system for consultation fails, the following measures may be applied temporarily on a case-by-case basis:

- Limitation of the number of cases of consultation to those where consultation is deemed essential
- Use of the local network of embassies and consulates of the Contracting Parties concerned in order to channel consultation
- Use of the network of embassies of the Contracting Parties located (a) in the country carrying out the consultation, (b) in the country which is to be consulted
- Use of conventional means of communication between contact points: fax, telephone, etc.
- Exercise of greater vigilance in the common interest.

In cases where the applicants come under the categories listed in Annex 5B which are subject to consultation of a central authority - the Ministry of Foreign Affairs or another body - (Article 17(2) of the Convention), uniform visas and long-stay visas valid concurrently as short-stay visas shall be issued according to the procedure outlined below.

The diplomatic mission or consular post with which an application has been lodged by a person from one of these categories shall in the first instance check, by carrying out a search in the Schengen Information System, whether an alert has been issued on the applicant for the purpose of refusing entry.

It shall then follow the procedure outlined below:

(a) Procedure

The procedure under (b) shall not apply when the visa applicant is the subject of an alert in the Schengen Information System for the purpose of refusing entry.

(b) Transmission of applications to the national central authority

The diplomatic mission or consular post with which an application has been lodged by a person from one of the categories subject to consultation shall transmit this application immediately to the central authority in its country.

- If the central authority decides to refuse an application for which the Contracting Party applied to is responsible, it shall not be necessary to begin or to continue a consultation procedure with the central authorities of the Contracting Parties which asked to be consulted.



- In the case of an application examined by the representative of the State responsible, the central authority of the Contracting Party with which the application has been lodged shall transmit it to the central authority of the State responsible. If the central authority of the represented State - or the central authority of the representing State, where so provided in the representation agreement - decides to reject the visa application, it shall not be necessary to begin or to continue a consultation procedure with the central authorities of the Contracting Parties which asked to be consulted.

(c) Information transmitted to the central authority

As part of consultation with the central authorities, the diplomatic missions or consular posts with which an application has been lodged shall transmit the following information to their central authority:

1. Diplomatic mission or consular post with which the application has been lodged.
2. Surname and first names, date and place of birth and, if known, the names of the applicant's parents.
3. Nationality of the applicant(s) and, if known, any previous nationalities.
4. Type and number of travel document(s) submitted, their date of issue and date of expiry.
5. Length and purpose of the intended stay.
6. Planned dates of travel.

7. Residence, profession, employer of the visa applicant.
8. References from the Member States, in particular, any previous applications or visits to the Signatory States.
9. Border which the applicant intends to cross in order to enter Schengen territory.
10. Any other names (maiden name, or where appropriate, married name, in order to complete the identification in accordance with the requirements under the national law of the Contracting Parties and the national law of the State of which the applicant is a national).
11. Any other information deemed necessary by the diplomatic missions or consular posts, concerning, for example, the spouse or minor children accompanying the person concerned, any visas previously issued to the applicant and visa applications for the same destination.

This information shall be taken from the visa application form, in the order in which it appears on the aforementioned form.

The above headings shall form the basis for the information to be transmitted in the framework of consultation between central authorities. The Contracting Party carrying out the consultation shall as a rule be responsible for the mode of transmission, on the understanding that the date and time of transmission and its receipt by the recipient central authorities are clearly marked.

(d) Transmission of applications between central authorities

The central authority of the Contracting Party whose mission or post has received an application shall consult, in turn, the central authority or authorities of the Contracting Party or Parties who have asked to be consulted. To this end, the authorities designated by the Contracting Parties shall be considered central authorities.

After carrying out the relevant checks, these authorities shall transmit their assessment of the visa application to the central authority which consulted them.

(e) Deadline for replies: Extension

The central authorities consulted shall have a maximum deadline of 7 calendar days for sending a reply to the central authority which asked for the consultation. The initial deadline commences at the date on which the application is transmitted by the central authority which has to carry out the consultation.

If during the 7 days one of the consulted central authorities asks for the deadline to be extended, this may be increased by 7 days.

In exceptional cases, the consulted central authority may submit a justified request for an extension of more than 7 days, stating reasons.

The authorities consulted shall ensure that in urgent cases, the reply is transmitted as quickly as possible.

Where no reply is received by the end of the initial deadline or, where appropriate, by the end of the extended deadline, the absence of a reply shall be the equivalent of an authorisation and shall mean that there are, as far as the Contracting Party or Parties consulted are concerned, no grounds for objecting to the issue of a visa.

(f) Decision based on the outcome of the consultation

Once the initial or extended deadline has expired, the central authority of the Contracting Party with which the application has been lodged may authorise the diplomatic mission or consular post to issue the uniform visa.

Where there is no clear decision on the part of the central authority, the diplomatic mission or consular post with which the application has been lodged may issue the visa after a period of 14 days has elapsed from the time at which the application was sent by the central authority carrying out the consultation. It is the responsibility of each central authority to inform its missions and posts at the start of each consultation period.

In cases where the central authority receives a request for an exceptional extension to the deadline, it shall notify the mission or post with which the application has been lodged accordingly: it shall not decide on the application before receiving clear instructions from its central authority.

(g) Transmission of specific documents

In exceptional cases, the embassy where the visa application is lodged may, at the request of the consular mission of the consulted State, transmit the visa application form (with a space for a photograph) pursuant to Article 17 of the Schengen Convention.

This procedure shall apply only in cities where there are diplomatic missions or consular posts of both the consulting State and consulted State and only in respect of the nationalities listed in Annex 5B.

Under no circumstances may the reply or the request to extend the deadline for consultation be transmitted locally, except in the case of consultation at local level in accordance with the current provisions of Annex 5B of the Common Consular Instructions on Visas. In principle, the consultation network shall be used for exchanges between the central authorities.

#### 2.4. Refusal to examine an application, to issue a visa

The procedure and the possible channels of appeal in cases where the diplomatic mission or consular post of a Contracting Party refuses to examine an application or issue a visa are governed by the law of that Contracting Party.

If a visa is refused and national law provides for the grounds for such a refusal to be given, this must be done on the basis of the following text:

"Your request for a visa has been refused pursuant to Article 15 in conjunction with Article 5 of the Convention implementing the Schengen Agreement of 19 June 1990 because you do not satisfy the conditions under a, c, d, e, (indicate relevant condition(s)) of Article 5(1) of the said Convention, which stipulates ..... (state relevant condition(s))."

If necessary, the above grounds may be supplemented with more detailed information or contain other information in accordance with the requirements in this area laid down in the national law of the Schengen States.

When a diplomatic or consular mission which is representing another Schengen State is forced to discontinue its examination of a visa application, the applicant should be notified thereof and informed that he/she may go to the nearest diplomatic or consular mission of the State competent to examine his application.

### 3. Visas with limited territorial validity

A visa the validity of which is limited to the national territory of one or several Contracting Parties may be issued:

- (1) in cases where a diplomatic mission or consular post considers it necessary to derogate from the principle laid down in Article 15 of the Convention (Article 16) on one of the grounds listed in Article 5(2) (on humanitarian grounds, for reasons of national interest or because of international obligations);

- (2) in cases provided for in Article 14 of the Convention, according to which:

*"1. No visa may be affixed to a travel document if that travel document is not valid for any of the Contracting Parties. If a travel document is only valid for one Contracting Party or for a number of Contracting Parties, the visa to be affixed shall be limited to the Contracting Party or Parties in question.*

*2. If a travel document is not recognised as valid by one or more of the Contracting Parties, an authorisation may be issued in place of a visa."*

- (3) in cases where, on account of urgency, (on humanitarian grounds, for reasons of national interest or because of international obligations), a mission or post does not consult the central authorities or where this procedure gives rise to objections;
- (4) in cases where a mission or post issues, out of necessity, a new visa for a stay during the same half-year to an applicant who, over a six-month period, has already used a visa with a validity of three months.

The validity is limited to the territory of one Contracting Party, the Benelux or two Benelux States for cases 1, 3 and 4 above, and to the territory of one or several Contracting Parties, the Benelux or two Benelux States for case 2.

The missions or posts of the other Contracting Parties must be informed of cases where these visas are issued.

## VI. How to fill in visa stickers

Annexes 8 and 13 contain the following: 8 - a description of the sticker's security features;  
13 - examples of specimen visa stickers that have already been filled in.

### 1. Common entries section (Section 8)

#### 1.1. "VALID FOR" heading:

This heading indicates the territory in which the visa holder is entitled to travel.

This heading may be completed in one of the following four ways only:

- (a) Schengen States;
  - (b) Schengen State or Schengen States to whose territory the validity of the visa is limited (in this case the following abbreviations are used: (Belgium: B, Czech Republic: CZE, Denmark: DK, Germany: D, Estonia: EST, Greece: GR, Spain: E, France: F, Italy: I, Latvia: LVA, Lithuania: LT, Luxembourg: L, Hungary: H, Malta: M, Netherlands: NL, Austria: A, Poland: PL, Portugal: P, Slovenia: SVN, Slovakia: SK, Finland: FIN, Sweden: S, Iceland: IS, Norway: N, Switzerland: CH;
  - (c) Benelux: BNL;
  - (d) Schengen State (using the abbreviations in (b)) which issued the national long-stay visa + Schengen States
- When the sticker is used to issue the uniform visa pursuant to Articles 10 and 11 of the Convention, or to issue a visa whose validity is not limited to the territory of the Contracting Party which issued the visa, the heading "valid for" is filled in using the words "Schengen States", in the language of the Contracting Party which issued the visa.
- When the sticker is used to issue visas which restrict entry, stay and exit to just one territory, this heading shall be filled in, in the national language, with the name of the Contracting Party to which the visa holder's entry, stay and exit are limited.



- When the sticker is used to issue a national long-stay visa valid concurrently as a uniform short-stay visa for a maximum period of three months from its initial date of validity, this heading is to be filled in with the Member State which issued the national long-stay visa, followed by "Schengen States".
- Pursuant to Article 14 of the Convention, limited territorial validity may cover the territory of several Member States; in that case, according to the Member State codes to be entered under this heading, the following options are available:
  - (a) entry of the codes for the Member States concerned;
  - (b) entry of the words "Schengen States" in the language of the issuing Member State, followed in brackets by the minus sign and the codes of the Member States for the territories of which the visa is not valid.
- Limited territorial validity may not apply to just part of the territory of a Contracting Party.

#### 1.2. "FROM ... TO" heading:

This heading indicates the period of the holder's stay as authorised by the visa.

The date from which the visa holder may enter the territory for which the visa is valid is written as below, following the word "FROM":

- the day is written using two digits, the first of which is a zero if the day in question is a single digit.
- horizontal dash.
- the month is written using two digits, the first of which is a zero if the month in question is a single digit.
- horizontal dash.
- the year is written using two digits, which correspond with the last two digits of the year.
- For example: 15-04-94 = 15 April 1994.

The date of the last day of the period of the visa holder's authorised stay is entered after the word "TO". The visa holder must have left the territory for which the visa is valid by midnight on this date.

This date is written in the same way as the first date above.

1.3. "NUMBER OF ENTRIES" heading:

This heading shows the number of times the visa holder may enter the territory for which the visa is valid; in other words, it refers to the number of periods of stay which may be spread over the entire period of validity, see 1.4.

The number of entries may be one, two or more. This number is written to the right hand-side of the pre-printed part, using "01", "02" or the abbreviation "MULT", where the visa authorises more than two entries.

For a transit visa, only one or two entries may be authorised ("01" or "02" is entered). More than two entries ("MULT") shall be authorised only in exceptional cases.

The visa shall expire when the total number of exits made by the holder equals the number of authorised entries, even if the holder has not used up the number of days authorised by the visa.

1.4. "DURATION OF VISIT ... DAYS" heading

This heading indicates the number of days during which the holder may stay in the territory for which the visa is valid. \* This stay may be continuous or, depending on the number of days authorised, spread over several periods between the dates mentioned under 1.2, bearing in mind the number of entries authorised under 1.3.

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\* In the case of transit visas, the length of transit may not exceed 5 days.

The number of days authorised is written in the blank space between "DURATION OF VISIT" and "DAYS", in the form of two digits, the first of which is a zero if the number of days is less than 10.

The maximum number of days that can be entered under this heading is 90 in any half-year.

1.5. "ISSUED IN ... ON ..." heading

This heading gives the name of the town in which the diplomatic mission or consular post which is issuing the visa is situated; in the language of the Contracting Party issuing the visa this name is entered between "IN" and "ON". The date of issue is indicated after "ON".

The date of issue is written in the same way as the date referred to in 1.2.

The authority which issued the visa may be identified by the reference which appears in the stamp affixed to section 4.

1.6. "PASSPORT NUMBER" heading:

This heading indicates the number of the passport to which the visa sticker is affixed. This number shall be followed by a reference to the children and the spouse accompanying the holder if their names are entered in the passport (a letter "X" for children preceded by the number thereof (for example 3X = three children) and a letter "Y" for the spouse).

Where, because the holder's travel document is not recognised, the uniform format for forms is used for the visa, the issuing diplomatic mission or consular post may opt to use the same form to extend the validity of the visa to the holder's spouse and to accompanying minors dependent on the holder of the form who accompany the holder or to issue separate forms for the holder, his spouse and each person dependent on him, affixing the corresponding visa on each form separately.

The passport number is the series number which is pre-printed or perforated on all or almost all of the pages of the passport.

The number to be entered under this heading, in the case of a visa to be affixed to the uniform format form, is not the passport number but the same typographical number as appears on the form, made up of six digits, which may be accompanied by the letter or letters assigned to the Member State or group of Member States which issued the visa.

1.7. "TYPE OF VISA" heading:

In order to facilitate matters for the control authorities, this heading shall specify the type of visa using the letters A, B, C and D as follows:

- A: airport transit visa
- B: transit visa
- C: short-stay visa
- D: long-stay national visa
- D + C: national long-stay visa valid concurrently as a short-stay visa

For visas with limited territorial validity and group visas, the letters A, B or C shall be used as required.

1.8. "SURNAME AND FIRST NAME" heading:

The first word in the "surname" box followed by the first word in the "first name" box of the visa holder's passport or travel document shall be written in that order. The diplomatic mission or consular post shall verify that the name and first name which appear in the passport or travel document and which are to be entered under this heading and in the section to be electronically scanned are the same as those appearing in the visa application.

2. National entries section ("COMMENTS"). Section 9

Contrary to section 8 (joint and obligatory entries), this section is reserved for any comments relating to national provisions. Although the Contracting Parties shall be free to include any comments which they deem relevant, they shall be obliged to inform their partners thereof for the purpose of interpretation (see Annex 9).

3. Section for the photograph

The visa-holder's photograph, in colour, shall be integrated in the space reserved for that purpose as shown in Annex 8. The following rules shall be observed with respect to the photograph to be integrated into the visa sticker.

The size of the head from chin to crown shall be between 70% and 80% of the vertical dimension of the surface of the photograph.

The minimum resolution requirements shall be:

- 300 pixels per inch (ppi), uncompressed, for scanning,
- 720 dots per inch (dpi) for colour printing of photos.

In the absence of a photograph, it shall be obligatory to enter the words "valid without photograph" in this section in two or three languages (the language of the Member State issuing the visa, English and French). These words shall in principle be entered using a printer and, exceptionally, a specific stamp, in which case the stamp shall also cover part of the roto gravure section whose left or right-hand side delimits the space for integrating the photograph.

4. Section to be electronically scanned. Section 5

Both the format of the visa sticker and that of the electronically-scanned section were adopted by the ICAO on the basis of a proposal put forward by the Schengen States. This section is made up of two lines of 36 characters (OCR B-10 cpi). Annex 10 explains how this section is to be filled in.

5. Other aspects relating to the issue of visas

5.1. Signing visas:

In cases where the law or practice of a Contracting Party requires a hand-written signature, the sticker affixed to the page of the passport shall be signed by the competent official.

The signature is placed at the right-hand side of the heading "COMMENTS"; part of the signature should extend onto the page of the passport or the travel document, but it must not cover the section to be electronically scanned.

5.2. Invalidating completed visa stickers:

No changes shall be made to the visa sticker. If an error is made when the visa is issued, the sticker shall be invalidated.

- If the error is detected on a sticker which has not yet been affixed to the passport, the sticker shall be destroyed or cut diagonally in half.

- If the error is detected after the sticker has been affixed to the passport, a red cross shall be drawn on the sticker and a new sticker affixed.

#### 5.3. Affixing visa stickers to passports:

The sticker shall be filled in before being affixed to the passport. The stamp and the signature shall be placed on the sticker once it has been affixed to the passport or travel document.

Once the visa sticker has been correctly filled in, it shall be affixed to the first page of the passport that contains no entries or stamps - other than the identification stamp of the application. Passports which do not have space free for affixing the sticker, passports which have expired and passports which do not authorise exit from the territory before the visa expires, or the alien's return to his/her country of origin or entry into a third country (see Article 13 of the Convention), shall be refused.

#### 5.4. Passports and travel documents to which uniform visas may be affixed

The criteria for deciding which travel documents may bear a visa in accordance with the provision of Article 17(3) (a) of the Convention are listed in Annex 11.

Under Article 14, no visa may be affixed to a travel document if that travel document is not valid for any of the Contracting Parties. If a travel document is valid only for one Contracting Party or for a number of Contracting Parties, the visa to be affixed shall be limited to the Contracting Party or Parties in question.

If the travel document is not recognised as valid by one or more Member States, the visa shall have only limited territorial validity. The diplomatic mission or consular post of a Member State must use the uniform format form to affix a visa issued to holders of a travel document not recognised by the Member State that issues the form. Such a visa shall have only limited territorial validity.

#### 5.5. Stamp of the issuing diplomatic mission or consular post

The stamp of the diplomatic mission or consular post issuing the visa shall be affixed in the "COMMENTS" section, with special care to ensure that it does not prevent data from being read, and shall extend beyond the sticker on to the page of the passport or travel document. Only in cases where it is necessary to dispense with the completion of the section to be electronically scanned may the stamp be placed in this section to render it unusable. The size and content of the stamp and the ink to be used shall be determined by the national provisions of the Member State.

To prevent re-use of a visa sticker affixed to a uniform format form, the seal of the issuing consular office shall be stamped to the right, straddling the sticker and the form, in such a way as neither to impede reading of the headings and completion data nor to enter the electronic scanning area if completed.



## VII. Administrative management and organisation

### 1. Organisation of visa sections

#### 1.1. Organisation of the reception and processing of visa applications

Each Member State shall be responsible for organising the reception and processing of applications. In principle, applications shall be lodged at a diplomatic mission or consular post of a Member State.

Member States shall:

- equip their diplomatic missions or consular posts and authorities responsible for issuing visas at the borders with the required material for the collection of biometric identifiers, as well as the offices of their honorary consuls, whenever they make use of them, to collect biometric identifiers in accordance with point 1.3, and/or
- cooperate with one or more other Member States, within the framework of local consular cooperation or by other appropriate contacts, in the form of limited representation, co-location, or a Common Application Centre, in accordance with point 1.2.

In particular circumstances or for reasons relating to the local situation, such as where:

- the high number of applicants does not allow the collection of applications and of data to be organised in a timely manner and in decent conditions, or
- it is not possible to ensure a good territorial coverage of the third country concerned in any other way,

and where the above-mentioned forms of cooperation prove not to be appropriate for the Member State concerned, a Member State may, as a last resort, cooperate with an external service provider in accordance with point 1.4.

Without prejudice to the right to call the applicant for a personal interview, as provided for in Part III, point 4, the selection of a form of organisation shall not result in requiring the applicant to make personal appearances at more than one location in order to lodge an application.

#### 1.2. Forms of cooperation between Member States

- (a) Where "co-location" is chosen, staff of the diplomatic missions or consular posts of one or more Member States shall process the applications (including biometric identifiers) addressed to them at the diplomatic mission or consular post of another Member State and share the equipment of that Member State. The Member States concerned shall agree on the duration of and conditions for the termination of the co-location as well as the proportion of the visa fee to be received by the Member State whose diplomatic mission or consular post is being used.

- (b) Where "Common Application Centres" are established, staff of the diplomatic missions or consular posts of two or more Member States shall be pooled in one building in order to receive the applications (including biometric identifiers) addressed to them. Applicants shall be directed to the Member State responsible for the processing of the application. Member States shall agree on the duration of and conditions for the termination of this cooperation as well as the cost-sharing among the participating Member States. One Member State shall be responsible for contracts in relation to logistics and diplomatic relations with the host country.

### 1.3. Recourse to honorary consuls

Honorary consuls may also be authorised to perform some or all of the tasks referred to in point 1.5. Adequate measures shall be taken to guarantee security and data protection.

Where the honorary consul is not a civil servant of a Member State, the performance of those tasks shall comply with the requirements set out in Annex 19 except for the provisions in point C(c) of that Annex.

Where the honorary consul is a civil servant of a Member State, the Member State concerned shall ensure that requirements comparable to those which would apply if the tasks were performed by its diplomatic mission or consular post are applied.

### 1.4. Cooperation with external service providers

Member States shall endeavour to cooperate with an external service provider together with one or more Member States, without prejudice to public procurement and competition rules.

Cooperation with an external service provider shall be based on a legal instrument that shall comply with the requirements set out in Annex 19.

Member States shall, within the framework of local consular cooperation, exchange information about the selection of external service providers and the establishment of the terms and conditions of their respective legal instruments.

#### 1.5. Types of cooperation with external service providers

An external service provider may be entrusted with the performance of one or more of the following tasks:

- (a) providing general information on visa requirements and application forms;
- (b) informing the applicant of the required supporting documents, on the basis of a checklist;
- (c) collecting data and applications (including collection of biometric identifiers) and transmitting the application to the diplomatic mission or consular post;
- (d) collecting the fee to be charged;
- (e) managing the appointments for personal appearance at the diplomatic mission or consular post or at the external service provider;
- (f) collecting the travel documents (including a refusal notification if applicable) from the diplomatic mission or consular post and returning them to the applicant.

## 1.6. Obligations of Member States

When selecting an external service provider, the Member State(s) concerned shall scrutinise the solvency and reliability of the company (including the necessary licences, commercial registration, company statutes, bank contracts) and ensure that there is no conflict of interests.

The Member State(s) concerned shall ensure that the external service provider selected complies with the terms and conditions assigned to it in the legal instrument referred to in point 1.4.

The Member State(s) concerned shall remain responsible for compliance with data protection rules for the processing of data and shall be supervised in accordance with Article 28 of Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data<sup>1</sup>.

Cooperation with an external service provider shall not limit or exclude any liability arising under the national law of the Member State(s) concerned for breaches of obligations with regard to the personal data of applicants and the processing of visas. This provision is without prejudice to any action which may be taken directly against the external service provider under the national law of the third country concerned.

The Member State(s) concerned shall ensure that the data are fully encrypted, whether electronically transferred or physically transferred on an electronic storage medium from the external service provider to the authorities of the Member State(s) concerned.

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<sup>1</sup> OJ L 281, 23.11.1995, p. 31.

In third countries which prohibit encryption of data to be electronically transferred from the external service provider to the authorities of the Member State(s) concerned, the Member State(s) concerned shall not allow the external service provider to transfer data electronically.

In this case, the Member State(s) concerned shall ensure that the electronic data are transferred physically in fully encrypted form on an electronic storage medium from the external service provider to the authorities of the Member State(s) concerned by a consular officer of a Member State or, where such a transfer would require disproportionate or unreasonable measures to be taken, in another safe and secure way, for example by using established operators experienced in transporting sensitive documents and data in the third country concerned.

In all cases the level of security for the transfer shall be adapted to the sensitive nature of the data.

The Member States or the Community shall endeavour to reach an agreement with the third countries concerned with the aim of lifting the prohibition against encryption of data to be electronically transferred from the external service provider to the authorities of the Member State(s) concerned.

The Member State(s) concerned shall provide training to the external service provider, corresponding to the knowledge needed to offer appropriate service and sufficient information to applicants.

The Member State(s) concerned shall, in case of doubt, provide for the possibility of verifying at the diplomatic mission or consular post fingerprints which have been taken by the external service provider.

The examination of applications, interviews, where appropriate, the authorisation process and the printing and affixing of visa stickers shall be carried out only by the diplomatic mission or consular post.

External service providers shall not have access to the VIS under any circumstances. Access to the VIS shall be reserved exclusively to duly authorised staff of diplomatic missions or consular posts.

The Member State(s) concerned shall closely monitor the implementation of the legal instrument referred to in point 1.4, including:

- (a) the general information on visa requirements and application forms provided by the external service provider to applicants;
- (b) all the technical and organisational security measures required to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, in particular where the cooperation involves the transmission of files and data to the diplomatic mission or consular post of the Member State(s) concerned, and all other unlawful forms of processing the personal data;
- (c) the collection and transmission of biometric identifiers;
- (d) the measures taken to ensure compliance with data protection provisions.

To this end, the diplomatic mission or consular post of the Member State(s) concerned shall, on a regular basis, carry out unannounced checks on the premises of the external service provider.

### 1.7. Service Fee

External service providers may charge a service fee in addition to the fee to be charged as set out in Annex 12. The service fee shall be proportionate to the costs incurred by the external service provider while performing one or more of the tasks referred to in point 1.5.

This service fee shall be specified in the legal instrument referred to in point 1.4.

In the framework of local consular cooperation, Member States shall ensure that the service fee charged to an applicant duly reflects the services offered by the external service provider and is adapted to local circumstances. Furthermore, they shall aim to harmonise the service fee applied.

The service fee shall not exceed half of the amount of the visa fee set out in Annex 12, irrespective of the possible exemptions from the visa fee as provided for by Annex 12.

The Member State(s) concerned shall maintain the possibility for all applicants to lodge applications directly at its diplomatic missions or consular posts.

### 1.8. Information

Precise information on the means of obtaining an appointment and submitting an application shall be displayed by Member States' diplomatic missions and consular posts for the general public.



### 1.9. Continuity of service

In the event of termination of cooperation with other Member States or with any type of external service provider, Member States shall assure the continuity of full service.

### 1.10. Decision and publication

Member States shall inform the Commission of how they intend to organise the reception and processing of applications in each consular location. The Commission shall ensure appropriate publication.

Member States shall provide the Commission with a copy of the legal instrument referred to in point 1.4.

## 2. Filing

Each Contracting Party shall be responsible for filing visa applications and in cases where visas are subject to central consultation, photographs of applicants.

Visa applications shall be kept for at least one year where the visa has been issued and at least five years where the visa has been refused.

In order to make it easier to locate an application, the file and archive references shall be mentioned during consultation and in replies to consultation.

3. Visa registers

Each Contracting Party shall register visas which have been issued in accordance with national practice. Cancelled visa stickers shall be registered as such.

4. Fees to be charged corresponding to the administrative costs of processing visa applications

The fees to be charged corresponding to the administrative costs of processing the visa application are listed in Annex 12.

However, no fees are to be charged for administrative costs for visa applications lodged by nationals of third countries who are members of the family of a Union citizen or of a national of a State party to the EEA Agreement, and who are exercising their right to free movement.

## VIII. Consular cooperation at local level

### 1. Framework of consular cooperation at local level

In general, consular cooperation in situ will concern the assessment of immigration risks. It shall be aimed mainly at determining common criteria for examining files, exchanging information on the use of false documents, on possible illegal immigration routes and on refusing visas where applications are manifestly ill-founded or fraudulent. It should also permit the exchange of information on bona-fide applicants and the joint finalisation of information for the public on the conditions governing Schengen visa applications.

Consular cooperation shall also take account of the local administrative situation and socio-economic structure.

The missions and posts shall organise meetings on a regular basis depending on circumstances and as often as they deem suitable: they shall submit reports on these meetings to the central authorities. At the request of the Presidency they shall submit a general half-yearly report.

### 2. How to avoid multiple applications or applications which are lodged after a recent refusal to issue

The exchange of information between missions and posts and the identification of applications by means of a stamp or otherwise are aimed at preventing the same person from presenting multiple or successive visa applications, either whilst an application is being examined, or after an application has been refused, to the same mission or post or to a different mission or post.

Without prejudice to the consultation which may take place between the missions and posts and the exchanges of information which they may undertake, the mission or post with which an application is lodged shall affix a stamp to each applicant's passport stating "Visa applied for on ... at ...". The space following "on" shall be filled in with six digits (two for the day, two for the month and two for the year); the second space shall be reserved for the diplomatic mission or consular post concerned. The code for the visa that has been applied for must be added.

The mission or post which receives the application shall decide whether or not to affix a stamp to diplomatic and service passports.

The stamp may also be affixed in the case of applications for long-stay visas.

When a Schengen State is representing another Schengen State, the stamp shall show, after the code of the type of visa requested, the indication "R" followed by the code of the represented State.

Where the visa is issued, the sticker shall, where possible, be affixed on the identification stamp.

In exceptional cases where it is manifestly impracticable to affix a stamp, the mission or post of the Presidency in office shall inform the competent Schengen group and submit for its approval an alternative proposal, for instance the exchange of photocopies of passports or lists of rejected visa applications giving grounds for the refusal.

The heads of the diplomatic missions or posts shall decide, either at the initiative of the Presidency or at their own initiative, whether alternative or additional preventive measures are necessary.

### 3. Assessment of the applicant's good faith

In order to facilitate assessment of the applicant's good faith, diplomatic missions or consular posts may, in accordance with national legislation, exchange information on the basis of arrangements concluded at local level in the framework of their cooperation pursuant to point 1 of this chapter.

Information on the following may be exchanged from time to time: persons whose applications have been refused because stolen, lost or falsified documents have been used, or because the exit date on the previous visa was not observed or because there is a risk to security and, in particular, there is reason to believe that an attempt is being made to immigrate illegally to the territory of the Contracting Parties.

The information which is exchanged and produced jointly shall serve as a working instrument for assessing visa applications. It shall not, however, replace the actual examination of the visa application, nor the search in the Schengen Information System, nor consultation with the requesting central authorities.

### 4. Exchange of statistics

- 4.1. Statistics on short-stay visas, transit visas and airport transit visas that have been issued and on applications for such visas that have been formally rejected shall be exchanged every three months.
- 4.2. Notwithstanding the obligations laid down in Article 16 of the Schengen Convention, which are clearly formulated in Annex 14 to the Common Consular Instructions and which require the Schengen States to forward within 72 hours details concerning the issue of visas with limited territorial validity, the diplomatic missions and consular representations of the Schengen States shall be instructed to exchange their statistics on visas with limited territorial validity issued the previous month and transmit them to their respective central authorities.

5. Visa applications processed by private administrative agencies, travel agencies and tour operators

The basic rule for visa applications is that there should be the possibility of a personal interview. However, this may be dispensed in so far as, where there is no reasonable doubt as to the good faith of the applicant, the purpose of the journey or the applicant's actual intention of returning to the country of origin, a reputable and solvent entity, organising trips for groups, supplies the diplomatic mission or consular post with the necessary documentation and vouches, with reasonable reliability, for the applicant's good faith, the purpose of the journey and the applicant's actual intention of returning (see point III.4).

It is both common and useful, particularly in countries with a large surface area, for private administrative agencies, travel agencies, and tour operators and their retailers to act as authorised intermediaries of the applicant. These commercial intermediaries are not uniform in nature as they do not enter into the same degree of commitment in relation to clients entrusting them with the processing of a visa; so that, the degree of solvency and reliability expected of them will, in principle, be directly proportional to their degree of involvement in the overall planning of the journey, accommodation, medical and travel insurance, and their responsibility for the client's return to the country of origin.

5.1. Types of intermediary

- (a) The simplest type of intermediary are private administrative agencies, where the assistance given to the client involves only the supply of identity and other supporting documents on the client's behalf.

- (b) A second type of commercial entity is that of transport agencies or local travel agencies, in some cases linked to air carriers, whether or not these are flag carriers, involved in scheduled or charter passenger transport. Their assistance to the client includes the supply of supporting documents as well as, where appropriate, ticket sales and hotel reservations.
- (c) A third type of intermediary is constituted by tour organisers or operators, being natural or legal persons organising package tours on a non-occasional basis (preparation of travel documentation, transport, accommodation, other tourist services not ancillary to these elements, medical and travel insurance, internal transfers, etc.) which sell such package tours, or offer them for sale directly or via a retailer or travel agency contractually linked to the tour operator.

For the tour operator and the agency retailing the package trip, the visa applicant is no more than the consumer of the arranged trip, with the offer to process the visa application being part of the arrangement. This third, complex type of intermediary service comprises several phases and facets which can be subject to objective monitoring: business documentation, management, the actual completion and destination of the trip, accommodation and scheduled group entries and exits.

## 5.2 Cooperation by Member States' diplomatic missions and consular posts with commercial intermediaries

For subsequent applications under Part III, point 1.2, Member States may allow their diplomatic missions or consular posts to cooperate with commercial intermediaries (i.e. private administrative agencies and transport or travel agencies, such as tour operators and retailers).

- (a) All diplomatic missions and consular posts located in the same city should endeavour to achieve harmonised application at local level of the guidelines set out below, based on the type of intermediary role performed by the agencies concerned. Although it is for each diplomatic mission or consular post to decide whether or not to work with agencies, they must retain the option of withdrawing accreditation at any time if experience and the interests of a common visa policy so dictate. If a diplomatic mission or consular post decides to work with an agency, it must adhere to the working practices and procedures set out in this section.
  - The consular posts of the Member States must be particularly vigilant and will cooperate closely in the evaluation and exceptional accreditation of private administrative agencies. The processing of their visa applications will be subject to meticulous examination, with checks being conducted in every case on the supporting documents of the visa holder and on those relating to the licence and entry in the commercial register of the private agency.
  - For the evaluation of visa applications lodged by transport agencies or local travel agencies, particular attention must be paid to the circumstances of the applicant and the case-by-case verification of the supporting documents. The consular posts must cooperate closely, reinforcing their respective mechanisms for detecting irregularities in the agencies and in the carriers themselves, and, in support of those mechanisms, irregularities committed by agencies must be notified at the level of local and regional consular cooperation.



- The criteria governing the accreditation of travel agencies (tour operators and retailers) will, inter alia, take into account: the current licence, the commercial register, the company statutes, contracts with the banks which they use, up-to-date contracts with Community recipients of tourism services, which must include all the elements of the package trip (accommodation and tour package services), contracts with airlines, which must include outward and guaranteed, fixed return journeys, as well as the required medical and travel insurance. Visa applications lodged by these travel agencies must be carefully scrutinised.
- (b) In the context of local consular cooperation, diplomatic missions and consular posts will also endeavour to harmonise working practices and procedures as well as the criteria for monitoring the proper functioning of private administrative agencies, travel agencies and tour organisers (tour operators and retailers). Such monitoring must at least comprise checks at any time on accreditation documentation, spot checks involving personal or telephone interviews with applicants, verification of trips and accommodation, and, wherever possible, verification of the documents relating to group return.
- (c) There must be an intensive exchange of relevant information on the operation of private administrative agencies, travel agencies and tour organisers (tour operators and retailers): notification of irregularities detected, regular exchanges concerning refused visas, communication of detected forms of travel document fraud and failure to effect scheduled trips. Cooperation with private administrative agencies, travel agencies and tour organisers (tour operators and retailers) must be discussed at the regular meetings organised within the framework of common consular cooperation.

- (d) At the level of local consular cooperation, lists must be exchanged of private administrative agencies, travel agencies and tour organisers (tour operators and retailers) to which accreditation has been given by each diplomatic mission or consular post or from which accreditation has been withdrawn, together with the reasons for any such withdrawal.

Private administrative agencies, travel agencies and tour organisers (tour operators and retailers) must submit to the diplomatic missions and consular posts to which they are accredited the names of one or two staff authorised as intermediaries to lodge visa applications.

## ANNEX 1

- I.- Joint list of third countries whose citizens are required to have a visa by Member States bound by Regulation (EC) No 539/2001, as last amended.
- II.- Joint list of third countries whose citizens are exempted from the visa requirement by Member States bound by Regulation (EC) No 539/2001, as last amended.

I.- Joint list of third countries whose citizens are required to have a visa by Member States bound by Regulation (EC) No 539/2001, as last amended

1. States

AFGHANISTAN

ALBANIA

ALGERIA

ANGOLA

ARMENIA

AZERBAIJAN

BAHRAIN

BANGLADESH

BELARUS

BELIZE

BENIN

BHUTAN

BOLIVIA

BOSNIA AND HERZEGOVINA

BOTSWANA

BURKINA FASO

BURMA/MYANMAR

BURUNDI

CAMBODIA

CAMEROON

CAPE VERDE

CENTRAL AFRICAN REPUBLIC

CHAD

CHINA

COLOMBIA  
COMOROS  
CONGO  
COTE D'IVOIRE  
CUBA  
DEMOCRATIC REPUBLIC OF CONGO  
DJIBOUTI  
DOMINICA  
DOMINICAN REPUBLIC  
ECUADOR  
EGYPT  
EQUATORIAL GUINEA  
ERITREA  
ETHIOPIA  
FIJI  
GABON  
GAMBIA  
GEORGIA  
GHANA  
GRENADA  
GUINEA  
GUINEA-BISSAU  
GUYANA  
HAITI  
INDIA  
INDONESIA  
IRAN  
IRAQ  
JAMAICA  
JORDAN  
KAZAKHSTAN

KENYA  
KIRIBATI  
KUWAIT  
KYRGYZSTAN  
LAOS  
LEBANON  
LESOTHO  
LIBERIA  
LIBYA  
MADAGASCAR  
MALAWI  
MALDIVES  
MALI  
MARSHALL ISLANDS  
MAURITANIA  
MICRONESIA  
MOLDOVA  
MONGOLIA  
MOROCCO  
MOZAMBIQUE  
NAMIBIA  
NAURU  
NEPAL  
NIGER  
NIGERIA  
NORTH KOREA  
NORTHERN MARIANAS (ISLANDS)  
OMAN  
PAKISTAN  
PALAU

PAPUA NEW GUINEA  
PERU  
PHILIPPINES  
QATAR  
RUSSIA  
RWANDA  
SAMOA  
SAO TOME AND PRINCIPE  
SAUDI ARABIA  
SENEGAL  
SIERRA LEONE  
SOLOMON ISLANDS  
SOMALIA  
SOUTH AFRICA  
SRI LANKA  
ST LUCIA  
ST VINCENT AND THE GRENADINES  
SUDAN  
SURINAME  
SWAZILAND  
SYRIA  
TAJIKISTAN  
TANZANIA  
THAILAND  
TIMOR-LESTE  
TOGO  
TONGA  
TRINIDAD AND TOBAGO  
TUNISIA

TURKEY  
TURKMENISTAN  
TUVALU  
UGANDA  
UKRAINE  
UNITED ARAB EMIRATES  
UZBEKISTAN  
VANUATU  
VIETNAM  
YEMEN  
ZAMBIA  
ZIMBABWE

2. Entities and territorial authorities not recognised as States by at least one Member State

KOSOVO as defined by the United Nations Security Council Resolution 1244 of 10 June 1999

TAIWAN

PALESTINIAN AUTHORITY

3. British citizens who are not nationals of the United Kingdom of Great Britain and Northern Ireland for the purposes of community law

- British Overseas Territories Citizens who do not have the right of abode in the United Kingdom
- British Overseas Citizens
- British Subjects who do not have the right of abode in the United Kingdom
- British Protected Persons



II.- Joint list of third countries whose citizens are exempted from the visa requirement by Member States bound by Regulation (EC) No 539/2001, as last amended

1. States

ANDORRA

ANTIGUA AND BARBUDA\*

ARGENTINA

AUSTRALIA

BAHAMAS

BARBADOS

BRAZIL

BRUNEI DARUSSALAM

CANADA

CHILE

COSTA RICA

CROATIA

EL SALVADOR

FORMER YUGOSLAV REPUBLIC OF MACEDONIA\*\*

GUATEMALA

HOLY SEE (STATE OF THE VATICAN)

HONDURAS

ISRAEL

JAPAN

MALAYSIA

MAURITIUS

MEXICO

MONACO

MONTENEGRO\*\*

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\* The exemption from the visa requirement is provisionally applicable as of 28 May 2009, date of signature of a short-stay visa waiver Agreement with the European Community.

\*\* The visa requirement exemption applies only to holders of biometric passports.

NEW ZEALAND

NICARAGUA

PANAMA

PARAGUAY

SAN MARINO

SERBIA (excluding holders of Serbian passports issued by the Serbian Coordination directorate (in Serbian: Koordinaciona uprava)\*\*

SEYCHELLES

SINGAPORE

SOUTH KOREA

ST KITTS AND NEVIS\*

UNITED STATES OF AMERICA

URUGUAY

VENEZUELA

2. Special Administrative Regions of the People's Republic of China

HONG KONG S.A.R. <sup>1</sup>

MACAO S.A.R. <sup>2</sup>

3. British citizens who are not nationals of the United Kingdom of Great Britain and Northern Ireland for the purposes of community law

British Nationals (Overseas)

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<sup>1</sup> The visa exemption applies only to holders of a "Hong Kong Special Administrative Region" passport.

<sup>2</sup> The visa exemption applies only to holders of a "Região Administrativa Especial de Macau" passport.

## ANNEX 2

Regulations governing the movement of holders of diplomatic, official and service passports and holders of laissez-passers issued by certain International Intergovernmental Organisations to their officials.

I. Regulations governing movements at external borders

1. Movements of holders of diplomatic, official and service passports are not governed by the common list of visa requirements. The Contracting States undertake, however, to keep their partners informed in advance of any changes that they intend to make to the regulations governing the movements of holders of the abovementioned passports and to take into account the interests of their partners.
2. Given the aim of increased flexibility in the run-up to harmonisation of the rules applied to holders of the abovementioned passports, a schedule of countries whose nationals are not subject to a visa requirement when they hold the abovementioned passports, although this visa requirement applies to ordinary passport holders of the same nationality, is annexed to the Common Consular Instructions for information purposes. A schedule of States to which the obverse applies shall also be drawn up if necessary. The Executive Committee shall assume responsibility for updating these schedules.
3. The regulations governing movements mentioned in this document shall not apply to holders of ordinary passports travelling on public business nor to holders of service, official or special passports, etc., where issue by third countries does not conform to the international practice applied by the Schengen States. Accordingly, the Executive Committee, acting on a proposal from a Group of Experts, could draw up a schedule of passports other than ordinary passports, to holders of which the Schengen States do not plan to accord preferential treatment.

4. Pursuant to the provisions of Article 18 of the Schengen Convention, persons to whom a visa is issued to enable them to reach the territory of the Schengen State for the purpose of their accreditation may at least transit through the other States on their way to the State which issued the visa.
5. Persons who have already been accredited by a diplomatic or consular representation and members of their families who hold an identity card issued by the Ministry of Foreign Affairs may cross the external border of the Schengen area on production of the said identity card, and, where necessary, the travel document.
6. In general, the holders of diplomatic, official or service passports, even though they remain subject to a visa requirement, where such a requirement exists, do not have to prove that they have sufficient means of subsistence at their disposal. However, if they are travelling in a personal capacity, they may, where necessary, be asked to produce the same supporting documents that are required from ordinary passport holders applying for visas.
7. A Note Verbale from the Ministry of Foreign Affairs or from a diplomatic mission (if the visa application is lodged in a third country) should accompany each application for a visa for a diplomatic, official or service passport when the applicant is on mission. A Note Verbale may also be requested where the journey is for private purposes.
- 8.1. The arrangement for prior consultation with the central authorities of the other Contracting States shall apply to requests for visas made by holders of diplomatic, official and service passports. Prior consultation shall not involve any State which has concluded an agreement removing the visa requirement for holders of diplomatic and/or service passports with the country whose nationals are concerned by the consultation (in the cases contained in Annex 5 to these Instructions).

Should one of the Contracting States raise objections, the Schengen State which is to decide on the application for a visa can issue a visa with limited territorial validity.

- 8.2. The Schengen States undertake not to conclude at a future date, without the prior agreement of the other Member States, agreements on the lifting of visa requirements for holders of diplomatic, official or service passports with States whose nationals are subject to prior consultation for a visa to be issued by another Schengen State.
- 8.3. If the visa in question is to be issued for accrediting an alien who is the subject of an alert for the purpose of refusing entry and the arrangement for prior consultation applies, the consultation should be carried out in accordance with the provisions of Article 25 of the Schengen Convention.
9. If a Contracting State invokes the exceptions provided for under Article 5(2) of the Schengen Convention, entry granted to holders of diplomatic, official or service passports will also be limited to the national territory of the State in question, which should inform the other Member States accordingly.

## II. Regulations governing movements at internal borders

In general, the arrangement under Articles 19 *et seq.* shall apply, except for the issue of a visa with limited territorial validity.

The holders of diplomatic, official and service passports may move within the territory of the Contracting States for three months from the date of entry (if they are not subject to the visa requirements) or for the period provided for by the visa.

Persons accredited by a diplomatic or consular representation and members of their families who hold the card issued by the Ministry for Foreign Affairs may move within the territory of the Contracting States for a maximum period of three months upon production of this card and, if required, the travel document.

- III. Regulations governing movements outlined in this document shall apply to laissez-passers issued by the Intergovernmental International Organisations to which all the Schengen States belong to officials of those organisations who, pursuant to the Treaties establishing those Organisations, are exempted from registering with the Immigration Office and from holding a residence permit (see point 4 of Annex VII to the Schengen Borders Code).



Regulations governing movement of holders of diplomatic, official and service passports.

#### SCHEDULE A

Countries whose nationals are NOT subject to a visa requirement in one or more Schengen States when they are holders of diplomatic, official or service passports, but who are subject to this requirement when they are holders of ordinary passports.

See: [http://ec.europa.eu/justice\\_home/doc\\_centre/freetravel/visa/doc/notification\\_visa\\_539\\_2001\\_en.pdf](http://ec.europa.eu/justice_home/doc_centre/freetravel/visa/doc/notification_visa_539_2001_en.pdf)

#### SCHEDULE B

Countries whose nationals are subject to a visa requirement in one or more Schengen States when they are holders of diplomatic, official or service passports, but who are NOT subject to this requirement when they are holders of ordinary passports.

See: [http://ec.europa.eu/justice\\_home/doc\\_centre/freetravel/visa/doc/notification\\_visa\\_539\\_2001\\_en.pdf](http://ec.europa.eu/justice_home/doc_centre/freetravel/visa/doc/notification_visa_539_2001_en.pdf)

## ANNEX 3

Joint list of third countries whose nationals are subject to the airport transit visa requirement, where holders of travel documents issued by these third countries are also subject to this visa requirement. \*

The Schengen States undertake not to amend Part I of Annex 3 without the prior consent of the other Member States.

If a Member State intends to amend Part II of this Annex, it undertakes to inform its partners and to take account of their interests.

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\* It is not necessary to consult the central authorities for the issue of an airport transit visa (ATV).

Part I: Joint list of third countries whose nationals are subject to the airport visa requirement (ATV) by all Schengen States where holders of travel documents issued by these third countries are also subject to this requirement. <sup>1 + 2</sup>

AFGHANISTAN

BANGLADESH

CONGO (Democratic Republic)

ERITREA <sup>3</sup>

ETHIOPIA <sup>4</sup>

GHANA <sup>5 + 6</sup>

IRAN <sup>7</sup>

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<sup>1</sup> For all the Schengen States with the exception of Switzerland

The following persons shall be exempt from the ATV requirement:

- flight crew who are nationals of a Contracting Party to the Chicago Convention.

<sup>2</sup> For the Benelux countries, the Czech Republic, Estonia, Spain, France, Hungary, Slovenia, Slovakia and Switzerland

The following persons shall be exempt from the ATV requirement:

- holders of diplomatic and service passports.

<sup>3</sup> For Italy

The following persons shall be exempt from the ATV requirement:

- nationals in possession of a valid visa for a Member State of the EU or for a State party to the Agreement on the European Economic Area of 2 May 1992, Canada, Japan, Switzerland or the United States of America, or when they return from these countries after having used the visa.

<sup>4</sup> For Germany and the Netherlands

The following persons shall be exempt from the ATV requirement:

- nationals in possession of a valid visa for a Member State or for a State party to the Agreement on the European Economic Area of 2 May 1992, Canada, Japan or the United States of America, or when they return from these countries after having used the visa.

<sup>5</sup> For Germany

The following persons shall be exempt from the ATV requirement:

- holders of diplomatic and service passports.

<sup>6</sup> For the Benelux countries, France, Germany, Italy and Spain

The following persons shall be exempt from the ATV requirement:

- nationals in possession of a valid visa for a Member State of the EU or for a State party to the Agreement on the European Economic Area of 2 May 1992, Canada, Japan, Switzerland or the United States of America, or when they return from these countries after having used the visa.

<sup>7</sup> For Bulgaria, Germany and Cyprus

The following persons shall be exempt from the ATV requirement:

- holders of diplomatic and service passports.

For Poland

The following persons shall be exempt from the ATV requirement:

- holders of diplomatic passports.

IRAQ  
NIGERIA<sup>6</sup>  
PAKISTAN<sup>8</sup>  
SOMALIA  
SRI LANKA

These persons shall not be subject to the visa requirement if they hold one of the residence permits of an EEA Member State listed in Part III (A) of this Annex or one of the residence permits of Andorra, Japan, Canada, Monaco, San Marino or the United States guaranteeing an unqualified right of return and listed in Part III (B).

This list of residence permits shall be drawn up by mutual agreement within Working Group II's Sub-Group on Visas and verified regularly. Should problems arise, the Schengen States may suspend these measures until such time as the problems in question have been resolved by mutual agreement. The Contracting States may exclude certain residence permits from this exemption if indicated in Part III.

Exemptions from the airport transit visa requirement for holders of diplomatic, service or other official passports shall be decided by each Member State individually.

Exemptions from the airport transit visa requirement shall also apply to the airport transits of a third country national in possession of a valid visa for a Member State or for a State party to the Agreement on the European Economic Area of 2 May 1992, Canada, Japan or the United States of America, travelling to any other third country. They shall not apply to the airport transits of a third-country national on his return from any other third country after the expiry of the above mentioned visa.

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<sup>8</sup> For Germany  
The following persons shall be exempt from the ATV requirement:  
- holders of diplomatic passports.

Part II: Joint list of third countries whose nationals are subject to the airport transit visa requirement by some Schengen States only, where holders of travel documents issued by these third countries are also subject to this requirement.

	BNL <sup>1</sup>	BG	CZ <sup>2</sup>	DK	DE <sup>3</sup>	EE <sup>2</sup>	EL	ES <sup>4</sup>	FR <sup>2</sup>	IT <sup>5</sup>	CY	LV	LT <sup>6</sup>	HU	MT	AT <sup>7</sup>	PL <sup>8</sup>	PT	RO	SI	SK	FI	SE	IS	NO	CH <sup>9</sup>
Albania									X																	
Algeria			X																							
Angola	X <sup>10</sup>	X			X <sup>6</sup>	X	X	X	X																	X
Burkina Faso									X <sup>11</sup>																	
Cameroon			X						X <sup>11</sup>					X			X									X
Chad			X																							
Colombia	X				X				X <sup>11</sup>	X																
Congo (Brazzaville)									X <sup>11</sup>																	
Côte d'Ivoire			X			X		X	X <sup>11</sup>								X									
Cuba					X			X	X <sup>11</sup>																	
Djibouti								X	X <sup>11</sup>																	
Dominican Republic									X <sup>11</sup>																	
Egypt			X						X <sup>12</sup>								X									
Ethiopia																			X							

	BNL <sup>1</sup>	BG	CZ <sup>2</sup>	DK	DE <sup>3</sup>	EE <sup>2</sup>	EL	ES <sup>4</sup>	FR <sup>2</sup>	IT <sup>5</sup>	CY	LV	LT <sup>6</sup>	HU	MT	AT <sup>7</sup>	PL <sup>8</sup>	PT	RO	SI	SK	FI	SE	IS	NO	CH <sup>9</sup>
Gambia	X <sup>13</sup>				X				X <sup>11</sup>																	
Guinea	X <sup>13</sup>		X						X <sup>11+14</sup>					X			X									X
Guinea Bissau	X		X					X	X <sup>11</sup>								X									
Haiti						X			X																	
India			X	X <sup>15</sup>	X <sup>16</sup>		X	X	X <sup>11</sup>								X		X							X
Jordan			X		X <sup>17</sup>																					
Kazakhstan			X																							
Kyrgyzstan			X																							
(North) Korea													X													
Lebanon			X		X	X			X <sup>12</sup>					X			X									X
Liberia		X	X			X		X	X					X		X	X	X								
Libya			X			X			X																	
Mali			X			X		X	X <sup>11</sup>								X									
Mauritania			X						X <sup>11</sup>																	
Morocco			X																							
Myanmar					X																					

	BNL <sup>1</sup>	BG	CZ <sup>2</sup>	DK	DE <sup>3</sup>	EE <sup>2</sup>	EL	ES <sup>4</sup>	FR <sup>2</sup>	IT <sup>5</sup>	CY	LV	LT <sup>6</sup>	HU	MT	AT <sup>7</sup>	PL <sup>8</sup>	PT	RO	SI	SK	FI	SE	IS	NO	CH <sup>9</sup>
Nepal	X																									
Niger			X														X									
Northern Marianas														X												
Peru									X																	
Philippines														X												
Russia									X <sup>11+18</sup>																	
Rwanda														X												
Senegal			X			X			X <sup>11</sup>	X				X			X	X								
Sierra Leone	X <sup>13</sup>		X			X		X	X					X			X									X
Sudan	X	X	X		X	X	X		X				X	X			X									
Syria	X		X <sup>19</sup>		X	X	X		X <sup>11+20</sup>					X												
Togo						X		X	X <sup>11</sup>																	
Turkey			X		X <sup>21</sup>		X				X															X

	BNL <sup>1</sup>	BG	CZ <sup>2</sup>	DK	DE <sup>3</sup>	EE <sup>2</sup>	EL	ES <sup>4</sup>	FR <sup>2</sup>	IT <sup>5</sup>	CY	LV	LT <sup>6</sup>	HU	MT	AT <sup>7</sup>	PL <sup>8</sup>	PT	RO	SI	SK	FI	SE	IS	NO	CH <sup>9</sup>
Turkmenistan			X																							
Uzbekistan			X																							
Yemen			X														X									
Palestinian Authority			X																							



1. Only when nationals are not in possession of a valid residence permit for the Member States of the EEA, Andorra, Canada, the United States, Japan, Monaco, San Marino or Switzerland. Holders of diplomatic, service or special passports and flight crew members holding a Flightcrew Member's Licence or a Crew Member Certificate issued under the Chicago Convention shall also be exempt from the ATV requirement.
2. The following persons shall be exempt from the ATV requirement :
  - holders of diplomatic and service passports;
  - holders of one of the residence permits listed in Part III;
  - flight crew who are nationals of a Contracting Party to the Chicago Convention.
3. The following persons shall be exempt from the ATV requirement:
  - (a) holders of a visa or any other residence permit for an EU Member State or another State party to the Agreement on the European Economic Area, and
  - (b) holders of the residence permits or other documents listed in Part III(B).An ATV does not constitute a visa for the purposes of (a).
4. Holders of diplomatic, official and service passports are not subject to the ATV requirement. The same applies to holders of ordinary passports residing in a Member State of the EEA, the United States or Canada, or in possession of an entry visa valid for one of these countries.
5. Only when nationals are not in possession of a valid residence permit for the Member States of the EEA, Canada or the United States.
6. Holders of diplomatic and service passports are not subject to the ATV requirement.
7. Aliens subject to transit visa obligations do not require an airport transit visa (ATV) for transit via an Austrian airport provided they hold one of the following documents that is valid for the length of the stay necessary for the transit:
  - a residence permit issued by Andorra, Japan, Canada, Monaco, San Marino, Switzerland, the Holy See or the USA which guarantees the right to return;
  - a visa or residence permit issued by a Schengen State for which the Accession Agreement has been brought into force;
  - a residence permit issued by a Member State of the EEA.

8. The following persons shall be exempt from the ATV requirement:
- (a) holders of diplomatic and service passports;
  - (b) flight crew who are nationals of a Contracting Party to the Chicago Convention;
  - (c) holders of residence permits of an EEA Member State and Switzerland.
9. The following persons shall be exempt from the ATV requirement:
- holders of diplomatic, service or special passports;
  - holders of residence permits listed in Part III of this Annex;
  - holders of a valid visa for Andorra, Canada, Japan, the United States, Monaco, San Marino, Ireland or the United Kingdom.
10. Nationals of Angola who are in possession of a valid visa for one of the EEA States, Andorra, Canada, Japan, Monaco, San Marino, the United States or Switzerland, both for their outward journey to the State which issued the visa and for their return journey from that State at the end of the authorised stay, shall be exempt from the ATV requirement.
11. Only when nationals are not in possession of a valid visa or residence permit for a Member State of the EU or a State party to the Agreement on the European Economic Area of 2 May 1992, Canada, Switzerland or the United States.
12. Only for holders of the travel document for Palestinian refugees.
13. Holders of a valid visa for the Member States of the EEA, Andorra, Canada, the United States, Japan, Monaco, San Marino or Switzerland shall be exempt from the ATV requirement for Belgium.
14. Also for holders of a service passport.
15. Indian nationals are not subject to the ATV requirement if they are holders of a diplomatic or service passport.

Indian nationals are also not subject to the ATV requirement if they are in possession of a valid visa or residence permit for a country of the EU or the EEA or for Canada, Switzerland or the United States. In addition, Indian nationals are not subject to the ATV requirement if they are in possession of a valid residence permit for Andorra, Japan, Monaco or San Marino and a re-entry permit for their country of residence valid for three months following their airport transit. It should be noted that the exception concerning Indian nationals in possession of a valid residence permit for Andorra, Japan, Monaco or San Marino enters into force on the date of Denmark's integration into Schengen cooperation, i.e. on 25 March 2001.

16. Holders of diplomatic passports are not subject to the ATV requirement. Furthermore, an ATV is not required of Indian nationals travelling on an Indian passport or a document in lieu of a passport with a valid visa or other residence permit for Canada, Switzerland or the United States of America to the State that issued the visa or residence permit, or of Indian nationals who, after an authorised stay in Canada, Switzerland or the United States of America are travelling back to India.
17. Holders of Jordanian passports or documents in lieu of passports are not subject to the ATV requirement if they are in possession of a valid visa for Australia, Israel, Japan, Canada, New Zealand or the United States of America and a confirmed airline ticket or valid boarding pass for a flight to the country in question, or are returning to Jordan after an authorised stay in one of the above countries and accordingly hold a confirmed airline ticket or valid boarding pass for a flight to Jordan. The onward flight must leave, from the airport to whose transit area they are confined, within twelve hours following their arrival in Germany.
18. For Russians travelling from an airport in Belarus, Egypt, Moldova, Turkey or Ukraine.
19. As of 25 September 2007, only the following persons shall be exempt from the ATV requirement:
  - holders of diplomatic and service passports;
  - flight crew who are nationals of a Contracting Party to the Chicago Convention.
20. Also for holders of the travel document for Palestinian refugees.
21. Holders of Turkish service or diplomatic passports are not subject to the ATV requirement. Furthermore, an ATV is not required of Turkish nationals travelling on a Turkish passport or a document in lieu of a passport with a valid visa or other residence permit for Canada, Switzerland or the United States of America to the State that issued the visa or residence permit, or of Turkish nationals who, after an authorised stay in Canada, Switzerland or the United States of America are travelling back to Turkey.

Part III:

- A. List of residence permits of EEA States for which the holders are exempt from the airport transit visa requirement:

IRELAND:

- *Residence permit* only in conjunction with a *re-entry* visa

LIECHTENSTEIN:

- *Livret pour étranger B* (Alien's card B) (residence permit, guaranteeing the holder's return provided the one-year validity has not expired)
- *Livret pour étranger C* (Alien's card C) (settlement permit, guaranteeing the holder's return provided the five- or ten-year validity has not expired)

UNITED KINGDOM:

- *Leave to remain in the United Kingdom for an indefinite period* (this document guarantees return only if the duration of stay outside the United Kingdom is not more than two years)
- *Certificate of entitlement to the right of abode*

- B. List of residence permits with unlimited right of return on presentation of which the holders are exempt from the airport transit visa requirement:

ANDORRA:

- *Tarjeta provisional de estancia y de trabajo* (provisional residence and work permit) (white). These are issued to seasonal workers; the period of validity depends on the duration of employment, but never exceeds 6 months. This permit is not renewable
- *Tarjeta de estancia y de trabajo* (residence and work permit) (white). This permit is issued for 6 months and may be renewed for another year
- *Tarjeta de estancia* (residence permit) (white). This permit is issued for 6 months and may be renewed for another year
- *Tarjeta temporal de residencia* (temporary residence permit) (pink). This permit is issued for 1 year and may be renewed twice, each time for another year
- *Tarjeta ordinaria de residencia* (ordinary residence permit) (yellow). This permit is issued for 3 years and may be renewed for another 3 years
- *Tarjeta privilegiada de residencia* (special residence permit) (green). This permit is issued for 5 years and is renewable, each time for another 5 years
- *Autorización de residencia* (residence authorisation) (green). This permit is issued for one year and is renewable, each time for another 3 years
- *Autorización temporal de residencia y de trabajo* (temporary residence and work authorisation) (pink). This permit is issued for 2 years and may be renewed for another 2 years
- *Autorización ordinaria de residencia y de trabajo* (ordinary residence and work authorisation) (yellow). This permit is issued for 5 years
- *Autorización privilegiada de residencia y de trabajo* (special residence and work authorisation) (green). This permit is issued for 10 years and is renewable, each time for another 10 years

CANADA:

- *Permanent resident card* (plastic card)

JAPAN:

- Re-entry permit to Japan

MONACO:

- *Carte de séjour de résident temporaire de Monaco* (temporary resident's permit)
- *Carte de séjour de résident ordinaire de Monaco* (ordinary resident's permit)
- *Carte de séjour de résident privilégié* (privileged resident's permit)
- *Carte de séjour de conjoint de ressortissant monégasque* (residence permit for the spouse of a Monegasque national)

#### SAN MARINO:

- *Permesso di soggiorno ordinario (validità illimitata)* [ordinary residence permit (no expiry date)]
- *Permesso di soggiorno continuativo speciale (validità illimitata)* [special permanent residence permit (no expiry date)]
- *Carta d'identità de San Marino (validità illimitata)* [San Marino identity card (no expiry date)]

#### UNITED STATES OF AMERICA:

- Form I-551 permanent resident card (valid for 2 to 10 years)
- Form I-551 Alien registration receipt card (valid for 2 to 10 years)
- Form I-551 Alien registration receipt card (no expiry date)
- Form I-327 Re-entry document (valid for 2 years – issued to holders of a I-551)
- Resident alien card (valid for 2 or 10 years or no expiry date. This document guarantees the holder's return only if his or her stay outside the USA has not exceeded one year.)
- Permit to re-enter (valid for 2 years. This document guarantees the holder's return only if his or her stay outside the USA has not exceeded two years.)
- Valid temporary residence stamp in a valid passport (valid for one year from the date of issue)

## ANNEX 4

List of documents entitling holders to entry without a visa



## BELGIUM

- Carte d'identité d'étranger  
Identiteitskaart voor vreemdelingen  
Personalausweis für Ausländer  
(Aliens Identity Card)
  
- Elektronische identiteitskaart voor vreemdelingen:  
(aliens' electronic identity card)  
  
Carte C: Carte d'identité d'étranger  
C kaart: Identiteitskaart voor vreemdelingen  
C Karte: Personalausweis für Ausländer  
(C card: aliens' identity card)
  
- Certificat d'inscription au registre des étrangers  
Bewijs van inschrijving in het vreemdelingenregister  
Bescheinigung der Eintragung im Ausländer-register  
(Certificate of entry in aliens' register)
  
- Elektronisch bewijs van inschrijving in het vreemdelingenregister:  
(electronic certificate of entry in aliens' register)
  
- \* Carte A: Certificat d'inscription au registre des étrangers – séjour temporaire  
A kaart: Bewijs van inschrijving in het vreemdelingenregister – tijdelijk verblijf  
A Karte: Bescheinigung der Eintragung im Ausländerregister – Vorübergehender Aufenthalt  
(A card: certificate of entry in aliens' register - temporary stay)
  
- \* Carte B: Certificat d'inscription au registre des étrangers  
B Kaart: Bewijs van inschrijving in het vreemdelingenregister  
B Karte: Bescheinigung der Eintragung im Ausländerregister

- Andere elektronische verblijfsvergunningen:  
(other electronic residence permits)
  - \* Carte D: Permis de séjour de résident longue durée – CE  
D Kaart: EG-verblijfsvergunning voor langdurig ingezetenen  
D Karte: Langfristige Aufenthaltsberechtigung - EG  
(D card: EC long-term residence permit)
  - \* Carte F: Carte de séjour de membre de la famille d'un citoyen de l'Union  
F kaart: Verblijfskaart van een familielid van een burger van de Unie  
F Karte: Aufenthaltskarte für Familieangehörige eines Unionsbürgers  
(F card: residence card for family member of a Union citizen)
  - \* Carte F+: Carte de séjour permanent de membre de la famille d'un citoyen de l'Union  
F+ kaart: Duurzame verblijfskaart van een familielid van een burger van de Unie  
F+ Karte: Daueraufenthaltskarte für Familieangehörige eines Unionsbürgers  
(F+ card: permanent residence card for family member of a Union citizen)
- Special residence permits issued by the Ministry of Foreign Affairs:
  - \* Carte d'identité diplomatique  
Diplomatieke identiteitskaart  
Diplomatischer Personalausweis  
(Diplomat's Identity Card)
  - \* Carte d'identité consulaire  
Consular identiteitskaart  
Konsularer Personalausweis  
(Consular Identity Card)
  - \* Carte d'identité spéciale – couleur bleue  
Bijzondere identiteitskaart – blauw  
Besonderer Personalausweis – blau  
(Special Identity Card – blue in colour)

- \* Carte d'identité spéciale – couleur rouge  
 Bijzondere identiteitskaart – rood  
 Besonderer Personalausweis – rot  
 (Special Identity Card – red in colour)
  
- \* Certificat d'identité pour les enfants âgés de moins de cinq ans des étrangers privilégiés titulaires d'une carte d'identité diplomatique, d'une carte d'identité consulaire, d'une carte d'identité spéciale – couleur bleue ou d'une carte d'identité – couleur rouge  
 Identiteitsbewijs voor kinderen, die de leeftijd van vijf jaar nog niet hebben bereikt, van een bevoorrecht vreemdeling dewelke houder is van een diplomatieke identiteitskaart, consulaire identiteitskaart, bijzondere identiteitskaart – blauw of bijzondere identiteitskaart – rood  
 Identitätsnachweis für Kinder unter fünf Jahren, für privilegierte Ausländer, die Inhaber eines diplomatischen Personalausweises sind, konsularer Personalausweis, besonderer Personalausweis – rot oder besonderer Personalausweis – blau  
 (Identity card for children, under the age of five, of aliens who are holders of diplomatic identity cards, consular identity cards, blue special identity cards or red special identity cards)
  
- Certificat d'identité avec photographie délivré par une administration communale belge à un enfant de moins de douze ans  
 Door een Belgisch gemeentebestuur aan een kind beneden de 12 jaar afgegeven identiteitsbewijs met foto  
 Von einer belgischen Gemeindeverwaltung einem Kind unter dem 12. Lebensjahr ausgestellter Personalausweis mit Lichtbild  
 (Certificate of identity with photograph issued by Belgian communes to children under twelve)
  
- List of persons participating in a school trip within the European Union

## THE CZECH REPUBLIC

### 1. Residence permits

#### *a) In accordance with Council Regulation (EC) No 1030/2002:*

- Povolení k pobytu  
(Residence permit, uniform sticker affixed to travel document - issued from 1 May 2004 to third-country nationals for permanent or long-term stays (relevant purpose of residence is indicated on sticker))

#### *b) Other*

- Průkaz o pobytu rodinného příslušníka občana Evropské unie  
(Residence card of a family member of a European Union citizen - issued to third-country nationals - family members of EU nationals for temporary residence - blue booklet, issued from 27 April 2006)
- Průkaz o povolení k trvalému pobytu  
(Permanent residence card, green booklet - issued from 27 April 2006 to third-country nationals - family members of EU nationals and to EEA/Switzerland nationals (until 21 December 2007))
- Potvrzení o přechodném pobytu na území  
(Certificate of temporary residence, folding document - issued from 27 April 2006 to EU/EEA/Switzerland nationals)

- Povolení k pobytu  
(Residence permit, sticker affixed to travel document - issued from 15 March 2003 to 30 April 2004 to permanently resident third-country nationals)
- Průkaz o povolení k pobytu pro cizince  
(Residence permit, green booklet - issued from 1996 to 1 May 2004 to permanently resident third-country nationals, from 1 May 2004 to 27 April 2006 for permanent or temporary residence of family members of EU nationals and to EEA/Switzerland nationals and their family members)
- Průkaz o povolení k pobytu pro cizince  
(Residence permit, green booklet - issued from the date of accession of the Czech Republic to the Schengen Area to EEA/Switzerland nationals and their family members)

Note: In the case of holders of residence permits in the form of booklets, an indication of the relevant category of residence is entered in the travel documents in the form of a stamp:

- Přejížděný pobyt od ... do .../Temporary residence valid from ... to ...,
- Trvalý pobyt v ČR od .../Permanent residence valid of ...,
- Rodinný příslušník občana Evropské unie  
(Family member of EU citizen)
- Průkaz povolení k pobytu azylanta  
(Residence permit for persons granted asylum, grey booklet - issued to persons granted asylum)
- Průkaz oprávnění k pobytu osoby požívající doplňkové ochrany  
(Residence permit for persons granted subsidiary protection, yellow booklet - issued to persons granted subsidiary protection)

## 2. Other documents

- Cestovní doklad Úmluva z 28. července 1951  
(Travel document Convention of 28 July 1951 - issued from 1 January 1995 (from 1 September 2006 as e-passport))
- Cizinecký pas  
(Alien's passport - if issued to a stateless person (marked on inside pages with official stamp with the words "Úmluva z 28. září 1954/Convention of 28 September 1954" - issued from 17 October 2004 (from 1 September 2006 as e-passport))
- Seznam cestujících na školní výlet v rámci Evropské unie  
(List of participants of a school trip within the European Union, paper document - issued from 1 April 2006)

## DENMARK

### Residence cards

EF/EØS – opholdskort (EU/EEA residence card) (title on card)

- Kort A. Tidsbegrænset EF/EØS-opholdsbevis (anvendes til EF/EØS-statsborgere)  
(Card A. Temporary EU/EEA residence permit used for EU/EEA nationals)
- Kort B. Tidsubegrænset EP/EØS-opholdsbevis (anvendes til EF/EØS-statsborgere)  
(Card B. EU/EEA residence permit of unlimited duration used for EU/EEA nationals)
- Kort K. Tidsbegrænset opholdstilladelse til tredjelandssstatsborgere, der meddeles opholdstilladelse efter ER/EØS-reglerne)  
(Card K. Temporary residence permit for nationals of third countries who have been granted a residence permit under EU/EEA rules)
- Kort L. Tidsubegrænset opholdstilladelse til tredjelandssstatsborgere, der meddeles opholdstilladelse efter ER/EØS-reglerne)  
(Card L. Residence permit of unlimited duration for nationals of third countries who have been granted a residence permit under EU/EEA rules)

## Residence permits (title on card)

- Kort C. Tidsbegrænset opholdstilladelse til udlændinge, der er fritaget for arbejdstilladelse  
(Card C. Temporary residence permit for aliens who are not required to have a work permit)
- Kort D. Tidsubegrænset opholdstilladelse til udlændinge, der er fritaget for arbejdstilladelse  
(Card D. Residence permit of unlimited duration for aliens who are not required to have a work permit)
- Kort E. Tidsbegrænset opholdstilladelse til udlændinge, der ikke har ret til arbejde  
(Card E. Temporary residence permit for aliens who do not have the right to work)
- Kort F. Tidsbegrænset opholdstilladelse til flygtninge – er fritaget for arbejdstilladelse  
(Card F. Temporary residence permit for refugees – not required to have a work permit)
- Kort G. Tidsbegrænset opholdstilladelse til EF/EØS – stats borgere, som har andet opholdsgrundlag end efter EF-reglerne – er fritaget for arbejdstilladelse  
(Card G. Temporary residence permit for EU/EEA nationals who have a basis for residence other than that deriving from EU rules – not required to have a work permit)
- Kort H. Tidsubegrænset opholdstilladelse til EF/EØS – stats borgere, som har andet opholdsgrundlag end efter EF-reglerne – er fritaget for arbejdstilladelse  
(Card H. Residence permit of unlimited duration for EU/EEA nationals who have a basis for residence other than that deriving from EU rules – not required to have a work permit)
- Kort J. Tidsbegrænset opholds- og arbejdstilladelse til udlændinge  
(Card J. Temporary residence and work permit for aliens)



Since 14 September 1998 Denmark has issued new residence permits in credit-card format.

There are still some valid residence permits of types B, D and H in circulation which were issued in another format. These cards are made of laminated paper, measure approximately 9 cm x 13 cm and bear a pattern of the Danish coat of arms in white. For Card B, the background colour is beige, for Card D it is light pink and for Card H light mauve.

Stickers to be affixed to passports, bearing the following wording:

- Sticker B. Tidsbegrænset opholdstilladelse til udlændinge, der ikke har ret til arbejde  
(Sticker B. Temporary residence permit for aliens who do not have the right to work)
- Sticker C. Tidsbegrænset opholds- og arbejdstilladelse  
(Sticker C. Temporary residence and work permit)
- Sticker D. Medfølgende slægtninge (opholdstilladelse til børn, der er optaget i forældres pas)  
(Sticker D. Accompanying relatives (residence permit for children who are included in their parents' passport))
- Sticker H. Tidsbegrænset opholdstilladelse til udlændinge, der er fritaget for arbejdstilladelse  
(Sticker H. Temporary residence permit for aliens who are not required to have a work permit)

Stickers issued by the Ministry of Foreign Affairs:

- Sticker E – Diplomatsk visering  
(Sticker E – diplomatic visa) – issued to diplomats and the members of their family who appear on the diplomatic lists, and to staff of equivalent rank at the international organisations in Denmark. Valid for residence and for multiple entry for as long as the person concerned is on the diplomatic lists in Copenhagen
- Sticker F – Opholdstilladelse  
(Sticker F – residence permit) – issued to seconded technical or administrative staff and members of their family and to domestic servants of diplomats on secondment from the Ministry of Foreign Affairs of the State of origin with a service passport. Also issued to staff of equivalent rank at the international organisation in Denmark. Valid for residence and multiple entry for the duration of the mission.
- Sticker S (i kombination med sticker E eller F)  
(Sticker S (in combination with Sticker E or F)  
Residence permit for accompanying close relatives, where they are included in the passport.

It should be noted that identity cards for foreign diplomats, technical or administrative staff, domestic servants etc. issued by the Ministry of Foreign Affairs do not give the holder the right to enter the territory without a visa, since such identity cards are not proof of permission to reside in Denmark.

Other documents:

- List of persons participating in a school trip within the European Union
- Readmission permit in the form of a visa sticker with national code D
- Residence permits valid for the Faroe Islands or Greenland contain a remark in the comments section of the residence card or sticker saying "Tilladelsen gælder kun i Grønland" (residence permit valid only in Greenland) or "Tilladelsen gælder kun på Færøerne" (residence permit valid only on the Faroe Islands). These residence permits do not give the holder any right to enter Denmark or other Schengen Member States without a visa (if required), unless the residence permit by way of exception is valid also for Denmark.

## GERMANY

### I. General

- Aufenthaltserlaubnis  
(residence permit)
- Niederlassungserlaubnis  
(settlement permit)
- Aufenthaltserlaubnis – EU für Familienangehörige von Staatsangehörigen eines Mitgliedstaates der Europäischen Union oder eines EWR-Staates, die nicht Staatsangehörige eines Mitgliedstaates der EU oder des EWR sind  
(residence permit for EU or EEA Member State nationals' family members who are not EU or EEA Member State nationals)
- Aufenthaltserlaubnis für Staatsangehörige der Schweizerischen Eidgenossenschaft und ihre Familienangehörigen, die nicht Staatsangehörige der Schweizerischen Eidgenossenschaft sind  
(residence permit for Swiss nationals and for their family members who are not Swiss nationals)
- Aufenthaltskarte für Familienangehörige eines Unionsbürgers oder eines Staatsangehörigen eines EWR-Staates  
(residence card for an EU citizen's or an EEA Member State national's family members).

- Under section 15 of the Act on general freedom of movement for EU citizens, an "Aufenthaltserlaubnis-EU für Familienangehörige von Staatsangehörigen eines Mitgliedstaates der Europäischen Union oder eines EWR Staates, die nicht Staatsangehörige eines Mitgliedstaates der EU oder des EWR sind (residence permit for EU or EEA Member State nationals' family members who are not EU or EEA Member State nationals)" issued before 28 August 2007 remains valid as a residence card.
  
- The following permits issued before 1 January 2005 also entitle holders to enter without a visa:
  - Aufenthaltserlaubnis für Angehörige eines Mitgliedstaates der EWG (residence permit for EC Member State nationals)
  
  - Aufenthaltsberechtigung für die Bundesrepublik Deutschland (unlimited residence permit for the Federal Republic of Germany)
  
  - Aufenthaltsbewilligung für die Bundesrepublik Deutschland (specific-purpose residence permit for the Federal Republic of Germany)
  
  - Aufenthaltsbefugnis für die Bundesrepublik Deutschland (exceptional residence permit for the Federal Republic of Germany)

These permits are valid in lieu of a visa, for entry without a visa, only if issued in a passport or separately in conjunction with a passport, not if issued as an internal document in lieu of an identity card.

Nor is an "Aussetzung der Abschiebung (Duldung)" (deferral of expulsion (exceptional leave to remain)) or an "Aufenthaltsgestattung für Asylbewerber" (temporary residence permit for asylum seekers) valid for entry without a visa.

- Fiktionsbescheinigung (interim certification)  
in which the third box on page 3 "der Aufenthaltstitel als fortbestehend § 81(4) AufenthG" ("the residence permit remains in effect (Section 81, paragraph 4, AufenthG)" is ticked. Entry is possible only in conjunction with an expired residence permit or visa.

The first and second tick-boxes expressly do not allow entry without a visa.

- Erlaubnis zum Daueraufenthalt-EG  
(permanent residence permit-EU)

## II. Passes for members of diplomatic missions

The attendant privileges are shown on the back of the each pass.

- Passes issued to diplomats and their family members:

Marked "D" on the back:

- \* diplomatic passes for foreign diplomats:
  - Diplomatenausweis (pass for diplomats) (1999 to 31 July 2003)
  - Protokollausweis für Diplomaten (protocol pass for diplomats) (since 1 August 2003)
- \* diplomatic passes for family members engaging in gainful private employment:
  - Diplomatenausweis "A" ("A" pass for diplomats) (1999 to 31 July 2003)
  - Protokollausweis für Diplomaten "A" ("A" protocol pass for diplomats) (since 1 August 2003)

- \* diplomatic passes for diplomats who are German nationals or permanently resident in Germany
  - Diplomatenausweis Art. 38 WÜD (pass for diplomats under Article 38 of the Vienna Convention on Diplomatic Relations) (1999 to 31 July 2003)
  - Protokollausweis für Diplomaten Art. 38 I WÜD (protocol pass for diplomats under Article 38(1) of the Vienna Convention on Diplomatic Relations) (since 1 August 2003)
- Passes issued to administrative or technical staff and their family members:

Marked "VB" on the back:

- \* protocol pass for foreign administrative or technical staff:
  - Protokollausweis für Verwaltungspersonal  
(protocol pass for administrative staff) (since 1999)
- \* protocol pass for administrative or technical staff family members engaging in gainful private employment:
  - Protokollausweis für Verwaltungspersonal "A"  
("A" protocol pass for administrative staff) (since 1 August 2003)
- \* protocol pass for administrative or technical staff who are German nationals or permanently resident in Germany:
  - Protokollausweis für Mitglieder VB Art. 38 2 WÜD  
(protocol pass for administrative staff under Article 38(2) of the Vienna Convention on Diplomatic Relations) (since 1 August 2003)

- Passes issued to service staff and their family members:

Marked "DP" on the back:

Protokollausweis für dienstliches Hauspersonal  
(protocol pass for service staff ) (since 1999)

- Passes issued to local staff and their family members:

Marked "OK" on the back:

Protokollausweis für Ortskräfte (protocol pass for local staff) (since 1999)

- Passes issued to private domestic staff:

Marked "PP" on the back:

Protokollausweis für privates Hauspersonal  
(protocol pass for private domestic staff) (since 1999)



### III. Passes for members of career-type consular posts

The attendant privileges are shown on the back of each pass.

- Passes issued to consular officers:

Marked "K" on the back:

\* passes for foreign consular officers:

- Ausweis für Konsularbeamte  
(pass for consular officers) (1999 to 31 July 2003)
- Protokollausweis für Konsularbeamte  
(protocol pass for consular officers) (since 1 August 2003)

\* pass for consular officers' family members engaging in gainful private employment:

- Ausweis für Konsularbeamt "A"  
("A" pass for consular officers) (1999 to 31 July 2003)

\* passes for consular officers who are German nationals or permanently resident in Germany:

- Ausweis für Konsularbeamte "Art. 71 WÜK"  
(pass for consular officers under Article 71 of the Vienna Convention on Consular Relations) (1999 to 31 July 2003)
- Protokollausweis für Konsularbeamte "Art. 71 I WÜK"  
(protocol pass for consular officers under Article 71(1) of the Vienna Convention on Consular Relations) (since 1 August 2003)

- Passes issued to career-type consular administrative or technical staff:

Marked "VK" on the back:

- \* protocol pass for foreign administrative or technical staff:
  - Protokollausweis für Verwaltungspersonal  
(protocol pass for administrative staff) (since 1999)
- \* protocol pass for administrative or technical staff family members engaging in gainful private employment:
  - Protokollausweis für Verwaltungspersonal "A"  
("A" protocol pass for administrative staff) (1999 to 31 July 2003)
- \* protocol passes for administrative or technical staff who are German nationals or permanently resident in Germany:
  - Ausweis für Verwaltungspersonal "Art. 71 WÜK"  
(pass for administrative staff under Article 71 of the Vienna Convention on Consular Relations) (1999 to 31 July 2003)
  - Protokollausweis für Mitglieder VK Art. 71 II WÜK  
(protocol pass for administrative staff under Article 71(2) of the Vienna Convention on Consular Relations) (since 1 August 2003)

- Passes issued to career-type consular service staff:

Marked "DH" on the back:

Protokollausweis für dienstliches Hauspersonal  
(protocol pass for service staff) (since 1999)

- Passes issued to consular officers' or administrative, technical or service staff family members:

Marked "KF" on the back:

Protokollausweis f. Familienangehörige (Konsulat)  
(protocol pass for family members (consular))

This new type of pass has been issued since 1 August 2003. Up until then, consular officers' or administrative, technical or service staff family members were issued the same kind of pass as the consular staff themselves, unless issued one of the above "A" passes on account of gainful employment.

- Passes issued to career-type consular local staff:

Marked "OK" on the back:

Protokollausweis für Ortskräfte (protocol pass for local staff) (since 1999)

- Passes issued to career-type consular private domestic staff:

Marked "PP" on the back:

Protokollausweis für privates Hauspersonal  
(protocol pass for private domestic staff) (since 1999)

#### IV. Special passes

- Passes issued to members of international organisations and their family members:

Marked "IO" on the back:

Sonderausweis "IO" ("IO" special pass) (since 1999)

Note: heads of international organisations and their family members are issued a pass marked "D"; private domestic staff of international organisations' staff are issued a pass marked "PP".

- Passes issued to household members under section 27(1)(5) of the Residence Regulations:

Marked "S" on the back:

Sonderausweis "S" ("S" special pass) (since 1 January 2005)

#### V. List of participants in a school trip within the European Union

## ESTONIA

Documents providing the right for residence:

1. identity card
2. sticker for residence permit (affixed to the travel document issued by Estonia or other third country).

1. Identity card issued to third-country national may contain following remarks:

- tähtajaline elamisluba kehtivusega kuni pp.kk.aa  
(temporary residence permit valid until dd.mm.yy)
- pikaajaline elanik - EÜ  
(long term resident - EC)
- EL kodaniku pereliige (tähtajaline elamisõigus kuni pp.kk.aa)  
(EC citizen`s family member (temporary right of residence until dd.mm.yy))
- alaline elamisluba  
(permanent residence permit – issued until 31.05.2006)

2. The sticker for residence permit may contain following remarks:

- tähtajaline elamisluba  
(temporary residence permit)
- pikaajaline elanik EÜ  
(long-term resident`s EC residence permit)
- alaline elamisluba  
(permanent residence permit – issued until 31.05.2006)

The identity card is not valid as travel document for crossing a state border. For travel purposes, the identity card has to be presented together with a valid passport.

Residents permits may be:

- temporary (with the maximum validity of five years) or
- permanent.

All remarks, except the ones regarding to the permanent residence permit, are provided in the English language.

3. Diplomatic and service cards issued by the Ministry of Foreign Affairs:

- Diplomaadikaart  
(Diplomatic Identity Card: Category A – Head of Mission and her/his family member; blue in colour)
- Diplomaadikaart  
(Diplomatic Identity Card: Category B – Diplomat and her/his family member; blue in colour)
- Teenistuskaart  
(Service Card: Category C – Administrative employee and her/his family member; red in colour)
- Teenistuskaart  
(Service Card: Category D – Service staff and her/his family member; green in colour)

- Teenistuskaart  
(Service Card: Category E – Private servant; green in colour)
  
- Teenistuskaart  
(Service Card: Category F – Local employee; green in colour)
  
- Teenistuskaart  
(Service Card: Category HC – Honorary Consul; grey in color)

## GREECE

1. Άδεια παραμονής αλλοδαπού (ενιαίου τύπου)

Alien's residence permit (uniform format)

[This document is valid for between six months and an indefinite period. It is issued to all aliens who are legally resident in Greece.]

The above residence permit is affixed to travel documents recognised by Greece. In the event that a third-country national does not possess a travel document recognised by Greece, the competent Greek services affix the uniform-format residence permit to a special form. This special form is issued by the Greek authorities on the basis of Article 7 of Regulation (EC) No 333/2002, with the security specifications provided for in the same Regulation, bears three vertical stripes coloured orange-green-orange and is called "Φύλλο επί του οποίου τίθεται άδεια διαμονής" [Form for affixing a residence permit].

2. Άδεια παραμονής αλλοδαπού (χρώμα μπεζ-κίτρινο) <sup>1</sup>

(Alien's residence permit) (beige-yellow)

[This document was issued to all aliens legally resident in Greece. It is valid for between one year and an indefinite period.]

3. Άδεια παραμονής αλλοδαπού (χρώμα λευκό) <sup>2</sup>

(Alien's residence permit) (white)

[This document was issued to aliens married to Greek nationals. It is valid for five years.]

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<sup>1</sup> This document ceased to be issued on 1.7.2003.

<sup>2</sup> This document remains valid until its expiry date. It ceased to be issued on 2.6.2001.



4. Άδεια παραμονής αλλοδαπού (βιβλιάριο χρώματος λευκού)<sup>1</sup>  
(Alien's residence permit) (white booklet)  
[This document was issued to persons recognised as refugees under the 1951 Geneva Convention.]
5. Δελτίο ταυτότητας αλλοδαπού (χρώμα πράσινο)<sup>2</sup>  
(Alien's identity permit) (green)  
[This document is issued only to aliens of Greek descent; it may be valid for either two or five years.]
6. Ειδικό δελτίο ταυτότητας ομογενούς (χρώμα μπεζ)<sup>3</sup>  
(Special identity card for aliens of Greek descent) (beige)  
[This document is issued to Albanian nationals of Greek descent; it is valid for three years. The card is also issued to their spouses, regardless of nationality, and to their children, provided there is official documentation to prove their family ties.]
7. Ειδικό δελτίο ταυτότητας ομογενούς (χρώμα ροζ)<sup>4</sup>  
(Special identity card for aliens of Greek descent) (pink)  
[This document is issued to aliens of Greek descent from the former USSR. It is valid indefinitely.]

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<sup>1</sup> It is planned to replace this type of residence permit by the "stand-alone" document provided for in Council Regulation No 1030/2002. Immediately after this change Member States will be notified accordingly.

<sup>2</sup> Idem

<sup>3</sup> Idem

<sup>4</sup> Idem

8. Ειδικές Ταυτότητες της Διεύθυνσης Εθιμοτυπίας του Υπουργείου Εξωτερικών  
(Special identity cards issued by the Directorate for Protocol of the Ministry of Foreign Affairs)
- A. Format "D" (diplomatic staff) (red)  
This document is issued to the head and members of every diplomatic mission and to members of their families (spouses and children up to the age of eighteen) holding diplomatic passports.
- B. Format "A" (administrative and technical staff) (orange)  
This document is issued to members of the staff of diplomatic missions and to members of their families (spouses and children up to the age of eighteen) holding service passports.
- C. Format "S" (service staff) (green)  
This document is issued to members of the service staff of diplomatic missions and to members of their families (spouses and children up to the age of eighteen).
- D. Format "CC" (consular officer) (blue)  
This document is issued to members of the consular staff and to members of their families (spouses and children up to the age of eighteen).
- E. Format "CE" (consular employee) (pale blue/azure)  
This document is issued to members of the administrative staff of consular authorities and to members of their families (spouses and children up to the age of eighteen).
- F. Format "CH" (honorary consular officer) (grey)  
This document is issued to honorary consuls.

G. Format "IO" (international organisation) (deep mauve)

This document is issued to the staff of international organisations and to members of their families (spouses and children up to the age of eighteen) who enjoy diplomatic status.

H. Format "IO" (international organisation) (pale mauve)

This document is issued to members of the administrative staff of international organisations and to members of their families (spouses and children up to the age of eighteen)

It should be noted that in the case of nationals of the Member States of the European Union and of the above categories A to E, the European Union flag has been printed on the reverse side of the new identity cards.

9. Documents issued by the Ministry of the Interior

A. Δελτίο διαμονής μέλους οικογενείας πολίτη της Ένωσης  
(Residence card of a family member of a Union citizen)

B. Δελτίο μόνιμης διαμονής μέλους οικογενείας πολίτη της Ένωσης  
(Permanent residence card of a family member of a Union citizen)

10. List of persons participating in a school trip within the European Union.

## SPAIN

- Autorización de Regreso  
(Re-entry authorisation)
- Modelo uniforme de permiso de residencia conforme al Reglamento CE 1030/02 del Consejo de 13 de Junio de 2002  
(uniform format for residence permits in accordance with Council Regulation (EC) No1030/2002 of 13 June 2002)
- Tarjeta de extranjeros "régimen comunitario"  
("Community regime" aliens card)
- Tarjeta de extranjeros "estudiante"  
("student" aliens card)
- Lista de personas que participan en un viaje escolar dentro de la Unión Europea  
(List of persons participating in a school trip within the European Union)
- Visados D, válidos para España, durante el periodo de su vigencia  
(D visas valid for Spain, during the period for which they are valid)

The accreditation cards issued by the Ministry of Foreign Affairs and Cooperation have not changed and the current wording of the second part of the Annex, concerning accreditation cards, should therefore be maintained.

Holders of the following accreditation cards issued by the Ministry of Foreign Affairs and Cooperation may enter without visas:

- Ambassador's identity card (red); on the cover it reads "Documento de Identidad Diplomático" (Diplomatic identity document) with the reference "Embajador/Ambassador" on the left-hand side; issued to accredited ambassadors;
- Diplomatic identity card (red); on the cover it reads "Documento de Identidad Diplomático" (Diplomatic identity document); issued to staff with diplomatic status accredited to diplomatic missions. An F is added to the document when it is issued to spouses or children;
- Consular identity card (dark green); on the cover it reads "Documento de Identidad Consular" (Consular identity document); issued to career consular officials accredited in Spain. An F is added to the document when it is issued to spouses or children;
- Consular employee's card (light green); on the cover it reads "Tarjeta de Identidad Consular" (Consular identity card); issued to consular administrative officials accredited in Spain. An F is added to the document when it is issued to spouses or children;
- Identity card for members of the administrative and technical staff of an accredited diplomatic mission (yellow); on the cover it reads "Documento de Identidad Diplomático" (Diplomatic identity document); issued to administrative officials at accredited diplomatic missions. An F is added to the document when it is issued to spouses or children;
- Identity card for the diplomatic, administrative and technical staff of international organisations and of European Union offices (blue); on the cover it reads "Documento de Identidad Diplomático" (Diplomatic identity document); issued to diplomatic staff and to administrative and technical staff accredited to international organisations and to European Union offices. An F is added to the document when it is issued to spouses or children;

- Identity card for the domestic staff of diplomatic missions, consular posts, international organisations and European Union offices and for the private domestic staff of accredited diplomatic and consular officials (grey); on the cover it reads "Documento de Identidad Diplomático" (Diplomatic identity document); issued to staff in the domestic service of diplomatic missions, consular posts, international organisations and European Union offices and to the private domestic staff of accredited diplomatic and consular officials. An F is added to the document when it is issued to spouses or children;
- Identity card for the parents of accredited staff and for their children from eighteen to twenty-three years old (beige); on the cover it reads "Tarjeta de Identidad" (Identity card); issued to the parents of accredited staff and to their children from eighteen to twenty-three years old.

## FRANCE

### 1. Residence permits

#### (a) Documents issued to adult aliens

#### Residence permits

- Carte de séjour temporaire comportant une mention particulière qui varie selon le motif du séjour autorisé (A temporary residence permit containing particular details which vary according to the reasons for the authorised stay)
- Carte de séjour portant la mention "compétences et talents" (Residence permit containing detail "skills and expertise")
- Carte de séjour portant la mention "retraité" (Residence permit containing detail "retired")
- Carte de résident (Resident's card)
- Carte de résident portant la mention "résident de longue durée-CE" (Residence permit containing detail "long-term EC resident")
- Carte de résident délivrée aux ressortissants andorrans (Residence permit issued to Andorran nationals)
- Certificat de résidence d'Algérien (Algerian residence certificate)

- Carte de séjour délivrée aux membres de famille (les membres de famille peuvent être des ressortissants de pays tiers) des citoyens de l'Union européenne, des ressortissants des États parties à l'Espace économique européen et des ressortissants suisses (Residence card issued to family members (who may be nationals of third countries) of European Union citizens, nationals of States party to the European Economic Area and Swiss nationals)
- Autorisation provisoire de séjour portant la mention "Volontariat associatif" (Temporary authorisation to stay containing detail "Voluntary community service")
- Autorisation provisoire de séjour portant la mention "Etudiant en recherche d'emploi" (Temporary authorisation to stay containing detail "Student looking for employment")
- Autorisation provisoire de séjour portant la mention "parent accompagnant d'un mineur étranger malade" (Temporary authorisation to stay containing detail "parent accompanying sick alien minor")
- Temporary authorisation to stay containing no specific detail
- Récépissés de renouvellement de demande de titre de séjour, accompagnés du titre de séjour périmé (Receipts for renewal of application for residence permit, accompanied by expired residence permit)

NB: With effect from 13 May 2002, residence permits, resident's cards and residence certificates take the form of laminated plastic cards in accordance with the uniform European model. Earlier formats, valid until 12 May 2012, are still in use.



## Monegasque residence permits

- Carte de séjour de résident temporaire de Monaco (temporary Monaco resident's permit)
- Carte de séjour de résident ordinaire de Monaco (ordinary Monaco resident's permit)
- Carte de séjour de résident privilégié de Monaco (privileged Monaco resident's permit)
- Carte de séjour de conjoint de ressortissant monégasque (residence permit for the spouse of a person of Monegasque nationality)

### (b) Documents issued to alien minors

- Document de circulation pour étrangers mineurs (DCEM) (Travel document for alien minors)
- Titre d'identité républicain (TIR) (French Republic identity document)

### (c) List of participants in a school trip within the European Union

## 2. Special passes

Each special pass includes a specific detail according to the status of the holder:

- "CMD/A": issued to heads of diplomatic missions
- "CMD/M": issued to heads of mission of international organisations
- "CMD/D": issued to heads of permanent delegations to international organisations

- "CD/A": issued to diplomatic officials
- "CD/M": issued to senior officials of an international organisation
- "CD/D": issued to officials comparable to diplomatic officials who are members of permanent delegations to international organisations
- "CC/C": issued to consular officers
- "AT/A": issued to the administrative and technical staff of an embassy
- "AT/C": issued to the administrative and technical staff of a consulate
- "AT/M": issued to the administrative and technical staff of an international organisation
- "AT/D": issued to the administrative and technical staff of a delegation to an international organisation
- "SE/A": issued to the service staff of an embassy
- "SE/C": issued to the service staff of a consulate
- "SE/M": issued to the service staff of an international organisation
- "SE/D": issued to the service staff of a delegation to an international organisation

- "PP/A": issued to private staff of a diplomat
- "PP/C": issued to private staff of a consular officer
- "PP/M": issued to private staff of a member of an international organisation
- "PP/D": issued to private staff of a member of a permanent delegation to an international organisation
- "EM/A": issued to teachers or military staff with special status attached to an embassy
- "EM/C": issued to teachers or military staff with special status attached to a consulate
- "EF/M": issued to international officials domiciled abroad
- "FI/M": issued to international officials of international organisations

NB: The "attestation de fonctions" (certificate of appointment) issued by the Ministry of Foreign Affairs is not considered a special pass.

## ITALY

- Carta di soggiorno (validità illimitata)  
(Residence Permit) (unlimited validity)
- Permesso di soggiorno con esclusione delle sotto elencate tipologie:  
(Residence permit with the exception of the following:)
  1. Permesso di soggiorno provvisorio per richiesta asilo politico ai sensi della Convenzione di Dublino  
(Provisional residence permit for political asylum seekers pursuant to the Dublin Convention)
  2. Permesso di soggiorno per cure mediche  
(Residence permit for medical purposes)
  3. Permesso di soggiorno per motivi di giustizia  
(Residence permit for legal purposes)
- Carta d'identità M.A.E.  
(Identity Card issued by the Ministry of Foreign Affairs)
  - \* Mod. 1 (blu) Corpo diplomatico accreditato e consorti titolari di passaporto diplomatico  
(Model 1 (blue) Accredited members of the diplomatic corps and their spouses who hold a diplomatic passport)
  - \* Mod. 2 (verde) Corpo consolare titolare di passaporto diplomatico  
(Model 2 (green) Members of the consular corps who hold a diplomatic passport)
  - \* Mod. 3 (orange) Funzionari II^ FAO titolari di passaporto diplomatico, di servizio o ordinario  
(Model 3 (orange) Category II FAO officials who hold a diplomatic, service or ordinary passport)

- \* Mod. 4 (orange) Impiegati tecnico-amministrativi presso Rappresentanze diplomatiche titolari di passaporto di servizio  
(Model 4 (orange) Technical and administrative staff of diplomatic representations who hold a service passport)
- \* Mod. 5 (orange) Impiegati consolari titolari di passaporto di servizio  
(Model 5 (orange) Consular staff who hold a service passport)
- \* Mod. 7 (grigio) Personale di servizio presso Rappresentanze diplomatiche titolare di passaporto di servizio  
(Model 7 (grey) Domestic staff of diplomatic representations who hold a service passport)
- \* Mod. 8 (grigio) Personale di servizio presso Rappresentanze Consolari titolare di passaporto di servizio  
(Model 8 (grey) Domestic staff of consular representations who hold a service passport)
- \* Mod. 11 (beige) Funzionari delle Organizzazioni internazionali, Consoli Onorari, impiegati locali, personale di servizio assunto all'estero e venuto al seguito, familiari Corpo Diplomatico e Organizzazioni Internazionali titolari di passaporto ordinario  
(Model 11 (beige) Officials of international organisations, honorary consuls, local employees, domestic staff recruited abroad who have followed their employer, families of members of the diplomatic corps and international organisations who hold an ordinary passport)

NB: Models 6 (orange) and 9 (green) for, respectively, staff of international organisations who have no immunity and foreign honorary consuls, are no longer issued and have been replaced by model 11. However, these documents remain valid until the expiry date stated on them.

- List of persons participating in a school trip within the European Union

## LATVIA

- Pastāvīgās uzturēšanās atļauja  
(Permanent residence permit – in the form of a sticker, green in colour)
- Uzturēšanās atļauja  
(Residence permit – in the form of a sticker, issued as from May 1, 2004 according to the Regulation No 1030/2002/EC)
- Nepilsoņa pase  
(Alien's passport, violet in colour)
- Savienības pilsoņa ģimenes locekļa uzturēšanās atļauja  
(Temporary residence permit for a family member of an EU/EEA/CH national who is a third-country national; A5 format form with incorporated security features)
- Savienības pilsoņa ģimenes locekļa pastāvīgās uzturēšanās atļauja  
(Permanent residence permit for a family member of an EU/EEA/CH national who is a third-country national; A5 format form with incorporated security features)
- Ceļotāju saraksts izglītības iestādes ekskursijām Eiropas Savienībā  
(List of travellers for school trips within the European Union)

- ID cards issued by the Ministry of Foreign Affairs:

- A category ID card – for Diplomatic staff (red in colour)

Category ID cards are issued to the diplomatic staff of the mission (e.g. Ambassador, First Secretary, Attaché) and their family members; on the reverse side there is a text that the holder of the card enjoys all the privileges and immunities in accordance with the Vienna Convention on Diplomatic Relations: "Šīs apliecības uzrādītājs bauda visas privilēģijas un imunitātes, kas paredzētas 1961.gada 18.aprīļa Vīnes konvencijā "Par diplomātiskajām attiecībām"".

- B category ID card – for Administrative and technical staff (yellow in colour)

B category ID cards are issued to the administrative and technical staff of the mission; on the reverse side there is a text that the holder enjoys partial privileges and immunities for administrative and technical staff specified in Article 37 (2) of the Vienna Convention on Diplomatic Relations: "Šīs apliecības uzrādītājs bauda daļējas privilēģijas un imunitātes, kas paredzētas administratīvajiem un tehniskajiem darbiniekiem saskaņā ar 1961.gada 18.aprīļa Vīnes konvencijas "Par diplomātiskajām attiecībām" 37.panta 2.punktu.".

- C category ID card – for the staff of international organizations (white in colour)

C category ID cards are issued to the staff of international organizations and their family members; on the reverse there is a text that the holder of this card enjoys privileges and immunities in accordance with the Agreement between Republic of Latvia and the respective international organization: "Šīs apliecības uzrādītājs bauda privilēģijas un imunitātes, kas paredzētas līgumā starp Latvijas Republiku un attiecīgo starptautisko organizāciju".

- D category ID card – for Career Consular office staff (blue in colour)  
D category ID cards are issued to the career consular officers of the consular mission; on the reverse side there is a text that the holder of this card enjoys all privileges and immunities in accordance with the Vienna Convention on Consular Relations: "Šīs apliecības uzrādītājs bauda visas privilēģijas un imunitātes, kas paredzētas 1963.gada 24.aprīļa Vīnes konvencijā "Par konsulārajām attiecībām"".
- F category ID cards (green in colour) – there are two kinds of cards:
  1. F category ID cards are issued to the service staff of the mission; on the reverse side there is a text that the holder enjoys partial privileges and immunities for service staff specified in Article 37 (3) of the Vienna Convention on Diplomatic Relations: "Šīs apliecības uzrādītājs bauda daļējas privilēģijas un imunitātes, kas paredzētas vēstniecību apkalpojošam personālam saskaņā ar 1961.gada 18.aprīļa Vīnes konvencijas "Par diplomātiskajām attiecībām" 37.panta 3.punktu";
  2. F category ID cards are issued to the private servants of the staff of the mission; on the reverse side there is given a text that the holder enjoys partial privileges and immunities for service staff specified in Article 37 (4) of the Vienna Convention on Diplomatic Relations: "Šīs apliecības uzrādītājs bauda daļējas privilēģijas un imunitātes, kas paredzētas vēstniecību apkalpojošam personālam saskaņā ar 1961.gada 18.aprīļa Vīnes konvencijas "Par diplomātiskajām attiecībām" 37.panta 4.punktu".
- Accreditation card – for Journalists (green in colour)  
Latvijas Republikas Ārlietu ministrijas akreditācijas karte (Accreditation Card of the Ministry of Foreign Affairs of the Republic of Latvia) is issued to journalists; there is a text on the accreditation card stipulating the position of the holder - "Žurnālists/Journalist"; the validity of this card is not longer than one year, not exceeding 31 December of the year of issue.



## LITHUANIA

1. Leidimas laikinai gyventi Lietuvos Respublikoje  
(Republic of Lithuania temporary residence permit – card)
2. Leidimas nuolat gyventi Lietuvos Respublikoje (galioja iki 15.11.2009)  
(Republic of Lithuania permanent residence permit – card (valid until 15.11.2009))
3. Europos Sąjungos valstybės narės piliečio šeimos nario leidimas gyventi Lietuvos Respublikoje  
(Republic of Lithuania residence permit for family members of EU Member States' nationals – card)
4. Lietuvos Respublikos ilgalaikio gyventojų leidimas gyventi Europos Bendrijoje  
(Permit for Lithuanian permanent residents to reside in the European Community – card)
5. Asmens grįžimo pažymėjimas  
(Return certificate, issued only for the purpose of return of the person concerned to the Republic of Lithuania – yellow– light green colour)
6. "A" kategorijos akreditacijos pažymėjimas (gelsvos/žalsvos/rausvos spalvos su raudona šonine juostele) suteikiamas diplomatiniams agentams, konsuliniais pareigūnams ir tarptautinių organizacijų atstovybių nariams, kurie pagal tarptautinę teisę naudojami diplomatinėmis privilegijomis ir imunitetais  
(accreditation certificate, category "A" (yellowish/greenish/pink colour with red side strip) – issued to diplomatic agents, consular officers and members of representative offices of international organisations, who enjoy diplomatic immunities and privileges under international law)

7. "B" kategorijos akreditacijos pažymėjimas (gelsvos/žalsvos/rausvos spalvos su žalia šonine juostele) suteikiamas administracinio techninio personalo nariams ir konsuliniam darbuotojams  
(accreditation certificate, category "B" (yellowish/greenish,/pink colour with green side strip) – issued to members of administrative and technical staff and consular employees)
8. "C" kategorijos akreditacijos pažymėjimas (gelsvos/žalsvos/rausvos spalvos su geltona šonine juostele) suteikiamas aptarnaujančiojo personalo nariams ir privatiems namų darbininkams  
(accreditation certificate, category "C" (yellowish/greenish,/pink colour with yellow side strip) – issued to the servicing personnel of diplomatic missions and private servants in diplomatic households)
9. "E" kategorijos akreditacijos pažymėjimas (gelsvos/žalsvos/rausvos spalvos su pilka šonine juostele) suteikiamas tarptautinių organizacijų atstovybių nariams, kurie pagal tarptautinę teisę naudojami ribotais imunitetais ir privilegijomis  
(accreditation certificate, category "E" (yellowish/greenish,/pink colour with grey side strip) – issued to members of representative offices of international organisations, who enjoy limited privileges and immunities under international law)

## LUXEMBOURG

- Titre de séjour (sous forme d'étiquette adhésive) délivré en conformité avec le Règlement (CE) N° 1030/2002 du Conseil du 13 juin 2002 établissant un modèle de titre de séjour pour les ressortissants de pays tiers  
(Residence permit, edited (as a sticker) in accordance with Council Regulation (EC) No 1030/2002 of 13 June 2002 laying down a uniform format for residence permits for third-country nationals)
- Carte d'identité d'étranger  
(Alien's Identity Card)  
*N.B. Only until the expiry of cards already issued.*
- Carte diplomatique délivrée par le Ministère des Affaires étrangères  
(Diplomat's Pass issued by the Ministry of Foreign Affairs)
- Titre de légitimation délivré par le Ministère des Affaires étrangères au personnel administratif et technique des Ambassades  
(Certificate issued by the Ministry of Foreign Affairs to the Embassy's administrative and technical staff)
- Titre de légitimation délivré au personnel des institutions et organisations internationales établies au Luxembourg, visé par le Ministère des Affaires étrangères  
(Certificate issued to the staff of International Institutions and Organisations based in Luxembourg, stamped by the Ministry of Foreign Affairs)
- Carte de séjour de membre de famille d'un citoyen de l'Union ou d'un ressortissant d'un des autres Etats ayant adhéré à l'Espace économique européen ou de la Confédération suisse – série M  
(Residence card of a family member of a Union citizen or a national of one of the other States acceded to the Agreement of the European Economic Area or of the Swiss Confederation – M series)

- Carte de séjour permanent de membre de famille d'un citoyen de l'Union ou d'un ressortissant d'un des autres Etats ayant adhéré à l'Espace économique européen ou de la Confédération suisse – série M  
(Permanent residence card of a family of a Union citizen or a national of one of the other States acceded to the Agreement of the European Economic Area or of the Swiss Confederation – M series)
  
- Carte de séjour de membre de famille d'un ressortissant d'un Etat membre de l'Union européenne, de l'Espace économique européen ou de la Confédération suisse – série G  
(Residence card of a family member of a citizen of a Member State of the European Union, the European Economic Area or the Swiss Confederation – G series)  
*N.B. Only until the expiry of cards already issued.*
  
- Liste des élèves participant à un voyage scolaire dans l'Union européenne  
(List of pupils participating in a school trip within the European Union)

## HUNGARY

- Bevándoroltak részére kiadott személyazonosító igazolvány

(Blue booklet form or card format issued for permanent residents - from 1 January 2000 a new card format has been introduced and issued)

Valid only when accompanied by a national passport indicating authorisation for permanent residence.

- Bevándoroltak és letelepedettek részére kiadott tartózkodási engedély, matrica nemzeti útleveiben elhelyezve

(Residence permit for holders of immigration or settlement permit, sticker in national passport; issued in accordance with Council Regulation (EC) No. 1030/2002 of 13 June 2002)

Date of issue: as of 1 July 2007.

In the rubric MEGJEGYZÉSEK (comments), in the case of the following types of residence permits:

- a) "bevándorlási engedély" – for immigration permit;
- b) "letelepedési engedély" – for settlement permit;
- c) "ideiglenes letelepedési engedély" – for temporary residence permit;
- d) "nemzeti letelepedési engedély" – for national settlement permit;
- e) "huzamos tartózkodási engedéllyel rendelkező - EK" – for EC settlement permit (issued in accordance with Council Directive 2003/109/EC concerning the status of third-country nationals who are long-term residents)

- Letelepedési engedély

(Permanent residence permit, accompanied by a national passport indicating authorisation for permanent residence)

Type: laminated card

Date of issue: between 2002 - 2004

Validity: up to 5 years from the date of issue, but not beyond 20 June 2009

- Tartózkodási engedély

(Residence permit - sticker form affixed to a national passport; issued in accordance with Council Regulation (EC) No 1030/2002 of 13 June 2002)

- Tartózkodási engedély az Európai Gazdasági Térség Állampolgárai (EGT) és családtagjai számára

(Residence permit for citizens of the European Economic Area - EEA - and their family members)

Type: laminated card, a two-sided, paper-based document of ID-2 format (105 x 75 mm) in a heat laminated covering.

Issued: from 2004.

Validity: up to 5 years, but not beyond 29 June 2012

- Állandó tartózkodási kártya

(Permanent residence card, together with national passport)

Date of introduction: 1 July 2007, on the basis of Act I of 2007 on the entry of the persons having the right of free movement and residence.

If it is issued for EEA citizens and their family members enjoying the right of permanent residence, it is valid together with a national ID card or a national passport.

In the case of third-country nationals, it is valid only together with a national passport.

- Tartózkodási kártya EGT állampolgár családtagja részére

(Residence card for family members of EEA nationals)

Date of introduction: 1 July 2007, on the basis of Act I of 2007 on the entry of the persons having the right of free movement and residence; validity: a maximum period of five years.

The paper-based two-sided document is ID-2 format, in a heat laminated covering.

In the rubric "*EGYÉB MEGJEGYZÉSEK*" (other comments): "*tartózkodási kártya EGT állampolgár családtagja részére*" (residence card for family members of EEA nationals).

- Tartózkodási kártya magyar állampolgár harmadik ország állampolgárságával rendelkező családtagja részére

(Residence card of third-country-national family member of Hungarian citizen)

Type: sticker affixed to a national passport

Date of issue: as of 1 July 2007, ongoing

Validity: 5 years from the date of issue

"*Tartózkodási engedély*" label ("Residence permit")

In the rubric "*AZ ENGEDÉLY TÍPUSA*" (type of the permit): "*Tartózkodási kártya*" (residence card)

In the rubric "*MEGJEGYZÉSEK*" (comments): "*tartózkodási kártya magyar állampolgár családtagja részére*" (residence card of third-country-national family member of Hungarian citizen)

- Humanitárius tartózkodási engedély

(Humanitarian residence permit)

Type: card form, accompanied by a national passport; issued in accordance with Council Regulation (EC) No 1030/2002 of 13 June 2002 or

type: national card ID-2 standard size, the validity of which can be up to 31 May 2009 at the latest.

*Remark:*

The humanitarian residence permit issued for asylum-seekers (in line with Section 29 (1) c) of the Act II of 2007) or persons under ban on entry and stay (according to Art. 25 of the Convention Implementing the Schengen Agreement) entitles its holder only to stay in Hungary and not to travel either within the EU or crossing the external borders.



- A menedékes személyazonosságát és tartózkodási jogát igazoló dokumentum

(Document certifying the identity and right of residence of beneficiaries of temporary protection together with a national passport; issued in accordance with Council Regulation (EC) No 1030/2002 of 13 June 2002)

- Menekült, illetve oltalmazott személyek részére kiadott magyar személyazonosító igazolvány menekültek esetén a konvenció útj okmánnyal, oltalmazottak esetén a magyar hatóságok által kiállított útj okmánnyal együtt

(ID card issued for refugees and for persons enjoying the right of subsidiary protection)

In the case of refugees, it is valid together with a travel document issued in accordance with the 1951 Geneva Convention.

In case of persons enjoying subsidiary protection, it is valid together with the travel document issued for persons enjoying subsidiary protection.

- Diáklista

(List of persons participating in a school trip within the EU)

- Igazolvány diplomáciai képviselők és családtagjaik részére

(Special certificate for diplomats and their family members (diplomat's identity card), together with a D visa, or with a residence permit in uniform (sticker) format in accordance with Council Regulation (EC) No 1030/2002 of 13 June 2002 issued by the MFA<sup>1</sup>, if necessary)

- Igazolvány konzuli képviselet tagjai és családtagjaik részére

(Special certificate for members of consular posts and their family members (consular identity card)), together with a D visa, or with a residence permit in uniform (sticker) format in accordance with the Council Regulation (EC) No 1030/2002 of 13 June 2002 issued by the MFA<sup>1</sup>, if necessary)

- Igazolvány képviselet igazgatási és műszaki személyzete és családtagjaik részére

(Special certificate for members of the administrative and technical staff of diplomatic missions and their family members, together with a D visa, or with a residence permit in uniform (sticker) format in accordance with Council Regulation (EC) No 1030/2002 of 13 June 2002 issued by the MFA<sup>1</sup>, if necessary)

- Igazolvány képviselet kisegítő személyzete, háztartási alkalmazottak és családtagjaik részére

(Special certificate for the service staff of diplomatic missions, private servants and their family members, together with a D visa, or with a residence permit in uniform (sticker) format in accordance with Council Regulation (EC) No 1030/2002 of 13 June 2002 issued by the MFA<sup>1</sup>, if necessary)

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<sup>1</sup> Residence permits issued before 1 May 2009 are also valid until the date marked on the residence permit.

## MALTA

- Residence permits to third country nationals are issued in the uniform format in accordance with Council Regulation (EC) 1030/2002 of 13 June 2002 laying down a uniform format for residence permits for third-country nationals.

In the blank space provided on each document for "Type of Permit" the following categories are being utilised:

1. Xogħol (employment purposes);
2. Jahdem għal rasu (self-employment purposes);
3. Temporanju (temporary);
4. Residenti fit-tul- KE (long term resident- EC) ;
5. Benestant (economically self-sufficient);
6. Adozzjoni (adoption);
7. Raġunijiet ta' Saħħa (health purposes);
8. Reliġjuż (religious purposes);
9. Skema- Residenza Permanenti (Permanent Residence Scheme);
10. Persuna ezenti – Membru tal-Familja (Family members of citizens of Malta holding "exempt person status")

Prior to 1 January 2008, the immigration position of such persons was reflected in the holder's passports by means of one of the following stamps:

- (a) holder possesses freedom of movement in term of section 44(4)(a) of the Constitution of Malta;
- (b) holder is an exempt person in terms of section 4(1)(g)(h) of Chapter 217 of the Laws of Malta.

11. Studju (Study)
12. Protezzjoni Internazzjonal (International Protection)

- Family members of EEA nationals exercising a Treaty right in Malta were issued with a residence document in the form of a stamp endorsed in the passport of the person concerned. However, as from September 2008, such family members of EEA nationals are being issued with a residence card entitled "Residence Card of a family member of a Union citizen" in the form of a vignette affixed in the holder's passport.
  
- Diplomatic identity cards with the following colour codes issued by the Ministry of Foreign Affairs
  1. **Red stripe** – issued to members of the diplomatic staff of diplomatic missions and their spouses and their children, still making up their respective households
  2. **Blue stripe** – issued to members of the administrative and technical staff of diplomatic missions accredited to Malta as well as to their spouses and their children still making up their respective households
  3. **Burgundy stripe** – issued to foreign employees of representations of international organisations working permanently in Malta as well as to their spouses and their children still making up their respective households
  4. **Green stripe** - issued to Honorary Consuls of foreign countries in Malta
  5. **Brown stripe** – issued to Honorary Consuls of Malta in foreign countries

The ID cards shown above, with the exception of No 5, will be accepted as proof of temporary residence in Malta.

## THE NETHERLANDS

### 1. The following types of aliens document:

- \* I (Regulier bepaalde tijd)  
(Regular - fixed-term)
- \* II (Regulier onbepaalde tijd)  
(Regular - indefinite)
- \* III (Asiel bepaalde tijd)  
(Asylum - fixed-term)
- \* IV (Asiel onbepaalde tijd)  
(Asylum - indefinite)
- \* EU/EER (Gemeenschapsonderdanen)  
(EU nationals)

### 2. Het Geprivilegeerdendocument (Privileged persons document)

Document issued to a group of "privileged persons" comprising members of the diplomatic corps, the consular corps and certain international organisations, and members of their family.

### 3. Visum voor terugkeer (Return visa)

### 4. List of persons participating in a school trip within the European Union.

## AUSTRIA

- unbefristeter Aufenthaltstitel – erteilt in Form eines gewöhnlichen Sichtvermerks gemäß § 6 Abs. 1 Z. 1 FrG 1992 (von Inlandsbehörden sowie Vertretungsbehörden bis 31.12.1992 in Form eines Stempels ausgestellt)

(indefinite residence permit – issued in the form of an ordinary visa within the meaning of § 6(1), subparagraph 1 of the Aliens Act 1992 (issued until 31.12.1992 by the Austrian authorities and by representing authorities in the form of a stamp))

- Aufenthaltstitel in Form einer grünen Vignette bis Nr. 790.000

(residence permit in the form of a green sticker up to No 790.000)

- Aufenthaltstitel in Form einer grün-weißen Vignette ab Nr. 790.001

(residence permit in the form of a green and white sticker as from No 790.001)

- Aufenthaltstitel in Form der Vignette entsprechend der Gemeinsamen Maßnahme 97/11/JI des Rates vom 16. Dezember 1996, Amtsblatt L 7 vom 10.1.1997 zur einheitlichen Gestaltung der Aufenthaltstitel (in Österreich ausgegeben im Zeitraum 1.1.1998 bis 31.12.2004)

(residence permit in the form of a sticker in accordance with EU Joint Action 97/11/JHA of 16 December 1996 (OJ L 7 of 10.1.1997) concerning a uniform format for residence permits (issued in Austria from 1.1.1998 to 31.12.2004))

- Aufenthaltstitel "Niederlassungsnachweis" im Kartenformat ID 1 entsprechend den Gemeinsamen Maßnahmen aufgrund der Verordnung (EG) Nr. 1030/2002 des Rates vom 13. Juni 2002 zur einheitlichen Gestaltung des Aufenthaltstitels für Drittstaatsangehörige (in Österreich ausgegeben im Zeitraum 1.1.2003 bis 31.12.2005)

(residence permit "proof of establishment" in ID 1 card format in accordance with the joint actions based on Council Regulation (EC) No 1030/2002 of 13 June 2002 laying down a uniform format for residence permits for third-country nationals (issued in Austria from 1.1.2003 to 31.12.2005))

- Aufenthaltstitel in Form der Vignette entsprechend den Gemeinsamen Maßnahmen aufgrund der Verordnung (EG) Nr. 1030/2002 des Rates vom 13. Juni 2002 zur einheitlichen Gestaltung des Aufenthaltstitels für Drittstaatsangehörige (in Österreich ausgegeben im Zeitraum 1.1.2005 bis 31.12.2005)

(residence permit in the form of a sticker in accordance with the joint actions based on Council Regulation (EC) No 1030/2002 of 13 June 2002 laying down a uniform format for residence permits for third-country nationals (issued in Austria from 1.1.2005 to 31.12.2005))

- Aufenthaltstitel "Niederlassungsbewilligung", "Familienangehöriger", "Daueraufenthalt-EG", "Daueraufenthalt-Familienangehöriger" und "Aufenthaltsbewilligung" im Kartenformat ID 1 entsprechend den Gemeinsamen Maßnahmen aufgrund der Verordnung (EG) Nr. 1030/2002 des Rates vom 13. Juni 2002 zur einheitlichen Gestaltung des Aufenthaltstitels für Drittstaatsangehörige (in Österreich ausgegeben seit 1.1.2006)

(residence permit "authorisation of establishment", "family member", "EC permanent residence", "family member's permanent residence" and "authorisation of residence" in ID 1 card format in accordance with the joint actions based on Council Regulation (EC) No 1030/2002 of 13 June 2002 laying down a uniform format for residence permits for third-country nationals (issued in Austria since 1.1.2006))

The "Niederlassungsbewilligung" (authorisation of establishment) and "Aufenthaltsbewilligung" (authorisation of residence) permits indicate the purpose for which they were issued.

A "Niederlassungsbewilligung" can be issued only for the following purposes:

"Schlüsselkraft" (key worker), "ausgenommen Erwerbstätigkeit" (no gainful activity), "unbeschränkt" (unlimited), "beschränkt" (limited) and "Angehöriger" (dependant).

An "Aufenthaltsbewilligung" (authorisation of residence) can be issued for the following purposes:

"Rotationsarbeitskraft" (job rotation worker), "Betriebsentsandter" (posted worker), "Selbständiger" (self-employed), "Künstler" (artist), "Sonderfälle unselbständiger Erwerbstätigkeit" (special cases of employment), "Schüler" (school pupil), "Studierender" (student), "Sozialdienstleistender" (social service provider), "Forscher" (researcher), "Familiengemeinschaft" (family reunification) and "§69a NAG" (Article 69a of the Establishment and Residence Act)

- "Aufenthaltskarte für Angehörige eines EWR-Bürgers" für Drittstaatsangehörige, die Angehörige von gemeinschaftsrechtlich aufenthaltsberechtigten EWR-Bürgern sind, zur Dokumentation des gemeinschaftsrechtlichen Aufenthaltsrechts für mehr als drei Monate.

(residence permit to document a Community right of residence of more than three months for a family member of an EEA citizen for third-country nationals who are family members of EEA citizens with a right of residence in the European Community)

- "Daueraufenthaltskarte" für Drittstaatsangehörige, die Angehörige eines EWR-Bürgers sind und das Recht auf Daueraufenthalt erworben haben, zur Dokumentation des gemeinschaftsrechtlichen Rechts auf Daueraufenthalt.

(permanent residence card to document a Community right of permanent residence for family members of EEA citizens who have acquired a right of permanent residence)



- "Bestätigung über den Antrag auf Verlängerung des Aufenthaltstitels" in Form einer Vignette aufgrund § 24/1 NAG 2005

(confirmation of application for extension of residence permit in the form of a sticker under § 24(1) of the Establishment and Residence Act (NAG) 2005)

- "Lichtbildausweis für Träger von Privilegien und Immunitäten" in den Farben rot, gelb und blau, ausgestellt vom Bundesministerium für europäische und internationale Angelegenheiten

(identity card with photograph for persons entitled to privileges and immunities in red, yellow and blue, issued by the Ministry of European and International Affairs)

- "Lichtbildausweis im Kartenformat für Träger von Privilegien und Immunitäten" in den Farben rot, gelb, blau, grün, braun, grau und orange, ausgestellt vom Bundesministerium für europäische und internationale Angelegenheiten

(identity card with photograph for persons entitled to privileges and immunities in red, yellow, blue, green, brown, grey and orange, issued by the Ministry of European and International Affairs)

- "Status des Asylberechtigten" gemäß § 7 AsylG 1997 in der Fassung BGBl. I Nr. 101/2003 (zuerkannt bis 31. Dezember 2005) – in der Regel dokumentiert durch einen Konventionsreisepass in Buchform im Format ID 3 (in Österreich ausgegeben im Zeitraum 1.1.1996 bis 27.08.2006)

("person entitled to asylum status" pursuant to § 7 of the 1997 Asylum Act as set out in Federal Law Gazette I No 101/2003 (granted until 31 December 2005) – usually documented by a travel document in ID 3 book format (issued in Austria from 1.1.1996 to 27.8.2006))

"Status des Asylberechtigten" gemäß § 3 AsylG 2005 (zuerkannt seit 1. Jänner 2006) – in der Regel dokumentiert durch einen Fremdenpass in Buchform im Format ID 3 (in Österreich ausgegeben seit 28.08.2006)

("person entitled to asylum status" pursuant to § 3 of the 2005 Asylum Act (granted since 1 January 2006) – usually documented by an alien's passport in ID 3 book format (issued in Austria since 28.8.2006))

- "Status des subsidiär Schutzberechtigten" gemäß § 8 AsylG 1997 in der Fassung BGBl. I Nr. 101/2003 (zuerkannt bis 31. Dezember 2005) – in der Regel dokumentiert durch einen Konventionsreisepass in Buchform im Format ID 3 mit integriertem elektronischen Mikrochip (in Österreich ausgegeben im Zeitraum 1.01.1996 bis 27.08.2006)

(persons holding "subsidiary protection status" pursuant to § 8 of the 1997 Asylum Act as set out in Federal Law Gazette I No 101/2003 (granted until 31 December 2005) – usually documented by a travel document in ID 3 book format with an integrated electronic microchip (issued in Austria from 1.01.1996 to 27.8.2006))

- "Status des subsidiär Schutzberechtigten" gemäß § 8 AsylG 2005 (zuerkannt seit 1. Jänner 2006) – in der Regel dokumentiert durch Fremdenpass in Buchform im Format ID 3 mit integriertem elektronischen Mikrochip (in Österreich ausgegeben seit 28.8.2006)

(persons holding "subsidiary protection status" pursuant to § 8 of the 2005 Asylum Act (granted since 1 January 2006) – usually documented by an alien's passport in ID 3 book format with an integrated electronic microchip (issued in Austria since 28.8.2006))

Other documents authorising residence in Austria or return to Austria:

- Liste der Reisenden für Schülerreisen innerhalb der Europäischen Union im Sinne des Beschlusses des Rates vom 30. November 1994 über die gemeinsame Maßnahme über Reiseerleichterungen für Schüler von Drittstaaten mit Wohnsitz in einem Mitgliedstaat

(list of participants in school trips within the European Union within the meaning of the Council Decision of 30 November 1994 on a joint action concerning travel facilities for school pupils from third countries resident in a Member State)

- Beschäftigungsbewilligung nach dem Ausländerbeschäftigungsgesetz mit einer Gültigkeitsdauer bis zu sechs Monaten in Verbindung mit einem gültigen Reisedokument

(employment permit pursuant to the Aliens Employment Act, valid for up to six months, in conjunction with a valid travel document)

## POLAND

### 1. Karta pobytu (Residence card, "KP" Series, issued since 1 July, 2001)

A residence card for an alien who has obtained:

- a temporary residency permit,
- a permanent residence permit,
- a refugee status,
- a consent for tolerated stay.

It is an identity card and, when accompanied by a travel document, it entitles the holder to enter the territory of Poland without a visa.

### 2. Karta stałego pobytu (Permanent residence card, "XS" series, issued before 30 June 2001)

A permanent residence card for an alien who has obtained a permanent residence permit. It is an identity card and, when accompanied by a travel document, it entitles the holder to enter the territory of Poland without a visa. Valid for 10 years. The last card of this edition is valid until 29 June 2011.

3. Special accreditation cards issued by the Ministry of Foreign Affairs:

- Legitymacja dyplomatyczna (Diplomatic card)  
Issued to accredited ambassadors and members of diplomatic staff of the missions
- Legitymacja konsularna (zielona) (Consular card – green)  
Issued to heads of consular posts and members of consular staff
- Legitymacja konsularna (żółta) (Consular card – yellow)  
Issued to honorary consuls
- Legitymacja służbowa (Service card)  
Issued to members of the administrative, technical and service staff of the missions
- Zaświadczenie (Certificate)  
Issued to other categories of aliens than mentioned above in point 3, who are authorised to profit from diplomatic and consular immunity on the grounds of acts, agreements or international customs

## PORTUGAL

- Cartão de Identidade (emitido pelo Ministério dos Negócios Estrangeiros) (Identity Card issued by the Ministry of Foreign Affairs)  
Corpo Consular, Chefe de Missão  
(Consular corps, Head of mission)
- Cartão de Identidade (emitido pelo Ministério dos Negócios Estrangeiros) (Identity Card issued by the Ministry of Foreign Affairs)  
Corpo Consular, Funcionário de Missão  
(Consular corps, mission official)
- Cartão de Identidade (emitido pelo Ministério dos Negócios Estrangeiros)  
(Identity Card issued by the Ministry of Foreign Affairs)  
Pessoal Auxiliar de Missão Estrangeira  
(Auxiliary staff working in a foreign mission)
- Cartão de Identidade (emitido pelo Ministério dos Negócios Estrangeiros)  
(Identity card issued by the Ministry of Foreign Affairs)  
Funcionário Administrativo de Missão Estrangeira  
(Administrative officer working in a foreign mission)
- Cartão de Identidade (emitido pelo Ministério dos Negócios Estrangeiros)  
(Identity card issued by the Ministry of Foreign Affairs)  
Corpo Diplomático, Chefe de Missão  
(Diplomatic Corps, Head of mission)
- Cartão de Identidade (emitido pelo Ministério dos Negócios Estrangeiros)  
(Identity card issued by the Ministry of Foreign Affairs)  
Corpo Diplomático, Funcionário de Missão  
(Diplomatic Corps, mission official)

- Título de Residência  
(Residence Permit)
- Autorização de Residência Temporária  
(Temporary Residence Authorisation)
- Autorização de Residência Permanente  
(Permanent Residence Authorisation)
- Autorização de Residência Vitalícia  
(Residence Authorisation valid for life)
- Cartão de Identidade de Refugiado  
(Refugee Identity Card)
- Autorização de Residência por razões humanitárias  
(Residence Authorisation on humanitarian grounds)
- Cartão de Residência de nacional de um Estado-membro da Comunidade Europeia  
(Residence Permit of a national of an EC Member State)
- Cartão de Residência Temporária  
(Temporary Residence Permit)
- Cartão de Residência  
(Residence Permit)
- Autorização de Permanência  
(Permit of Stay)

## SLOVENIA

- Dovoljenje za prebivanje (nalepka 74 x 105 mm)

Vrsta dovoljenja za prebivanje se označi na nalepki in se izda kot

- a. dovoljenje za stalno prebivanje
- b. dovoljenje za začasno prebivanje

(Residence permit (sticker form 74 x 105 mm)

Type of a residence permit is indicated on a sticker and is issued as:

- a. Permanent residence permit
- b. Temporary residence permit))

- Dovoljenje za stalno prebivanje (kartonček velikosti 12, 5 x 8, 8 cm)

Dovoljenje za stalno prebivanje v obliki kartončka se izda tujcu, katerega istovetnost ni sporna, nima in si ne more priskrbeti potne listine svoje matične države. Navedeno dovoljenje tujcu dovoljuje prebivanje v Republiki Sloveniji, ne dovoljuje pa mu prehajanja državne meje

(Permanent residence permit (card form 12, 5 x 8, 8 cm)

A permanent residence permit in a card form shall be issued to an alien whose identity is not disputable, who does not possess a passport or can not provide a passport of his/her country of origin. According to this permit an alien may reside in the Republic of Slovenia, but he/she is not allowed to cross the state border))

- Dovoljenje za prebivanje za družinskega člana državljana EGP

(kartična izvedba 91 x 60 mm)

Vrsta dovoljenja za prebivanje se označi na izkaznici in se izda kot:

- a. dovoljenje za stalno prebivanje
- b. dovoljenje za začasno prebivanje

(Residence card of a family member of EEA citizen (card form 91 x 60 mm)

Type of a residence permit is indicated on the card and is issued as:

- a. Permanent residence permit
- b. Temporary residence permit))



- Dovoljenje za prebivanje za družinskega člana slovenskega državljana (kartična izvedba 91 x 60 mm)

(Residence card of a family member of Slovenian citizen (card form 91 x 60 mm))

Vrsta dovoljenja za prebivanje se označi na izkaznici in se izda kot:

- a. dovoljenje za stalno prebivanje
- b. dovoljenje za začasno prebivanje

(Type of a residence permit is indicated on the card and is issued as:

- a. Permanent residence permit
- b. Temporary residence permit)

- Seznam potnikov za šolska potovanja znotraj Evropske unije  
(List of persons participating in a school trip within the European Union)

Special residence permits issued by the Ministry of Foreign Affairs:

- Diplomatska izkaznica (kartična izvedba 54 x 85 mm)  
(Diplomatic Identity Card (card form 54 x 85 mm))
- Službena izkaznica (kartična izvedba 54 x 85 mm)  
(Official Identity Card (card form 54 x 85 mm))
- Konzularna izkaznica (kartična izvedba 54 x 85 mm)  
(Consular Identity Card (card form 54 x 85 mm))
- Konzularna izkaznica za častne konzularne funkcionarje (kartična izvedba 54 x 85 mm)  
(Consular Identity Card for Honorary Consuls (card form 54 x 85 mm)).

## SLOVAKIA

1. Povolenie na prechodný pobyt vo forme nálepky alebo identifikačnej karty  
(Temporary residence permit in the form of a sticker or ID card)
2. Povolenie na trvalý pobyt vo forme identifikačnej karty  
(Permanent residence permit in the form of an ID card)
3. Cestovný doklad pre utečence (Dohovor OSN z 28. júla 1951)  
(Travel document for refugees (UN Convention of 28 July 1951))
4. Cestovný doklad pre osoby bez štátnej príslušnosti (Dohovor OSN z 28. septembra 1954)  
(Travel document for stateless persons (UN Convention of 28 September 1954))
5. Cudzinecký pas v ktorom sa nachádza povolenie na pobyt vo forme nálepky vydané osobe, ktorej bola poskytnutá doplnková ochrana na území Slovenskej republiky  
(Alien's passport into which a residence permit in the form of a sticker is affixed which was issued to the person with subsidiary protection on the territory of the Slovak Republic)
6. Zoznam osôb zúčastňujúcich sa na školských výletoch v rámci Európskej únie  
(List of school pupils traveling in the framework of a school excursion within the European Union)
7. Identifikačný preukaz diplomatického zástupcu  
(Diplomatic identity card)
8. Identifikačný preukaz administratívneho a technického personálu (vydávaný pre administratívny a technický personál velvyslanectva alebo konzulátu)  
(Identity card issued to the administrative and technical staff of an embassy or a consulate)

9. Identifikacný preukaz služobného a súkromného personálu (vydávaný pre služobný personál velvyslanectva alebo konzulátu alebo pre súkromný personál diplomatického alebo administratívneho a tehcnického alebo služobného personálu velvyslanectva alebo konzulátu)  
(Identity card issued to the service staff of an embassy or a consulate and to the private servants of the embassy or the consulate staff)
10. Identifikacný preukaz pracovníkov medzinárodných organizácií  
(International Organisations' staff identity card)

## FINLAND

- Pysyvä oleskelulupa  
(Permanent residence permit) in the form of a sticker
  
- Oleskelulupa tai oleskelulupa ja työlupa  
(Temporary residence permit or temporary residence and work permit) in the form of a sticker clearly indicating the expiry date and bearing one of the following codes:  
A.1, A.2, A.3, A.4, A.5  
E.A.1, E.A.2, E.A.4, E.A.5 or  
  
B.1, B.2, B.3, B.4  
E.B.1, E.B.2, E.B.3, E.B.4, or  
  
D.1 and D.2
  
- Oleskelulupa uppehållstillstånd  
(Residence permit) in the form of a card issued to nationals of the Member States of the EU or the EEA and to members of their families
  
- Henkilökortti A, B, C and D  
(Identity card)  
issued by the Ministry of Foreign Affairs to diplomatic, administrative and technical staff, including members of their families
  
- Oleskelulupa diplomaattileimaus tai oleskelulupa virkaleimaus  
(Residence permit) in the form of a sticker issued by the Ministry of Foreign Affairs, bearing the indication "diplomatic" (diplomaattileimaus) or "service" (virkaleimaus)
  
- List of persons participating in a school trip within the European Union

## SWEDEN

- Permanent residence permit in the form of a sticker bearing the words "Sverige Permanent uppehållstillstånd. Utan tidsbegränsning" (*Sweden – Permanent residence permit. No time-limit*), affixed to the passport.
- Temporary residence permit in the form of a sticker bearing the words "Sverige Uppehållstillstånd" (*Sweden – Residence permit*), affixed to the passport.
- Residence permit in the form of a card issued to citizens of the EU/EEA and to members of their families, in the following categories:
  - employees
  - others
  - parents who are not citizens of an EEA country
- Residence permit in the form of a sticker issued by the Government Offices (Ministry of Foreign Affairs) (*regeringskansliet (UD)*) for foreign diplomats, members of the technical/administrative staff, service staff and private servants who are connected with embassies or consular posts in Sweden, and members of their families.

## ICELAND

- Tímabundið atvinnu- og dvalarleyfi  
(Temporary work and residence permit)
- Dvalarleyfi með rétti til atvinnuþátttöku  
(Residence permit giving the right to work)
- Óbundið dvalarleyfi  
(Permanent residence permit)
- Leyfi til vistráðningar  
(Au-pair's permit)
- Atvinnu- og dvalarleyfi námsmanns  
(Student's work and residence permit)
- Óbundið atvinnu- og dvalarleyfi  
(Permanent work and residence permit)
- Special residence permits issued by the Ministry of Foreign Affairs:
  - \* Diplómatískt Persónuskilríki  
(Diplomatic identity card)
  - \* Persónuskilríki  
(Identity card)

- Takmarkað dvalarleyfi fyrir varnarliðsmann, sbr. lög nr. 110/1951 og lög nr. 82/2000  
(Temporary residence permit for civilian or military members of the United States' armed forces and their dependants, in accordance with Law No 110/1951 and Law No 82/2000)
- Takmarkað dvalarleyfi  
(Temporary residence permit)

## NORWAY

- Oppholdstillatelse  
(Residence permit)
- Arbeidstillatelse  
(Work permit)
- Bosettingstillatelse  
(Settlement permit/Permanent work and residence permit)

Residence permits issued before 25 March 2000 are distinguished by the presence of stamps (not stickers) in the bearers' travel documents. For foreign nationals subject to a visa requirement, these stamps are accompanied by a Norwegian visa sticker for the period of validity of the residence permit. Residence permits issued after Schengen is brought into force on 25 March 2001 will have a sticker. If a foreign national's travel document has an old stamp in it, this will remain valid until such time as the Norwegian authorities have to replace the stamps with the new sticker to be affixed to the residence permit.

The abovementioned permits are not valid as travel documents. In cases where the foreign national needs a travel document, one of the two following documents may be used as a supplement to the work-, residence- or settlement permit:

- A refugee's travel document ("Reisebevis" – green)
- An immigrant's passport ("Utlendingspass" – blue).

The holder of one of these travel documents is guaranteed to be permitted to re-enter Norway while the document remains valid.



- EEA card  
issued to EEA nationals and members of their families who are third-country nationals. These cards are always laminated.
- Identitetskort for diplomater  
(Identity card for diplomats – red)
- Identitetskort for hjelpepersonale ved diplomatisk stasjon  
(Identity card for auxiliary staff – brown)
- Identitetskort for administrativt og teknisk personale ved diplomatisk stasjon  
(Identity card for administrative and technical staff – blue)
- Identitetskort for utsendte konsuler  
(Identity card for consuls – green)
- Residence/visa sticker  
issued to holders of diplomatic, service and official passports who are subject to the visa requirement and staff of foreign missions who hold a national passport

## SWITZERLAND

- National visa category D bearing the indication "vaut comme titre de séjour"  
(valid as a residence permit)"
  
- Livret pour étrangers L  
Ausländerausweis L  
Libretto per stranieri L  
(Identity document L for foreign nationals)  
(short-term residence permit; residence permit type L, violet)
  
- Livret pour étrangers B  
Ausländerausweis B  
Libretto per stranieri B  
(Identity document B for foreign nationals)  
(temporary residence permit type B; issued in three or four languages; grey)
  
- Livret pour étrangers C  
Ausländerausweis C  
Libretto per stranieri C  
(Identity document C for foreign nationals)  
(permanent residence permit type C, green)
  
- Livret pour étrangers Ci  
Ausländerausweis Ci  
Libretto per stranieri Ci  
(Identity document Ci for foreign nationals)  
(Residence permit type Ci for the spouses and children (up to age 25) of officials of international organisations and members of foreign representations in Switzerland who are in gainful employment on the Swiss labour market; red)

- Cartes de légitimation (titres de séjour) du Département fédéral des affaires étrangères  
Legitimationskarten (Aufenthaltsbewilligung) vom Eidgenössischen Departement für auswärtige Angelegenheiten  
Carte di legittimazione (titoli di soggiorno) del Dipartimento federale degli affari esteri  
(Identity cards (residence permit) issued by the Federal Department of Foreign Affairs)
  
- Carte de légitimation "B" (à bande rose): Chefs de mission diplomatique, permanente ou spéciale, membres de la haute direction des organisations internationales et membres de famille qui jouissent du même statut  
Legitimationskarte "B" (mit rosafarbigem Streifen): Missionschefs der diplomatischen, ständigen oder Spezialmissionen, leitende Beamte internationaler Organisationen und Familienmitglieder, die den gleichen Status besitzen  
Carta di legittimazione "B" (a banda rosa): capimissione di missioni diplomatiche permanenti o speciali, funzionari superiori di organizzazioni internazionali e loro familiari che beneficiano dello stesso statuto  
(Identity card type B (pink stripe): Heads of diplomatic, permanent or special missions, senior officials of international organisations and members of their families having the same status)
  
- Carte de légitimation "C" (à bande rose): membres du personnel diplomatique des missions diplomatiques, permanentes ou spéciales, hauts fonctionnaires des organisations internationales et membres de famille qui jouissent du même statut  
Legitimationskarte "C" (mit rosafarbigem Streifen): Mitglieder des diplomatischen Personals der diplomatischen, ständigen oder Spezialmissionen, Beamte internationaler Organisationen und Familienmitglieder, die den gleichen Status besitzen  
Carta di legittimazione "C" (a banda rosa): membri del personale diplomatico di missioni diplomatiche permanenti o speciali, funzionari di organizzazioni internazionali e familiari che beneficiano dello stesso statuto  
(Identity card type C (pink stripe): members of the diplomatic staff of diplomatic, permanent or special missions, officials of international organisations and members of their families having the same status)

- Carte de légitimation "D" (à bande bleue): membres du personnel administratif et technique des missions diplomatiques, permanentes ou spéciales et membres de famille qui jouissent du même statut  
 Legitimationskarte "D" (mit blauem Streifen): Mitglieder des Verwaltungs- und technischen Personals der diplomatischen, ständigen oder Spezialmissionen und Familienmitglieder, die den gleichen Status besitzen  
 Carta di legittimazione "D" (a banda blu): membri del personale amministrativo e tecnico di missioni diplomatiche permanenti o speciali e familiari che beneficiano dello stesso statuto  
 (Identity card type D (blue stripe): members of the administrative and technical staff of diplomatic, permanent or special missions and members of their families having the same status)
  
- Carte de légitimation "D" (à bande brune): fonctionnaires de la catégorie professionnelle des organisations internationales et membres de famille qui jouissent du même statut  
 Legitimationskarte "D" (mit braunem Streifen): Beamte der Kategorie Berufspersonal internationaler Organisationen und Familienmitglieder, die den gleichen Status besitzen  
 Carta di legittimazione "D" (a banda marrone): funzionari appartenenti alla categoria del personale di carriera di organizzazioni internazionali e familiari che beneficiano dello stesso statuto  
 (Identity card type D (brown stripe): "Professional category" officials of international organisations and members of their families having the same status)
  
- Carte de légitimation "E" (à bande violette): membres du personnel de service des missions diplomatiques, permanentes et spéciales, fonctionnaires des services généraux des organisations internationales et membres de famille qui jouissent du même statut  
 Legitimationskarte "E" (mit violetttem Streifen): Mitglieder des Dienstpersonals der diplomatischen, ständigen oder Spezialmissionen, Beamte der allgemeinen Dienste internationaler Organisationen und Familienmitglieder, die den gleichen Status besitzen  
 Carta di legittimazione "E" (a banda viola): membri del personale di servizio di missioni diplomatiche permanenti e speciali, funzionari dei servizi generali di organizzazioni internazionali e familiari che beneficiano dello stesso statuto  
 (Identity card type E (violet stripe): members of the service staff of diplomatic, permanent or special missions, general service officials of international organisations and members of their families having the same status)

- Carte de légitimation "F" (à bande jaune): domestiques privés des membres des missions diplomatiques, permanentes ou spéciales et des postes consulaires de carrière et domestiques privés des fonctionnaires des organisations internationales  
 Legitimationskarte "F" (mit gelbem Streifen): private Hausangestellte der Mitglieder der diplomatischen, ständigen oder Spezialmissionen und der von Berufs-Konsularbeamten geleiteten konsularischen Vertretungen sowie private Hausangestellte der Beamten internationaler Organisationen  
 Carta di legittimazione "F" (a banda gialla): personale domestico privato di membri di missioni diplomatiche permanenti o speciali e di rappresentanze consolari dirette da funzionari consolari di carriera nonché personale domestico privato di funzionari di organizzazioni internazionali  
 (Identity card type F (yellow stripe): private domestic staff of members of diplomatic, permanent or special missions and of consular representations led by established consular officials, and the private domestic staff of officials of international organisations)
  
- Carte de légitimation "G" (à bande turquoise): fonctionnaires des organisations internationales (contrat de travail "court terme") et membres de famille qui jouissent du même statut/Legitimationskarte "G" (mit türkischem Streifen): Beamte internationaler Organisationen mit Arbeitsvertrag von begrenzter Dauer und Familienmitglieder, die den gleichen Status besitzen  
 Carta di legittimazione "G" (a banda turchese): funzionari di organizzazioni internazionali con contratto di lavoro a durata determinata e familiari che beneficiano dello stesso statuto  
 (Identity card type G (turquoise stripe): officials of international organisations with a fixed-term employment contract and family members having the same status)

- Carte de légitimation "H" (à bande blanche): personnes sans privilèges et immunités autorisées à accompagner les membres des missions diplomatiques, permanentes ou spéciales et des consulats, collaborateurs des organisations internationales qui ne font pas partie des fonctionnaires de ces dernières  
 Legitimationskarte "H" (mit weissem Streifen): Personen ohne Privilegien und Immunitäten, die ermächtigt sind, Mitglieder der diplomatischen, ständigen oder Spezialmissionen und der konsularischen Vertretungen zu begleiten, Mitarbeiter internationaler Organisationen ohne Beamtenstatus  
 Carta di legittimazione "H" (a banda bianca): persone senza privilegi e immunità autorizzate a accompagnare membri di missioni diplomatiche permanenti o speciali e di consolati, collaboratori di organizzazioni internazionali senza statuto di funzionari  
 (Identity card type H (white stripe): persons without privileges or immunities who are authorised to accompany members of diplomatic, permanent or special missions and consulates; employees of international organisations not having the status of officials)
  
- Carte de légitimation "I" (à bande olive): membres du personnel non suisse du Comité international de la Croix-Rouge et membres de famille qui jouissent du même statut  
 Legitimationskarte "I" (mit olivem Streifen): Personal nicht schweizerischer Staatsangehörigkeit des Internationalen Komitees vom Roten Kreuz und Familienmitglieder, die den gleichen Status besitzen  
 Carta di legittimazione "I" (a banda oliva): membri del personale non svizzero del Comitato internazionale della Croce Rossa e familiari che beneficiano dello stesso statuto  
 (Identity card type I (olive stripe): non-Swiss members of the staff of the International Committee of the Red Cross and members of their families having the same status)

- Carte de légitimation "K" (à bande rose): chefs de poste consulaire de carrière, fonctionnaires consulaires de carrière et membres de famille qui jouissent du même statut  
Legitimationskarte "K" (mit rosafarbigem Streifen): Berufs-Postenchefs und Berufs-Konsularbeamte der konsularischen Vertretungen und Familienmitglieder, die den gleichen Status besitzen  
Carta di legittimazione "K" (a banda rosa): capiposto consolari di carriera e funzionari consolari di carriera di rappresentanze consolari e familiari che beneficiano dello stesso statuto  
(Identity card type K (pink stripe): established heads of consular posts, established consular officials and members of their families having the same status)
  
- Carte de légitimation "K" (à bande bleue): employés consulaires de carrière et membres de famille qui jouissent du même statut  
Legitimationskarte "K" (mit blauem Streifen): Berufs-Konsularangestellte und Familienmitglieder, die den gleichen Status besitzen  
Carta di legittimazione "K" (a banda blu): impiegati consolari di carriera e familiari che beneficiano dello stesso statuto  
(Identity card type K (blue stripe): established consular clerical staff and members of their families having the same status)
  
- Carte de légitimation "K" (à bande violette): membres du personnel de service des représentations consulaires de carrière et membres de famille qui jouissent du même statut  
Legitimationskarte "K" (mit violettem Streifen): Mitglieder des dienstlichen Hauspersonals von berufs-konsularischen Vertretungen und Familienmitglieder, die den gleichen Status besitzen  
Carta di legittimazione "K" (a banda viola): membri del personale di servizio di rappresentanze consolari di carriera e familiari che beneficiano dello stesso statuto  
(Identity card type K (violet stripe): members of the established domestic staff of consular representations and members of their families having the same status)

- Carte de légitimation "K" (à bande blanche): chefs de poste consulaire honoraire  
Legitimationskarte "K" (mit weissem Streifen) : Honorar-Postenchefs von konsularischen Vertretungen  
Carta di legittimazione "K" (a banda bianca): capiposto onorari di rappresentanze consolari  
(Identity card type K (white stripe): honorary heads of consular posts)
  
- Carte de légitimation "L" (à bande de couleur sable): membres du personnel non suisse de la Fédération internationale des Sociétés de la Croix-Rouge et du Croissant-Rouge et membres de famille qui jouissent du même statut  
Legitimationskarte "L" (mit sandfarbigem Streifen): Personal nicht schweizerischer Staatsangehörigkeit der Internationalen Gemeinschaft der Roten Kreuz- und Roten Halbmond-Gesellschaften und Familienmitglieder, die den gleichen Status besitzen  
Carta di legittimazione "L" (a banda color sabbia): membri del personale non svizzero della Federazione internazionale delle Società della Croce Rossa e della Mezzaluna Rossa e familiari che beneficiano dello stesso statuto  
(Identity card type L (beige stripe): non-Swiss members of the staff of the International Federation of Red Cross and Red Crescent Societies and members of their families having the same status)
  
- Carte de légitimation "O" (à bande grise): membres du personnel non suisse de la Délégation générale de Palestine et de la Mission permanente d'observation de la Palestine et membres de famille qui jouissent du même statut  
Legitimationskarte "O" (mit grauem Streifen): Mitglieder des Personals nicht schweizerischer Staatsangehörigkeit der Generaldelegation Palästinas und der ständigen Beobachtermission Palästinas und Familienmitglieder, die den gleichen Status besitzen  
Carta di legittimazione "O" (a banda grigia): membri del personale non svizzero della Delegazione generale di Palestina e della Missione permanente di osservazione della Palestina e familiari che beneficiano dello stesso statuto  
(Identity card type O (grey stripe): non-Swiss members of the staff of the General Delegation of Palestine and the Permanent Observer Mission of Palestine and members of their families having the same status)



- Carte de légitimation "S" (à bande verte): membres du personnel de nationalité suisse des missions diplomatiques, permanentes et spéciales, fonctionnaires de nationalité suisse des organisations internationales  
 Legitimationskarte "S" (mit grünem Streifen): Mitglieder des Personals schweizerischer Staatsangehörigkeit der diplomatischen, ständigen und der Spezialmissionen, Beamte schweizerischer Staatsangehörigkeit internationaler Organisationen  
 Carta di legittimazione "S" (a banda verde): membri del personale di nazionalità svizzera di missioni diplomatiche permanenti e speciali, funzionari di nazionalità svizzera di organizzazioni internazionali  
 (Identity card type S (green stripe): Swiss members of the staff of permanent and special diplomatic missions, Swiss officials of international organisations)
  
- Attestation de fonctions à l'usage du personnel scientifique non suisse du CERN  
 Funktionsbescheinigung für wissenschaftliches Personal des CERN nicht schweizerischer Staatsangehörigkeit  
 Attestato di funzione ad uso del personale scientifico non svizzero del CERN  
 (Attestation of functions for non-Swiss scientific staff of CERN)
  
- Attestation à l'usage des membres de la famille du personnel scientifique non suisse du CERN  
 Bescheinigung für Familienmitglieder des wissenschaftlichen Personals des CERN nicht schweizerischer Staatsangehörigkeit  
 Attestato ad uso dei familiari del personale scientifico non svizzero del CERN  
 (Attestation for members of the families of non-Swiss scientific staff of CERN)

- Carte de légitimation "P" (à bande bleue): personnel scientifique non suisse du CERN et membres de famille qui jouissent du même statut  
Legitimationskarte "P" (mit blauem Streifen): wissenschaftliches Personal des CERN nicht schweizerischer Staatsangehörigkeit und Familienmitglieder, die den gleichen Status besitzen  
Carta di Legittimazione "P" (à banda blu): personale scientifico non svizzero del CERN e familiari che beneficiano dello stesso statuto  
(Identity card type P (blue stripe): non-Swiss scientific staff of CERN and members of their families having the same status)
  
- Titre de séjour L pour les ressortissants de pays tiers  
Aufenthaltstitel L für Drittstaatsangehörige  
Permesso di soggiorno L per i cittadini di paesi terzi  
(Residence permit L for third-country nationals)  
(Short-stay authorisation; permit L, in accordance with the specifications laid down in Council Regulation (EC) No 1030/2002)
  
- Titre de séjour B pour les ressortissants de pays tiers  
Aufenthaltstitel B für Drittstaatsangehörige  
Permesso di soggiorno B per i cittadini di paesi terzi  
(Residence permit B for third-country nationals)  
(Residence authorisation; permit B, in accordance with the specifications laid down in Council Regulation (EC) No 1030/2002);
  
- Titre de séjour C pour les ressortissants de pays tiers  
Aufenthaltstitel C für Drittstaatsangehörige  
Permesso di soggiorno C per i cittadini di paesi terzi  
(Residence permit C for third-country nationals)  
(Unlimited settlement authorisation; permit C, in accordance with the specifications laid down in Council Regulation (EC) No 1030/2002).

- Liste des participants aux voyages scolaires au sein de l'Union européenne (UE) et de l'Association européenne de libre-échange (AELE)  
Liste der Teilnehmer von Schulreisen innerhalb der Europäischen Union (EU) und Europäische Freihandelsassoziation (EFTA)  
Lista di partecipanti a viaggi scolastici entro l'Unione europea (UE) e l'Associazione europea di libero scambio (AELS)  
(List of persons participating in a school trip within the European Union (EU) and the European Free Trade Association (EFTA))

ANNEX 5

## ANNEX 6

List of honorary consuls authorised to issue uniform visas in exceptional cases and on a temporary basis

In accordance with the decision taken by the Ministers and Secretaries of State at the meeting of 15 December 1992, all the Schengen States accepted that the following honorary consul would be authorised to issue uniform visas for the period specified below.

[no entries]

## ANNEX 7\*

- \* This annex is repealed by Art. 39 of Regulation (EC) No 562/2006 of the European Parliament and of the Council of 15 March 2006 establishing a Community Code on the rules governing the movement of persons across borders (Schengen Borders code) (OJ L 105, 13.4.2006, p.1).

## ANNEX 8

Uniform format for visa stickers and information on their technical specifications and security features



The technical and security features for the visa sticker format are contained in, or adopted on the basis of, Council Regulation (EC) No 1683/95 of 29 May 1995 laying down a uniform format for visas<sup>\*</sup>, as amended by Regulation (EC) No 334/2002<sup>\*\*</sup>, Regulation (EC) No 1791/2006<sup>\*\*\*</sup> and Regulation (EC) No 856/2008<sup>\*\*\*\*</sup>.

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<sup>\*</sup> OJ L 164, 14.7.1995, p. 1.  
<sup>\*\*</sup> OJ L 53, 23.2.2002, p. 7.  
<sup>\*\*\*</sup> OJ L 363, 20.12.2006, p. 1.  
<sup>\*\*\*\*</sup> OJ L 235, 2.9.2008, p. 1.

The following model is to be inserted:



### Security features

1. An integrated photograph produced to high security standards.
2. An optically variable mark ("kinogram" or equivalent) shall appear in this space. Depending on the angle of view, 12 stars, the letter "E" and a globe become visible in various sizes and colors.
3. The logo consisting of a letter or letters indicating the issuing Member State (or "BNL" in the case of the Benelux countries, namely Belgium, Luxembourg and the Netherlands) with a latent image effect shall appear in this space. This logo shall appear light when held flat and dark when turned by 90°. The following logos shall be used: A for Austria, BG for Bulgaria, BNL for Benelux, CY for Cyprus, CZE for the Czech Republic, D for Germany, DK for Denmark, E for Spain, EST for Estonia, F for France, FIN for Finland, GR for Greece, H for Hungary, I for Italy, IRL for Ireland, LT for Lithuania, LVA for Latvia, M for Malta, P for Portugal, PL for Poland, ROU for Romania, S for Sweden, SK for Slovakia, SVN for Slovenia, UK for the United Kingdom.
4. The word "visa" in capital letters shall appear in the middle of this space in optically variable coloring. Depending on the angle of view, it shall appear green or red.

5. This box shall contain the 9-digit national number of the visa sticker, which shall be pre-printed. A special type shall be used.
- 5a. This box shall contain the three-letter country code as set out in ICAO Document 9303 on machine-readable travel documents<sup>1</sup>, indicating the issuing Member State.

The "number of the visa sticker" is the three-letter country code as set out in box 5a and the national number as referred to in box 5.

### **Sections to be completed**

6. This box shall begin with the words "valid for". The issuing authority shall indicate the territory or territories for which the visa is valid.
7. This box shall begin with the word "from" and the word "until" shall appear further along the line. The issuing authority shall indicate here the period of validity of the visa.
8. This box shall begin with the words "type of visa". The issuing authority shall indicate the category of visa in conformity with Articles 5 and 7 of this Regulation. Further along the line the words "number of entries", "duration of stay" (i.e. duration of applicant's intended stay) and again "days" shall appear.
9. This box shall begin with the words "issued in" and shall be used to indicate the place of issue.
10. This box shall begin with the word "on" (after which the date of issue shall be filled in by the issuing authority) and further along the line the words "number of passport" shall appear (after which the holder's passport number shall appear).
11. This box shall begin with the words "Surname, Name".
12. This box shall begin with the word "remarks". It shall be used by the issuing authority to indicate any further information which is considered necessary, provided that it complies with Article 4 of this Regulation. The following two and a half lines shall be left empty for such remarks.
13. This box shall contain the relevant machine-readable information to facilitate external border controls. The machinereadable area shall contain a printed text in the background printing, indicating the Member State issuing the document. This text shall not affect the technical features of the machine-readable area or its ability to be read.

The paper shall have a natural colouring with red and blue markings.

The words designating the boxes shall appear in English and French. The issuing State may add a third official Community language. However, the word "visa" in the top line may appear in any one official language of the Community.

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<sup>1</sup> Exception for Germany: ICAO document 9303 on machine-readable travel documents provides for Germany the country code "D".

## ANNEX 9

Information to be entered by the Contracting Parties, if necessary, in the "comments" section. (\*)

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- (\*) Where a visa is issued through the representation procedure, each Contracting Party shall refer to this fact in the "comments" section by adding a letter R followed by the code of the country being represented.  
For this purpose the following codes shall apply: Belgium – B; Czech Republic – CZE; Denmark – DK; Germany – D; Estonia – EST; Greece – GR; Spain – E; France - F; Italy - I; Latvia – LVA; Lithuania – LT; Luxembourg - L; Hungary – H; Malta – M; the Netherlands - NL; Austria – A; Poland – PL; Portugal - P; Slovenia – SVN; Slovakia – SK; Finland – FIN; Sweden – S; Iceland – IS; Norway - N; Switzerland - CH.

## BENELUX

Common data which may be entered when an A, B, C or D+C visa is issued:

- BNL 1 : visa issued following authorisation by the central authorities.
- BNL 2 : visa issued ex officio.
- BNL 3 + name of the border point of entry and/or the date of entry: this code will only be indicated for security reasons in exceptional cases.
- BNL 4 : visa issued in the framework of representation following consultation of the represented State.
- BNL 5 + x days:  
the visa holder must report to the police within "x days".
- BNL 6 : accompanying children excepted  
If this code is not entered under this heading, the visa is valid for all the persons mentioned on the passport.
- BNL 7 + name and date of birth of the accompanying child(ren):  
where there is uncertainty about the relationship between the passport holder and the accompanying child(ren), the Benelux post may indicate the number of children under the heading "Passport number". The name and date of birth of the accompanying child(ren) entered in the passport can also be indicated. This code and information can be added to prevent names being added to the passport of the person accompanying this child/these children following issue of the visa.

- BNL 8 : visa issued for "medical treatment".  
If appropriate, the name of the hospital in question can be added to this code.
- BNL 9 : NO INSURANCE REQUIRED.\*
- BNL 10 : visa issued for "study purposes".
- BNL 11 : visa issued for the purpose of "family reunification".
- BNL 12 : visa issued for "professional purposes".
- BNL 13 : visa issued for "business purposes".
- BNL 14 : visa issued with a view to "adoption".
- BNL 15 : C visas issued to aliens posted to an embassy, consulate, representation or international organisation, and to members of their family, spouse, children and domestic staff living in their household and dependent on them.
- BNL 16 : visa issued for "partnership";
- BNL 17 : visa issued for "marriage".

Specific national details which should be indicated:

- for Belgium when a D visa or provisional residence authorisation is issued:

B1 : provisional residence authorisation, stay limited to duration of studies + Article 58,  
Law of 15.12.1980

B2 : enrolled at (name of the educational establishment)

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\* See Article 2 of the Council Decision of 22 December 2003 on the amendment of Part V, point 1.4, of the Common Consular Instructions and Part I, point 4.1.2, of the Common Manual as regards inclusion of the requirement to be in possession of travel medical insurance as one of the supporting documents for the grant of a uniform entry visa (OJ L 5, 9.1.2004, pp. 79-80).

- B3 : admitted to studies at (name of the educational establishment)
- B4 : request for diploma equivalence
- B5 : registered for admission test
- B6 : provisional residence authorisation, stay limited to duration of study grant (enter duration of study grant)
- B7 : provisional residence authorisation, stay limited to duration of exchange (enter duration of exchange)
- B8 : private school - temporary stay limited to duration of course at (name of the educational establishment) + Articles 9 and 13, Law of 15.12.1980
- B9 : secondary studies - stay limited to duration of school year + Articles 9 and 13, Law of 15.12.1980
- B10 : student family reunification - stay limited to duration of studies of spouse/father/mother/registered partner + Article 10a(1), Law of 15.12.1980
- B11 : family reunification - Article 10(1), paragraph 1, 1<sup>o</sup>, 4<sup>o</sup>-7<sup>o</sup>, Law of 15.12.1980
- B12 : Articles 9 and 13, stay limited to duration of the activity exempting visa holder from the work permit or self-employed work permit requirement + (enter: duration of assignment, of research, of employment contract, of training period or of training course)
- B13 : researcher - stay limited to duration of the hosting agreement - Article 61/11, Law of 15.12.1980
- B14 : Articles 9 and 13, stay limited to duration of work permit + 1 month
- B15 : Articles 9 and 13, stay limited to duration of self-employed work permit
- B16 : Articles 9 and 13, stay limited to eight months
- B17 : temporary stay limited to 1 year + Articles 9 and 13, Law of 15.12.1980
- B18 : stay limited to six months
- B19 : temporary stay - long-term resident + Article 61/7, Law of 15.12.1980
- B20 : family reunification - Article 40a or 40b, Law of 15.12.1980
- B21 : family reunification - stay limited to duration of stay of spouse/registered partner/father/mother/son/daughter - Article 10(1), paragraph 1, 1<sup>o</sup> + Article 10(4) + Article 13(1), paragraph 4, Law of 15.12.1980
- B22 : family reunification - return visa

- B23 : temporary stay limited to six months with a view to adoption + extension of stay will be granted following authorisation by the Aliens Office if significant progress has been made in the adoption procedure, as proved by means of a written document issued by the central federal government or the competent central community government
- B24 : temporary stay limited to 1 year - working holiday + Articles 9 and 13, Law of 15.12.1980
- B25 : Royal Decree of 20 October 1991 (this code must always be entered on visas issued to aliens posted to an embassy, consulate, representation or international organisation in Belgium, and to members of their family, spouse and children dependent on them).  
N.B.: in this case the visa issued is always a C visa
- B26 : right of return - provisional residence authorisation - Article 19, Law of 15.12.1980
- B27 : authorisation to return after 1 year - provisional residence authorisation - Article 9, Law of 15.12.1980 + Royal Decree of 07.08.1995
- B28 : family reunification - stay limited to duration of stay of spouse/registered partner/father/mother - Article 10a(2) or (3), Law of 15.12.1980

- for the Netherlands when an A, B, C, D+C and D visa or provisional residence authorisation is issued:

the alien's number;

- for Luxembourg when a D or D+C visa is issued:

- L01 : employee
- L02 : self-employed
- L03 : no occupation (retired, private means)
- L04 : student (post-secondary education)
- L05 : scientific researcher
- L06 : family member of EU national
- L07 : spouse (third State)
- L08 : future spouse (third State)
- L09 : family reunification - relation in the ascending line (third State)



- L10 : family reunification - relation in the descending line (third State)
- L11 : child for adoption
- L12 : medical treatment
- L13 : humanitarian grounds
- L14 : other.

## CZECH REPUBLIC

1. The first line contains date of birth of the visa holder in the format DD-MM-YY.
2. The second line contains the visa code with the following composition:
  - (a) the first reference denotes the "type of visa", entered as a capital letter in Latin script;
  - (b) the first slash is followed by the "visa symbol", entered in capital letters in Latin script;
  - (c) the second slash is followed by the "purpose of stay code", entered as two Arabic numerals;
  - (d) the third slash is followed by a specific code (only in the case of work/employment purposes), entered as two Arabic numerals;
  - (e) the fourth slash is followed by the optional "code used by diplomatic missions of the Czech Republic abroad for further entries in visa stickers", entered as a capital letter in Latin script and an Arabic numeral. One of the following symbols can be entered after the fourth slash on any type of visa:
    - V1: visa granted by decision of the head of the diplomatic mission with some requirements not having been met;
    - V2: visa granted on the instructions of headquarters;
    - K: financial security lodged;
    - B: visa granted without consulting headquarters (security screening by the Aliens and Border Police using the MVP/EVC visa system);
    - N: visa granted to a persona non grata (an alien entered in the database of personae non gratae) with the prior consent of the Aliens and Border Police.
3. The third line contains the handwritten entry "DIPLOMATICKÉ/DIPLOMATIC" for diplomatic visas or the handwritten entry "ZVLÁŠTNÍ/SPECIAL" for special visas.

## Overview of the codes entered on the second line of the "comments" section in visas issued by the Czech Republic

A/VL/-/-/--;	single-entry airport visa
A/VD/-/-/--;	dual-entry airport visa
A/LD/-/-/--;	diplomatic single-entry airport visa
A/DD/-/-/--;	diplomatic dual-entry airport visa
A/LZ/-/-/--;	special single-entry airport visa
A/DZ/-/-/--;	special dual-entry airport visa
B/VJ/-/-/--;	single-entry transit visa
B/VO/-/-/--;	dual-entry transit visa
B/VE/-/-/--;	multiple-entry transit visa
B/JD/-/-/--;	diplomatic single-entry transit visa
B/OD/-/-/--;	diplomatic dual-entry transit visa
B/ED/-/-/--;	diplomatic multiple-entry transit visa
B/JZ/-/-/--;	special single-entry transit visa
B/OZ/-/-/--;	special dual-entry transit visa
B/EZ/-/-/--;	special multiple-entry transit visa
C/VB/00/-/-/--;	single-entry visa for up to 90 days – healthcare
C/VB/01/-/-/--;	single-entry visa for up to 90 days – work/employment purposes
C/VB/02/-/-/--;	single-entry visa for up to 90 days – cultural activities
C/VB/04/-/-/--;	single-entry visa for up to 90 days – invitation
C/VB/05/-/-/--;	single-entry visa for up to 90 days – official, political purposes
C/VB/07/-/-/--;	single-entry visa for up to 90 days – sporting activities
C/VB/08/-/-/--;	single-entry visa for up to 90 days – training – studies
C/VB/09/-/-/--;	single-entry visa for up to 90 days – tourism and transit
C/VB/93/-/-/--;	single-entry visa for up to 90 days – tourism ADS China

C/VF/00/-/--;	multiple-entry visa for up to 90 days – healthcare
C/VF/01/-/--;	multiple-entry visa for up to 90 days – work/employment purposes
C/VF/02/-/--;	multiple-entry visa for up to 90 days – cultural activities
C/VF/04/-/--;	multiple-entry visa for up to 90 days – invitation
C/VF/05/-/--;	multiple-entry visa for up to 90 days – official, political purposes
C/VF/07/-/--;	multiple-entry visa for up to 90 days – sporting activities
C/VF/08/-/--;	multiple-entry visa for up to 90 days – training – studies
C/VF/09/-/--;	multiple-entry visa for up to 90 days – tourism and transit
C/VF/93/-/--;	multiple-entry visa for up to 90 days – tourism ADS China
C/VT/-/-/--;	multiple-entry visa for up to 90 days with stay extended to 180 days
C/BD/-/-/--;	diplomatic single-entry visa for up to 90 days
C/FD/-/-/--;	diplomatic multiple-entry visa for up to 90 days
C/TD/-/-/--;	diplomatic multiple-entry visa for up to 90 days with stay extended to 180 days
C/BZ/-/-/--;	special single-entry visa for up to 90 days
C/FZ/-/-/--;	special multiple-entry visa for up to 90 days
C/TZ/-/-/--;	special multiple-entry visa for up to 90 days with stay extended to 180 days
C/VG/-/-/--;	visa allowing entry for the purpose of filing an application for permission to stay in order to seek temporary protection (Section 2, paragraph 1, letter a) of Act No 221/2003)
C/VB/92/-/--;	single-entry visa for up to 90 days granted pursuant to Section 7 of Act No 326/1999 (where an alien applies for asylum in the transit area of an international airport and the decision rejecting the asylum application raises an obstacle to his/her exit from the territory)
C/VK/81/-/--;	single-entry visa for up to 90 days – declaration of the intention to apply for asylum, i.e. entry visa under Section 3d of Act No 325/1999 on asylum
C/VK/83/-/--;	single-entry visa for up to 90 days – for the purpose of following the asylum procedure under Section 72 of Act No 325/1999 on asylum

D/VC/00/-/--;	multiple-entry visa for over 90 days – healthcare
D/VC/01/01/--;	multiple-entry visa for over 90 days – work/employment purposes – farmer
D/VC/01/02/--;	multiple-entry visa for over 90 days – work/employment purposes – architect
D/VC/01/03/--;	multiple-entry visa for over 90 days – work/employment purposes – craftsman
D/VC/01/04/--;	multiple-entry visa for over 90 days – work/employment purposes – legal profession (lawyer, legal adviser)
D/VC/01/05/--;	multiple-entry visa for over 90 days – work/employment purposes – artist
D/VC/01/06/--;	multiple-entry visa for over 90 days – work/employment purposes – banker
D/VC/01/07/--;	multiple-entry visa for over 90 days – work/employment purposes – businessman
D/VC/01/08/--;	multiple-entry visa for over 90 days – work/employment purposes – manager
D/VC/01/09/--;	multiple-entry visa for over 90 days – work/employment purposes – clergyman (religious official)
D/VC/01/10/--;	multiple-entry visa for over 90 days – work/employment purposes – professional driver
D/VC/01/12/--;	multiple-entry visa for over 90 days – work/employment purposes – scientific worker
D/VC/01/13/--;	multiple-entry visa for over 90 days – work/employment purposes – teacher
D/VC/01/14/--;	multiple-entry visa for over 90 days – work/employment purposes – private-sector administrative worker (white-collar worker)
D/VC/01/15/--;	multiple-entry visa for over 90 days – work/employment purposes – civil servant (public-sector worker)
D/VC/01/16/--;	multiple-entry visa for over 90 days – work/employment purposes – politician
D/VC/01/17/--;	multiple-entry visa for over 90 days – work/employment purposes – computer expert
D/VC/01/18/--;	multiple-entry visa for over 90 days – work/employment purposes – specialist in electronics

D/VC/01/19/--;	multiple-entry visa for over 90 days – work/employment purposes – chemist/chemical engineer
D/VC/01/20/--;	multiple-entry visa for over 90 days – work/employment purposes – specialist in other engineering field
D/VC/01/21/--;	multiple-entry visa for over 90 days – work/employment purposes – journalist
D/VC/01/22/--;	multiple-entry visa for over 90 days – work/employment purposes – medical profession (doctor, surgeon, nurse, veterinary surgeon, etc.)
D/VC/01/23/--;	multiple-entry visa for over 90 days – work/employment purposes – sailor
D/VC/01/24/--;	multiple-entry visa for over 90 days – work/employment purposes – worker (blue-collar worker)
D/VC/01/25/--;	multiple-entry visa for over 90 days – work/employment purposes – self-employed person
D/VC/01/26/--;	multiple-entry visa for over 90 days – work/employment purposes – work in the field of fashion and cosmetics
D/VC/01/27/--;	multiple-entry visa for over 90 days – work/employment purposes – policeman, serviceman
D/VC/01/28/--;	multiple-entry visa for over 90 days – work/employment purposes – pensioner
D/VC/01/29/--;	multiple-entry visa for over 90 days – work/employment purposes – professional sportsman
D/VC/01/30/--;	multiple-entry visa for over 90 days – work/employment purposes – unemployed
D/VC/01/31/--;	multiple-entry visa for over 90 days – work/employment purposes – student, trainee
D/VC/01/32/--;	multiple-entry visa for over 90 days – work/employment purposes – diplomat
D/VC/01/33/--;	multiple-entry visa for over 90 days – work/employment purposes – member of the administrative, technical or service staff at a diplomatic mission or consular post

D/VC/01/34/--;	multiple-entry visa for over 90 days – work/employment purposes – member of a diplomat's private staff
D/VC/01/35/--;	multiple-entry visa for over 90 days – work/employment purposes – judge
D/VC/01/36/--;	multiple-entry visa for over 90 days – work/employment purposes – executive manager – in a legal entity established under Act No 513/1991
D/VC/01/99/--;	multiple-entry visa for over 90 days – work/employment purposes – other
D/VC/02/-/--;	multiple-entry visa for over 90 days – cultural activities
D/VC/03/-/--;	multiple-entry visa for over 90 days – family visit
D/VC/04/-/--;	multiple-entry visa for over 90 days – invitation
D/VC/05/-/--;	multiple-entry visa for over 90 days – official, political purposes
D/VC/06/-/--;	multiple-entry visa for over 90 days – professional reasons – business
D/VC/07/-/--;	multiple-entry visa for over 90 days – sporting activities
D/VC/08/-/--;	multiple-entry visa for over 90 days – training – studies
D/VC/09/-/--;	multiple-entry visa for over 90 days – tourism and transit
D/VS/84/-/--;	multiple-entry visa for over 90 days for stay on sufferance under Section 78b of Act No 325/1999 on asylum
D/VS/91/-/--;	multiple-entry visa for over 90 days for stay on sufferance, entitling the holder merely to remain within the territory of the Czech Republic, not to cross its state borders
D/VC/85/-/--;	multiple-entry visa for over 90 days in order to seek temporary protection – declaration of intent at the border crossing
D/VC/86/-/--;	multiple-entry visa for over 90 days in order to seek temporary protection – applicants
D/VC/87/-/--;	multiple-entry visa for over 90 days in order to seek temporary protection – granted

D/VR/-/-/--;	single-entry visa for over 90 days in order to take possession of a residence permit
D/UD/-/-/--;	single-entry visa for over 90 days for the purpose of applying for a long-term residence permit granted by the Ministry of Foreign Affairs – diplomatic
D/UZ/-/-/--;	single-entry visa for over 90 days for the purpose of applying for a long-term residence permit granted by the Ministry of Foreign Affairs – special
R/VV/-/-/--;	Departure Order (this is not a visa)



## DENMARK

Danish representations may enter the following comments:

"Gælder for Færøerne" (valid for the Faroe Islands)

or

"Gælder for Grønland" (valid for Greenland)

or

"Gælder for Færøerne og Grønland" (valid for the Faroe Islands and Greenland)

"Ansæt hos [virksomhedens navn] [navn på modtageren af tjenesteydelsen]" (employed by [name of firm] [name of service recipient])

"Garanti stillet" (guarantee provided).

## GERMANY

1. The name of the official responsible for issuing visas
2. In cases where there are security risks, especially if an alert exists for the arrest of the person, the German post will indicate, exceptionally, the name of the post and the date of entry.
3. The sticker will exceptionally indicate the nationality of the holder of the visa and the passport, if this is not obvious from the passport.
4. Endorsements for or restrictions upon B visas:
  - Transit (transit)
  - Transit Seeman (seaman in transit)
5. Endorsements for or restrictions upon C visas:
  - Diplomatischer Kurier (diplomatic mail/courier)
  - Visa de Courtoisie (courtesy visa)
  - Visa de Courtoisie/Dienstreise (courtesy visa for travel on official business)
  - Gratis-Visum (visa free of charge)
  - Gratis-Visum/Dienstreise (visa free of charge for travel on official business)
  - Besuchs-/Geschäftsvisum (visit/business visa)
  - Touristisches Visum (tourist visa)
  - Medizinische Behandlung (medical treatment)

- Erwerbstätigkeit nicht gestattet, Tätigkeiten gem. §...i.V.m. §16 BeschV gestattet (work prohibited, activities permitted pursuant to paragraph... in conjunction with paragraph 16 of the Employment Regulation) <sup>1</sup>
- Nur selbständige Tätigkeiten nach §...i.V.m §16 BeschV gestattet (Only activities as a self-employed worker permitted under paragraph ... in conjunction with paragraph 16 of the Employment Regulation)
- R (+ code of represented State)
- Nachweis der Krankenversicherung nicht erforderlich (proof of health insurance not required) <sup>2</sup>
- ADS <sup>3</sup>
- Nur in Begleitung des Arbeitgebers/der Familie (only accompanied by employer/family)
- Teilnahme an Sportsveranstaltungen (participation in sporting events)
- Familienangehöriger eines Unionsbürgers/EWR-Bürgers  
(family member of Union/EEA national)

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<sup>1</sup> This restriction is applied in cases where certain activities, defined more precisely by insertion of the more exact source in the Employment Regulation, are to be pursued in Germany, which under paragraph 16 of the Employment Regulation are not work as defined in the Residence Act if they are engaged in for up to three months within a period of twelve months on the territory of the Federal Republic of Germany.

<sup>2</sup> See Article 2 of the Council Decision of 22 December 2003 on the amendment of Part V, point 1.4, of the Common Consular Instructions and Part I, point 4.1.2 of the Common Manual as regards inclusion of the requirement to be in possession of travel medical insurance as one of the supporting documents for the grant of a uniform entry visa (OJ No L 5, p. 79 et seq., 9.1.2004).

<sup>3</sup> See Article 4(3)(c) of the Memorandum of Understanding between the European Community and the National Tourism Administration of the People's Republic of China on visa and related issues concerning tourist groups from the People's Republic of China (ADS), OJ No L 83, p. 14 et seq.

6. Endorsements for or restrictions upon particular D <sup>1</sup>, C and D+C visas:

- Diplomatisches Visum (diplomatic visa)
- Dienstliches Visum (service visa)
- Studium, Beschäftigung nur gem. §16 Abs. 3 AufenthG gestattet (study, employment permitted only as under paragraph 16(3) of the Residence Act)
- Studienbewerbervisum (study applicant's visa)
- Sprachkurs (language course)
- Erwerbstätigkeit nicht gestattet (employment not permitted)
- Sonstige Erwerbstätigkeit nicht gestattet (other employment not permitted)
- Aufenthaltsanzeige nach Einreise (presence to be reported after entry) <sup>2</sup>
- Selbständige Erwerbstätigkeit als .... gestattet (self-employment as .... <sup>3</sup> permitted)
- Beschäftigung nur gem. §... BeschV gestattet (employment permitted only as under paragraph ... <sup>4</sup> of the Employment Regulation)
- Beschäftigung nur gem. §39 BeschV i.V.m. Werkvertragsarbeitnehmerkarte gestattet (employment permitted only as under paragraph 39 of the Employment Regulation in conjunction with the work contract worker card)
- Visumerteilung nach "Van der Elst" (visa issued under the "Van der Elst" ruling)
- Familienzusammenführung (family reunification)
- Eheschließung und gemeinsame Wohnsitznahme (marriage and common residence)
- Aufnahme nach §23 Abs. 2 AufenthG (admission under paragraph 23(2) of the Residence Act)
- Spätaussiedler (ethnic Germans returning from abroad in recent times)

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<sup>1</sup> For D visas Germany reserves the right to prescribe further restrictions and conditions as well as specific additional endorsements.

<sup>2</sup> In certain cases only (e.g. at the request of a German internal aliens authority).

<sup>3</sup> The exact designation of the permitted self-employed work is inserted here.

<sup>4</sup> The type of work which may be done in Germany is specified here, with the insertion of the source in the Employment Regulation (Beschäftigungsverordnung - BeschV).

- mit Bedingungen/Auflagen versehen (subject to conditions/restrictions) <sup>1</sup>
- Die Aufenthaltsdauer entspricht dem in Zeile 2 eingetragenen Gültigkeitszeitraum  
(length of stay to comply with the period of validity indicated in line 2)
- ABH... (immigration authority) <sup>2</sup>
- Familienangehöriger eines Unionsbürgers/EWR-Bürgers  
(family member of Union/EEA national)

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<sup>1</sup> Conditions/restrictions are entered in the passport next to the visa sticker.

<sup>2</sup> Where the visa was issued with the consent of a German immigration authority, the name of the authority is entered here.

## ESTONIA

The following entries can appear in the "Comments" section when a B or a C visa is issued:

KEHTIB KINDLUSTUSETA (no insurance required)

ADS (Approved Destination Status)<sup>1</sup>

MEREMEES (seaman)

DIPLOMAATILINE (diplomatic)

TEENISTUS (service)

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<sup>1</sup> According to Article 4(3)(c) of the Memorandum of Understanding between the European Community and the National Tourism Administration of the People's Republic of China on visas and related issues concerning tourist groups from the People's Republic of China (ADS) (OJ L 83, 20.3.2004, p. 14).

## G R E E C E<sup>1</sup>

1. Stamp bearing the full name of the official responsible for issuing the visa.
2. Signature of the official responsible for issuing the visa.
3. Fees payable to cover the administrative costs of handling the visa application, or the endorsement "ΑΤΕΛΟΣ" (gratis).
4. The visa holder's name, date and place of birth, nationality at birth, current nationality and passport number and the names of the visa-holder's parents, if this information is not given in the passport.
5. The number of relatives entered in the visa holder's passport, and an indication of their relationship with the visa holder.
6. If the children entered in the passport are not included in the visa, the words "ΕΚΤΟΣ ΑΠΟ ΤΑ ΤΕΚΝΑ" (not including the children) will be entered in the visa.
7. If some of the children entered in the passport are not included in the visa, the full names of the children travelling with their parents will be entered.
8. The name(s) and date(s) of birth of the child/children referred to in the passport of the person accompanying them.
9. In exceptional circumstances, for security reasons, the date of the person's entry and the name of the border post will be given.

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<sup>1</sup> This provision applies to A, B and C visas. Details other than those specified here may appear on D and D+C visas.

10. If there are objections from a Member State under the consultation procedure or, as a result of that procedure, there are delays in obtaining the necessary reply, it may be decided, after consultation of the Central Administration of the Ministry of Foreign Affairs, to issue a visa, which will then bear the words "ΕΙΔΙΚΗ ΘΕΩΡΗΣΗ ΥΠΕΞ/Γ4" (special visa Ministry of Foreign Affairs/C4), followed by the reference number and date of the relevant authorisation e.g. ΑΣ 140361/09.02.05.
11. If, despite the fact that the applicant appears on the list of non-admitted persons, it is decided after consultation of the Central Administration of the Ministry of Foreign Affairs to issue a visa, that visa will bear the words "ΕΙΔΙΚΗ ΘΕΩΡΗΣΗ ΥΠΕΞ/Γ4" (special visa Ministry of Foreign Affairs/C4), followed by the reference number and date of the relevant authorisation e.g. ΑΣ 140361/09.02.05.
12. If the visa is issued entirely on the responsibility of the diplomatic or consular authority which received the application, without prior consultation of the Central Administration, then it will bear the words "ΕΙΔΙΚΗ ΘΕΩΡΗΣΗ" (special visa), followed by the name of the issuing authority e.g. Γεν. Προξενείο ΣΙΔΝΕΥ (Consulate General – Sydney).



13. Depending on the purpose of the visit and the type of visa, the following may also be entered:

1	ADS = "APPROVED DESTINATION STATUS"
2	SPORTING ACTIVITIES
3	DIPLOMATIC VISA
4	PROFESSIONAL REASONS
5	RELIGIOUS REASONS
6	MEDICAL REASONS
7	SEAFARING
8	TIR DRIVER
9	FAMILY MEMBER OF EU/EEA NATIONAL
10	FAMILY MEMBER OF GREEK NATIONAL
11	CULTURAL ACTIVITIES
12	INVITATION
13	VIP
14	CONFERENCE
15	TOURISM
16	ADOPTION
17	NO INSURANCE REQUIRED*

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\* In accordance with Article 2 of the Council Decision of 22 December 2003 amending Part V, point 1.4, of the Common Consular Instructions and Part I, point 4.1.2 of the Common Manual as regards inclusion of the requirement to be in possession of travel medical insurance as one of the supporting documents for the grant of a uniform entry visa (OJ L 5, 9.1.2004, pp. 79-80).

## SPAIN

### Common entries applicable to all types of visas

- Stamp of the consular post.
- Group of letters and numbers (up to 10 characters) showing the nationality of the applicant, the Spanish consulate dealing with the application, the type of visa and the reasons for the visa application.

### Specific entries in A visas

TRANSITO AEROPORTUARIO (airport transit)

### Specific entries in B visas

TRANSITO (transit)

TRANSITO; NO NECESITA SEGURO (transit; no insurance required)

TRANSITO COLECTIVO (group transit)

### Specific entries in C visas

ADS (= "Approved Destination Status")

ESTANCIA (stay)

ESTANCIA; NO NECESITA SEGURO (stay; no insurance required)

REAGRUPACION FAMILIAR UE/EEE (EU/EEA family reunification)

ESTANCIA CEUTA (stay Ceuta)

ESTANCIA MELILLA (stay Melilla)

ESTANCIA COLECTIVO (group stay)

ESTANCIA; BUSQUEDA EMPLEO (stay; seeking employment)

Specific entries in D visas

ACUERDO DE MOVILIDAD (mobility agreement)

ACUERDO DE MOVILIDAD HASTA 180 DIAS (mobility agreement up to 180 days)

TRABAJO Y RESIDENCIA HASTA 180 DIAS (work and residence up to 180 days).

RESIDENCIA; ACREDITACION MAEC (residence; accreditation Ministry of Foreign Affairs  
and Cooperation)

ESTUDIOS HASTA 180 DIAS (study up to 180 days)

ESTUDIOS (study)

RESIDENCIA (residence)

TRABAJO Y RESIDENCE (work and residence)

TRABAJO TEMPORADA (temporary work)

TRABAJO TEMPORADA HASTA 180 DAYS (temporary work up to 180 days)

## FRANCE

1. Indications to appear on all Schengen visa stickers, regardless of visa type:
  - name of signatory
  - signature
2. In addition, Schengen visa stickers may carry different headings, depending on the visa type. These are referred to as "first heading", "second heading" or "third heading":

### 2.1. First heading

ACCORD DDTEFP (approval of the departmental directorate for work, employment and vocational training)

ANCIEN COMBATTANT (war veteran)

ARTISTE (artist)

ASCENDANT NON A CHARGE (older non-dependent relative)

ASSURANCE NON REQUISE (no insurance required)

COMMERCANT (trader)

CONJOINT DE SCIENTIFIQUE (spouse of a scientist)

DIPLOMATIQUE (diplomatic)

DIRECTIVE 2001/55/CE (Directive 2001/55/EC)

ECHANGES DE JEUNES/CANADA - 2A (youth exchanges/Canada)

ECHANGES DE JEUNES/CANADA - 2B (youth exchanges/Canada)

ECHANGES DE JEUNES/CANADA - 2C (youth exchanges/Canada)

ECHANGES DE JEUNES/CANADA - 2D (youth exchanges/Canada)

ECHANGES DE JEUNES/CANADA - 2E (youth exchanges/Canada)  
 EMPLOYE DE DIPLOMATE (diplomatic employee)  
 ETUDIANT (student)  
 ETUDIANT CONCOURS (examination candidate)  
 FAM. EMPLOYE DE DIPLOMATE (family of diplomatic employee)  
 FAM.PERS.ADM.TECH.SERVICE (family of administrative, technical and service staff)  
 FAMILLE DE DIPLOMATE (family of diplomat)  
 FAMILLE DE FRANCAIS (French family tie)  
 FAMILLE DE RESSORTISSANT SUISSE (Swiss family tie)  
 FAMILLE UE/EEE (EU/EEA family tie)  
 JEUNE PROFESSIONNEL (young professional)  
 MAI (Intercountry Adoption Mission)  
 MINEUR SCOLARISE (school pupil)  
 NON PROFESSIONNEL (non-professional)  
 PENSIONNE DU TRAVAIL (pensioner work)  
 PERS.ADM.TECH.SERVICE (administrative, technical and service staff)  
 PERSONNEL ITER-CADARACHE (ITER Cadarache staff)  
 REGROUPEMENT FAMILIAL (family reunification)  
 REGROUPEMENT FAMILIAL ANAEM (family reunification – ANAEM)  
 SAISONNIER ANAEM (seasonal worker – ANAEM)  
 SALARIE (employee)  
 SALARIE ANEAM (employee – ANAEM)  
 SCIENTIFIQUE (scientist)  
 SDA (approved destination status)  
 SERVICE (service)  
 TRANSIT (transit)  
 TRANSIT AEROPORTUAIRE (airport transit)

VACANCES TRAVAIL/AUSTRALIE (working holiday/Australia)  
VACANCES TRAVAIL/JAPON (working holiday/Japan)  
VACANCES TRAVAIL/NOUVELLE-ZELANDE (working holiday/New Zealand)  
VISA SPECIAL No x (special visa No ...)  
VISITEUR (visitor)  
VOYAGE D'AFFAIRES (business trip)

## 2.2. Second heading

ASSURANCE NON REQUISE (no insurance required)  
DEPARTEMENTS FRANCAIS D'AMERIQUE (French departments of America)  
GUADELOUPE (Guadeloupe)  
GUYANE (French Guiana)  
MARTINIQUE (Martinique)  
MAYOTTE (Mayotte)  
MONACO (Monaco)  
NOUVELLE CALEDONIE (New Caledonia)  
POLYNESIE FRANCAISE (French Polynesia)  
R A (REP. AUTRICHE) (Austria)  
R B (REP. BELGIQUE) (Belgium)  
R D (REP. ALLEMAGNE) (Germany)  
R DK (REP. DANEMARK) (Denmark)  
R E (REP. ESPAGNE) (Spain)  
R FIN (REP. FINLANDE) (Finland)  
R GR (REP. GRECE) (Greece)  
R I (REP. ITALIE) (Italy)  
R IS (REP. ISLANDE) (Iceland)  
R L (REP. LUXEMBOURG) (Luxembourg)

R N (REP. NORVEGE) (Norway)  
R NL (REP. PAYS-BAS) (Netherlands)  
R P (REP. PORTUGAL) (Portugal)  
R S (REP. SUEDE) (Sweden)  
REUNION (Reunion)  
SAINT PIERRE ET MIQUELON (Saint Pierre and Miquelon)  
TERRES AUSTRALES (French Southern Territories)  
WALLIS ET FUTUNA (Wallis and Futuna)

### 2.3. Third heading

APT A SOLLICITER DES L'ARRIVEE (temporary work permit to be requested on arrival)  
APT ET CARTE DE SEJOUR A SOLLICITER DES L'ARRIVEE (temporary work permit and residence permit to be requested on arrival)  
AUTORISE SEULEMENT EN ZONE INTERNATIONALE (authorisation covering the international area alone)  
CARTE DE SEJ. A SOLLICITER DES L'ARRIVEE (residence permit to be requested on arrival)  
CARTE PROMAE A SOLLICITER DES L'ARRIVEE (Ministry of Foreign Affairs protocol card to be requested on arrival)  
DISPENSE TEMPORAIRE DE CARTE DE SEJOUR (temporarily exempt from residence permit)  
XXX = VOIR CARTE SEJOUR PARENTS (see parents' residence permit)  
COURT SEJOUR CIRCULATION (short-stay travel)

3. Lastly, on occasion France issues visas on behalf of African third countries. In such cases the old "71/VI" type of visa sticker, and NOT a Schengen visa sticker, is issued. For information purposes only, the following entries may appear thereon:

DJIBOUTI (Djibouti)

La CENTRAFRIQUE (Central African Republic)

La COTE D'IVOIRE (Côte d'Ivoire)

La MAURITANIE (Mauritania)

Le BURKINA (Burkina Faso)

Le GABON (Gabon)

Le SENEGAL (Senegal)

Le TOGO (Togo).



## ITALY

The following wording is used:

1) In the first line:

"TRANSITO AEROPORTUALE" (airport transit)

"TRANSITO" (transit)

a) Short-stay visas

"AFFARI" (business)

"CURE MEDICHE" (medical treatment)

"GARA SPORTIVA" (sporting event)

"INVITO" (invitation)

"LAVORO AUTONOMO" (self-employed work)

"LAVORO AUTONOMO/SPETTACOLO" (self-employed work/entertainment)

"LAVORO AUTONOMO/SPORT" (self-employed work/sport)

"LAVORO SUBORDINATO" (employee)

"LAVORO SUBORDINATO/MARITTIMI" (employee/maritime)

"LAVORO SUBORDINATO/SPETTACOLO" (employee/entertainment)

"LAVORO SUBORDINATO/SPORT" (employee/sport)

"MISSIONE" (mission)

"MOTIVI RELIGIOSI" (religious grounds)

"STUDIO" (studies)

"STUDIO/UNIVERSITÀ" (studies/university)

"TRASPORTO" (transport)

"TURISMO" (tourism).

b) Long-stay visas

"ADOZIONE" (adoption)  
"CURE MEDICHE" (medical treatment)  
"DIPLOMATICO" (diplomatic)  
"FAMILIARE AL SEGUITO" (accompanying family member)  
"INSERIMENTO NEL MERCATO DEL LAVORO" (employment)  
"INSERIMENTO NEL MERCATO DEL LAVORO/SPONSOR" (employment/sponsor)  
"LAVORO AUTONOMO" (self-employed work)  
"LAVORO AUTONOMO/SPETTACOLO" (self-employed work/entertainment)  
"LAVORO AUTONOMO/SPORT" (self-employed work/sport)  
"LAVORO SUBORDINATO" (employee)  
"LAVORO SUBORDINATO/MARITTIMI" (employee/maritime)  
"LAVORO SUBORDINATO/SPETTACOLO" (employee/entertainment)  
"LAVORO SUBORDINATO/SPORT" (employee/sport)  
"MISSIONE" (mission)  
"MOTIVI RELIGIOSI" (religious grounds)  
"REINGRESSO" (return)  
"RESIDENZA ELETTIVA" (elective residence)  
"RICONGIUNGIMENTO FAMILIARE" (family reunion)  
"STUDIO" (studies)  
"STUDIO/UNIVERSITÀ" (studies/university)  
"VACANZE LAVORO" (working holiday).

2) In the second line:

- possible mention of border crossing point of entry and exit.

3) In the third line:

- the surname of the consular official who signed the visa.

## L A T V I A

1. The name of the official responsible for issuing the visa.
2. The following text may be entered in the first line of the "Comments" section:
  - "R" and code of the represented Member State, if a visa is issued in representation;
  - "AIRPORT TRANSIT" – airport transit visa;
  - "TRANSIT" – transit visa;
  - "SEAMAN IN TRANSIT" – transit visa issued to the seaman in transit;
  - "DIPLOMATIC" – diplomatic visa;
  - "OFFICIAL" – official (service) visa.
3. The following text for D visas may be entered in the first line of the "Comments" section:
  - "LONG-STAY VISA" – long-stay visa;
  - "FOR RESIDENCE PERMIT" – long-stay visa issued according to the positive decision of the Office of Citizenship and Migration Affairs on issuance of residence permit. After entry into Latvia the person has to receive a residence permit;
  - "FRONTIER AREA" – long-stay visa issued to the border resident according to the bilateral agreement.

3. In the second (or third) line of the "Comments" section may be entered the following text:

- "EU/EEA/CH FAMILY MEMBER" – family member of the European Union, European Economic Area or Swiss Confederation national;
- "NO INSURANCE REQUIRED" – proof of travel health/medical insurance is not required;
- "INTERNATIONAL ROAD CARRIER" – visa issued to the international road carrier;
- "RAILROAD CARRIER" – visa issued to the railroad carrier;
- "HUMANITARIAN REASONS" – visa is issued in exceptional cases according to the Art.16 of the Immigration Law;
- "VALID IN LATVIA ONLY WITH WORK PERMIT" – after the first entry into Latvia the person has to receive a work permit.

## LITHUANIA

### **First heading**

Code	Meaning
<b>Airport transit visa (A)</b>	
DIPL	Third-country national, holding diplomatic passport ( <i>compulsory record</i> )
TARN	Third-country national, holding service passport ( <i>compulsory record</i> )
<b>Transit visa (B)</b>	
DIPL	Third-country national, holding diplomatic passport ( <i>compulsory record</i> )
TARN	Third-country national, holding service passport ( <i>compulsory record</i> )
B-6	Group visa
B-11	Carrier
<b>Short-stay visa (C)</b>	
DIPL	Third-country national, holding diplomatic passport ( <i>compulsory record</i> )
TARN	Third-country national, holding service passport ( <i>compulsory record</i> )
C-2	Occupation interest ( <i>issued for third-country nationals engaged in second hand motor vehicles' trade</i> )
C-3	Border resident
C-4	Kaliningrad resident
C-5	Period of stay in the Republic of Lithuania extended for a third-country national in possession of a visa
C-6	Group visa
C-10	Travel without invitation
C-11	Carrier
NO INSURANCE REQUIRED	No insurance required
ADS	Chinese tourist group
<b>Long-stay visa (D)</b>	
DIPL	Third-country national, holding diplomatic passport ( <i>compulsory record</i> )
TARN	Third-country national, holding service passport ( <i>compulsory record</i> )
D-1	Decision to issue resident permit
D-2	Entitling to work
D-3	Border resident
D-4	Kaliningrad resident
D-14	Entitling to study
D-15	Entitling to participate in an internship programme
D-16	Entitling to undergo in-service training
D-17	Seaman
D-18	Seasonal employee
<b><u>Second heading</u></b>	
Handling fee with identification of currency or "GRATIS" record	

## HUNGARY

### AIRPORT TRANSIT VISAS

- Gyermek(ek)/Children: <serial number of the child registered in the visa sticker>.  
<family name>, <given name> (<date of birth: dd-mm-yy>)\*

### TRANSIT VISAS

- Átutazás/Transit\*\*
- Gyermek(ek)/Children: <serial number of the child registered in the visa sticker>.  
<family name>, <given name> (<date of birth: dd-mm-yy>)\*
- egyéni biztosítás (individual insurance) or nemzetközi megállapodás alapján (insured under international agreement) or biztosítás nem szükséges (no insurance required)\*\*\*

### SHORT-STAY VISAS

- Kutatás/Research\*\*  
Önkéntes tevékenység / Voluntary\*\*  
Keresőtevékenység / Paid activity\*\*  
Hivatalos / Official\*\*  
Turista / Tourist\*\*  
Látogatás / Visit\*\*  
Üzleti / Business\*\*

---

\* This information is written on the visa sticker if the child(ren) accompany the holder of the travel document.

\*\* The purpose of the visit is written in both Hungarian and English.

\*\*\* The reference to the insurance is only written in Hungarian.

Tanulmányi / Studies\*\*

Gyógykezelés / Medical treatment\*\*

Sport/Sport\*\*

Konferencia/Conference\*\*

Kulturális/Cultural\*\*

- Gyermekek/Children: < serial number of the child registered in the visa sticker >.  
<family name>, <given name> (<date of birth: dd-mm-yy>)\*
- egyéni biztosítás (individual insurance) *or* nemzetközi megállapodás alapján (insured under international agreement) *or* biztosítás nem szükséges (no insurance required)\*\*\*
- EGT-családtag/Family member of an EEA citizen\*\*\*\*

#### LONG-STAY VISAS AND VISAS ENTITLING THE HOLDER TO RECEIVE A RESIDENCE PERMIT

- Kutatás/Research\*\*  
Önkéntes tevékenység / Voluntary\*\*  
Szezonális munkavállalás(alkalmi) / Seasonal employment\*\*  
Keresőtevékenység / Paid activity\*\*  
Nemzeti tartózkodás / National permit of stay\*\*  
Szezonális munkavállalás / Seasonal employment\*\*  
Családegyesítés / Family reunification\*\*  
Hivatalos / Official\*\*  
Látogatás / Visit\*\*  
Tanulmányi / Studies\*\*  
Gyógykezelés / Medical treatment\*\*
- Gyermekek/Children: < serial number of the child registered in the visa sticker >.  
<family name>, <given name> (<date of birth: dd-mm-yy>)\*
- egyéni biztosítás (individual insurance) *or* nemzetközi megállapodás alapján (insured under international agreement) *or* biztosítás nem szükséges (no insurance required)\*\*\*

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\* This information is written on the visa sticker if the child(ren) accompany the holder of the travel document.

\*\* The purpose of the visit is written in both Hungarian and English.

\*\*\* The reference to the insurance is only written in Hungarian.

\*\*\*\* If applicable, written in both Hungarian and English.

## M A L T A

The following entries can appear in the first line of the "Comments" section on the visa sticker for B, C and D visas:

- MT 1: Diplomat in Transit
- MT 2: Lorry driver with vehicle in Transit
- MT 3: Humanitarian reasons
- MT 4: Seaman in transit signing-on to a vessel calling in Malta
- MT 5: Seaman in transit signing-on to a vessel calling in Malta
- MT 6: Diplomatic mail/courier
- MT 7: Official/Political Visit
- MT 8: Visa Gratis - (Free of charge)
- MT 9: Courtesy/Private visit
- MT 10: Family visit
- MT 11: Tourism purposes
- MT 12: Business purposes
- MT 13: Sports activities
- MT 14: Cultural visit
- MT 15: Truck Driver with vehicle
- MT 16: Employment purposes
- MT 17: Short term student
- MT 18: Post Secondary Student
- MT 19: Scientific researcher
- MT 20: Family reunification
- MT 21: Professional purposes
- MT 22: Religious reasons
- MT 23: Adoption purposes



- MT 24: Medical treatment
- MT 25: Diplomat accredited to Malta
- MT 26: Family Member of a Diplomat accredited to Malta
- MT 27: Accompanying family member
- MT 28: Official mission
- MT 29: Family Member of an EU Citizen
- MT 30: Long term student
- MT 31: Working holiday

## A U S T R I A

The following entries are made in the following sequence:

1. The entries "DIENSTVISUM" (service visa) or "DIPLOMATENVISUM" (diplomatic visa) are only used by the Federal Ministry for Foreign Affairs or the Austrian diplomatic representations abroad.
2. Fees collected are entered as "EUR/ATS .../FW ..." or "GRATIS".
3. If the visa is issued on the basis of a letter of guarantee (Verpflichtungserklärung), "V" is entered.
4. If the visa is issued on the basis of a tourist carnet from the ÖAM (Austrian Automobile Club) or a travel voucher from ELVIA, "V(ÖAMTC)" or "V(ELVIA)" is entered.
5. If the visa is issued on the basis of a general letter of guarantee (Generalverpflichtungserklärung), "GVE" is entered.
6. If the visa is issued to a HGV driver, "F" is entered.
7. If some of the children entered in the passport are not to be included on the visa, the names of the children travelling with their parents are entered.
8. If the visa is issued for a collective passport, "S" and, in brackets, the number of persons for whom the visa is valid are entered.
9. A 3-letter name code for the person authorised to sign the visa (the code being allocated by the representing authority or border crossing point) is entered approximately 1 cm from the right-hand margin of the last line of the section headed "Comments".

## POLAND

The following entries can appear in the "comments" section on the visa sticker for C and D visas:

The phrase "cel wydania:" (purpose of issuance) will be followed by the designations:

- "01" (visa issued for the purpose of tourism)
- "02" (visa issued for the purpose of visit)
- "03" (visa issued for the purpose of participation in sport events)
- "04" (visa issued for the purpose of running economic activity)
- "05" (visa issued for the purpose of carrying out cultural activity or participation in conferences)
- "06" (visa issued for the purpose of performance of statutory functions by representatives of a foreign state authority or an international organization)
- "07" (visa issued for the purpose of seasonal work)
- "08" (visa issued for the purpose of work)
- "09" (visa issued for the purpose of studies (I or II degree) or uniform master's degree studies or studies of the III degree)
- "10" (visa issued for the purpose of scientific, training or educational activity)
- "11" (visa issued for the purpose of enjoying temporary protection)
- "12" (visa issued for the purpose of arriving for humanitarian reasons, due to public interest or international obligations)
- "13" visa issued to EU, EFTA or Swiss Federation citizens' family members who accompany or join them,
- "14" (visa issued for the purpose of participation in cultural or educational exchange, or humanitarian aid programme, or students summer employment programme, and when such a programme is established by an international agreement, to which the Republic of Poland is a party, the name of this programme appears on the visa sticker)
- "15" (visa issued for a purpose other than specified above)

The following entries can also appear in the "comments" section (not preceded by the phrase "cel wydania:" (purpose of issuance)):

"DYPLMATYCZNA" (diplomatic visa)

"SŁUŻBOWA" (service visa)

"KURIERSKA" (courier visa)

"TIR" (visa for the driver, who conducts international lorry or bus transport (in the second line of the comments section on the sticker))

The following entry can appear on the visa stickers for C visas:

"N-INS" (the requirement to be in possession of travel medical insurance has been waived)

The following designations can appear on the visa stickers for D visas, after the phrase "cel wydania:" (purpose of issuance):

"16" (visa issued for the purpose of taking part in asylum proceedings)

"17" (visa issued for the period of awaiting the decision on residence)

"18" visa issued for the purpose of migration of the closest family member of the repatriated person)

"19" (visa issued for the purpose executing a residence permit for a fixed period, a permit to settle or a residence permit for a long-stay EC resident)

"20" (visa issued for the purpose of enjoying rights conferred upon holding of the Card of the Pole)

"21" (visa issued for the purpose of repatriation)

## PORTUGAL

1. Letter "A" if the visa is issued following consultation with the central authorities. Letter "B" if the visa is issued without consulting the central authorities.
2. Letter "R" followed by the national code of the represented State if the visa is issued for another Schengen State in the framework of representation.
3. Signature of the official responsible for issuing the visa.
4. National stamp.
5. Endorsement with "study", "temporary stay", "residence", "sport/entertainment", "research/highly qualified work", "self-employed work" or "paid work" depending on the type of national visa issued.

## SLOVENIA

### 1. Endorsements upon A visa

- letališki tranzit (airport transit)
- diplomatski vizum (diplomatic visa)
- službeni vizum (service visa)
- humanitarni razlogi (humanitarian reasons)

### 2. Endorsements upon B visas:

- tranzit (transit)
- diplomatski vizum (diplomatic visa)
- službeni vizum (service visa)
- skupinski vizum (group visa)
- voznik tovornjaka z vozilom (truck driver with vehicle)
- voznik avtobusa z vozilom (bus driver with vehicle)
- humanitarni razlogi (humanitarian reasons)

### 3. Endorsements upon C visas:

- diplomatski vizum (diplomatic visa)
- službeni vizum (service visa)
- skupinski vizum (group visa)
- zasebni obisk (private visit)
- turizem (tourism)
- poslovno (business)
- šport-nepridobitno (sports non-profitable)
- kultura-nepridobitno (culture non-profitable)
- voznik tovornjaka z vozilom (truck driver with vehicle)
- voznik avtobusa z vozilom (bus driver with vehicle)
- humanitarni razlogi (humanitarian reasons)
- zdravljenje (medical treatment)
- ITF rehabilitacija (rehabilitation of mine victims)

## SLOVAKIA

- |     |                              |                           |
|-----|------------------------------|---------------------------|
| 1.  | kúpeľná liečba               | (spa treatment)           |
| 2.  | lekárske ošetrovanie         | (medical treatment)       |
| 3.  | obchodná cesta               | (business trip)           |
| 4.  | služobná cesta               | (official journey)        |
| 5.  | školenie                     | (training)                |
| 6.  | konferencia                  | (conference)              |
| 7.  | seminár                      | (seminar)                 |
| 8.  | kultúrne podujatie           | (cultural event)          |
| 9.  | športové podujatie           | (sport event)             |
| 10. | návšteva príbuzných          | (visit of relatives)      |
| 11. | návšteva známych             | (visit of acquaintance)   |
| 12. | turistika                    | (tourism)                 |
| 13. | zahraničnopolitické dôvody   | (international interest)  |
| 14. | štúdium                      | (study)                   |
| 15. | vedecký pracovník            | (scientist/researcher)    |
| 16. | rodinný príslušník           | (family member)           |
| 17. | rodinný príslušník - azylant | (family member – refugee) |
| 18. | humanitárne dôvody           | (humanitarian reasons)    |
| 19. | člen posádky lietadla        | (air crew member)         |
| 20. | člen námornej posádky        | (sea crew member)         |
| 21. | člen riečnej posádky         | (river crew member)       |
| 22. | člen železničnej posádky     | (train crew member)       |
| 23. | BUS                          |                           |
| 24. | TIR                          |                           |
| 25. | ADS                          |                           |
| 26. | iné                          | (other)                   |
| 27. | nevyžaduje sa poistenie      | (no insurance required)   |

Additional information:

In the "comments" section of the visa sticker, the number of the proof of invitation is mentioned as well, in the case that such an invitation was required when applying for visa. The specimen of invitation is contained in Annex 15 to the Common Consular Instructions (Annex 33 of Schengen handbook). The proof of invitation is marked "AA" followed by six digits.



## FINLAND

1. Diplomatic and service passports will bear the surname and first name and will be marked "diplomaattileimaus" (diplomatic) or "virkaleimaus" (service).

## S W E D E N

1. For diplomatic visas the code "U" followed by "Diplomatisk visering, Diplomatic visa" will be used.
2. The representation will enter the surnames, first names and dates of birth of the persons on the holder's passport travelling with him. If there is not enough space the following page of the passport will be used.
3. Where necessary, the following entries shall be written in the "comments" section:
  - Lastbilschaufför  
(lorry driver)
  - Busschaufför (turister)  
((bus driver (tourists))
  - Turistguide  
(tourist guide)
  - Bärplockare  
(berry picker)

## NORWAY

A dry stamp with the national emblem and the name of the issuing foreign service mission and the signature of the responsible issuing visa officer is entered into every visa sticker.

In addition, the following remarks may be entered in the visa stickers under the mentioned circumstances:

- "ADS" when the visa is issued under "APPROVED DESTINATION STATUS" for China
- "AV/PÅMØNSTRENDE SJØMANN" ((dis)embarking seaman), used with visas (mainly B-visas with two entries) issued to seamen who are embarking or disembarking a ship
- "DUFNR"+12 digits, is a national ID for foreigners, entered into D-visas for convenient reference
- "FRITATT FOR KRAVET OM REISEFORSIKRING" (exempted from the travel insurance requirement) when the applicant is exempted from this requirement
- "MÅ VISE GYLDIG REISEFORSIKRING" (must show valid travel insurance) when a multiple-entry visa is issued and the applicant must be in possession of a valid travel insurance each time he/she travels
- "GÆLDER FOR FÆRØERNE" (valid for the Faroe Islands) in combination with R DK, when representing Denmark and issuing a visa valid for the Faroe Islands
- "GÆLDER FOR GRØNLAND" (valid for Greenland) in combination with R DK, when representing Denmark and issuing a visa valid for Greenland

- "GÆLDER FOR FÆRØERNE OG GRØNLAND" (valid for the Faroe Islands and Greenland) in combination with R DK, when representing Denmark and issuing a visa valid for both the Faroe Islands and Greenland
- "GARANTI STILLET" (guarantee provided) in combination with R DK, when representing Denmark and a guarantee has been provided by the inviting party
- "IKKE LOV Å ARBEIDE" (not allowed to work) when an applicant has been specifically made aware that he/she is not allowed to work in Norway without a work permit
- "IKKE RETT Å SØKE OT FRA RIKET" (not allowed to apply for residence permit after entry) when an applicant has been specifically made aware he/she is not allowed to apply for a residence permit in Norway after entry
- "SJÅFØR" (driver) when a visa is issued to a driver, for professional purposes only, based on guarantees from his/her employer and the inviting party
- "TRANSIT" when issuing a B-visa
- UNNTATT ETTER UF §106.5 LEDD (exempted from the requirement of valid passport, according to Norwegian Immigration Regulation § 106 fifth paragraph, when the applicant has exceptionally been issued a visa even if the passport is not valid 3 months after the last day of validity of the visa)
- "UTEN BARN" (without child(ren)) when a visa is issued to the parent alone, to prevent the parent from bringing children entered in the passport but not granted a visa

- "LASTBILSCHAUFFÖR" (lorry driver) in combination with R S, when issuing a visa in representation for Sweden
- "BUSSCHAUFFÖR (TURISTER)" (bus driver (tourists)) in combination with R S, when issuing a visa in representation for Sweden
- "TURISTGUIDE" (tourist guide) in combination with R S, when issuing a visa in representation for Sweden
- "BÄRPLOCKARE" (berry picker) in combination with R S, when issuing a visa in representation for Sweden

## SWITZERLAND

The first line will contain one of the following reasons for travel:

- Raisons médicales (Medical reasons)
- Entretiens d'affaires (Business meetings)
- Manifestations culturelles (Cultural events)
- Raisons familiales (Family reasons)
- Visite (Visit)
- Visite officielle (Official visit)
- Motif professionnel (Professional reasons)
- Manifestations sportives (Sporting events)
- Transit (Transit)
- Tourisme (Tourism)
- Transit aéroport (Transit airport)
- Formation théorique (Theoretical training)
- Autres motifs (Other reasons).

In addition, the second and third lines may contain other comments such as:

- act. lucr. max. 8j par année civile (max. 8 days gainful activity per calendar year)
- vaut comme titre de séjour (valid as a residence permit)
- valable uniquement avec décision de suspension ODM (valid only with an ODM (Swiss Federal Office for Migration) suspension decision)
- assurance non requise (insurance not required)
- courtoisie (courtesy)
- act. lucr. max. 120j en 12 mois (max. 120 days gainful activity in 12 months).

Switzerland would also specifically emphasise that all national entries on the visa sticker are always given in French and must under no circumstances be translated into another language.

## ANNEX 10

Instructions on inserting information in the optical reading area.

1. Definition:

This area is situated at the bottom of the sticker under the heading for national comments. It must consist of two lines of 36 characters. The character font used – ORCB 1 – permits automatic reading of the sticker by appliances with special optical readers, located at external border posts in order to speed up control procedures.

Since the technical features of this area are very specific, only consulates with computer facilities can print it.

In view of this, no other details should be inserted in this area (stamp, signature, national code, etc...) as this might render the area illegible for the machines.

2. Affixing the sticker:

The sticker should as far as possible be aligned with and affixed as closely as possible to the edges of the page of the passport.

Example of a perforated number

Heading

Visual Inspection Area

Automatic Reading Area

Left edge of the  
passport page

Reference edge of  
the passport page



3. Description of this area:

This description has a purely informative function for posts without computer facilities, otherwise the computer will automatically print the contents of the sticker in the optical reading area - part of this information already appears at the top of the sticker.

AUTOMATIC READING AREA (ARA)

1st line: 36 characters (obligatory)

Positions	Number of characters	Heading contents	Specifications
1 - 2	2	Type of document	<u>1st character:</u> V <u>2nd character:</u> code indicating type of visa (A, B, C or D)
3 - 5	3	Issuing State	ICAO alphabetic code 3-character: BEL, DNK, D<<, GRC, ESP, FRA, ITA, LUX, NLD, AUT, PRT, FIN, SWE, ISL, NOR.
6 - 36	31	Surname and first name	The surname should be separated from the first names by 2 symbols (<<); individual components of the name should be separated by one symbol (<); spaces which are not needed should be filled in with a symbol <.

2nd line: 36 characters (obligatory)

Positions	Number of characters	Heading contents	Specifications
1	9	Visa number	This is the number printed in the top right-hand corner of the sticker.
10	1	Control character	This character is the result of a complex calculation, based on the previous area according to an algorithm defined by the ICAO.
11	3	Applicant's nationality	Alphabetic coding according to ICAO 3- character codes.
14	6	Date of birth	The order followed is YYMMDD where: YY = year (obligatory) MM = month or << if unknown DD = day or << if unknown
20	1	Control character	This character is the result of a complex calculation, based on the previous area according to an algorithm defined by the ICAO.
21	1	Sex	F = Female, M = Male, < = Not specified.

Positions	Number of characters	Heading contents	Specifications
22	6	Date on which the visa's validity ends	The order followed is YYMMDD without a filler.
28	1	Control character	This character is the result of a complex calculation based on the previous area according to an algorithm defined by the ICAO.
29	1	Territorial validity	a) For LTV visas, insert the letter T. b) For uniform visas insert the filler <.
30	1	Number of entries	1, 2, or M
31	2	Duration of stay	a) Short stay: number of days should be inserted in the visual reading area. b) Long stay: <<
33	4	Start of validity	The structure is MMDD without any filler.

---

## ANNEX 11

Criteria for determining whether a travel document may bear a visa.

The travel documents described below shall be considered valid for the purpose of Article 17(3a) of the Convention implementing the Schengen Agreement, provided that they confirm the holder's identity and, in the cases mentioned under (a) and (b) below, the holder's nationality or citizenship and provided that they fulfil the conditions in Articles 13 and 14.

- (a) Travel documents issued in accordance with international rules applied by countries or regional and local bodies recognised by all Member States.
- (b) Passports or travel documents which, although issued by countries or international bodies not recognised by all Member States, guarantee the alien's return, provided that the Executive Committee recognises them as valid documents to which to affix a joint visa (which may alternatively be affixed to a separate sheet). The unanimous approval of the Executive Committee shall be required for:
  - the list of these passports or travel documents,
  - the list of countries or entities which are not recognised and which have issued these documents.

These lists, if compiled, shall serve only to meet the requirements for implementing the Schengen Convention and shall not preclude Member States from recognising countries or regional and local entities that are not recognised.

- (c) Travel documents for refugees issued in accordance with the Convention of 1951 on the Status of Refugees.
- (d) Travel documents for stateless persons issued in accordance with the Convention of 1954 on the Status of Stateless Persons <sup>1</sup>.

---

<sup>1</sup> Portugal and Austria, although not Contracting Parties to this Convention, accept that travel documents issued in accordance with this Convention may bear the uniform visa issued by the Schengen States.

## ANNEX 12

Fees to be charged corresponding to the administrative costs  
of processing visa applications

TYPE OF VISA	Fees to be charged (in EUR)
Airport transit visa (Category A)	60
Transit visa (Category B)	60
Short-stay visa (1 - 90 days) (Category C)	60
Visa with limited territorial validity (Categories B and C)	60
Visa issued at the border (Categories B and C)	60 This visa may be issued free of charge.
Group visa (Categories A, B and C)	60 + 1 per person
National long-stay visa (Category D)	The amount shall be fixed by the Member States, who may decide to issue these visas free of charge.
National long-stay visa valid concurrently as a short-stay visa (Category D + C)	The amount shall be fixed by the Member States, who may decide to issue these visas free of charge.

Rules:

- I. These fees shall be paid in a convertible currency or in the national currency on the basis of the official exchange rates in force.
- II.1. In individual cases, the amount of the fee to be charged may be waived or reduced in accordance with national law when this measure serves to promote cultural interests as well as interests in the field of foreign policy, development policy, other areas of vital public interest or for humanitarian reasons.
- II.2. The fee to be charged is waived for visa applicants belonging to one of the following categories:
- children under 6 years,
  - school pupils, students, post graduate students and accompanying teachers who undertake trips for the purpose of study or educational training, and
  - researchers from third countries travelling within the Community for the purpose of carrying out scientific research as defined in the Recommendation 2005/761/EC of the European Parliament and of the Council of 28 September 2005 to facilitate the issue by the Member States of uniform short-stay visas for researchers from third countries travelling within the Community for the purpose of carrying out scientific research\*.
- II.3. A fee reduction or waiver for nationals of a third country may also be the result of a visa facilitation agreement concluded between the European Community and that third country consistent with the Community's overall approach to visa facilitation agreements.
- II.4. Until 1 January 2008, this Decision shall not affect the fee to be charged to nationals of third countries in respect of which the Council will have given the Commission, by 1 January 2007, a mandate to negotiate a visa facilitation agreement.
- III. Group visas are issued in accordance with national law for a maximum of 30 days.

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\* OJ L 289, 3.11.2005, p. 23.



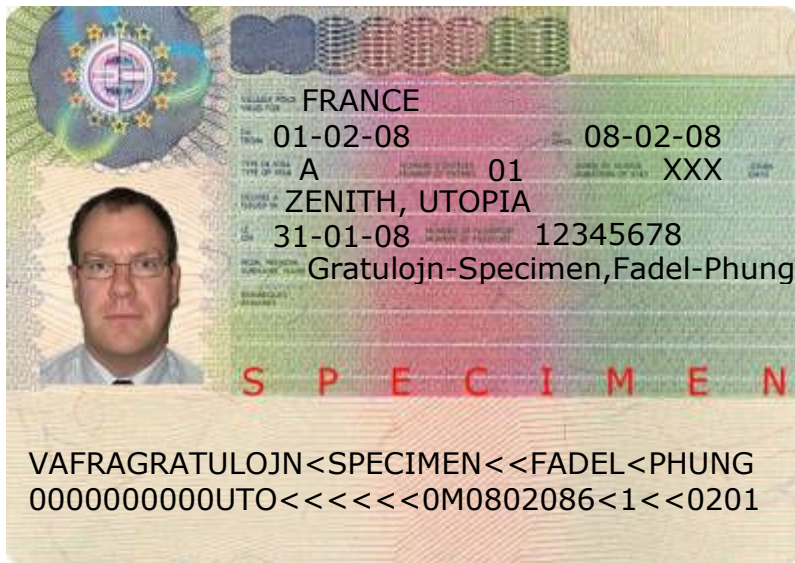
## ANNEX 13

### Guidelines on how to fill in visa stickers

Note: as a general rule, visas can be issued at the earliest 3 months before they are first used

## AIRPORT TRANSIT VISAS (ATVs)

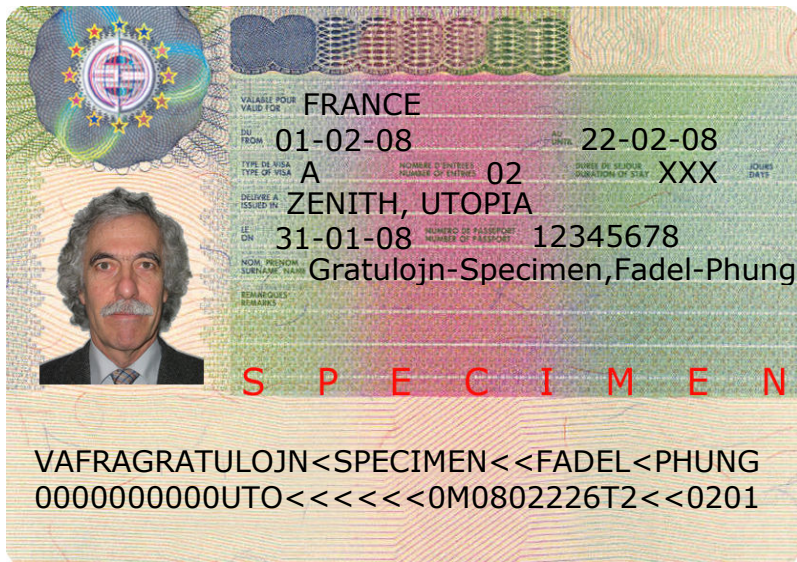
It is pointed out that only nationals of certain "sensitive" countries (see Annex 3) are subject to an ATV. ATV holders may not leave the international section of the airport through which they travel in transit.



### EXAMPLE 1

#### SINGLE AIRPORT TRANSIT VISA

- Type of visa: ATVs bear the identification code A.
- The single ATV gives access to one country only (France in this example).
- The duration of validity is calculated from the date of departure (e.g. 01.02.08); the term is fixed by adding a period of grace of 7 days in case the visa holder postpones departure.
- ATVs do not confer the right to stay, the heading "duration of stay" should be deleted with XXX.



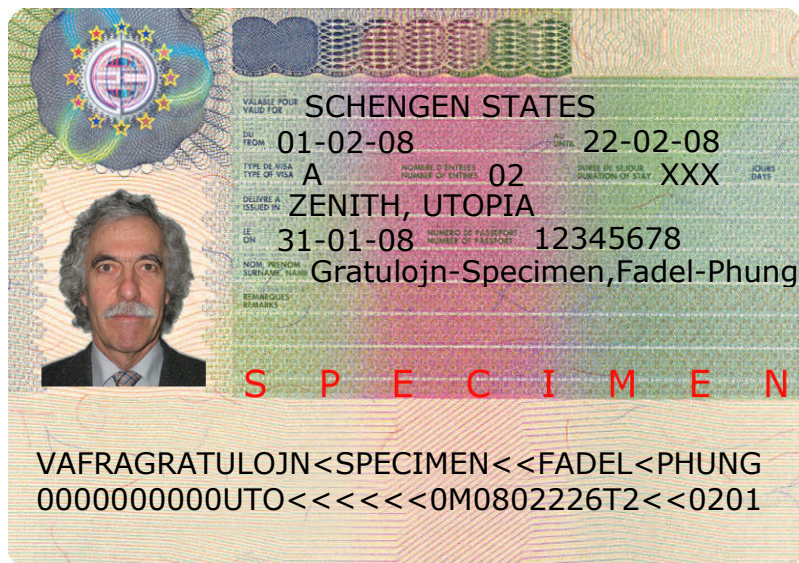
## EXAMPLE 2a

### DUAL ATV (valid for one country)

- The dual ATV authorises airport transit for both outward and return journeys.
- The duration of the visa's validity is calculated as follows: date of the return journey + 7 days (in the example shown: Return date 15.02.08).
- If the intention is to transit through one airport only, the name of the country concerned is entered under the heading "valid for" (EXAMPLE 2a). If transit is made by way of exception via 2 different Schengen countries on the outward and return journeys, the visa is marked "Schengen States" (see EXAMPLE 2b below).

## AIRPORT TRANSIT VISAS (ATVs)

(continued)



### EXAMPLE 2b

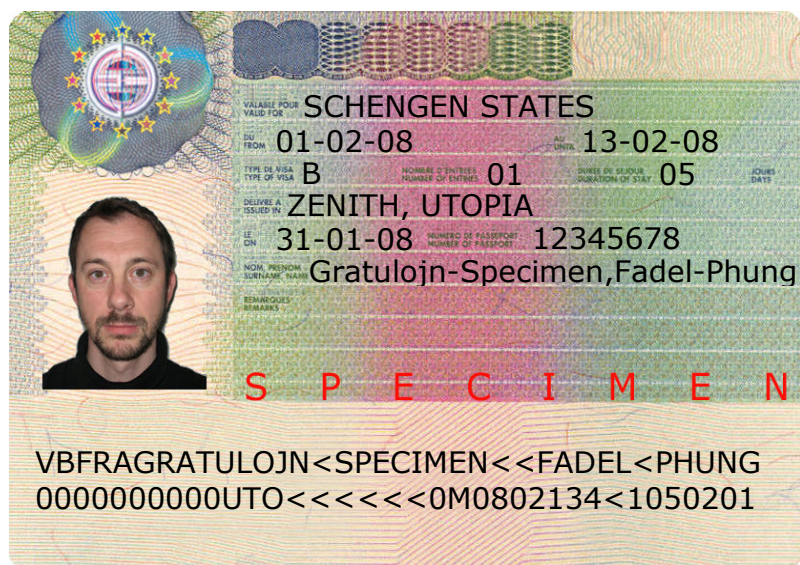
DUAL ATV (valid for several countries)

- "Schengen States" should be entered under the heading "valid for" to allow transit via two airports situated in two different countries.





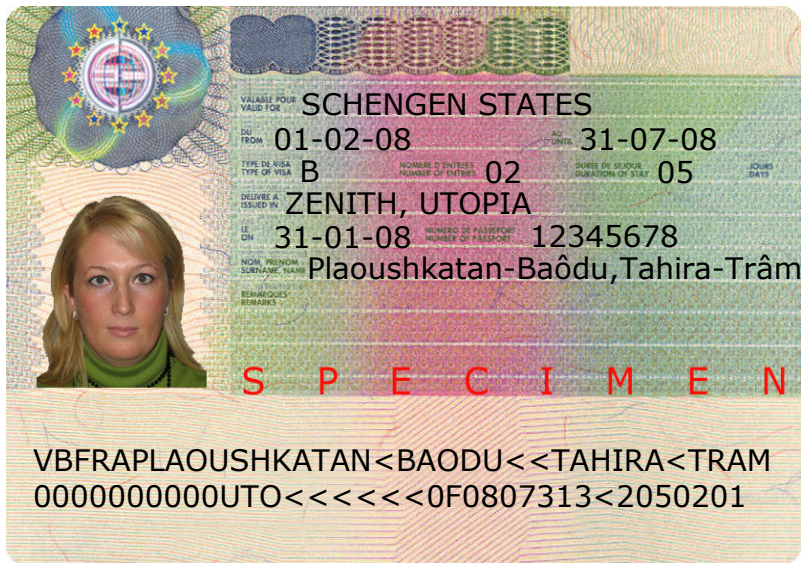
## TRANSIT VISAS



### EXAMPLE 4

#### SINGLE-ENTRY TRANSIT VISA

- Type of visa: the transit visa bears the identification code B. It is advisable to add the word "TRANSIT".
- The duration of validity is calculated from the date of departure (e.g. 01.02.08). The term is fixed as follows: date of departure + (5 days maximum) + 7 days (period of grace in case the visa holder postpones departure).
- The duration of the transit may not exceed 5 days.

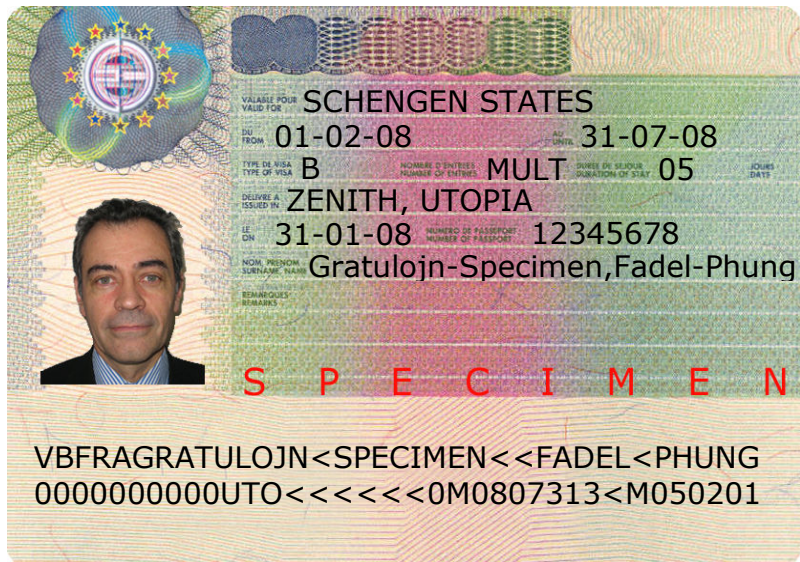


### EXAMPLE 5

#### DUAL-ENTRY TRANSIT VISA

- The duration of validity: when the date of different transit journeys is not known, which is generally the case, the period of validity is calculated as follows: date of departure + 6 months.
- The duration of the transit may not exceed 5 days.

TRANSIT VISAS  
(continued)



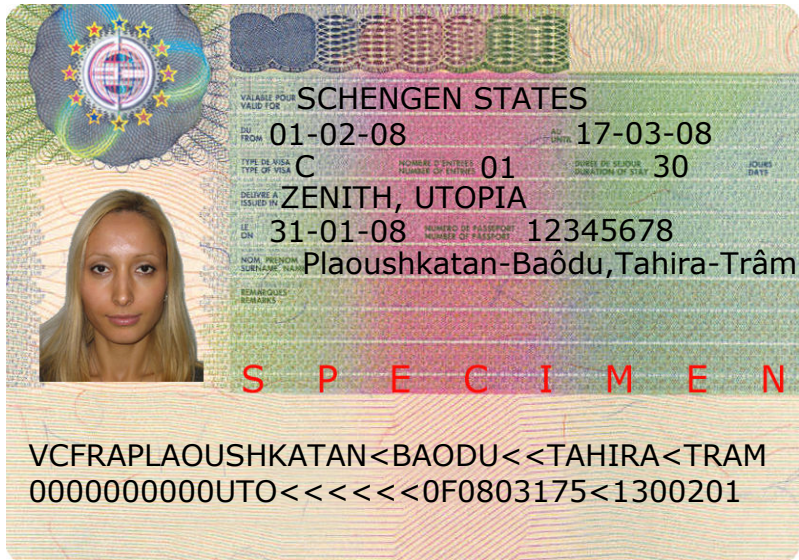
EXAMPLE 6

MULTIPLE-ENTRY TRANSIT VISA

- The duration of validity is calculated in the same way as for dual entry transit visas (see EXAMPLE 5).
- The duration of the stay may not exceed 5 days in transit.



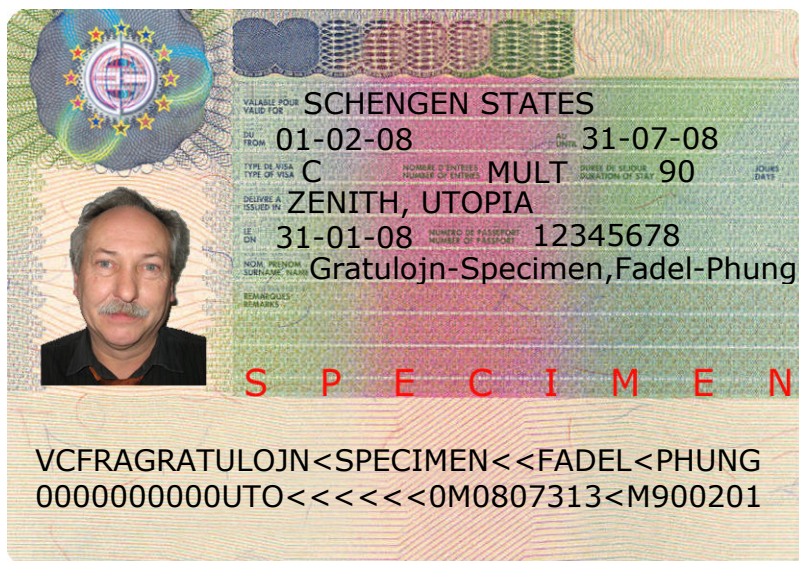
## SHORT-STAY VISAS



### EXAMPLE 7

#### SINGLE-ENTRY SHORT-STAY VISA

- Type of visa: the short-stay visa bears the identification code C.
- The duration of the visa's validity is calculated as follows: from the date of departure (e.g. 01.02.08). The period is fixed as follows: date of departure + duration of stay + period of grace of 15 days.
- The duration of the stay may not exceed 90 days in any six-month period (30 days in the example shown here).

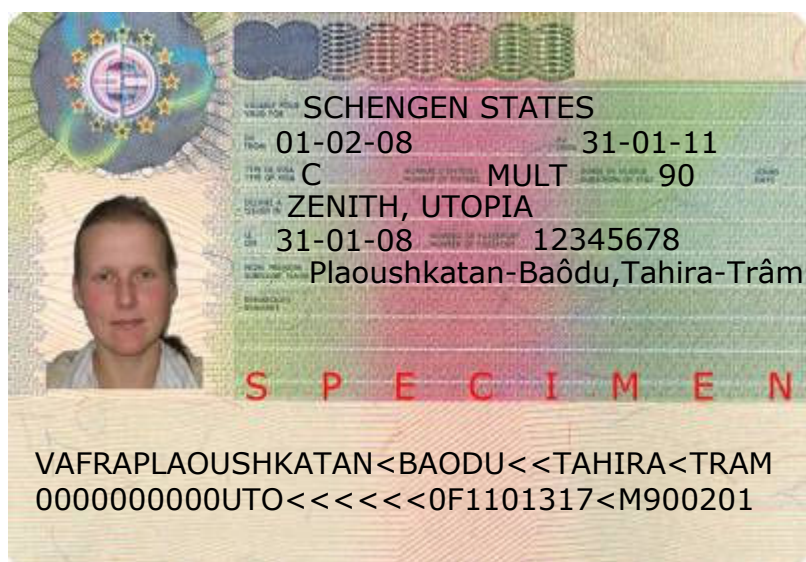


## EXAMPLE 8

### MULTIPLE-ENTRY SHORT-STAY VISA

- The duration of validity is calculated from the date of departure + 6 months maximum on the basis of the documentary evidence provided.
- The duration of the stay may not exceed 90 days in any six-month period (in the example shown here, but the duration may also be less). The duration of the stay is that of the cumulative total of successive stays. This is also based on the documentary evidence provided.

SHORT-STAY  
(continued)



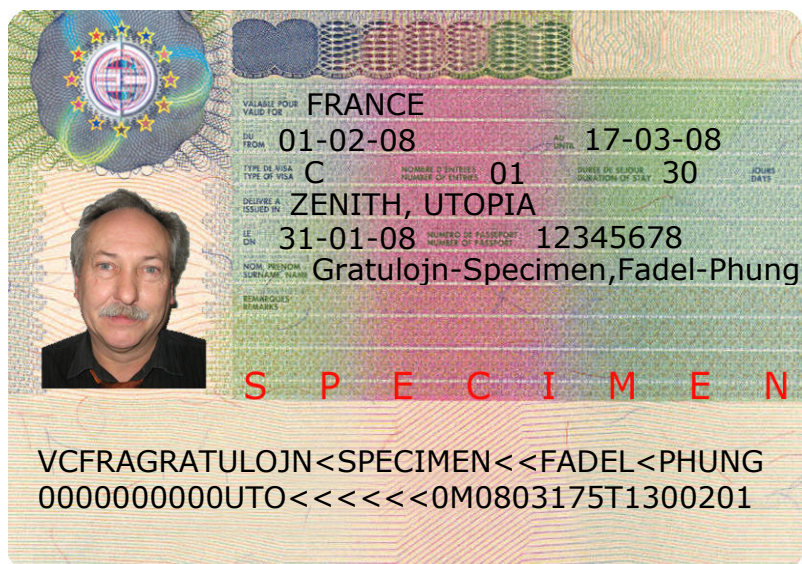
EXAMPLE 9

SHORT-STAY TRAVEL VISA

- This is a multiple-entry short-stay travel visa with a validity of up to 5 years.  
In the example shown here the validity is 3 years.
- Same rules apply to the duration of the stay as in EXAMPLE 8 (90 days maximum).

## VISAS WITH LIMITED TERRITORIAL VALIDITY (LTV VISAS)

The LTV visa can be either a short-stay visa or a transit visa.  
The limitation of validity may apply to one or to several States.



### EXAMPLE 10

SHORT-STAY LTV VISA, A SINGLE COUNTRY ONLY.

- In this example, the territorial validity is limited to a single country, i.e. France.
- The short-stay LTV visa bears the identification code C (in the same way as EXAMPLE No. 7)

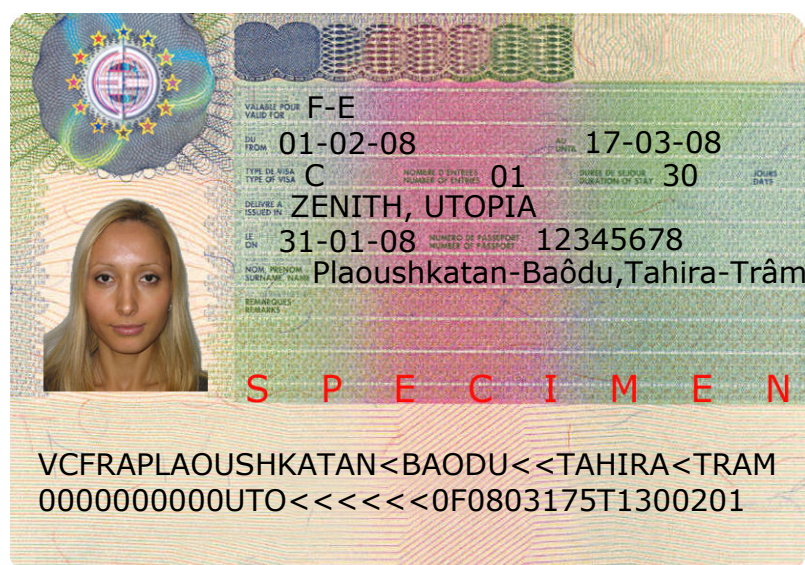


## EXAMPLE 11

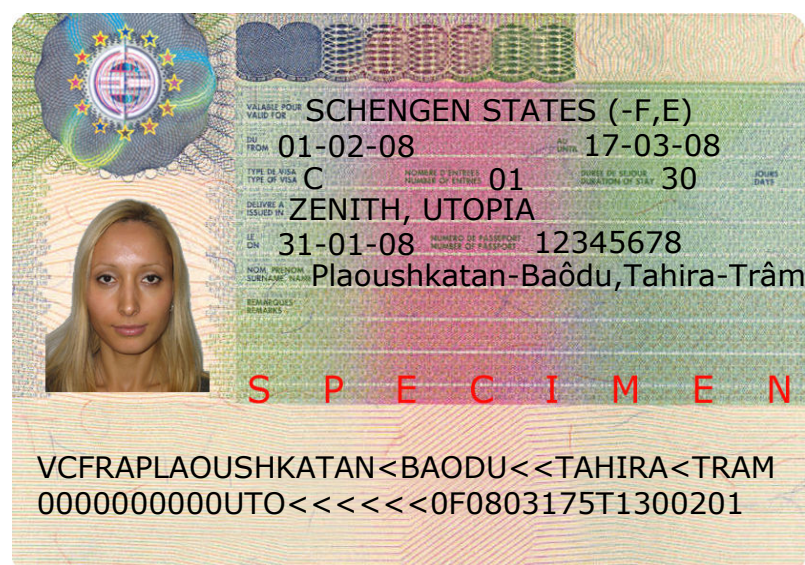
### SHORT-STAY LTV VISA, VALIDITY LIMITED TO SEVERAL COUNTRIES

In this case, the "valid for" heading shall be filled in:

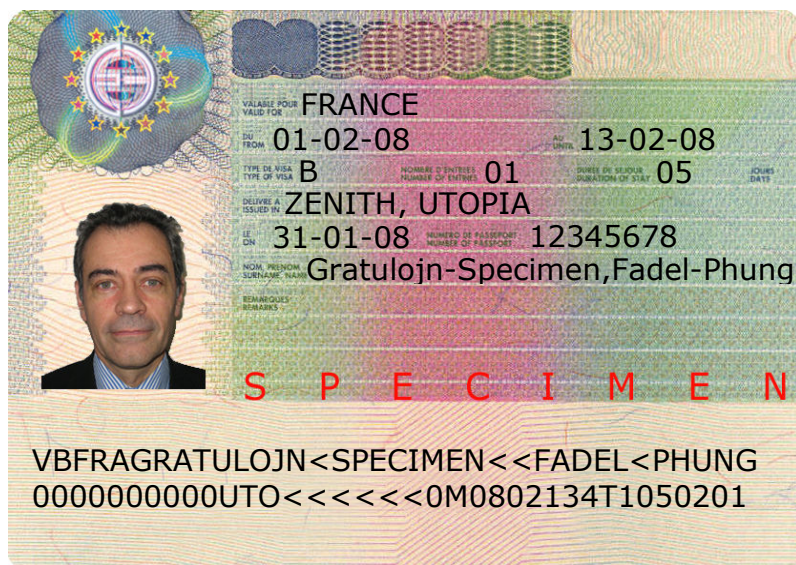
- either by the codes indicating the countries for which the visa is valid (Belgium: B, Czech Republic: CZE, Denmark: DK, Germany: D, Estonia: EST, Greece: GR, Spain: E, France: F, Italy: I, Latvia: LVA, Lithuania: LT, Luxembourg: L, Hungary: H, Malta: M, Netherlands: NL, Austria: A, Poland: PL, Portugal: P, Slovenia: SVN, Slovakia: SK, Finland: FIN, Sweden: S, Iceland: IS, Norway: N, Switzerland: CH. In the case of the Benelux countries: BNL). In the example shown, the territorial validity is limited to France and Spain.



- or by the words "Schengen States" followed in brackets by the minus sign and the codes of the Member States for the territories of which the visa is not valid. In the example shown, the visa is valid for the territory of all the Member States applying the Schengen acquis except France and Spain.



VISAS WITH LIMITED TERRITORIAL VALIDITY (LTV VISAS)  
(continued)

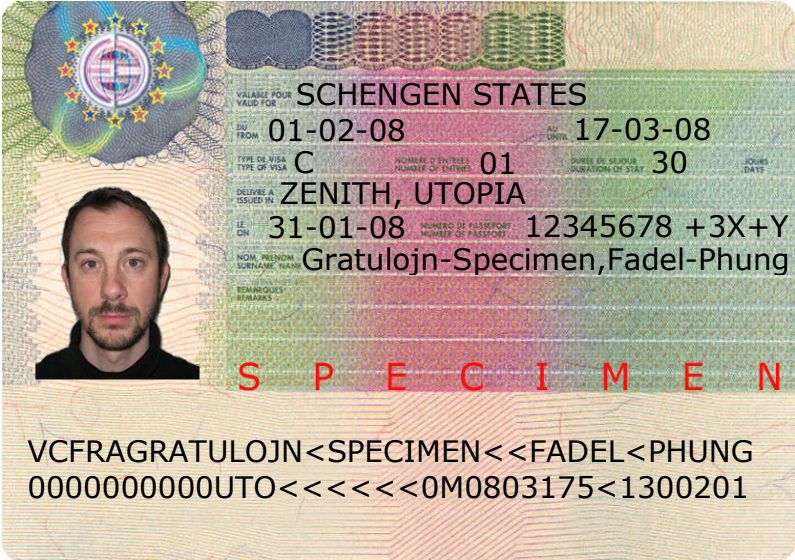


EXAMPLE 12

TRANSIT LTV VISA, ONE COUNTRY

- The transit visa bears the identification code B under the heading for the type of visa.
- In the example shown, the visa is limited to French territory.

ACCOMPANYING PERSONS



EXAMPLE 13

- In this case, one or more children and in exceptional circumstances, a spouse travel on one passport.
- If one or more children travelling on the travel document are covered by the visa the heading "passport number" is followed by + nX indicating the number of children, and if a spouse is travelling on the passport, by + Y. In the example shown here (single-entry, short-stay visa, with a duration of stay 30 days), the visa is issued for the passport holder, 3 children and the passport holder's spouse.



## VISA ISSUED BY REPRESENTATION

### EXAMPLE 14



The above visa was issued by a consular post of a Schengen State representing another Schengen State.

In this case, under the heading "Remarks", the letter "R" must be entered, followed by the country code of the country on whose behalf the visa was issued.



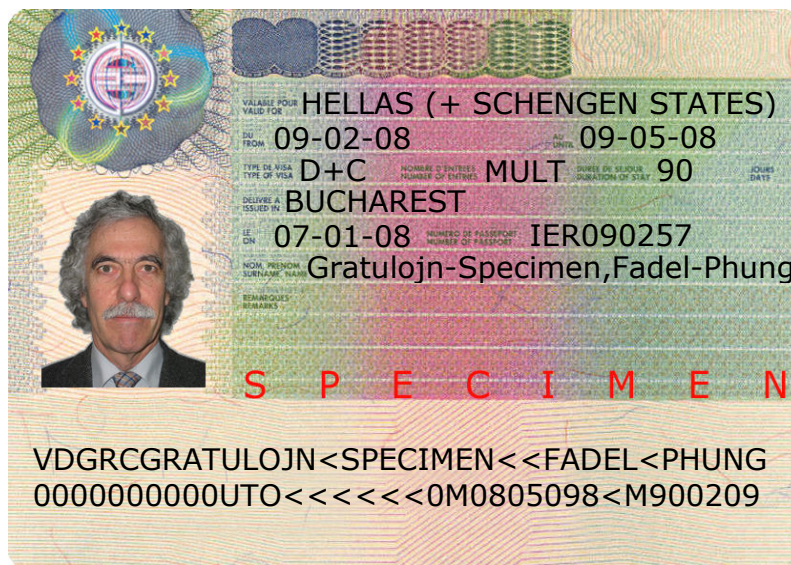
The country codes to be used are as follows:

Belgium:	B
Czech Republic:	CZE
Denmark:	DK
Germany:	D
Estonia:	EST
Greece:	GR
Spain:	E
France:	F
Italy:	I
Latvia:	LVA
Lithuania:	LT
Luxembourg:	L
Hungary:	H
Malta:	M
The Netherlands:	NL
Austria:	A
Poland:	PL
Portugal:	P
Slovenia	SVN
Slovakia	SK
Finland:	FIN
Sweden:	S
Iceland:	IS
Norway:	N
Switzerland:	CH

In the above example, the Belgian Embassy in Brazzaville issued a visa on behalf of Spain.

NATIONAL LONG-STAY VISA VALID CONCURRENTLY AS  
A SHORT-STAY VISA

EXAMPLE 15



- In this case, the code of the country which issued the long-stay visa + the words "Schengen States" is to be entered after the "VALID FOR" heading.
- This example shows a national long-stay visa issued by Greece and valid concurrently as a uniform short-stay visa.
- A long-stay visa valid concurrently as a short-stay visa bears the identification code D+C.

## SUMMARY

	"VALID FOR"	"TYPE"	"NUMBER OF ENTRIES"	"FROM"..... "TO"		"MAXIMUM DURATION OF EACH STAY" (in days)
Airport transit visa (ATV)	SCHENGEN STATES or FRANCE (for example)	A	01	Date of departure	Date of departure + 7 days	XXX
			02	Date of departure	Date of return + 7 days	
			MULT <sup>1</sup>	Date of 1st departure	Date of 1st departure + number of months authorised (maximum 3 months)	
Transit visa	SCHENGEN STATES or FRANCE (for example)	B	01	Date of departure	Date of departure + duration of stay + 7 days	from 1 - 5
			02	Date of 1st departure	Date of 1st departure + number of months authorised (maximum 6 months)	
			MULT <sup>1</sup>	Date of 1st departure		
Short-stay visa	SCHENGEN STATES or FRANCE (for example)	C	01	Date of departure	Date of departure + duration of stay + 15 days	from 1 - 90
			MULT <sup>2</sup>	Date of 1st departure	Date of 1st departure + number of months authorised (maximum 5 years)	
Long-stay valid concurrently as a short-stay visa	HELLAS (for example) + SCHENGEN STATES	D + C	01			
			MULT <sup>2</sup>			

<sup>1</sup> MULT indicates multiple journeys, i.e. more than two entries.

<sup>2</sup> MULT indicates multiple journeys, i.e. more than one entry.

## ANNEX 14

Obligations as regards information to be sent by Contracting Parties  
when visas with limited territorial validity are issued,  
when the period of validity of uniform visas  
is cancelled, revoked or reduced  
and when national residence permits are issued

## 1. Information when issuing visas with limited territorial validity

### 1.1. General conditions

In order to obtain authorisation to enter the national territory of Schengen Contracting Parties, third-country nationals should in principle fulfil the conditions laid down in Article 5(1) of the Convention implementing the Schengen Agreement (hereinafter: the Schengen Convention).

If a third-country national does not fulfil all these conditions, entry or the issue of a visa shall be refused except where a Contracting Party considers it necessary to derogate from this rule on humanitarian grounds, on grounds of national interest, or because of international obligations. In such cases, the Contracting Party concerned may issue a visa with limited territorial validity (LTV) only and must inform the other Contracting Parties (Articles 5(2) and 16 of the Schengen Convention).

In principle, short-stay LTVs issued in accordance with the Schengen Convention and the Common Consular Instructions on Visas, Chapter V, 3, are subject to the following conditions:

- (a) LTVs are issued by way of exception. The conditions under which this type of visa is issued must be carefully examined on a case-by-case basis.
- (b) It should not be expected that the Schengen Contracting Parties will use and abuse the possibility to issue LTVs; this would not be in keeping with the purpose and objectives of Schengen. Given that the number of LTVs being issued will most probably be small, it is not necessary to provide for an automated procedure for informing the other Contracting Parties.

## 1.2. Rules of procedure

When drawing up rules of procedure governing the information to be sent by Contracting Parties when issuing LTVs, a distinction should be made between visas issued by diplomatic and consular representations and visas issued by the border authorities. The rules of procedure in force are as follows:

### 1.2.1. Issue of visas by diplomatic and consular representations

In general, the rules laid down for the provisional arrangements for consultation with the central authorities (Article 17(2) of the Schengen Convention shall apply *mutatis mutandis* to the information procedure used by the other Contracting Parties (see Doc. SCH/II-Visa (94) 7). Where different rules are used, these shall be notified by the Contracting Parties concerned. In general, information shall be sent within 72 hours.

### 1.2.2. Issue of visas by the border authorities

In this case, information shall be sent within 72 hours to the central authorities of the other Contracting Parties.

### 1.2.3. The Contracting Parties must designate which contact points should receive this information.

### 1.2.4. When setting up an automated procedure to enable consultation between the central authorities (Article 17(2), of the Schengen Convention), this shall include a provision ensuring that other Contracting Parties are informed of the issue of an LTV where the LTV is issued as a result of an objection to the issue of a Schengen visa on the part of one (or more) Contracting Party/Parties), in the framework of consultation. Where LTVs are issued in other circumstances, this procedure cannot be used for sending information between States.

1.2.5. The following information shall be sent to the Contracting Parties:

Surname, first name, and date of birth of visa holder

Nationality of visa holder

Date and place of issue of LTV

Reasons for issuing visas with limited territorial validity

- humanitarian grounds
- grounds of national interest
- international obligations
- travel document which is not valid in all Contracting Parties
- second issue of a visa within a six-month period
- in emergencies, there was no consultation with the central authorities
- the central authorities of a Contracting Party raised objections during consultation

## 2. Cancelling, revoking and reducing the duration of validity of a uniform visa

In accordance with the principles adopted by the Committee Executive when cancelling, revoking and reducing the duration of a uniform visa's validity (SCH/Com-ex (93) 24), the following information must be sent to the other Contracting Parties:

### 2.1. Cancelling visas

The aim in cancelling a Schengen visa is to prevent persons from entering the territory of the Contracting Parties when it becomes evident after a visa has been issued that these persons do not fulfil the conditions warranting the issue of a visa.

Contracting Parties which cancel a visa issued by another Contracting Party shall in principle inform the central authorities of the issuing State within 72 hours.

This notification shall contain the following information:

Surname, first name, and date of birth of visa holder

Nationality of visa holder

Type and number of travel document

Number of the visa sticker

Category of visa

Date and place of visa issue

Date and reasons for cancellation



## 2.2. Revoking visas

Revoking a visa permits cancellation of the remaining duration of its validity after entry to the territory.

A Contracting Party which revokes a uniform visa shall inform the issuing Contracting Party in principle within 72 hours. This notification shall contain the same information as mentioned under point 2.1.

## 2.3. Reducing the duration of a visa's validity

When a Schengen State reduces the duration of validity of a visa issued by another Contracting Party, it shall inform this Contracting Party's central authorities in principle within 72 hours. This notification shall contain the same information as mentioned under point 2.1.

## 2.4. Procedure

The information sent to the Contracting Party which issued the visa when the duration of its validity is cancelled, revoked or reduced shall in principle be sent to the central authority designated by this Contracting Party.

### 3. Information on national residence permits (Article 25)

Article 25(1) lays down that where a Contracting Party considers issuing a residence permit to an alien for whom an alert has been issued for the purposes of refusing entry, it shall first consult the issuing Contracting Party and shall take account of its interests: the residence permit shall be issued for substantive reasons only, notably on humanitarian grounds or by reason of international commitments.

The second subparagraph in Article 25(1) provides that the Contracting Party issuing the alert shall withdraw the alert, but may put the alien concerned on its national list of alerts.

The application of the provisions mentioned above therefore involves two instances of information transmission between the Contracting Party intending to issue the residence permit and the Contracting Party issuing the alert:

- prior consultation with the Contracting Party issuing the alert to take account of its interests and
- information on the issue of the residence permit, so that the Contracting Party issuing the alert can withdraw it.

In accordance with the provisions of Article 25(2) of the Schengen Convention, consultation of the issuing Contracting Party is also necessary if it becomes evident only *a posteriori*, i.e. after the residence permit has been issued, that an alert on the holder of the permit has been issued for the purpose of refusing entry.

In view of the underlying principles of the Schengen Convention, the issue of a residence permit to a third-country national for whom an alert has been issued for the purpose of refusing entry by one of the Contracting Parties shall also be limited to exceptional circumstances.

With regard to the communication referred to in Article 25 of the Convention, such a procedure is closely connected with the functioning of the Schengen Information System (SIS). The possibility of transmitting information via the forthcoming SIRENE procedure should be examined.

The rules of procedure set out in this note shall be re-examined from the point of view of their practical applicability at the latest twelve months after the Convention implementing the Schengen Agreement has been brought into force.

## ANNEX 15

Specimen harmonised forms providing proof of invitation, sponsorship and accommodation drafted by the Contracting Parties

# BELGIUM

**Koninkrijk België**

Provincie :  
Arrondissement :  
Gemeente :

**VERBINTENIS TOT TENLASTENEMING**

**Verpflichtungserklärung  
Formal Obligation**

**BIJLAGE 3 bis**  
(bijgewerkt 05/04/2005)  
**B00000000000**

Onderschreven overeenkomstig artikel 3bis van de wet van 15 december 1980 betreffende de toegang tot het grondgebied, het verblijf, de vestiging en de verwijdering van vreemdelingen, ingevoegd door de wet van 15 juli 1996, en van artikel 17/2 van het koninklijk besluit van 8 oktober 1981 betreffende de toegang tot het grondgebied, het verblijf, de vestiging en de verwijdering van vreemdelingen, ingevoegd door het koninklijk besluit van 11 december 1996.

**Ik ondergetekende,**      Ich, der/die Unterzeichnende      I, the undersigned

**naam / Name / name**

• •

**voorna(a)m(en) / Vorname(n) / first name**

**geboren te / op / Geburtstag und -ort / date and place of birth**

**nationaliteit / Staatsangehörigkeit / nationality**

**identiteitsdocument <sup>(1)</sup> of verblijfstitel <sup>(1)</sup> / Identitätsdokument <sup>(1)</sup> - Aufenthaltstitel <sup>(1)</sup> / identity <sup>(1)</sup> or residence document <sup>(1)</sup>**

**volledig adres / wohnhaft in / full address**

**SPECIEEL**  
**beroep / beruf / profession**

**verbind mij ten opzichte van de Belgische Staat, van elk bevoegd O.C.M.W. en van de hieronder vermelde persoon om diens kosten van gezondheidszorgen, verblijf en repatriëringskosten ten laste te nemen.**

**naam / Name / name**

**voorna(a)m(en) / Vorname(n) / first name**

**geboren te / op / geboren am / in / born on / at**

**nationaliteit / Staatsangehörigkeit / nationality**

**paspoort n° / Reisepas-Nr. / passport No.**

**adres / wohnhaft in / adress**

<sup>(1)</sup> **type / Art / type**

**nummer / Nummer / number**

<sup>(2)</sup> **naam / Name / name**

**voornaam / Vorname / first name**

**geboortedatum / Geburtstag / date of birth**

**geslacht / Geschlecht / sex**

**vergezeld van zijn/haar echtgeno(o)t(e) <sup>(2)</sup> / und folgende seie/ihn begleitende Personen, nur Ehegatten <sup>(2)</sup> / accompanied by spouse <sup>(2)</sup>**

**vergezeld van zijn/haar minderjarig(e) kind(eren) ten laste <sup>(2)</sup> / und Kinder <sup>(2)</sup> / accompanied by children <sup>(2)</sup>**

Vanaf de dag dat de vreemdeling het grondgebied van de Staten die partij zijn bij een internationale overeenkomst betreffende de overschrijding van de buitengrenzen, die België bindt, binnengekomen is, voorzien van de documenten vereist bij artikel 2 van de wet, is de garant samen met de vreemdeling gedurende een periode van twee jaar hoofdelijk aansprakelijk voor het betalen van de in artikel 3bis, eerste lid, van de wet vermelde kosten. De garant is vrijgesteld van deze aansprakelijkheid indien hij het bewijs levert dat de vreemdeling het grondgebied van de Staten die partij zijn bij de Uitvoeringsovereenkomst van Schengen, ondertekend op 19 juni 1990, verlaten heeft. De garant kan enkel afstand doen van de verbintenis tot tenlasteneming indien de Minister of zijn gemachtigde een nieuwe verbintenis aanvaardt, die door een andere persoon ondertekend werd.

### vreemdeling vrijgesteld van de visumplicht<sup>1</sup>

Indien de verbintenis tot tenlasteneming die aangegaan werd ten opzichte van een vreemdeling die vrijgesteld is van de visumplicht, aanvaard werd door de Minister of diens gemachtigde, moet zij door de vreemdeling aangewend worden om het grondgebied van de Staten die partij zijn bij een internationale overeenkomst betreffende de overschrijding van de buitengrenzen, die België bindt, binnen te komen binnen een termijn van zes maanden vanaf de hieronder vermelde datum waarop de garant door de burgemeester of diens gemachtigde wordt uitgenodigd om de aanvaarde verbintenis tot tenlasteneming te komen afhalen.

De garant werd uitgenodigd om vanaf.....  
.....de aanvaarde verbintenis tot tenlasteneming te komen afhalen <sup>(2)</sup>.  
Handtekening van de burgemeester of zijn gemachtigde.

STEMPEL

### vreemdeling onderworpen aan de visumplicht<sup>1</sup>

Indien de verbintenis tot tenlasteneming die aangegaan werd ten opzichte van een vreemdeling die onderworpen is aan de visumplicht, gelegaliseerd werd, moet de vreemdeling ten opzichte van wie zij werd aangegaan, zich binnen een termijn van zes maanden vanaf de hieronder vermelde datum van legalisatie, aanbieden bij de Belgische diplomatieke of consulaire post die bevoegd is voor zijn verblijfplaats of zijn plaats van oponthoud in het buitenland om er samen met de gelegaliseerde verbintenis tot tenlasteneming de volgende documenten over te leggen :

1. een loonfiche of een document, opgesteld door een openbare overheid, waaruit de maandelijkse of jaarlijkse netto-/bruto-inkomsten van de garant blijken of wanneer hij één van deze stukken niet kan voorleggen, enig ander document waarin het bedrag van de inkomsten van de garant vermeld wordt;
2. een document waaruit blijkt dat de garant de Belgische nationaliteit bezit of dat hij gemachtigd of toegelaten is om voor onbepaalde duur in België te verblijven.

de visumaanvraag werd ingediend bij de Belgische diplomatieke of consulaire post van .....  
.....  
de visumaanvraag werd ingediend bij de Belgische diplomatieke of consulaire post van .....  
.....

(1)

- ☐ Ontvankelijk
- ☐ Ontvankelijk <sup>(3) (4)</sup>
- ☐ Aanvaard
- ☐ Verworpen <sup>(3) (4)</sup>

**SPECIMEN**

Te..... op.....  
De Minister van.....  
De gemachtigde van de Minister van.....

(1) (5)

STEMPEL

ONDERHAVIGE TENLASTENEMING VORMT SLECHTS EEN BEWIJS VAN VOLDOENDE MIDDELEN VAN BESTAAN IN HOOFDE VAN DE VREEMDELING (DE VREEMDELINGEN) TEN OPZICHTE VAN WIE ZE IS AANGEGAAN, INDIEN ZE GELEGALISEERD WORDT DOOR DE BURGEMEESTER OF ZIJN GEMACHTIGDE EN INDIEN ZE ONTVANKELIJK VERKLAARD WORDT EN AANVAARD WORDT DOOR DE MINISTER OF DIENS GEMACHTIGDE.

Datum en handtekening van de garant

Handtekening van de burgemeester of zijn gemachtigde,

Gezien voor wetgeving van de handtekening van.....

Te....., op.....

STEMPEL

<sup>(1)</sup> De toepasselijke hypothese(s) aanduiden.

<sup>(2)</sup> Deze rubriek dient enkel ingevuld te worden in het geval dat de verbintenis tot tenlasteneming wordt aangegaan ten opzichte van een vreemdeling die niet onderworpen is aan de visumplicht.

<sup>(3)</sup> Motivering in rechte en in feite.

<sup>(4)</sup> Overeenkomstig de artikelen 14 en 17 van de wetten op de Raad van State, gecoördineerd op 12 januari 1973, is deze beslissing vatbaar voor een beroep tot nietigverklaring en voor een vordering tot schorsing bij de Raad van State.

Dit beroep en deze vordering dienen te worden ingediend binnen de dertig dagen na de kennisgeving van de beslissing.

De vordering tot schorsing moet bij een afzonderlijke akte en uiterlijk samen met het verzoekschrift tot nietigverklaring worden ingesteld.

Het beroep tot nietigverklaring en de vordering tot schorsing moeten worden ingediend d.m.v. een verzoekschrift, dat gedagtekend en ondertekend moet zijn, hetzij door de partij, hetzij door een advocaat en dat bij ter post aangetekend schrijven moet verzonden worden aan de Eerste Voorzitter van de Raad van State, Wetenschapsstraat 33 te 1040 Brussel.

<sup>(5)</sup> Het indienen van een beroep tot nietigverklaring en van een vordering tot schorsing, schorst de tenuitvoerlegging van onderhavige beslissing niet.

De hoedanigheid van de Minister die de toegang tot het grondgebied, het verblijf, de vestiging en de verwijdering van vreemdelingen tot zijn bevoegdheid heeft, aanduiden.

Verpflichtungserklärung  
Formal Obligation

Souscrit conformément à l'article 3bis de la loi du 15 décembre 1980 sur l'accès au territoire, le séjour, l'établissement et l'éloignement des étrangers y inséré par la loi du 15 juillet 1996 et à l'article 17/2 de l'arrêté royal du 8 octobre 1981 sur l'accès au territoire, le séjour, l'établissement et l'éloignement des étrangers, y inséré par l'arrêté royal du 11 décembre 1996

Je, soussigné(e) Ich, der/die Unterzeichnende I, the undersigned

nom / Name / name

prénom(s) / Vorname(n) / first name

né(e) le / à / Geburtstag und -ort / date and place of birth

nationalité / Staatsangehörigkeit / nationality

document d'identité<sup>(1)</sup> ou titre de séjour<sup>(1)</sup> / Identitätsdokument<sup>(1)</sup> -Aufenthaltstitel<sup>(1)</sup> / identity<sup>(1)</sup> or residence document<sup>(1)</sup>

adresse complète / wohnhaft in / full address

profession / beruf / profession

Province :  
Arrondissement :  
Commune :

**SPÉCIFIQUE**

m'engage à regard de l'état belge, ou tout C.P.A/S. compétent et du (de la) nommé(e) ci-dessus, à prendre en charge les soins de santé, les frais de séjour et de rapatriement de :

nom / Name / name

prénom / Vorname(n) / first name

né(e) le / à / geboren am / in / born on / at

nationalité / Staatsangehörigkeit / nationality

passeport n° / Reisepas-Nr. / passport No.

adresse / wohnhaft in / adress

<sup>(1)</sup> type / Art / type  
numéro / Nummer / number

<sup>(2)</sup> nom / Name / name

prénom / Vorname / first name

date de naissance / Geburtsdag /

date of birth

sexe / Geschlecht / sex

accompagné(e) de son conjoint<sup>(2)</sup> / und folgende seie/ihn begleitende Personen, nur Ehegatten<sup>(2)</sup> / accompanied by spouse<sup>(2)</sup>

accompagné(e) de son (ses) enfant(s) mineur(s) à charge<sup>(2)</sup> / und Kinder<sup>(2)</sup> / accompanied by children<sup>(2)</sup>

Le garant est, avec l'étranger, solidairement responsable du paiement des frais mentionnés à l'article 3 bis, alinéa 1<sup>er</sup>, de la loi, pendant une période de deux ans à partir du jour où l'étranger est entré sur le territoire des Etats parties à une convention internationale relative au franchissement des frontières extérieures, liant la Belgique, muni des documents requis à l'article 2 de la loi.

Le garant est exonéré de sa responsabilité s'il apporte la preuve que l'étranger a quitté le territoire des Etats parties à la Convention d'application de l'Accord de Schengen, signée le 19 juin 1990.

Le garant ne peut se désister de son engagement de prise en charge que si le Ministre ou son délégué accepte un nouvel engagement souscrit par une autre personne.



**□ étranger dispensé de l'obligation de visa**

Lorsque l'engagement de prise en charge souscrit à l'égard d'un étranger dispensé de l'obligation de visa, a été accepté par le Ministre ou son délégué, il doit être utilisé par l'étranger pour entrer sur le territoire des Etats parties à une convention internationale relative au franchissement des frontières extérieures, liant la Belgique, dans un délai de six mois à partir de la date mentionnée ci-dessous, à laquelle le garant est invité par le bourgmestre ou son délégué à venir retirer l'engagement de prise en charge.

Le garant a été invité à retirer l'engagement de prise en charge à partir du .....

Signature du bourgmestre ou de son délégué

SCEAU

**□ étranger soumis à l'obligation de visa**

Lorsque l'engagement de prise en charge souscrit à l'égard d'un étranger soumis à l'obligation de visa a été légalisé, l'étranger à l'égard duquel il a été souscrit, doit se présenter dans un délai de six mois à partir de la date de la légalisation mentionnée au recto, auprès du poste diplomatique ou consulaire belge compétent pour le lieu de sa résidence ou de son séjour à l'étranger, pour y produire l'engagement de prise en charge légalisé et les documents suivants :

- 1° une fiche de salaire ou un document établi par une autorité publique, attestant les revenus nets ou bruts, mensuels ou annuels, du garant ou, à défaut de pouvoir produire une de ces pièces, tout document mentionnant le montant de ses ressources;
- 2° un document attestant que le garant possède la nationalité belge ou qu'il est autorisé ou admis à séjourner en Belgique pour une durée illimitée.

- ☐ la demande de visa a été introduite auprès du poste diplomatique ou consulaire belge de: .....  
☐ la demande de visa sera introduite auprès du poste diplomatique ou consulaire belge de: ..... } (1)

≡ recevable

≡ irrecevable <sup>(3) (4)</sup> (1)

≡ accepté

≡ refusé <sup>(2) (3)</sup>

SPECIMEN

Fait à ....., le .....

Le Ministre de .....  
Le délégué du ministre de ..... } (1) (5)

SCEAU

LA PRESENTE PRISE EN CHARGE NE CONSTITUE UNE PREUVE DES MOYENS DE SUBSISTANCE SUFFISANTS DANS LE CHEF DE L'ETRANGER (DES ETRANGERS) A L'EGARD DUQUEL (DESQUELS) ELLE EST SOUSCRITE QUE SI ELLE EST LEGALISEE PAR LE BOURGMESTRE OU SON DELEGUE, SI ELLE EST DECLAREE RECEVABLE ET SI ELLE EST ACCEPTEE PAR LE MINISTRE OU SON DELEGUE.

Date et signature du garant

Vu pour la légalisation de la signature de .....  
Fait à ....., le .....  
Signature du bourgmestre ou de son délégué,

SCEAU

<sup>(1)</sup> Indiquer la (les) hypothèse(s) applicable(s).

<sup>(2)</sup> Cette rubrique ne doit être complétée que dans le cas où l'engagement de prise en charge est souscrit à l'égard d'un étranger qui n'est pas soumis à l'obligation de visa.

<sup>(3)</sup> Motivation en droit et en fait.

<sup>(4)</sup> Je l'ai informé(e) que cette décision est susceptible d'un recours en annulation auprès du Conseil du Contentieux des Etrangers en vertu de l'article 39/2, § 2, de la loi du 15 décembre 1980, lequel doit être introduit, par voie de requête, dans les trente jours de la notification de cette décision. Une demande de suspension peut être introduite conformément à l'article 39/82 de la loi du 15 décembre 1980. Sauf le cas d'extrême urgence, la demande de suspension et le recours en annulation doivent être introduits par un seul et même acte.

Sans préjudice des autres modalités légales et réglementaires, le recours et la demande visés ci-dessus sont formés par voie de requête, laquelle doit remplir les conditions mentionnées dans l'article 39/78 de la loi du 15 décembre 1980 et dans l'article 32 du Règlement de procédure du Conseil du Contentieux des Etrangers. Ils sont introduits auprès du Conseil par pli recommandé à la poste, sous réserve des dérogations prévues par l'article 3, § 1<sup>er</sup>, alinéas 2 et 4 du RP CCE, au Premier Président du Conseil du Contentieux des Etrangers, rue Gaucheret 92-94, à 1030 Bruxelles.

Sous réserve de l'application de l'article 39/79 de la loi du 15 décembre 1980, l'introduction d'un recours en annulation et d'une demande de suspension n'a pas pour effet de suspendre l'exécution de la présente mesure.

<sup>(5)</sup> Indiquer la qualité du Ministre qui a l'accès au territoire, le séjour, l'établissement et l'éloignement des étrangers dans ses compétences.

# CZECH REPUBLIC

# POZVÁNÍ / LETTER OF INVITATION / ПРИГЛАШЕНИЕ

Česká republika  
Czech Republic  
Чешская Республика

Právnícká osoba  
Corporation  
Юридическое лицо  
Fyzická osoba/Individual/Физическое лицо

☐ zastoupená  
represented by  
представленное  
☐

CZE0718610

Právnícká osoba/Corporation/Юридическое лицо	
Název firmy Corporate name/Название фирмы	
Místo Town/Gород	
Ulice Street/Улица	Čp. No./№
ICQ Corporate ID number/ИСО/ИНН	

Příjmení/Surname/Фамилия	
Jméno First name(s)/Имя	
Datum narození Date of birth/Дата рождения	Koncovka RC Suffix code birth certificate number/Окончание личного кода
Místo narození Place of birth/Место рождения	Pohlaví # Sex/Пол
Státní příslušnost # Nationality/Гражданство	Doklad totožnosti číslo Identity document number/Документ, удостоверяющий личность, №
Adresa trvalého pobytu/Permanent residence address/Адрес места постоянного проживания	
Místo Town/Gород	Occupation/Профессия
Ulice Street/Улица	Čp. No./№

ZVE do České republiky na dobu:  
Invites to the Czech Republic for:

Приглашает в Чешскую Республику на срок:

od from	dnů days	do until

Příjmení/Surname/Фамилия	
Jméno First name(s)/Имя	
Datum narození Date of birth/Дата рождения	Pohlaví # Sex/Пол
Místo narození Place of birth/Место рождения	
Státní příslušnost # Nationality/Гражданство	Číslo cestovního dokladu Travel document number/Номер паспорта
Stát bydliště # Country of residence/Государство проживания	Příbuzný příbuzný (ano, ne) Direct relative (yes, no)/Прямой родственник (да, нет)
Účel cesty # Purpose of visit/Цель поездки	
Místo Town/Gород	
Ulice Street/Улица	Čp. No./№

Spolucestující manžel, manželka/Accompanying spouse/Супруг(а), следующий(ая) с приглашаемым лицом

Příjmení/Surname/Фамилия	
Jméno First name(s)/Имя	
Datum narození Date of birth/Дата рождения	Pohlaví # Sex/Пол

Spolucestující děti do 15 let/Accompanying children under 15 years of age/Дети до 15 лет, следующие с приглашаемым лицом

Pohlaví Sex/Пол	Datum narození Date of birth/Дата рождения	Jméno a příjmení** First name(s) and surname/Имя и фамилия
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		



**Zvoucí osoba** se zavazuje uhradit podle § 15 zákona č. 326/1999 Sb., o pobytu cizinců na území České republiky a o změně některých zákonů, ve znění pozdějších předpisů, náklady spojené s obživou cizince po dobu pobytu na území až do vycestování z území; náklady spojené s ubytováním cizince po dobu pobytu na území až do vycestování z území; náklady spojené s poskytnutím zdravotní péče po dobu pobytu na území, až do vycestování z území, případně též s převozem nemocného nebo ostatků zemřelého; náklady spojené s pobytem zajištěného cizince na území a jeho vycestováním z území.

Policii České republiky jsem byl(a) poučen(a) o:

- době platnosti závazku,
- povinnosti uhradit majetkovou a nemajetkovou újmu, která vznikne státu nedodržením závazků uvedených v pozvání ověřeném policií,
- vymáháním úhrady výše uvedených nákladů vzniklých státu při nesplnění svých závazků v souvislosti s pobytem a vycestováním cizince.

Adresa ubytované osoby, kde je zajištěno ubytování v případě, že je odlišná od bydliště zvoucí osoby:

Místo .....

Ulice .....

Nájemce ☐

Majitel ☐

Ubytovací zařízení ☐

Další místa pobytu

.....  
 .....  
 .....

#### Zavazující se osoba:

Prohlašuji, že všechny údaje v tiskopisu jsem uvedl(a) správně a úplně a tento závazek přijímám s veškerou odpovědností, svobodně a dobrovolně a jsem si plně vědom(a) právních důsledků v případě jeho nesplnění.

Místo .....

Datum .....

Podpis .....

razítko  
právnícké  
osoby

#### Ověřovací doložka:

Ověřuji údaje o zvoucí osobě dle dokladu č.: .....  
a podpis.

razítko

Místo .....

Datum .....

OEČ ..... Podpis .....

Místo pro potvrzení  
o uhrazení správního  
poplatku

#### Poučení pro držitele pozvání - zvanou osobu

Držitel tohoto pozvání je povinen:

- na vyžádání jej předložit při vstupu na území České republiky orgánům policie
- dodržovat při pobytu na území České republiky pobytový režim
- \*\*) příjmení spolucestujících dětí vyplňte pouze v případě, že je odlišné od příjmení zvané osoby

#### Poučení pro vyplnění formuláře

- tiskopis vyplňujte latinkou na psacím stroji či hůlkovým písmem, ne červenou barvou
- #) pro vyplnění údajů - státní příslušnost, pohlaví, stát bydliště a účel cesty - použijte kódovník
- \*) tučně orámovanou část fyzická osoba nevyplňuje
- toto pozvání slouží pro žádosti o udělení víza České republiky
- zaškrtnávat pouze jednu možnost právnícká/fyzická osoba

Otisk přechodového razítka  
příjezd

Místo pro úřední záznamy útvarů SCPP

# GERMANY



Person / Personne / Person  
Firma / Société / Company  
Verband / Association / Association

## VERPFLICHTUNGSERKLÄRUNG

DÉCLARATION DE PRISE EN CHARGE  
FORMAL OBLIGATION

Ich, der / die Unterzeichnende Je, soussigné(e) I, the undersigned

Name / Nom / Surname

Vorname(n) / Prénom(s) / First name

Geburtsort und -ort / Né(e) le/à / Date and place of birth

Staatsangehörigkeit / Nationalité / Nationality

Identitätsdokument<sup>(1)</sup>/Aufenthaltstitel<sup>(2)</sup> / Document d'identité<sup>(1)</sup>/Titre de séjour<sup>(2)</sup> / Identity card<sup>(1)</sup>/Residence title<sup>(2)</sup>

wohnhafte in / Adresse / Address

Beruf / Profession / Profession

verpflichte mich gegenüber der  
Ausländerbehörde / Auslands-  
vertretung, für  
Name / Nom / Surname

m'engage auprès du service des  
étrangers / de la représentation  
diplomatique à héberger

take full responsibility towards the  
aliens authority / diplomatic  
representation for accommodating

Vorname(n) / Prénom(s) / First name

Geburtsort und -ort / Né(e) le/à / Date and place of birth

Staatsangehörigkeit / Nationalité / Nationality

Reisepaß Nr. / Passeport n° / Passport No.

wohnhafte in / Adresse / Address

Verwandtschaftsbeziehung mit dem Antragsteller / Lien de parenté avec le demandeur / Family relationship to applicant

und folgende sie/ihn begleitende Personen, nur Ehegatten<sup>(3)</sup> / accompagné(e) de son conjoint<sup>(3)</sup> / accompanied by his or her spouse<sup>(3)</sup>

und Kinder<sup>(3)</sup> / accompagné(e) de ses enfants<sup>(3)</sup> / accompanied by children<sup>(3)</sup>

(1)  
Art / type / type  
Nummer / numéro / number

(2)  
Nur bei  
Ausländern,  
Art des  
Titels  
seulement  
pour les  
étrangers,  
type de titre  
applicable  
to foreigners  
only,  
type of title

(3)  
Name / nom / surname  
Vorname / prénom / first name  
Geburtsort / date de naissance / date of birth  
Geschlecht / sexe / sex

Dauer der Verpflichtung / Durée de la  
prise en charge / Duration of obligation

UNTERSCHREIBUNG  
Artikel-Nr. 10150

nach § 68 des Aufenthaltsgesetzes die Kosten für den Lebensunterhalt und nach §§ 66 und 67 des Aufenthaltsgesetzes die Kosten für die Ausreise o. g. Ausländer/in zu tragen.

et à prendre en charge les frais de subsistance de l'étranger susmentionné conformément à l'article 68 de la loi relative au séjour ainsi que les frais de retour conformément aux articles 66 et 67 de la loi relative au séjour.

and for bearing the living costs according to § 68 of the Residence Act, and the costs for the departure of the above-mentioned foreigner according to §§ 66 and 67 of the Residence Act.

von Beginn der vorzuschießenden Visumpflicht an ... bis zur Beendigung des Aufenthalts z. B. Ausländer/in oder bis zur Erteilung eines Aufenthaltstitels zu einem anderen Aufenthaltszweck / à partir du premier jour prévu de la durée de validité du visa, le ... jusqu'à la fin du séjour de l'étranger susmentionné ou jusqu'à la délivrance d'un titre de séjour pour un autre motif de séjour / starting with the presumable first day of validity of the visa on ... up to the termination of the foreigner's stay or up to the issue of a residence title for another residence purpose

Die Verpflichtung umfasst die Erstattung sämtlicher öffentlicher Mittel, die für den Lebensunterhalt einschließlich der Versorgung mit Wohnraum und der Versorgung im Krankheitsfall und bei Pflegebedürftigkeit aufgewendet werden (z. B. Arztbesuch, Medikamente, Krankenhausaufenthalt). Dies gilt auch, soweit die Aufwendungen auf einem gesetzlichen Anspruch beruhen, (z.B. Leistungen nach dem Zweiten oder Zwölften Buch Sozialgesetzbuch oder dem Asylbewerberleistungsgesetz) im Gegensatz zu Aufwendungen, die auf einer Beitragsleistung beruhen.

Die Verpflichtung zur Erstattung von Kosten für den Krankheitsfall lässt die Verpflichtung des Ausländers zum Nachweis eines ausreichenden Krankenversicherungsschutzes bei der zuständigen Auslandsvertretung unberührt.

Die vorliegende Verpflichtung umfasst auch die Ausreisekosten (z. B. Flugticket) o. g. Ausländers/in. Darüber hinaus werden von dieser Verpflichtungserklärung die Kosten einer zwangsweisen Aufenthaltsbeendigung z. B. Abschiebung o. g. Ausländers/in nach den §§ 66 und 67 des Aufenthaltsgesetzes erfasst. Hierzu gehören z. B. Beförderungs- und Reisekosten bis zum ausländischen Zielort, eventuell notwendige Begleiterkosten, Übersetzungskosten, Verpflegungs- und Haftkosten.

Der Erstattungsanspruch gegenüber dem Verpflichtenden steht der Behörde zu, die entsprechende öffentliche Mittel für o. g. Ausländer/in aufgewendet hat (§ 68 Abs. 2 S.3 des Aufenthaltsgesetzes).

Ich wurde von der Ausländerbehörde/Auslandsvertretung hingewiesen auf

- den Umfang und die Dauer der Haftung und über die Bindungswirkung dieser Verpflichtung,
- die Notwendigkeit von Versicherungsschutz,
- die zwangsweise Beibringung der aufgewendeten Kosten im Wege der Vollstreckung, soweit ich meiner Verpflichtung nicht nachkomme,
- die Strafbarkeit z. B. bei vorsätzlich unrichtigen oder unvollständigen Angaben (§ 35 des Aufenthaltsgesetzes – Freiheitsstrafe bis zu drei Jahren oder Geldstrafe), sowie
- die Speicherung meiner Daten gemäß § 69 Abs. 2 Nr. 2h der Aufenthaltsverordnung.

Ich bestätige, zu der Verpflichtung aufgrund meiner wirtschaftlichen Verhältnisse in der Lage zu sein.

Behörden- vermerke	Reservé à l'administration	Official remarks	Anschrift der Wohnung, in der die Unterkunft sichergestellt wird, falls abweichend vom gewöhnlichen Wohnsitz des Unterkunftgebers / Adresse du logement dans lequel l'hébergement sera assuré, au cas où il serait différent du logement habituel de l'hébergeant / Address of the lodging where accommodation will be provided, if different from the undersigned's normal address
-----------------------	-------------------------------	---------------------	---

Arbeitgeber / Employeur / Employer

Gebühren

#### Der/die Verpflichtungserklärende

Ich versichere, die vorstehenden Angaben nach bestem Wissen und Gewissen richtig und vollständig gemacht zu haben und gehe eine entsprechende Verpflichtung ein.

#### Bemerkungen

#### Beglaubigungsvermerk der Ausländerbehörde/Auslandsvertretung

Die Unterschrift der/des Verpflichtungserklärenden ist vor mir vollzogen worden. Diese Beglaubigung der Unterschrift dient nur zur Vorlage bei der deutschen Auslandsvertretung.

Behörde:

Im Auftrag

Ort

Datum

(Siegel)

#### Stellungnahme der Ausländerbehörde/Auslandsvertretung

Die finanzielle Leistungsfähigkeit des/der Verpflichtungserklärenden wurde glaubhaft gemacht ☐ nicht glaubhaft gemacht ☐  
nachgewiesen ☐ nicht nachgewiesen ☐

Behörde:

Im Auftrag

Ort

Datum


(Siegel)

## SPAIN

As provided for in the Spanish law, this form has been drafted in the following languages:

1. Castilian
2. Castilian and Catalan
3. Castilian and Basque
4. Castilian and Galician
5. Castilian and Balear
6. Castilian and Valencian



<b>REINO DE ESPAÑA</b> Royaume d'Espagne Kingdom of Spain	<b>ESPAÑA</b> <b>CARTA DE INVITACION:</b> ATTESTATION D'ACCUEIL/LETTER OF INVITATION		N° 000000000
	Yo, el/la solicitante/Je, le/la requérant/I/the applicant Nombre/Prénom (s)/First Name      Apellidos/ Nom/Surname		
	Lugar y fecha de nacimiento/Lieu et date de naissance/Place and date of birth		
Este documento se expide en aplicación de los artículos 7 y 28 del Reglamento de la Ley Orgánica, aprobado por el Real Decreto 2393/2004, de 30 de diciembre, relativo a las condiciones de entrada de los extranjeros en España.  Document sousscrit en application des articles 7-28 du Règlement de la Loi Organique, approuvé par le Royal Décret. 2393/2004, du 30 décembre, relative aux conditions d'entrée et de séjour des étrangers en Espagne.  This document is issued in accordance with articles 7 and 28 of the Organic Law Regulation, approved by Royal Decree 2393/2004, of 30th December, on the Entry Requirements and Conditions of Aliens in Spain.	Nacionalidad/Nationalité/Nationality		
	Número D.N.I.-Pasaporte-Tarjeta de identidad de extranjero/Numéro Carte nationale d'Identité- passeport, titre de séjour ou numéro d'identification d'étranger / ID, Passport, Residence Permit number or Alien Identity Number.		
	Domicilio completo/Adresse/Address		
Dependencia que lo expide : Autorité Publique compétente : Issuing Authority :	Me comprometo ante los Servicios policiales/Representación Diplomática al alojamiento de:/J'atteste, auprès des Services de Police/Representation Diplomatique au logement de : / I certify before these Police Authorities/Diplomatic Representation that I will host :		
	Nombre/Prénom (s)/Name      Apellidos/ Nom/Surname		
	Lugar y fecha de nacimiento/Lieu et date de naissance/ Place and date of birth		
	Nacionalidad/Nationalité/Nationality		
	Pasaporte n°/Passeport n°/Passport n.		
	Domicilio completo/Adresse/Address		
	Vínculo o relación con el solicitante/Lien de parenté, s'il y a lieu, du signataire de l'attestation d'accueil avec la personne accueillie./ Relationship with the applicant.		
	Acompañado/a de: Accompagné/e par:/Accompanied by		
	Duración de la invitación desde el día.....hasta el...../Pendant (...jours) entre le ..... et le .../ Invitation term, from.....to .....		
	La validez de la presente carta de invitación se extenderá durante los nueve meses siguientes a la notificación de la resolución./Cette attestation d'accueil a une validité de neuf mois à compter de sa concession./ This letter of invitation will be valid during the nine months following the notification of the granting.		
	Declara que la información expuesta es verídica./J'atteste sur l'honneur l'exactitude des renseignements portés ci-dessus./ I hereby state the veracity of the information given.		
El invitador, fecha y firma/L'hébergeant, date et signature./The host, date and signature.	Dependencia policial, fecha, firma y sello/L'autorité publique compétente, date, signature et cachet./ Police authority, date, signature and official stamp.		
Autoridad Consular, fecha y sello L'autorité consulaire, date et cachet./ Consular authority, date and official stamp.	Puesto fronterizo de entrada al territorio nacional, fecha y sello. Les services de contrôle à l'entrée sur le territoire, date et cachet./ Border checkpoint of entry to this national territory, date and official stamp.		

**Advertencias:**  
**Advertències:**  
**Be advised that:**

a) El Código Penal, aprobado por la Ley Orgánica 10/1995, de 23 de noviembre de 1995, tipifica como delito, en el artículo 318, bis: «el que directa o indirectamente, promueva, favorezca o facilite el tráfico ilegal o la inmigración clandestina de personas desde, en tránsito o con destino a España, será castigado con la pena de cuatro a ocho años de prisión».

*Le Code Pénal, Loi Organique 10/1995, du 23 novembre 1995, à l'article 318 bis, établi comme délit que: «toute personne qui par aide directe ou indirecte, promeuve, favorise ou facilite le trafic illégal ou l'immigration irrégulière de personnes à destination, en transit, ou depuis l'Espagne, sera punie d'un emprisonnement de quatre à huit ans».*

*The Criminal Code passed by Organic Law 10/1995, of 23<sup>rd</sup> November, 1995, criminalized in Article 318, bis that: «those who direct or indirectly foster, promote or facilitate illegal human traffic or smuggling of immigrants from, through or towards Spain, will be punished with penalties from 4 to 8 years of imprisonment».*

b) La Ley Orgánica 4/2000, de 11 de enero, sobre derechos y libertades de los extranjeros en España y su integración social, considera infracción muy grave: «inducir, promover, favorecer o facilitar con ánimo de lucro, individualmente o formando parte de una organización, la inmigración clandestina de personas en tránsito o con destino al territorio español o su permanencia en el mismo, siempre que no constituya delito», pudiendo imponerse sanción de multa desde 6.001 hasta 60.000 euros o expulsión del territorio nacional, con prohibición de entrada por un período de tres a diez años, tal como disponen sus artículos 54.1.b), 55.1.c) y 57.1 de la citada Ley Orgánica 4/2000, de 11 de enero.

*La Loi Organique 4/2000, du 11 janvier, concernant les droits et libertés des étrangers en Espagne et leur intégration sociale, considère comme une infraction très grave le fait d': «induire, de promouvoir, de favoriser ou de faciliter, avec un but lucratif, individuellement ou en bande organisée, l'immigration irrégulière de personnes en transit ou à destination du territoire espagnol ou son séjour en Espagne, quand il n'est pas considéré comme un délit». Elle prévoit une amende de 6.001 à 60.000 euros ou l'éloignement du territoire national, avec interdiction d'entrée pendant une période de trois à dix ans, prévu dans les articles 54.1.b), 55.1.c) et 57.1 de la Loi Organique 4/2000, du 11 janvier, mentionnée précédemment.*

*The Organic Law 4/2000, of 11<sup>th</sup> January, on Rights and Freedoms of Aliens in Spain and Their Social Integration, considers as a very serious crime: «to persuade, promote, contribute or facilitate in order to obtain some profit, individually or being part of an organization, clandestine immigration of persons traveling through or towards Spanish territory or to stay in it, provided that this is not a crime». A penalty from 6,001 to 60,000 Euros or the deportation from Spain with an entry prohibition during a period from three to ten years, under articles 54.1.b), 55.1.c) and 57.1 of the mentioned Organic Law 4/2000, of 11<sup>th</sup> January, can be imposed.*

c) Los datos relativos a la identidad, número de pasaporte, nacionalidad y residencia, tanto del invitado como del invitante, serán incorporados a un fichero de la Dirección General de la Policía y de la Guardia Civil, pudiendo ejercitar los derechos de acceso, rectificación y cancelación ante la Comisaría General de Extranjería y Documentación, de conformidad con lo establecido en la Ley Orgánica 15/1999, de 13 de diciembre, de protección de datos de carácter personal.

*Les données relatives à l'identité, au numéro de passeport, à la nationalité et à la résidence de l'invité et de l'hébergeant, seront introduites dans un fichier de la Direction Générale de la Police et de la Guardia Civil. Un droit d'accès, de rectification et d'annulation de ces données, auprès du Comisaría General de Extranjería y Documentación, est garanti par la Loi Organique 15/1999, du 13 décembre, relative à la protection de données à caractère personnel.*

*Those data related to identity, passport number, nationality and residence, both of the host and the guest, will be incorporated to a file of the Dirección General de la Policía and the Guardia Civil. The rights of access, correction and cancellation of these data before the General Department of Aliens and Documents, in accordance with Organic Law 15/1999, of 13<sup>th</sup> December, on the Protection of Personal Data.*

RCM-FMNT



0000000

FRANCE





n° 10798\*03

Document souscrit en application du décret n°82-442 du 27 mai 1982 pris pour l'application des articles 5, 5-1 et 5-3 de l'ordonnance n°45-2658 du 2 novembre 1945 modifiée relative aux conditions d'entrée et de séjour des étrangers en France, en ce qui concerne l'admission sur le territoire français.

(I) Je, soussigné(e) Ich, der/die Unterzeichnende I, the undersigned

Nom / Name / Last Name



Prénom(s) / Vorname(n) / First name

Né(e) le / à / Geburtsdatum und -ort / Date and place of birth

Nationalité / Staatsangehörigkeit / Nationality

Document d'identité<sup>(1)</sup> ou titre de séjour<sup>(1)</sup> / Identitätsnachweis<sup>(1)</sup> oder Aufenthaltsbescheinigung<sup>(1)</sup> / Identity<sup>(1)</sup> or residence document<sup>(1)</sup>

Adresse complète / Wohnhaft in / Full address

(II) Certifie pouvoir accueillir : bescheinige folgende Person(en) declare that unterbringen zu können : I can accommodate :

Nom / Name / Last name

Prénom(s) / Vorname(n) / First name

Né(e) le / à / Geburtsdatum und -ort / Date and place of birth

Nationalité / Staatsangehörigkeit / Nationality

Passeport n° / Reisepass - Nr. / Passport No.

Adresse / Wohnhaft in / Address

Accompagné(e) de son conjoint<sup>(2)</sup> / Mit Ehegatten<sup>(2)</sup> / Accompanied by spouse<sup>(2)</sup>Accompagné(e) de ses enfants mineurs de 18 ans<sup>(2)</sup> / Mit minderjährigen Kindern<sup>(2)</sup> / Accompanied by minor children<sup>(2)</sup>

Pendant (...jours) entre le... et le... / Für (...Tage) vom... bis... / For (...days) from... to...

Liens de parenté avec le demandeur / Verwandtschaftsgrad zum Antragsteller / Relationship with applicant

Attestations d'accueil antérieurement signées par l'hébergeant / Unterkunftsnachweise die vorher vom Aufnehmenden unterzeichnet worden sind / Prior proof of accommodation already signed by signee

Pour le ou les même(s) étranger(s) hébergé(s) / Für den/die gleichen untergebrachten Ausländer / For the same persons accommodated

Pour d'autres / Für andere Ausländer / For other persons

Date<sup>(3)</sup> / Datum<sup>(3)</sup> / Date<sup>(3)</sup>Date<sup>(3)</sup> / Datum<sup>(3)</sup> / Date<sup>(3)</sup>

(1) Type / Art / Type.

Numéro / Nummer / Number.

Date et lieu de délivrance

/ Ausstellungsdatum und -ort

/ Date and place of issue.

(2) Nom / Name / Last name.

Prénom / Vorname / First name.

Date de naissance / Geburtsdatum /

Date of birth.

Sexe / Geschlecht / Sex.

(3) Préciser les années / Angabe der

Jahre / Specify years.



LA LOI N° 78-17 DU 6 JANVIER 1978 MODIFIÉE relative à l'informatique, aux fichiers et aux libertés s'applique aux réponses faites sur ce formulaire et garantit un droit d'accès et de rectification pour les données vous concernant auprès de la mairie.

**ARTICLE L-622-1 du code de l'entrée et du séjour des étrangers et du droit d'asile :**

Alinéa 1 - Toute personne qui aura, par aide directe ou indirecte, facilité ou tenté de faciliter l'entrée, la circulation ou le séjour irréguliers, d'un étranger en France sera punie d'un emprisonnement de cinq ans et d'une amende de 30 000 euros.

Alinéa 2 - Sera puni des mêmes peines celui qui, quelle que soit sa nationalité, aura commis le délit défini au premier alinéa du présent

article alors qu'il se trouvait sur le territoire d'un État partie à la convention signée à Schengen le 19 juin 1990 autre que la France.

Alinéa 3 - Sera puni des mêmes peines celui qui aura facilité ou tenté de faciliter l'entrée, la circulation ou le séjour irréguliers d'un étranger sur le territoire d'un autre État partie à la convention signée à Schengen le 19 juin 1990.

Alinéa 4 - Sera puni des mêmes peines celui qui aura facilité ou tenté de faciliter l'entrée, la circulation ou le séjour irréguliers d'un étranger sur le territoire d'un autre État partie au protocole contre le trafic illicite de migrants par terre, air, mer, additionnel à la convention des Nations unies contre la criminalité transnationale organisée, signée à Palerme le 12 décembre 2000.

**ARTICLE 441-5 DU CODE PÉNAL :** le fait de procurer frauduleusement à autrui un document délivré par une administration publique aux fins de constater un droit, une identité ou d'accorder une autorisation est puni de cinq ans d'emprisonnement et de 75 000 euros d'amende. Ces peines peuvent être portées à sept ans d'emprisonnement et à 100 000 euros d'amende dans les cas évoqués au 2<sup>ème</sup> alinéa du même article.

**ARTICLE 441-6 DU CODE PÉNAL :** le fait de se faire délivrer indûment, notamment en fournissant une déclaration mensongère, par une administration publique un document destiné à constater un droit, une identité ou une qualité ou à accorder une autorisation est puni de deux ans d'emprisonnement et de 30 000 euros d'amende. ■

**(III) Dans le logement dont les caractéristiques figurent ci-dessous**

**1 / Cas où l'accueil est assuré au domicile principal de l'hébergeant :**

adresse complète : \_\_\_\_\_

n° bâtiment / escalier / \_\_\_\_\_

surface du logement: \_\_\_\_\_ m<sup>2</sup>;      nombre de pièces : \_\_\_\_\_

état sanitaire : \_\_\_\_\_

nombre d'occupants habituels (préciser l'âge et le lien de parenté) : \_\_\_\_\_

occupants permanents : \_\_\_\_\_      occupants temporaires : \_\_\_\_\_

☐ propriétaire      ☐ locataire      ☐ autre: (préciser) \_\_\_\_\_

**2 / Cas où l'accueil est assuré au domicile secondaire de l'hébergeant ;**

adresse complète : \_\_\_\_\_

n° bâtiment / escalier / \_\_\_\_\_

surface du logement: \_\_\_\_\_ m<sup>2</sup>;      nombre de pièces : \_\_\_\_\_

état sanitaire : \_\_\_\_\_

nombre d'occupants habituels (préciser l'âge et le lien de parenté) : \_\_\_\_\_

occupants permanents \_\_\_\_\_      occupants temporaires \_\_\_\_\_

☐ propriétaire      ☐ locataire      ☐ autre: (préciser) \_\_\_\_\_

**3 / Engagement et information de l'hébergeant ;**

Je m'engage à héberger

M

Mme

Melle

à mon domicile ci-dessus visé pendant toute la durée de validité du visa ou pendant une durée de trois mois à compter de l'entrée de M/Mme/Melle sur le territoire des Etats parties à la Convention de Schengen. Je m'engage à prendre en charge ses frais de séjour pour le cas où (il) (elle) n'y pourvoirait pas. Ces frais sont limités au montant des ressources exigées de la part de l'étranger pour son entrée sur le territoire en l'absence d'une attestation d'accueil, en l'occurrence le montant journalier du SMIC.

Je suis informé(e) de ce que, sur la demande éventuelle du maire, un agent de ses services ou de l'office des migrations internationales est susceptible de venir procéder à mon domicile à une vérification de la réalité des conditions d'hébergement et je déclare donner mon consentement à cette initiative.

**4 / Assurance ;**

☐ je n'entends pas assurer l'hébergé (1)

L'attestation de souscription d'assurance médicale par l'hébergé auprès d'un opérateur d'assurance agréé doit couvrir, à hauteur d'un montant minimum, fixé à 30 000 euros, l'ensemble des dépenses médicales et hospitalières, y compris d'aides sociale, susceptibles d'être engagées pendant toute la durée du séjour en France de l'étranger.

☐ j'entends assurer l'hébergé (2)

L'attestation d'assurance souscrite par l'hébergeant au profit de l'hébergé doit présenter les mêmes garanties que dans le cas précédent.

**5 / Attestation sur l'honneur ;**

J'atteste sur l'honneur l'exactitude des renseignements portés ci-dessus

\_\_\_\_\_  
LU ET APPROUVE  
signature

(1) (2) L'étranger devra produire au poste de police à la frontière, et au consulat s'il est soumis à obligation de visa, l'attestation d'accueil accompagnée des justificatifs d'assurance.

réservé à l'administration

Justificatifs du domicile principal de l'hébergeant et documents permettant d'apprécier la capacité d'hébergement dans des conditions normales et les ressources.

réservé à l'administration

Justificatifs du domicile secondaire de l'hébergeant et documents permettant d'apprécier la capacité d'hébergement dans des conditions normales et les ressources.

Le maire :

Date : \_\_\_\_\_

signature / cachet / timbre fiscal \_\_\_\_\_

L'autorité consulaire :

Date : \_\_\_\_\_

signature et cachet

Les services de contrôle à l'entrée sur le territoire

date et cachet

# L A T V I A

Under the Immigration Law of the Republic of Latvia, an invitation for requesting a visa is a document in which an inviter (natural or legal person) assumes responsibility for the timely departure of the invited person from Latvia and undertakes to cover, if necessary, any expenses relating to his/her health care, stay in Latvia and return to the country of residence.

Invitations are processed and stored in electronic format. The Database of Invitations works on-line and is accessible to every consulate.

An invitation in paper format is used only in the case of representation: an approved invitation is printed out from the Database of Invitations and handed to the inviter who is responsible for forwarding this form to the invited person for submission at the relevant consulate.

Invitations to be submitted at the consulates of other Schengen member states representing Latvia in matters of visa issuance are prepared in English.

A specimen of the "Invitation for Requesting a Visa" form is attached.



1. inviter is a natural person:

**SPECIMEN**

Ielūgumu Datu Bāze  
Pilsonības un migrācijas lietu pārvalde  
Latvijas Republikas Iekšlietu ministrija

Data Base of Invitations  
Office of Citizenship and Migration Affairs  
Ministry of Interior of the Republic of Latvia

**Ielūgums vīzas pieprasīšanai / Invitation for Requesting a Visa**

**Nr. 137-000043**

Ielūguma pieprasījums saņemts (datums un vieta) / Request for invitation received (date and place)	30.09.2008, Vīzu nodaļa Visa section
Stāvoklis / Status	Apstiprināts / Approved
Derīgs līdz / Valid until	30.03.2009
Vīzas pieprasījuma iesniegšanas vieta / Place for submission of visa application	Kopīgais vīzu centrs Podgoricā (Meinkalne) Common Applications Center in Podgorica (Montenegro)

<b>Dati par ielūdzēju (fiziska persona) / Information on inviter (natural person)</b>				
Uzvārds, vārds / Surname, first name	Pilsonība / Nationality	Personas kods / Personal code	Nodarbošanās / Occupation	Adrese, tālruna numurs (e- pasta adrese – ja ir) / Address, phone number (if possible – e-mail address)
CERBULE LĪGA	LVA pilsonis (CITIZEN)	110774-12278	professional sportswoman	VALKAS RAJONS, VALKA, RAIŅA IELA 18-51; tālrunis: 25427834

Uzaicinātājs uzņemas segt izdevumus, kas saistīti ar uzaicināto ārvalstnieku ieejošanu un uzturēšanos LR / The inviter assumes to cover the expenses of the invited person/persons' related to the entry and stay in the Republic of Latvia	Jā Yes
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Ieejošanas mērķis / Purpose of entry	Privāta vizīte / Private visit
--------------------------------------	--------------------------------

<b>Dati par uzaicinātajām personām / Information on invited person/s</b>	
Uzvārds, vārds / Pašreizējā pilsonība un statuss / Dzimšanas datums un vieta / Dzīvesvietas adrese / Surname and first name / Current nationality and status / Date and place of birth / Address of the place of residence	Informācija par pieprasāmo vīzu / Information on requested visa
01 Khurdami Ibrahim, LBN PILSONIS (CITIZEN), 12.02.1969 (LBN, Beiruta), Podgorica, Palm street 13 Uzturēšanās vieta/ place of stay: VALKAS RAJONS, VALKA, RAIŅA IELA 18-51	2x ieejošanas, 90 dienas, 30 dienas kopā 2 entries, 90 days, 30 days total
02 Hakheem Muhammad, PAK PILSONIS (CITIZEN), 25.02.1981 (PAK, Karache), Podgorica, Palm street 14 Uzturēšanās vieta/ place of stay: VALKAS RAJONS, VALKA, RAIŅA IELA 18-51	1x ieejošanas, 30 dienas kopā 1 entry, 30 days total

Informācija par samaksu par ielūgumu / Information regarding payment of State fee for invitation	30.09.2008, 9.00 LVL
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Ar savu parakstu garantēju, ka uzņemos atbildību par uzaicinātajiem ārvalstniekiem, viņu izbraukšanu no valsts noteiktā laikā, kā arī, ja nepieciešams, nodrošināt ar ārvalstnieka veselības aprūpi, uzturēšanos Latvijas Republikā un atgriešanos mītnes zemē saistīto izdevumu segšanu. /  
I, the undersigned, invite the abovementioned third-country national/s and undertake the responsibility for his/her/their exit from the State at a specified time, as well as, if necessary, I undertake to ensure the covering of expenses related to health care, staying in the Republic of Latvia and return to the alien's country of domicile.

Ar savu parakstu apliecinu, ka esmu informēts (-a) un piekrītu, ka personas dati, kas iekļauti ielūgumu datu bāzē un šajā ielūguma veidlapā, tiks iekļauti Vīzu informācijas sistēmā un būs pieejami Latvijas Republikas un citu Šengenas līguma dalībvalstu kompetentajām iestādēm, kur tos, ja nepieciešams, apstrādās, lai pieņemtu lēmumu par manis uzaicinātā (-o) ārvalstnieka (-u) vīzas pieprasījumu. /  
I, the undersigned, confirm that I have been informed and agree that the personal data included in the Data Base of Invitations and in this Invitation form will be entered in the Visa Information System and will be accessible to the competent authorities in the Republic of Latvia and in other Schengen Countries, who, if necessary, will use this information in order to make a decision regarding the visa application of person whom I have invited.

Ielūdzēja\* paraksts /  
Inviter's signature

Ielūdzēja\* uzvārds, iniciāļi **L. CERBULE**  
Inviter's surname and first name

\* Ja uzaicinātājs ir juridiska persona – paraksta pilnvarotā persona /  
If the inviter is a legal person – signature of the authorized person

Apstiprināts (datums) /  
Approved at


30.09.2008

(zīmogs, amatpersonas paraksts un atšifrējums)  
(Stamp, official's signature and surname and first name)

V. Priedīte



2. inviter is a legal person:

Ielūgumu Datu Bāze Pilsonības un migrācijas lietu pārvalde Latvijas Republikas Iekšlietu ministrija				<b>SPECIMEN</b> Data Base of Invitations Office of Citizenship and Migration Affairs Ministry of Interior of the Republic of Latvia	
<b>Ielūgums vīzas pieprasīšanai / Invitation for Requesting a Visa</b>					
<b>Nr. 137-000039</b>					
Ielūguma pieprasījums saņemts (datums un vieta) / Request for invitation received (date and place)			29.09.2008, Vīzu nodaļa Visa section		
Stāvoklis / Status			Apstiprināts / Approved		
Derīgs līdz / Valid until			29.03.2009		
Vīzas pieprasījuma iesniegšanas vieta / Place for submission of visa application			Kopīgais vīzu centrs Podgoricā (Meinkalne) Common Applications Center in Podgorica (Montenegro)		
<b>Dati par ielūdzēju (juridiska persona) / Information on Inviter (legal person)</b>					
Nosaukums / Name of the company	Juridiskā adrese / Legal address	Reģistrācijas numurs / Registration number	Pilnvarotās personas uzvārds, vārds / Authorized person- surname, first name	Pilnvarotās personas p.k. / Personal code of the authorized person	Pilnvarotās personas amats / Position of the authorized person
Annas Ceļojumi	Rīga, Brīvības iela 228-32	000445568	Bērziņa Anna		managing director
Uzaicinātājs uzņemas segt izdevumus, kas saistīti ar uzaicināto ārzemnieku ieceļošanu un uzturēšanos LR / The inviter assumes to cover the expenses of the invited person/persons related to the entry and stay in the Republic of Latvia					Nē No
Ieceļošanas mērķis / Purpose of entry		Tūrisms / atpūta / Tourism / relaxation			
<b>Dati par uzaicinātajām personām / Information on invited person/s</b>					
	Uzvārds, vārds / Pašreizējā pilsonība un statuss / Dzimšanas datums un vieta / Dzīvesvietas adrese / Surname and first name / Current nationality and status / Date and place of birth / Address of the place of residence			Informācija par pieprasāmo vīzu / Information on requested visa	
01	Petrovic Ivan, SRB PILSONIS (CITIZEN), 16.12.1975 (SVN, Podgorica), Podgorica, Empire square 23-44 Uzturēšanās vieta/ place of stay: Reval hotel Latvia,			1x ieceļošanas, no 15.10.2008 līdz 25.10.2008 11 dienas kopā 1 entry, 15.10.2008 till 25.10.2008 11 days total	
02	Petrovic Miada, ALB PILSONIS (CITIZEN), 21.12.1974 (AUT, Vīne), Podgorica, Empire square 23-44 Uzturēšanās vieta/ place of stay: Reval hotel Latvia,			1x ieceļošanas, no 15.10.2008 līdz 25.10.2008 11 dienas kopā 1 entry, 15.10.2008 till 25.10.2008 11 days total	
03	Petrovic Kristina, ALB PILSONIS (CITIZEN), 13.12.2004 (ALB, Tirana), Podgorica, Empire square 23-44 Uzturēšanās vieta/ place of stay: Reval hotel Latvia,			1x ieceļošanas, no 15.10.2008 līdz 25.10.2008 11 dienas kopā 1 entry, 15.10.2008 till 25.10.2008 11 days total	
Informācija par samaksu par ielūgumu / Information regarding payment of State fee for invitation				29.09.2008, 10.00 LVL	
Ar savu parakstu garantēju, ka uzņemos atbildību par uzaicinātajiem ārzemniekiem, viņu izbraukšanu no valsts noteiktā laikā, kā arī, ja nepieciešams, nodrošināt ar ārzemnieka veselības aprūpi, uzturēšanos Latvijas Republikā un atgriešanos mītnes zemē saistīto izdevumu segšanu. I, the undersigned, invite the abovementioned third-country national/s and undertake the responsibility for his/her/their exit from the State at a specified time, as well as, if necessary, I undertake to ensure the covering of expenses related to health care, staying in the Republic of Latvia and return to the alien's country of domicile.					
Ar savu parakstu apliecinu, ka esmu informēts (-a) un piekrītu, ka personas dati, kas iekļauti ielūgumu datu bāzē un šajā ielūguma veidlapā, tiks iekļauti Vīzu informācijas sistēmā un būs pieejami Latvijas Republikas un citu Šengenas līguma dalībvalstu kompetentajām iestādēm, kur tos, ja nepieciešams, apstrādās, lai pieņemtu lēmumu par manis uzaicinātā (-o) ārzemnieka (-u) vīzas pieprasījumu. I, the undersigned, confirm that I have been informed and agree that the personal data included in the Data Base of Invitations and in this Invitation form will be entered in the Visa Information System and will be accessible to the competent authorities in the Republic of Latvia and in other Schengen Countries, who, if necessary, will use this information in order to make a decision regarding the visa application of person whom I have invited.					
Ielūdzēja* paraksts / Inviter's signature			Ielūdzēja* uzvārds, iniciāļi / Inviter's surname and first name		
* Ja uzaicinātājs ir juridiska persona – paraksta pilnvarotā persona / If the inviter is a legal person – signature of the authorized person					
Apstiprināts (datums) / Approved at		29.09.2008			
			(zīmogs, amatpersonas paraksts un atšifrējums) (stamp, official's signature and surname and first name)		
			V. Priedīte		

## LITHUANIA<sup>1</sup>

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<sup>1</sup> No formal invitation letter for legal persons confirmed by the local migration office of the legal person registration place.



Lietuvos Respublika /  
Republic of Lithuania /  
République de Lituanie

**KVIETIMAS UŽSIENIEČIUI LAIKINAI ATVYKTI /**  
**INVITATION FOR AN ALIEN TO ARRIVE FOR A TEMPORARY STAY /**  
**INVITATION POUR L'ÉTRANGER À VENIR TEMPORAIREMET**

000000

**Aš / I / Je**

Pavardė / surname / nom

Vardas (-ai) / first name / prénom(s)

Gimimo data ir vieta / date and place of birth / né(e) le / à

Pilietybė / nationality / nationalité

Asmens tapatybę patvirtinantis dokumentas<sup>1</sup> ar leidimas nuolat gyventi<sup>1</sup> / identity document<sup>1</sup> or residence permit<sup>1</sup> / document d'identité<sup>1</sup> ou titre de séjour<sup>1</sup>

Adresas / address / adresse

Kompetentinga institucija /  
Competent authority /  
Département, commune

**kviečiu laikinai atvykti: / I invite to come for a temporary stay: / J'invite à venir temporairement:**

Pavardė / surname / nom

Vardas (-ai) / first name / prénom(s)

Gimimo data ir vieta / date and place of birth / né(e) le / à

Lytis / sex / sexe

Pilietybė / nationality / nationalité

Pasas Nr. / passport No. / passeport n°

Adresas / address / adresse

<sup>1</sup> Tipas / type / type /  
numeris / number / numéro

Giminystės ryšys su prašytoju / relationship with the applicant / relations de parenté avec le demandeur

<sup>2</sup> Pavardė / name / nom  
vardas / first name / prénom  
gimimo data / date of birth /  
date de naissance  
lytis / sex / sexe  
pilietybė / nationality /  
nationalité

Kartu su sutuoktiniu<sup>2</sup> / accompanied by spouse<sup>2</sup> / accompagné(e) de son conjoint<sup>2</sup>

ir vaikais<sup>2</sup> / accompanied by children<sup>2</sup> / accompagné(e) de ses enfants<sup>2</sup>

Būti (... dienas (-ų)) nuo... iki... / for (... days) from... to... / pendant (... jours) entre le... et le...

Oficialios pastabos /  
Formal notes /  
Remarques officielles

**Atvykimo tikslas / purpose for arrival / but d'arrivée**

**Užsieniečiai bus apgyvendinti / foreigners will reside / étrangers seront logés**

\_\_\_\_\_  
(adresas / address / adresse)

**Gyvenamosios patalpos priklauso / residence place belongs to / domicile appartient à \_\_\_\_\_**

\_\_\_\_\_  
(savininko vardas ir pavardė / first name, surname of the owner / prénom, nom du propriétaire)

_____ (kvietimą patvirtinusio įgalioto migracijos tarnybos valstybės tarnautojo pareigų pavadinimas / functions of the authorised public servant of the migration office certifying the invitation / fonctions du mandataire du service d'état certifiant l'invitation)	_____ (parašas / signature / signature)	_____ (data / date / date)	_____ (vardas ir pavardė / first name, surname / prénom, nom)
---	--	-------------------------------------	--

**Kvietime nurodyti teisingi mano kviečiamo užsieniečio duomenys. / The data of an invited alien in the invitation is correct. / Données de l'étranger indiquées dans mon invitation sont exactes.**

**Aš įsipareigoju pasirūpinti, kad kviečiamas užsienietis būtų tinkamai apgyvendintas ir kad prireikus būtų padengtos užsieniečio grįžimo į valstybę, į kurią jis turi teisę vykti, išlaidos. / I bind myself to accommodate an alien properly and to cover, by necessity, his travel expenses to the country to which he has a right to go. / Je m'engage à me préoccuper de l'hébergement approprié de l'étranger invité et à couvrir, en cas de besoin, les coûts de son départ dans un état, dans lequel il a droit de rentrer.**

\_\_\_\_\_  
(kviečiančio asmens parašas /  
signature of the inviting person /  
signature de la personne invitante)

\_\_\_\_\_  
(vardas ir pavardė /  
first name, surname /  
prénom, nom)

\_\_\_\_\_  
(data /  
date /  
date)

# LUXEMBOURG



MINISTÈRE  
DES AFFAIRES ÉTRANGÈRES

**ENGAGEMENT DE PRISE EN CHARGE**

souscrit conformément à l'article 4 de la loi du 29 août 2008  
sur la libre circulation des personnes et l'immigration

En signant un « engagement de prise en charge », le garant, c'est-à-dire, la personne qui signe l'engagement est, avec l'étranger, solidairement responsable à l'égard de l'Etat luxembourgeois du paiement des frais mentionnés à l'article 4, paragraphe (1) de la loi du 29 août 2008 sur la libre circulation et l'immigration, pendant une période de deux ans à partir du jour où l'étranger est entré sur le territoire.

Le garant est délié de son engagement s'il apporte la preuve que l'étranger a quitté l'Espace Schengen.

Le garant ne peut se désister de son engagement de prise en charge que si le ministre ou son délégué accepte un nouvel engagement souscrit par une autre personne ou si le bénéficiaire de la prise en charge s'est vu attribuer une autorisation de séjour à un autre titre.

Lorsque les frais de séjour et de rapatriement ont été supportés par l'Etat luxembourgeois, le remboursement en est poursuivi par le ministre. Les frais sont les frais réels qui découlent du séjour et du retour. Le montant est versé au Trésor.

Le formulaire d'« engagement de prise en charge » repris au verso comprend trois parties :

- la première partie est à remplir en bonne et due forme, à dater et à signer par le garant ;
- la deuxième partie est réservée à l'administration communale du lieu de résidence du garant ; le bourgmestre ou son délégué légalise la signature du garant, c'est-à-dire, il certifie que le garant a signé personnellement le formulaire d'« engagement de prise en charge » ;
- la troisième partie (« pour accord ») est réservée au ministre ayant respectivement les visas et l'immigration dans ses attributions, aux fins de vérification si les conditions prévues à l'article 4, paragraphes (1) et (2) de la loi du 29 août 2008 sur la libre circulation des personnes et l'immigration sont remplies.

L'accord est valable pour une durée de six mois à partir de la date de signature du ministre ou de son délégué.

**Attention !**

- si l'« engagement de prise en charge » est signé pour un séjour d'une durée maximale de 3 mois, le formulaire est à adresser au  
**Bureau des Passeports, Visas et Légalisations**  
**43, boulevard Roosevelt**  
**L-2450 Luxembourg**
- si l'engagement est souscrit pour un séjour d'une durée supérieure à 3 mois, le formulaire est à faire parvenir à la  
**Direction de l'Immigration**  
**B.P. 752**  
**L-2017 Luxembourg**

Sont à joindre les documents suivants :

1. les trois dernières fiches de salaire / un document attestant les revenus mensuels ;
2. copie conforme du passeport ou de la carte d'identité nationale, et si le garant n'est pas de nationalité luxembourgeoise, la preuve que le garant est autorisé à séjourner au Grand-Duché de Luxembourg pour une durée d'au moins un an.

prière de remplir le formulaire au verso

MINISTÈRE  
DES AFFAIRES ÉTRANGÈRES**ENGAGEMENT DE PRISE EN CHARGE**souscrit conformément à l'article 4 de la loi du 29 août 2008  
sur la libre circulation des personnes et l'immigration**Le garant soussigné**

nom \_\_\_\_\_  
prénom(s) \_\_\_\_\_  
né(e) à \_\_\_\_\_ le \_\_\_\_\_  
de profession \_\_\_\_\_  
de nationalité \_\_\_\_\_  
adresse complète \_\_\_\_\_  
n° document d'identité ou titre de séjour \_\_\_\_\_

s'engage par la présente à l'égard de l'Etat luxembourgeois de prendre en charge les frais de séjour (y compris les frais de santé) et de retour de :

nom \_\_\_\_\_  
prénom(s) \_\_\_\_\_  
né(e) à \_\_\_\_\_ le \_\_\_\_\_  
de nationalité \_\_\_\_\_  
adresse complète \_\_\_\_\_  
n° passeport \_\_\_\_\_ valable jusqu'au \_\_\_\_\_  
pour la durée de \_\_\_\_\_ mois. \_\_\_\_\_, le \_\_\_\_\_

(signature)

Vu pour la légalisation de la signature du garant \_\_\_\_\_

Fait à \_\_\_\_\_ le \_\_\_\_\_

(signature du bourgmestre ou de son délégué)

**Pour accord.**

Fait à Luxembourg, le \_\_\_\_\_

(signature du ministre ou de son délégué)

# MALTA





**Consulate of Malta, Tunis**  
Imm. Carthage Center, Rue du Lac de Constance,  
1053 Les Berges du Lac Tunis  
Tel : +216 71 965 215, Fax : +216 71 965 977  
E. mail : maltaconsulate.tunis@ gov.mt

**INVITATION FORM**

I, the undersigned, \_\_\_\_\_

ID Card No: \_\_\_\_\_, residing at \_\_\_\_\_

Tel No home : \_\_\_\_\_ Mobile No : \_\_\_\_\_

am hereby inviting the following Tunisian national to come to Malta from \_\_\_\_\_

to \_\_\_\_\_ and to stay at my residence for \* \_\_\_\_\_.

I hereby certify that I have known the said person for \_\_\_\_\_ years/months

and that I will take full responsibility for his stay in Malta.

**Details of Tunisian National :**

Name and Surname : .....

Date of birth:.....Place of birth.....

Passport Number:.....

Issued on:.....Valid till : .....

Address in Tunisia:.....

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

The signature above has to be witnessed by a public officer not below the grade of Principal or a professional person (such as a lawyer, notary or a medical doctor) and has to be accompanied by a photocopy of the ID card of the person making the declaration.

Witness to signature and identity and rubber stamp : \_\_\_\_\_

\* to include purpose of stay (eg : study, vacation, business, family, etc ...)

The Consulate of Malta collects and processes the information you have consented to provide in accordance with the Data Protection Act, Cap. 440 of the Laws of Malta, other subsidiary legislation and the Privacy Policy of the Ministry of Foreign Affairs.

You are entitled to view what personal data the Ministry holds about you by writing to the Mission or to the Data Controller and/or to the Data Protection Officer at the Ministry of Foreign Affairs, Palazzo Parisio, Merchants Str., Valletta, Malta CMR 02.

# A U S T R I A

# Haftungserklärung

(gemäß § 2 Abs. 1 Z 15 NAG)

Ich

Familienname	Vorname	Geburtsdatum	Staatsangehörigkeit
Beruf	Wohnadresse		

erkläre, dass ich für folgende Person(en)

Familienname	Vorname	Geburtsdatum
Staatsangehörigkeit	Wohnadresse	

Familienname	Vorname	Geburtsdatum
Staatsangehörigkeit	Wohnadresse	

Familienname	Vorname	Geburtsdatum
Staatsangehörigkeit	Wohnadresse	

gemäß § 2 Abs. 1 Z 15 NAG für die Erfordernisse einer alle Risiken abdeckenden Krankenversicherung, einer Unterkunft und entsprechender Unterhaltsmittel **aufkomme**, und für den Ersatz jener Kosten **hafte**, die einer Gebietskörperschaft bei der Durchsetzung eines Aufenthaltsverbotes, einer Ausweisung, einer Zurückschiebung oder der Vollziehung der Schubhaft, einschließlich der Aufwendungen für den Ersatz gelinderer Mittel, sowie aus dem Titel der Sozialhilfe oder eines Bundes- oder Landesgesetzes, das die Grundversorgungsvereinbarung nach Art. 15a B-VG, BGBl. I Nr. 80/2004, umsetzt, entstehen. **Diese Haftungserklärung ist für fünf Jahre gültig!**

Ort	Datum	Beglaubigung des Notars oder des Gerichts
Unterschrift		

## **Hinweise:**

Die Haftungserklärung muss von einem österreichischen Notar oder einem inländischen Gericht beglaubigt werden!

Ich nehme zur Kenntnis, dass die Tragfähigkeit der Haftungserklärung seitens der Niederlassungsbehörde überprüft wird, und durch entsprechende Belege nachgewiesen werden muss.

Weiters nehme ich zur Kenntnis, dass der Unterhalt tatsächlich geleistet werden muss!

Eine Haftungserklärung kann nicht widerrufen werden!

Wer eine Haftungserklärung gemäß § 2 Abs. 1 Z 15 NAG abgegeben hat, obwohl er wusste oder wissen musste, dass er seiner Verpflichtung aus der Haftungserklärung nicht nachkommen kann, begeht eine Verwaltungsübertretung und ist mit einer Geldstrafe bis zu € 1.500,--, im Fall ihrer Uneinbringlichkeit mit Freiheitsstrafe bis zu zwei Wochen, zu bestrafen!

# POLAND

 <div> REPUBLIC OF POLAND </div>		RZECZPOSPOLITA POLSKA ZAPROSZENIE INVITATION / INVITATION	<div> REPUBLICQUE DE POLOGNE </div> 
Zapraszający / I, the undersigned / Je soussigné(e):		ZN 0000000	
Imię(imiona) i nazwisko / Firma lub nazwa / Given name(s) and Surname / Company or Name / Prénom(s) et Nom / Société ou Nom			
Data i miejsce urodzenia / Date and place of birth / Né(e) le / à			
Obywatelstwo / Nationality / Nationalité			
Rodzaj, seria i numer dokumentu tożsamości / REGON / Identity document / REGON No / Document d'identité / REGON n°			
Adres zamieszkania / Siedziba / Residential / Corporate adress / Adresse / Siège			
Zawód / Profession / Profession			
zaprasza na okres od / invite for the period of time from / invite pour la période du		do / to / au	
Imię(imiona) i nazwisko / Given name(s) and Surname / Prénom(s) et Nom			
Data i miejsce urodzenia / Date and place of birth / Né(e) le / à			
Obywatelstwo / Nationality / Nationalité			
Seria i numer dokumentu podróży / Series and number of travel document / Série et numéro du document de voyage			
Adres zamieszkania / Adress / Adresse			
Stopień pokrewieństwa z zapraszającym / Family relationship to applicant / Lien de parenté avec le demandeur			
Nazwa organu, który dokonał wpisu do ewidencji zaproszeń Invitation registering authority / Le nom des autorités enregistrant l'invitation		Data i numer wpisu do ewidencji zaproszeń Registration date and number / La date et le numéro d'enregistrement	
			



oraz / accompanied by / accompagné(e) de:  
 małżonka / spouse / son conjoint  
 Imię(imiona) i nazwisko / Given name(s) and Surname / Prénom(s) et Nom    Data urodzenia / Date of birth / Né(e) le    Płeć / Sex / Sexe /

dzieci / children / ses enfants  
 Imię(imiona) i nazwisko / Given name(s) and Surname / Prénom(s) et Nom    Data urodzenia / Date of birth / Né(e) le    Płeć / Sex / Sexe

Zobowiązuję się do pokrycia kosztów związanych z pobytem i wyjazdem zapraszanego cudzoziemca, w tym kosztów ewentualnego leczenia oraz kosztów wydalenia z terytorium Rzeczypospolitej Polskiej.

I agree to cover the living cost and the departure cost of the invited foreigner, including the cost of medical treatment as well the cost of deportation from Republic of Poland.

Je m'engage à prendre en charge les frais de séjour et retour de l'étranger invité, y compris les frais de soins médicaux et déportation de la République de Pologne.

m. p.

Podpis zapraszającego  
 Signature of the person issuing invitation  
 Signature de la personne qui délivre l'invitation

PWPW S.A. 2002

## SLOVENIA



# GARANTNO PISMO/LETTER OF GUARANTEE

## (za poslovni obisk/for a business visit)

**1. Pravna oseba/podjetje:** \_\_\_\_\_  
Legal Entity/Company

Osebnostno ime zakonitega zastopnika: \_\_\_\_\_  
Name of legal representative

Telefonska številka: \_\_\_\_\_  
Telephone number

Osebnostno ime morebitnega pooblaščenca zakonitega zastopnika, ki na podlagi njegovega pooblastila podpisuje garantno pismo: \_\_\_\_\_  
Name of potential proxy of the legal representative, who is authorized to sign letter of guarantee

Številka potrdila o overitvi pooblastila (kadar garantno pismo podpisuje pooblaščenca oseba): \_\_\_\_\_  
Number of confirmation of authorization (when the letter of guarantee is signed by the authorized person)

---

**2. Vabi na poslovni obisk**  
Invites to a business Visit

Ime: \_\_\_\_\_ Priimek: \_\_\_\_\_  
Name Surname

Datum rojstva: \_\_\_\_\_ Državljanstvo: \_\_\_\_\_  
Date of birth Nationality

Ime in naslov pravne osebe /podjetja, kjer je tujec zaposlen:  
Name and address of the legal Entity/company where the foreigner is employed

Iz naslednjega razloga:  
Due to the following reason:

---

**3. Pravna oseba/podjetje z garantnim pismom jamči za (garant ustrezno obkroži in dopolni):**

Legal entity/Company issues this letter for the purpose of (guarantor indicates accordingly)

- stroške bivanja  
means of subsistence
- nastanitev (garant navede naslov bivanja) \_\_\_\_\_  
accommodation (guarantor indicates the address)
- stroški bivanja in nastanitev (garant navede naslov bivanja) \_\_\_\_\_  
means of subsistence and accommodation (guarantor indicates the address)

Od: \_\_\_\_\_  
From

Do: \_\_\_\_\_  
Until

**4. S pravno osebo/podjetjem je bil poslovni stik vzpostavljen (izpolni garant samo v primeru prvega poslovnega stika):**

The business contact with the legal entity/company was established

- Na čigavo pobudo: \_\_\_\_\_  
On whose Initiative

\_\_\_\_\_

- Na kakšen način: \_\_\_\_\_  
In what Way

\_\_\_\_\_

Soglašam, da diplomatsko konzularno predstavništvo Republike Slovenije skladno z Zakonom o varstvu osebnih podatkov (Uradni list RS, št. 86/2004 - uradno prečiščeno besedilo), shranjuje in uporablja osebne podatke, ki so navedeni v tem garantnem pismu.

Napačno zapisani podatki se lahko izbrišejo ali ustrezno spremenijo.

Garant prevzema odgovornost za tujca/e skladno z namenom iz za čas, za katerega se izdaja garantno pismo.

Izjavljam, da so podatki, ki so navedeni v tem garantnem pismu, resnični.

I agree that personal data contained in this letter of guarantee is stored and handled by the diplomatic and consular post of the Republic of Slovenia, according to the Personal Data Protection Act (Official Journal of the RS, No. 86/2004 - official consolidated text). I have the right to have incorrectly written data deleted or duly changed.

I am aware that as a guarantor I overtake the responsibility for a foreigner in accordance with the purpose for which I am issuing a letter of guarantee.

I declare the data contained in this letter of guarantee are true.

**5. Datum, podpis zakonitega zastopnika ali pooblaščenca:**

Date, signature of legal representative or authorizes person

Priloga/attachment:

- seznam tujcev, na katere se garantno pismo za isti poslovni obisk nanaša/list of persons who this letter of guarantee includes for the same business visit

## SEZNAM

[illegible]

## GARANTNO PISMO/LETTER OF GUARANTEE (za zasebni obisk/for a private visit)

**1. Spodaj podpisani/a:**

I, the undersigned

Ime: \_\_\_\_\_  
Name

Priimek: \_\_\_\_\_  
Surname

Datum rojstva: \_\_\_\_\_  
Date of birth

Državljanstvo: \_\_\_\_\_  
Nationality

Naslov: \_\_\_\_\_  
Address

\_\_\_\_\_

---

**2. Vabim na zasebni obisk (če je oseb več, garant izpolni seznam):**

Invite to a private visit (in case of more persons, guarantor fill out the list)

Ime: \_\_\_\_\_  
Name

Priimek: \_\_\_\_\_  
Surname

Datum rojstva: \_\_\_\_\_  
Date of birth

Državljanstvo: \_\_\_\_\_  
Nationality

Razmerje do garanta: \_\_\_\_\_  
Relationship to the guarantor

Od: \_\_\_\_\_  
From

Do: \_\_\_\_\_  
Until

Na naslednjem naslovu (če je drugačen od zgoraj navedenega): \_\_\_\_\_  
At the following address (if different from the one mentioned above)

\_\_\_\_\_

---

**3. Z garantnim pismom jamčim, da sem sposoben/a (garant ustrezno obkroži in dopolni):**

With this letter of guarantee for a foreigner I declare being able to (guarantor indicates accordingly)

- kriti stroške bivanja  
cover means of subsistence
- zagotoviti nastanitev (garant navede naslov bivanja): \_\_\_\_\_  
provide for accommodation (guarantor indicates the address)  
\_\_\_\_\_
- kriti stroške bivanja in zagotoviti nastanitev (garant navede naslov bivanja): \_\_\_\_\_  
cover means of subsistence and provide for accommodation (guarantor indicates the address)  
\_\_\_\_\_

**Soglašam, da diplomatsko konzularno predstavništvo Republike Slovenije skladno z Zakonom o varstvu osebnih podatkov (Uradni list RS, št. 86/2004 - uradno prečiščeno besedilo), shranjuje in uporablja osebne podatke, ki so navedeni v tem garantnem pismu. Imam pravico zahtevati, da se napačno zapisani podatki izbrišejo ali ustrezno spremenijo. Zavedam se, da kot garant prevzemam odgovornost za tujca/e skladno z namenom in za čas, za katerega izdajam garantno pismo. Izjavljam, da so podatki, ki so navedeni v tem garantnem pismu, resnični.**

I agree that personal data contained in this letter of guarantee is stored and handled by the diplomatic and consular post of the Republic of Slovenia, according to the Personal Data Protection Act (Official Journal of the RS, No. 86/2004 - official consolidated text). I have the right to have incorrectly written data deleted or duly changed.

I am aware that as a guarantor I overtake the responsibility for a foreigner in accordance with the purpose for which I am issuing a letter of guarantee.

I declare the data contained in this letter of guarantee are true.

#### **4. Datum in podpis garanta:**

Date and signature of guarantor:

---

Priloga/attachment:

- seznam oseb, ki spremljajo tujca / list of accompanying persons

## SEZNAM

PRIIMEK IN IME	DATUM ROJSTVA	DRŽAVLJANSTVO	RAZMERJE

# SLOVAKIA

**POTVRDENIE O OVERENÍ POZVANIA****\* AA \*****POZÝVANÁ OSOBA:**

Priezvisko:							
Rod. priez.:							
Meno:							
Dátum nar.:	Štátna príslušnosť:	Štát narodenia:	Pohlavie:	Typ pozvania:	Dátum od:	Dátum do:	Dĺžka pobytu:
Trvale bytom:							
Bydlisko po príchode do SR:							
Príbuzenský vzťah / funkcia vo firme:							
Obchodné meno, sídlo a predmet činnosti firmy:							
Deti do 15 rokov:							

**POZÝVAJÚCA OSOBA:**

Priezvisko:							
Rod. priez.:							
Meno:							
Dátum nar.:	Štátna príslušnosť:	Štát narodenia:	Pohlavie:	Doklad totožnosti:	Povolenie na pobyt:	Platné od:	Platné do:
Adresa v SR:							
Názov organizácie / firmy* a predmet činnosti súvisiacej s účelom pozvania:							IČO:

**ÚRADNÉ ZÁZNAMY:**

Overené na .....		dňa .....		***	
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## ANNEX 16

Specimen harmonised uniform visa application form



Stamp Embassy or  
Consulate

Photo

## Application for Schengen Visa

This application form is free

<b>1. Surname(s)</b> (family name(s))			<b>FOR EMBASSY/ CONSULATE USE ONLY</b>
<b>2. Surname(s)</b> at birth (earlier family name(s))			
<b>3. First names</b> (given names)			
<b>4. Date of birth</b> (year-month-day)			
<b>5. ID-number</b> (optional)			<b>Date application :</b>
<b>6. Place and country of birth</b>			<b>File handled by :</b>
<b>7. Current nationality/ies</b>		<b>8. Original nationality</b> (nationality at birth)	<b>Supporting documents:</b>
<b>9. Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>10. Marital status :</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other	<input type="checkbox"/> Valid passport <input type="checkbox"/> Financial means <input type="checkbox"/> Invitation <input type="checkbox"/> Means of transport <input type="checkbox"/> Health insurance <input type="checkbox"/> Other :
<b>11. Father's name</b>		<b>12. Mother's name</b>	
<b>13. Type of passport:</b> <input type="checkbox"/> National passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Travel document (1951 Convention) <input type="checkbox"/> Alien's passport <input type="checkbox"/> Seaman's passport <input type="checkbox"/> Other travel document (please specify): .....			
<b>14. Number of passport</b>		<b>15. Issued by</b>	
<b>16. Date of issue</b>		<b>17. Valid until</b>	
<b>18. If you reside in a country other than your country of origin, have you permission to return to that country?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, (number and validity) .....			
<b>* 19. Current occupation</b>			<b>Visa :</b>
<b>* 20. Employer and employer's address and telephone number. For students, name and address of school.</b>			<input type="checkbox"/> Refused <input type="checkbox"/> Granted
			<b>Characteristics of Visa :</b>
<b>21. Main destination</b>	<b>22. Type of Visa :</b> <input type="checkbox"/> Airport transit <input type="checkbox"/> Transit <input type="checkbox"/> Short stay <input type="checkbox"/> Long stay	<b>23. Visa :</b> <input type="checkbox"/> Individual <input type="checkbox"/> Collective	<input type="checkbox"/> LTV <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> D + C
<b>24. Number of entries requested</b> <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries		<b>25. Duration of stay</b> Visa is requested for: _____ days	<b>Number of entries :</b>
<b>26. Other visas (issued during the past three years) and their period of validity</b>			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple
<b>27. In the case of transit, have you an entry permit for the final country of destination?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, valid until: _____ Issuing authority: _____			<b>Valid from</b> ..... <b>To</b> .....

<p><b>* 28. Previous stays in this or other Schengen states</b></p>	<p>Valid for : .....</p>												
<p><b>* The questions marked with * do not have to be answered by family members of EU or EEA citizens (spouse, child or dependent ascendant). Family members of EU or EEA citizens have to present documents to prove this relationship.</b></p>													
<p><b>29. Purpose of travel</b>          Tourism   Business   Visit to Family or Friends   Cultural/Sports   Official   Medical reasons          Other (please specify): .....</p>	<p><b>FOR EMBASSY / CONSULATE USE ONLY</b></p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>* 30. Date of arrival</b></td> <td style="width: 50%;"><b>* 31. Date of departure</b></td> </tr> <tr> <td><b>* 32. Border of first entry or transit route</b></td> <td><b>* 33. Means of transport</b></td> </tr> </table>		<b>* 30. Date of arrival</b>	<b>* 31. Date of departure</b>	<b>* 32. Border of first entry or transit route</b>	<b>* 33. Means of transport</b>								
<b>* 30. Date of arrival</b>		<b>* 31. Date of departure</b>											
<b>* 32. Border of first entry or transit route</b>		<b>* 33. Means of transport</b>											
<p><b>* 34. Name of host or company in the Schengen states and contact person in host company. If not applicable, give name of hotel or temporary address in the Schengen states</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name</td> <td>Telephone and telefax</td> </tr> <tr> <td>Full address</td> <td>e-mail address</td> </tr> </table>		Name	Telephone and telefax	Full address	e-mail address								
Name		Telephone and telefax											
Full address		e-mail address											
<p><b>* 35. Who is paying for your cost of travelling and for your costs of living during your stay?</b>          Myself   Host person/s   Host company. (State who and how and present corresponding documentation):.....          .....</p>													
<p><b>* 36. Means of support during your stay</b>          Cash   Traveller's cheques   Credit cards   Accommodation   Other:          Travel and/or health insurance. Valid until: .....</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>37. Spouse's family name</b></td> <td style="width: 50%;"><b>38. Spouse's family name at birth</b></td> </tr> <tr> <td><b>39. Spouse's first name</b></td> <td> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>40. Spouse's date of birth</b></td> <td style="width: 50%;"><b>41. Spouse's place of birth</b></td> </tr> </table> </td> </tr> </table>		<b>37. Spouse's family name</b>	<b>38. Spouse's family name at birth</b>	<b>39. Spouse's first name</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>40. Spouse's date of birth</b></td> <td style="width: 50%;"><b>41. Spouse's place of birth</b></td> </tr> </table>	<b>40. Spouse's date of birth</b>	<b>41. Spouse's place of birth</b>						
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<p><b>42. Children</b> (Applications <u>must</u> be submitted separately for each <span style="color: red;">passport</span>)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name</th> <th style="width: 30%;">First name</th> <th style="width: 30%;">Date of birth</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> </tbody> </table>		Name	First name	Date of birth	1			2			3		
Name	First name	Date of birth											
1													
2													
3													
<p><b>43. Personal data of the EU or EEA citizen you depend on. This question should be answered only by family members of EU or EEA citizens.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name</td> <td>First Name</td> </tr> <tr> <td>Date of Birth</td> <td> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Nationality</td> <td style="width: 50%;">Number of passport</td> </tr> </table> </td> </tr> <tr> <td colspan="2"> <p><b>Family relationship :</b> .....</p> <p style="text-align: center;"><b>of an EU or EEA citizen</b></p> </td> </tr> </table>		Name	First Name	Date of Birth	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Nationality</td> <td style="width: 50%;">Number of passport</td> </tr> </table>	Nationality	Number of passport	<p><b>Family relationship :</b> .....</p> <p style="text-align: center;"><b>of an EU or EEA citizen</b></p>					
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<p><b>44. I am aware of and consent to the following:</b> any personal data concerning me which appear on this visa application form will be supplied to the relevant authorities in the Schengen states and processed by those authorities, if necessary, for the purposes of a decision on my visa application. Such data may be input into, and stored in, databases accessible to the relevant authorities in the various Schengen states.          At my express request, the consular authority processing my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them altered or deleted, in particular, should they be inaccurate, in accordance with the national law of the state concerned.          I declare that to the best of my knowledge all particulars supplied by me are correct and complete.          I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Schengen state which deals with the application.          I undertake to leave the territory of the Schengen states upon the expiry of the visa, if granted.          I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Schengen states. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5.1 of the Schengen Implementing Convention and am thus refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Schengen states.</p>													
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## ANNEX 17

### Facilitated Transit Document (FTD) and Facilitated Rail Transit Document (FRTD)

COUNCIL REGULATION (EC) No 693/2003

of 14 April 2003

establishing a specific Facilitated Transit Document (FTD), a Facilitated Rail Transit Document (FRTD) and amending the Common Consular Instructions and the Common Manual

THE COUNCIL OF THE EUROPEAN UNION,

Having regard to the Treaty establishing the European Community, and in particular Article 62(2) thereof,

Having regard to the proposal from the Commission <sup>(1)</sup>,

Having regard to the opinion of the European Parliament <sup>(2)</sup>,

Whereas:

- (1) In order to prepare accession of new Member States, the Community should take into account specific situations, which may occur as a result of the enlargement and set out the relevant legislation in order to avoid future problems in relation with the crossing of the external border.
- (2) The Community should address in particular the new situation of third country nationals who must necessarily cross the territory of one or several Member States in order to travel between two parts of their own country which are not geographically contiguous.
- (3) A Facilitated Transit Document (FTD) and a Facilitated Rail Transit Document (FRTD) should be established for this specific case of transit by land.
- (4) The FTD/FRTD are to constitute documents having the value of transit visas authorising their holders to enter in order to pass through the territories of Member States in accordance with the provisions of the Schengen *acquis* concerning the crossing of external borders.
- (5) The conditions and the procedures for obtaining these documents should be facilitated in line with the provisions of the Schengen *acquis*.
- (6) Penalties, as provided for in national law, should be imposed on the holder of the FTD/FRTD in case of misuse of the scheme.
- (7) Since the objective of the proposed action, namely the recognition of FTD/FRTD, issued by one Member State, by the other Member States bound by the provisions of the Schengen *acquis* concerning the crossing of external borders cannot be sufficiently achieved by the Member States and can therefore by reason of the scale of the action be better achieved at Community level, the Community may adopt measures, in accordance with

the principle of subsidiarity as set out in Article 5 of the Treaty. In accordance with the principle of proportionality, as set out in that Article, this Regulation does not go beyond what is necessary in order to achieve this objective.

- (8) A uniform format for FTD and FRTD is established in Regulation (EC) No 694/2003 <sup>(3)</sup>.
- (9) The Common Consular Instructions <sup>(4)</sup> and the Common Manual <sup>(5)</sup> should be amended accordingly.
- (10) In accordance with Articles 1 and 2 of the Protocol on the position of Denmark annexed to the Treaty on European Union and to the Treaty establishing the European Community, Denmark is not taking part in the adoption of this Regulation, and is not bound by it or subject to its application. Given that this Regulation builds upon the Schengen *acquis* under the provisions of Title IV of Part Three of the Treaty establishing the European Community, Denmark shall, in accordance with Article 5 of the said Protocol, decide within a period of six months after the Council has adopted this Regulation whether it will implement it in its national law.
- (11) As regards Iceland and Norway, this Regulation constitutes a development of provisions of the Schengen *acquis* within the meaning of the Agreement concluded by the Council of the European Union and the Republic of Iceland and the Kingdom of Norway concerning the association of those two States with the implementation, application and development of the Schengen *acquis* <sup>(6)</sup>, which fall within the area referred to in Article 1(B) of Council Decision 1999/437/EC of 17 May 1999 on certain arrangements for the application of that Agreement <sup>(7)</sup>.
- (12) This Regulation constitutes a development of provisions of the Schengen *acquis* in which the United Kingdom does not take part, in accordance with Council Decision 2000/365/EC of 29 May 2000 concerning the request of the United Kingdom of Great Britain and Northern Ireland to take part in some of the provisions of the Schengen *acquis* <sup>(8)</sup>; the United Kingdom is therefore not taking part in its adoption and is not bound by it or subject to its application.

<sup>(1)</sup> See page 15 of this Official Journal.

<sup>(2)</sup> OJ C 313, 16.12.2002, p. 1. Instructions amended by Regulation (EC) No 415/2003 (OJ L 64, 7.3.2003, p. 1).

<sup>(3)</sup> OJ C 313, 16.12.2002, p. 97.

<sup>(4)</sup> OJ L 176, 10.7.1999, p. 36.

<sup>(5)</sup> OJ L 176, 10.7.1999, p. 31.

<sup>(6)</sup> OJ L 131, 1.6.2000, p. 43.

<sup>(7)</sup> Not yet published in the Official Journal.

<sup>(8)</sup> Opinion delivered on 8 April 2003 (not yet published in the Official Journal).

- (13) This Regulation constitutes a development of provisions of the Schengen *acquis* in which Ireland does not take part, in accordance with Council Decision 2002/192/EC of 28 February 2002 concerning Ireland's request to take part in some of the provisions of the Schengen *acquis* <sup>(1)</sup>; Ireland is therefore not taking part in its adoption and is not bound by it or subject to its application.
- (14) This Regulation constitutes an act building on the Schengen *acquis* or otherwise related to it within the meaning of Article 3(2) of the Act of Accession and will therefore only become applicable after the lifting of the internal border controls,

HAS ADOPTED THIS REGULATION:

## CHAPTER I

### GENERAL PROVISIONS

#### Article 1

##### Definition

1. This Regulation establishes a Facilitated Transit Document (FTD) and a Facilitated Rail Transit Document (FRTD) for the purpose of facilitated transit.
2. Facilitated transit shall mean the specific and direct transit by land of a third country national who must necessarily cross the territory of one or several Member States in order to travel between two parts of his own country which are not geographically contiguous.

#### Article 2

##### Specific authorisation (FTD/FRTD)

1. The FTD is a specific authorisation allowing for a facilitated transit, which may be issued by Member States for multiple entries by whatever means of land transport.
2. The FRTD is a specific authorisation allowing for facilitated transit, which may be issued by Member States for a single entry and return by rail.
3. The FTD/FRTD shall be issued in the form of uniform formats in accordance with Regulation (EC) No 694/2003.

#### Article 3

##### Scope and validity

1. The FTD and the FRTD have the same value as transit visas and are territorially valid for the issuing Member State and other Member States through which the facilitated transit takes place.

<sup>(1)</sup> OJ L 64, 7.3.2002, p. 20.

2. The FTD shall be valid for a maximum period of up to three years. A transit based on the FTD shall not exceed 24 hours.

3. The FRTD shall be valid for a maximum period of up to three months. A transit based on the FRTD shall not exceed six hours.

## CHAPTER II

### ISSUING AN FTD/FRTD

#### Article 4

##### Conditions

In order to obtain an FTD/FRTD, the applicant shall:

- (a) possess a valid document, authorising him to cross external borders as defined pursuant to Article 17(3)(a) of the Convention implementing the Schengen Agreement of 14 June 1985, signed at Schengen on 19 June 1990 <sup>(2)</sup>;
- (b) not be a person for whom an alert has been issued for the purposes of refusing entry;
- (c) not be considered to be a threat to public policy, national security or the international relations of any of the Member States. However, in relation to the FRTD, prior consultation in accordance with Article 17(2) of the Convention implementing the Schengen Agreement shall not apply;
- (d) for the FTD, have valid reasons for frequent travelling between the two parts of the territory of his country.

#### Article 5

##### Application procedure

1. The application for an FTD shall be presented to the consular authorities of a Member State which has communicated its decision to issue the FTD/FRTD in accordance with Article 12. If more than one Member State has communicated its decision to issue the FTD, the application shall be submitted to the consular authorities of the Member State of the first entry. This procedure shall provide for the submission when appropriate of documentation demonstrating the need for frequent travel, in particular documents concerning family links or social, economic or other motives.

2. In the case of an FRTD, a Member State may, as a rule, accept applications transmitted via other authorities or third parties.

3. The application for an FTD shall be presented on the standard form as set out in Annex I.

<sup>(2)</sup> OJ L 239, 22.9.2000, p. 19, Convention as last amended by Decision 2003/170/JHA (OJ L 67, 12.3.2003, p. 27).

4. The personal data for an FRTD shall be supplied on the basis of the Personal Data Sheet set out in Annex II. This Personal Data Sheet may be filled in on board the train before the affixing of the FRTD, and in any event before the entry into the territory of the Member State through which the train passes, on condition that the basic personal data, as set out in Annex II, are transmitted electronically to the authorities of the competent Member State at the moment when the request to purchase the railway ticket is made.

#### Article 6

##### Issuing procedure

1. The FTD/FRTD shall be issued by the consular offices of the Member State and shall not be issued at the border. The decision on issuing the FRTD shall be taken by the competent consular authorities at the latest 24 hours after the electronic transmission provided for in Article 5(4).

2. No FTD/FRTD shall be affixed in a travel document that has expired.

3. The period of validity of the travel document in which the FTD/FRTD is affixed shall be longer than that of the FTD/FRTD.

4. No FTD/FRTD shall be affixed in a travel document if that travel document is not valid for any of the Member States. In this case it shall be affixed by the consular offices on the uniform format for forms for affixing the visa in accordance with Regulation (EC) No 333/2002<sup>(1)</sup>. If a travel document is only valid for one Member State or for a number of Member States, the FTD/FRTD shall be limited to the Member State or Member States in question.

#### Article 7

##### Administrative costs of an FTD/FRTD

1. The fee corresponding to the administrative costs of processing the application for an FTD shall be EUR 5.

2. The FRTD shall be issued free of charge.

#### CHAPTER III

##### COMMON PROVISIONS RELATED TO THE FTD/FRTD

#### Article 8

##### Refusal

1. The procedures, and appeal in cases where the consular post refuses to examine an application or issue an FTD/FRTD shall be governed by national law of the respective Member States.

2. If an FTD/FRTD is refused and national law requires the grounds for such a refusal to be given, the reason shall be communicated to the applicant.

<sup>(1)</sup> OJ L 53, 23.2.2002, p. 4.

#### Article 9

##### Penalties

Penalties, as provided for in national law, should be imposed on the holder of the FTD/FRTD in case of misuse of the scheme.

Such penalties shall be effective, proportionate and dissuasive, and shall include the possibility of cancelling or revoking the FTD/FRTD.

#### CHAPTER IV

##### FINAL PROVISIONS

#### Article 10

Subject to the specific rules set out in this Regulation, the provisions of the Schengen *acquis* relating to visas shall also apply to the FTD/FRTD.

#### Article 11

1. The Common Consular Instructions are hereby amended as follows:

(a) The following point shall be added to part I:

'2.5. Documents having the same value as a visa, authorising the crossing of external borders: FTD/FRTD

For facilitated transit, an FTD or an FRTD can be issued in accordance with Council Regulations (EC) No 693/2003 (\*) and (EC) No 694/2003 (\*\*) (see Annex 17).

(\*) OJ L 99, 17.4.2003, p. 8.

(\*\*) OJ L 99, 17.4.2003, p. 15.

(b) The text of this Regulation and of Regulation (EC) No 694/2003 shall be added as Annex 17.

2. The Common Manual shall be amended as follows:

(a) The following point shall be added to Part I:

'3.4. DOCUMENTS HAVING THE SAME VALUE AS A VISA, AUTHORISING THE CROSSING OF EXTERNAL BORDERS: FTD/FRTD

For facilitated transit, an FTD or an FRTD can be issued in accordance with Council Regulations (EC) No 693/2003 (\*) and (EC) No 694/2003 (\*\*) (See Annex 15).

(\*) OJ L 99, 17.4.2003, p. 8.

(\*\*) OJ L 99, 17.4.2003, p. 15.

(b) The text of this Regulation and of Regulation (EC) No 694/2003 shall be added as Annex 15.

*Article 12*

**Implementation**

1. Member States deciding to issue the FTD and the FRTD shall communicate such decision to the Council and the Commission. The decision shall be published by the Commission in the *Official Journal of the European Union*. It shall enter into force on the date of its publication.

2. If Member States decide no longer to issue the FTD and the FRTD they shall communicate that decision to the Council and the Commission. The decision shall be published by the Commission in the *Official Journal of the European Union*. It shall enter into force on the thirtieth day following its publication.

*Article 13*

**Report**

The Commission shall report to the European Parliament and the Council on the functioning of the facilitated transit scheme at the latest three years after the entry into force of the first decision as set out in Article 12(1).

*Article 14*

**Entry into force**

This Regulation shall enter into force on the day following its publication in the *Official Journal of the European Union*.

This Regulation shall be binding in its entirety and directly applicable in the Member States in accordance with the Treaty establishing the European Community.

Done at Luxembourg, 14 April 2003.

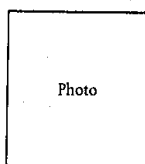
*For the Council*

*The President*

A. GIANNITSIS



## ANNEX I



**APPLICATION FOR AN FTD**  
**This application form is free**

Stamp of Embassy  
or Consulate

1. Surname(s) (family name(s))		For embassy/ consulate use only
2. Surname(s) at birth (earlier family name(s))		
3. First names (given names)		
4. Date of birth (year-month-day)		
5. ID-number (optional)		
6. Place and country of birth		
7. Current nationality/ies	8. Original nationality (nationality at birth)	Date of application:
9. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	10. Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other	File handled by:
11. Father's name	12. Mother's name	Supporting documents: <input type="checkbox"/> Valid passport <input type="checkbox"/> Need to travel frequently
13. Type of passport: <input type="checkbox"/> National passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Seaman's passport <input type="checkbox"/> Other travel document (please specify) .....		FTD <input type="checkbox"/> Refused <input type="checkbox"/> Granted
14. Number of passport	15. Issued by	
16. Date of issue	17. Valid until	
18. Other FTDs/ERTDs/visas (issued during the past three years) and their period of validity		
19. Reasons for frequent travel (e.g. business, family or friends, cultural/sports, official, medical reasons, other) Please specify (appropriate supporting documentation may be added or may be requested by the consular authorities when such need arises): .....		
20. Spouse's family name	21. Spouse's family name at birth	Valid from ..... to .....
		Valid for .....

22. Spouse's first name	23. Spouse's date of birth	24. Spouse's place of birth	For embassy/ consulate use only
25. Children (Applications must be submitted separately for each person)			
Name	First name	Date of birth	
1.			
2.			
<p>26. I am aware of and consent to the following: any personal data concerning me which appear on the FTD application form will be supplied to the relevant authorities in the Schengen States and processed by those authorities, if necessary, for the purposes of a decision on my FTD application. Such data may be input into, and stored in, databases accessible to the relevant authorities in the various Schengen States.</p> <p>At my express request, the consular authority processing my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them altered or deleted, in particular, should they be inaccurate, in accordance with the national law of the State concerned.</p> <p>I declare to the best of my knowledge all particulars supplied by me are correct and complete.</p> <p>I am aware that any false statements will lead to my application being rejected or to the cancellation or revocation of an FTD already granted and may also render me liable to prosecution under the law of the Schengen State which deals with the application.</p> <p>I undertake to respect the time limit of the FTD.</p> <p>I have been informed that possession of an FTD is only one of the prerequisites for entry in order to pass through the European territory of the Schengen States. The mere fact that an FTD has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 4 of Regulation (EC) No 693/2003 and am thus refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Schengen States.</p>			
27. Applicant's home address		28. Telephone number	
29. Place and date	30. Signature (for minors, signature of custodian/guardian)		

## ANNEX II

## PERSONAL DATA SHEET FOR A FRTD

This sheet is free

1. Surname(s) (family name(s)) **		For embassy/consulate use only
2. Surname(s) at birth (earlier family name(s))		
3. First names (given names) **		
4. Date of birth (year-month-day) **		
5. Place and country of birth		
6. Father's name **		Date of application:
7. Mother's name *		File handled by:
8. Number of passport **		FRTD <input type="checkbox"/> Refused <input type="checkbox"/> Granted
9. Date of issue	10. Valid until	Valid from ..... to .....
11. Date and time of departure of train (first entry to (Member State)) **	12. If known, date and time of departure of train (second entry to (Member State))	Valid for ..... .....
<p>13. I am aware of and consent to the following: any personal data concerning me which appear on the FRTD personal data sheet will be supplied to the relevant authorities in the Schengen States and processed by those authorities, if necessary, for the purposes of a decision on my FRTD application. Such data may be input into, and stored in, databases accessible to the relevant authorities in the various Schengen States.</p> <p>At my express request, the consular authority processing my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them altered or deleted, in particular, should they be inaccurate, in accordance with the national law of the State concerned.</p> <p>I declare to the best of my knowledge all particulars supplied by me are correct and complete.</p> <p>I am aware that any false statements will lead to my application being rejected or to the cancellation or revocation of an FRTD already granted and may also render me liable to prosecution under the law of the Schengen State which deals with the application.</p> <p>I undertake to respect the time limit (maximum 3 months) of the FRTD.</p> <p>I have been informed that possession of an FRTD is only one of the prerequisites for entry in order to pass through the European territory of the Schengen States. The mere fact that an FRTD has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 4 of Regulation (EC) No 693/2003 and am thus refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Schengen States.</p>		For Embassy/Consulate use only
14. Parent's home address *		
15. Parent's telephone number *		
16. Place and date		
17. Signature (for minors, signature of custodian/guardian)		

\* The fields marked with \* only have to be completed in the case of minors travelling unaccompanied.

\*\* Basic personal data to be transmitted electronically.

COUNCIL REGULATION (EC) No 694/2003  
of 14 April 2003  
on uniform formats for Facilitated Transit Documents (FTD) and Facilitated Rail Transit Documents (FRTD) provided for in Regulation (EC) No 693/2003

THE COUNCIL OF THE EUROPEAN UNION,

Having regard to the Treaty establishing the European Community, and in particular Article 62(2) thereof,

Having regard to the proposal from the Commission <sup>(1)</sup>,

Having regard to the opinion of the European Parliament <sup>(2)</sup>,

Whereas:

- (1) In order to prepare accession of new Member States, the Community should take into account specific situations, which may occur as a result of the enlargement and set out the relevant legislation in order to avoid future problems in relation with the crossing of the external border.
- (2) Council Regulation (EC) No 693/2003 <sup>(3)</sup> establishes a Facilitated Transit Document (FTD) and Facilitated Rail Transit Document (FRTD) for the case of a specific transit by land of third country nationals who must necessarily cross the territory of one or several Member States in order to travel between two parts of their own country which are not geographically contiguous. Uniform formats for these documents should be established.
- (3) These uniform formats should contain all the necessary information and meet high technical standards, in particular as regards safeguards against counterfeiting and falsification. The formats should also be suited to use by all Member States and bear universally recognisable harmonised security features which are clearly visible to the naked eye.
- (4) Powers to adopt such common standards should be conferred on the Commission, which should be assisted by the Committee established by Article 6 of Council Regulation (EC) No 1683/95 of 29 May 1995 laying down a uniform format for visas <sup>(4)</sup>.
- (5) To ensure that the information in question is not divulged more widely than is necessary, it is also essential that each Member State issuing the FTD/FRTD designate a single body for printing the uniform format for FTD/FRTD, while retaining the possibility of changing that body, if necessary. For security reasons, each such

Member State should communicate the name of the competent body to the Commission and to the other Member States.

- (6) The measures necessary for the implementation of this Regulation should be adopted in accordance with Council Decision 1999/468/EC of 28 June 1999 laying down the procedures for the exercise of implementing powers conferred to the Commission <sup>(5)</sup>.
- (7) In accordance with Articles 1 and 2 of the Protocol on the position of Denmark annexed to the Treaty on European Union and to the Treaty establishing the European Community, Denmark is not taking part in the adoption of this Regulation, and is not bound by it or subject to its application. Given that this Regulation builds upon the Schengen *acquis* under the provisions of Title IV of Part Three of the Treaty establishing the European Community, Denmark shall, in accordance with Article 5 of the said Protocol, decide within a period of six months after the Council has adopted this Regulation whether it will implement it in its national law.
- (8) As regards Iceland and Norway, this Regulation constitutes a development of provisions of the Schengen *acquis* within the meaning of the Agreement concluded by the Council of the European Union and the Republic of Iceland and the Kingdom of Norway concerning the association of those two States with the implementation, application and development of the Schengen *acquis* <sup>(6)</sup>, which fall within the area referred to in Article 1, point B of Council Decision 1999/437/EC of 17 May 1999 on certain arrangements for the application of that Agreement <sup>(7)</sup>.
- (9) This Regulation constitutes a development of provisions of the Schengen *acquis* in which the United Kingdom does not take part, in accordance with Council Decision 2000/365/EC of 29 May 2000 concerning the request of the United Kingdom of Great Britain and Northern Ireland to take part in some of the provisions of the Schengen *acquis* <sup>(8)</sup>; the United Kingdom is therefore not taking part in its adoption and is not bound by it or subject to its application.

<sup>(1)</sup> Not yet published in the Official Journal.

<sup>(2)</sup> Opinion delivered on 8 April 2003 (not yet published in the Official Journal).

<sup>(3)</sup> See page 8 of this Official Journal.

<sup>(4)</sup> OJ L 164, 14.7.1995, p.1. Regulation as last amended by Regulation (EC) No 334/2002 (OJ L 53, 23.2.2002, p. 23).

<sup>(5)</sup> OJ L 184, 17.7.1999, p. 23.

<sup>(6)</sup> OJ L 176, 10.7.1999, p. 36.

<sup>(7)</sup> OJ L 176, 10.7.1999, p. 31.

<sup>(8)</sup> OJ L 131, 1.6.2000, p. 43.

(10) This Regulation constitutes a development of provisions of the Schengen *acquis* in which Ireland does not take part, in accordance with Council Decision 2002/192/EC of 28 February 2002 concerning Ireland's request to take part in some of the provisions of the Schengen *acquis* <sup>(1)</sup>; Ireland is therefore not taking part in its adoption and is not bound by it or subject to its application.

(11) This Regulation constitutes an act building on the Schengen *acquis* or otherwise related to it within the meaning of Article 3(1) of the Act of Accession.

HAS ADOPTED THIS REGULATION:

#### Article 1

1. Facilitated Transit Documents (FTD) issued by the Member States as referred to in Article 2(1) of Regulation (EC) No 693/2003 shall be produced in the form of a uniform format (sticker) and shall have the same value as transit visas. They shall conform to the specifications set out in Annex I to this Regulation.

2. Facilitated Rail Transit Documents (FRTD) issued by the Member States as referred to in Article 2(2) of Regulation (EC) No 693/2003 shall be produced in the form of a uniform format (sticker) and shall have the same value as transit visas. They shall conform to the specifications set out in Annex II to this Regulation.

#### Article 2

1. Further technical specifications for the uniform format for FTD and FRTD relating to the following shall be established in accordance with the procedure referred to in Article 4(2):

- (a) additional security features and requirements including enhanced anti-forgery, counterfeiting and falsification standards;
- (b) technical processes and rules for the filling in of the uniform FTD/FRTD;
- (c) other rules to be observed for the filling in of the uniform FTD/FRTD.

2. The colours of the uniform FTD and FRTD may be changed in accordance with the procedure referred to in Article 4(2).

<sup>(1)</sup> OJ L 64, 7.3.2002, p. 20.

#### Article 3

1. The specifications referred to in Article 2 shall be secret and not be published. They shall be made available only to the bodies designated by the Member States as responsible for printing and to the persons duly authorised by a Member State or the Commission.

2. Each Member State which has decided to issue the FTD/FRTD shall designate one body having responsibility for printing them. It shall communicate the name of that body to the Commission and the other Member States. The same body may be designated by two or more Member States for this purpose. Each Member State shall be entitled to change its designated body. It shall inform the Commission and the other Member States accordingly.

#### Article 4

1. The Commission shall be assisted by the Committee set up by Article 6(2) of Regulation (EC) No 1683/95.

2. Where reference is made to this paragraph, Articles 5 and 7 of Decision 1999/468/EC shall apply.

The period laid down in Article 5(6) of Decision 1999/468/EC shall be two months.

3. The Committee shall adopt its Rules of Procedure.

#### Article 5

Without prejudice to data protection rules, persons to whom the FTD and FRTD is issued shall have the right to verify the personal particulars contained in the FTD/FRTD and, where appropriate, to have them corrected or deleted. No information in machine-readable form shall be included in the FTD and FRTD, unless provided for in the Annexes to this Regulation or unless it is mentioned in the relevant travel document.

#### Article 6

Member States which have decided to do so shall issue the uniform format for FTD and FRTD as referred to in Article 1 no later than one year after the adoption of the additional security features and requirements referred to in Article 2(1)(a).

The need for the incorporation of the photograph referred to in point 2 of Annex I and point 2 of Annex II may be determined by the end of 2005.

#### Article 7

This Regulation shall enter into force on the day following its publication in the *Official Journal of the European Union*.

This Regulation shall be binding in its entirety and directly applicable in the Member States in accordance with the Treaty establishing the European Community.

Done at Luxembourg, 14 April 2003.

*For the Council*  
*The President*  
A. GIANNITSIS

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## ANNEX I

### FACILITATED TRANSIT DOCUMENT (FTD)

#### Security features

1. An optically variable device (OVD), which provides a quality of identification and a level of security not less than the device used in the current uniform format for visas, shall appear in this space. Depending on the angle of view, 12 stars, the letter 'E' and a globe become visible in various sizes and colours.
2. An integrated photograph produced according to high security standards.
3. The logo consisting of a letter or letters indicating the issuing Member State with a latent image effect shall appear in this space. This logo shall appear light when held flat and dark when turned by 90°. The logos shall be used following Regulation (EC) No 1683/95.
4. The word 'FTD' in capital letters shall appear in the middle of this space in optically variable colouring. Depending on the angle of view, it shall appear in green or red.
5. This box shall contain the number of the FTD, which shall be pre-printed and shall begin with the letter or letters indicating the issuing country as described in point 3. A special type shall be used.

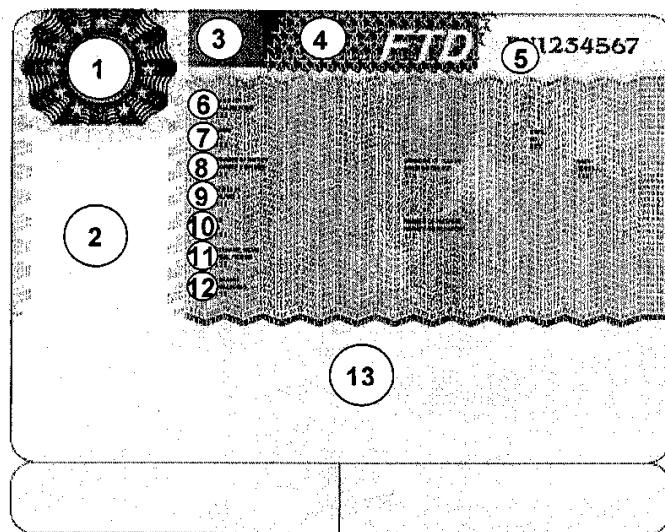
#### Sections to be completed

6. This box shall begin with the words 'valid for'. The issuing authority shall indicate the territory or territories for which the FTD is valid.
7. This box shall begin with the word 'from' and the word 'until' shall appear further along the line. The issuing authority shall indicate here the period of validity of the FTD.
8. This box shall begin with the words 'number of entries' and further along the line the words 'duration of transit' and again 'days' shall appear.
9. This box shall begin with the words 'issued in' and shall be used to indicate the place of issue.
10. This box shall begin with the word 'on' (after which the date of issue shall be filled in by the issuing authority) and further along the line the words 'number of passport' shall appear (after which the holder's passport number shall appear).
11. This box shall indicate the name and the forename of the holder.
12. This box shall begin with the word 'remarks'. It shall be used by the issuing authority to indicate any further information, which is considered necessary, provided that it complies with Article 5 of this Regulation. The following two-and-a-half lines shall be left empty for such remarks.
13. This box shall contain the relevant machine-readable information to facilitate external border controls.

The paper shall not be coloured (basic white shade).

The words designating the boxes shall appear in English, French and in the language of the issuing State.

Model of the FTD



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## ANNEX II

### FACILITATED RAIL TRANSIT DOCUMENT (FRTD)

#### Security features

1. An optically variable device (OVD), which provides a quality of identification and a level of security not less than the device used in the current uniform format for visas, shall appear in this space. Depending on the angle of view, 12 stars, the letter 'E' and a globe become visible in various sizes and colours.
2. An integrated photograph produced according to high security standards.
3. The logo consisting of a letter or letters indicating the issuing Member State with a latent image effect shall appear in this space. This logo shall appear light when held flat and dark when turned by 90°. The logos shall be used following Regulation (EC) 1683/95.
4. The word 'FRTD' in capital letters shall appear in the middle of this space in optically variable colouring. Depending on the angle of view, it shall appear in green or red.
5. This box shall contain the number of the FRTD, which shall be pre-printed and shall begin with the letter or letters indicating the issuing country as described in point 3 above. A special type shall be used.

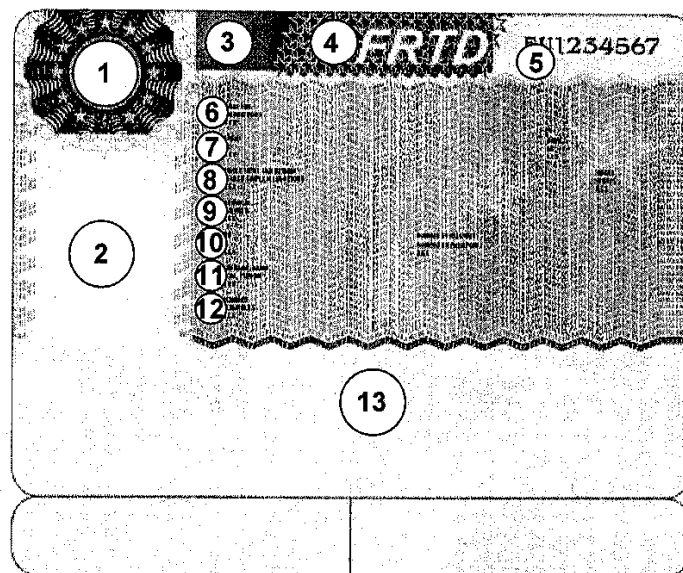
#### Sections to be completed

6. This box shall begin with the words 'valid for'. The issuing authority shall indicate the territory or territories for which the FRTD is valid.
7. This box shall begin with the word 'from' and the word 'until' shall appear further along the line. The issuing authority shall indicate here the period of validity of the FRTD.
8. In this box shall be stated 'single entry and return' and further along the line the word 'hours'.
9. This box shall begin with the words 'issued in' and shall be used to indicate the place of issue.
10. This box shall begin with the word 'on' (after which the date of issue shall be filled in by the issuing authority) and further along the line the words 'number of passport' shall appear (after which the holder's passport number shall appear).
11. This box shall indicate the name and the forename of the holder.
12. This box shall begin with the word 'remarks'. It shall be used by the issuing authority to indicate any further information, which is considered necessary, provided that it complies with Article 5 of this Regulation. The following two-and-a-half lines shall be left empty for such remarks.
13. This box shall contain the relevant machine-readable information to facilitate external border controls.

The paper shall not be coloured (basic white shade).

The words designating the boxes shall appear in English, French and in the language of the issuing State.

# Model of the FRTD



## ANNEX 18

Table of representation for issuing uniform visas

	BE	CZ	DK	DE	EE	EL	ES	FR	IT	LV	LT	LU	HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	IS	NO	CH
<b>AFGHANISTAN</b> <i>Kabul</i>	DE <sup>1</sup>	x	x <sup>2</sup>	x			x	x <sup>3</sup>	x					IT	x <sup>4</sup>		x	IT	IT			x <sup>5</sup>		x <sup>5</sup>	
<b>ALBANIA</b> <i>Tirana</i> Gjirokastr Korutsa Scutari Valona	x	x	x	x	HU	x x x	x	x	x	HU		BE	x	AT	BE	x	x	FR	HU		DK	DK	DK	DK	x
<b>ALGERIA</b> <i>Algiers</i> Annaba Oran	x	x	x	x	ES	x	x	x x x	x	HU		BE	x	x	x	x	x	x	AT		x	x	DK	x	x
<b>ANDORRA</b> <i>Andorra-La-Vella</i>	FR			FR		FR	x	x				FR			FR	ES		x							
<b>ANGOLA</b> <i>Luanda</i> Benguela	x	x	NO	x	DE	PT	x	x	x			BE		IT	x	PT PT	x	x x	PL			NO	NO	x	
<b>ARGENTINA</b> <i>Buenos Aires</i> Bahia Blanca Cordoba Mendoza Rosario - Santa Fé La Plata Mar del Plata	x	x	SE	x	ES	x	x x x x	x	x x <sup>6</sup> x <sup>6</sup> x <sup>6</sup> x <sup>6</sup> x <sup>6</sup> x <sup>6</sup>		x	BE	x	AT	x	x	x	x	x	x	x	x	SE	SE	x
<b>ARMENIA</b> <i>Yerevan</i>	DE		FR	x	LT	x	IT	x	x	FR	x	DE	LT		DE	DE	x	FR	PL		IT	DE	FR	FR	
<b>AUSTRALIA</b> <i>Canberra</i> Adelaide Brisbane Melbourne Perth Sydney	x	x	NO	x		x x	x x	x x	x x x x			BE		x	x	x	x	x	x	x	x	NO	NO	x	x

- <sup>1</sup> Representation issues visas up to 30.6.2009 only to holders of diplomatic and service passports in connection with visa application for the purpose of visiting the EU or NATO institutions.
- <sup>2</sup> Representation issues visas for official purposes only.
- <sup>3</sup> Representation only issues visas to holders of diplomatic and service passports.
- <sup>4</sup> Representation only issues visas to official delegations invited by the Netherlands.
- <sup>5</sup> Representation does not currently issue visas
- <sup>6</sup> Representation does not issue visas as from 1 November 2006.

	BE	CZ	DK	DE	EE	EL	ES	FR	IT	LV	LT	LU	HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	IS	NO	CH
<b>AZERBAIJAN</b> <i>Baku</i>	FR		NO	x	LV	x	FR	x	x	x	x	FR	LV	IT	FR	DE	x	FR	LV		NO	NO	NO	x	
<b>BAHRAIN</b> <i>Manama</i>	DE		DE	x		FR	FR	x	x			DE		IT	DE	FR		FR	DE		DE	DE	DE	DE	
<b>BANGLADESH</b> <i>Dhaka</i>	NL		SE	x	DE	IT	x	x	x			NL		IT	x	FR		FR	NL		SE	x	SE	SE	x
<b>BELARUS</b> <i>Minsk</i> <i>Brest</i> <i>Hrodna</i> <i>Vitebsk</i>	DE	x	DE	x	x		FR	x	x	x	x	DE	x	IT	DE	DE	x x x	FR	DE	x	EE		FR	FR	
<b>BENIN</b> <i>Cotonou</i>	x		x	x		FR	FR	x	FR			NL			x	FR		FR	DK		NL	DK	DK	DK	
<b>BHUTAN</b> <i>Thimphu</i>			x																						
<b>BOLIVIA</b> <i>La Paz</i> <i>Santa Cruz de la Sierra</i>	ES ES		x	x	DE	ES ES	x x	ES ES	x			NL		IT	x	ES ES		ES ES	IT		NL	DK	DK	DK	x
<b>BOSNIA AND HERZEGOVINA</b> <i>Sarajevo</i>	NL	x	x	x	HU	x	x	x	x	DE	HU	NL	x	AT	x	x	x	x	x	x	DK	x	DK	x	x
<b>BOTSWANA</b> <i>Gaborone</i>	FR		DE	x	DE	FR	FR	x	FR			FR	DE		FR	DE		DE	FR		DE	DE			
<b>BRAZIL</b> <i>Brasilia</i> <i>Belo Horizonte</i> <i>Curitiba</i> <i>Porto Alegre</i> <i>Recife</i> <i>Rio de Janeiro</i> <i>Salvador-Bahia</i> <i>Santos</i> <i>São Paulo</i>		x	NO	x		x	x	x	x x x x x					AT	x	x	x x	x x	PT	x	NO	NO	NO	x	x
				x			x		x						x	x		x x x	PT PT		NL	NO	NO	x	x
	x	x		x	ES	x	x	x	x			BE	x	IT	x		x	x	PT		NL				x
<b>BRUNEI</b> <i>Bandar Seri Begawan</i>	FR			FR		FR	FR	x				FR			FR	FR		FR						FR	

	BE	CZ	DK	DE	EE	EL	ES	FR	IT	LV	LT	LU	HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	IS	NO	CH
<b>BULGARIA</b> <i>Sofia</i> Plovdiv	x	x	x	x	x	x x	x	x	x			BE	x	AT	x	x	x	x	EE	x	x	x	DK	x	x
<b>BURKINA FASO</b> <i>Ouagadougou</i>	x		x	x		FR	FR	x	FR			BE	BE		x	FR		FR	DK		NL	DK	DK	DK	
<b>BURUNDI</b> <i>Bujumbura</i>	x			BE		BE	BE	BE	BE			BE			BE	BE		BE							
<b>CAMBODIA</b> <i>Phnom Penh</i>	FR			x		FR	FR	x	DE			DE			DE	DE		FR	FR			FR	FR	FR	
<b>CAMEROON</b> <i>Yaoundé</i> Douala	x		FR FR	x	DE	x	x	x x	x			BE	DE		BE	BE		ES	ES			IT		BE	x
<b>CANADA</b> <i>Ottawa</i> Hamilton Montreal Toronto Vancouver	x x x x	x x x x	x    	x    	x    	x    	x    	x    	x x x x	x    	x    	BE  BE BE NL	x   x	AT   IT	x   x	x  DE DE DE	x  x x x	x    	x    	x    	x    	DK    	DK    	DK    	x  x x x
<b>CAPE VERDE</b> <i>Praia</i>	FR			FR			x	x				FR			FR	PT		x	PT			FR			
<b>CENTRAL AFRICAN REPUBLIC</b> <i>Bangui</i>	FR		FR	FR		FR	FR	x	FR			FR			FR	FR		FR	FR						
<b>CHAD</b> <i>N'Djamena</i>	FR		FR	FR		FR	FR	x	FR			FR			FR	FR			FR						
<b>CHILE</b> <i>Santiago</i>	x	x	SE	x		x	x	x	x			BE	x	AT	x	x	x	x	NL		x	x	SE	SE	x
<b>CHINA (PR)</b> <i>Beijing</i> Canton(Guangzhou) Chengdu Shanghai Hong Kong Macau Wuhan	x x x x x	x    	x x x x x	x x x x PT	x    	x x x x PT	x x x x x	x x x x x	x x x x x	x    	x    	x NL  x BE	x   x NL	x   AT AT	x x x x	x x x x PT	x x x DE x	x   AT DE	x   x  	x   x  	x x x x x	x x x x x	x DK DK DK DK	x DK FI FI	x x x x
<b>COLOMBIA</b> <i>Bogotá</i>	x	x	SE	x		ES	x	x	x	DE	AT	BE		AT	x	x	x	x	AT		SE	x	SE	SE	x
<b>COMOROS</b> <i>Moroni</i>	FR			FR		FR	FR	x	FR			FR			FR	FR		FR							

	BE	CZ	DK	DE	EE	EL	ES	FR	IT	LV	LT	LU	HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	IS	NO	CH
<b>CONGO</b> <i>Brazzaville</i> <i>Pointe-Noire</i>	x			FR		FR	FR	x x	x			BE			BE	FR		FR	IT						
<b>CONGO (DEMOCRATIC REPUBLIC OF)</b> <i>Kinshasa</i> <i>Lubumbashi</i> <i>Matadi</i>	x x x <sup>1</sup>	x	SE	x		x	x	x	x			BE BE			BE BE	FR		x			BE	x	SE	SE	x
<b>COSTA RICA</b> <i>San José</i>	x	x		x	ES	ES	x	x	x			BE		ES	x	ES		ES	NL		ES	ES	FR		x
<b>COTE D'IVOIRE</b> <i>Abidjan</i>	x		NO	x	DE	FR	x	x	x			BE			BE	BE		ES	IT			NO		x	x
<b>CROATIA</b> <i>Zagreb</i> <i>Split</i> <i>Rijeka (Fiume)</i>	x	x	NO	x		x	x	x	x x x			BE	x		x	x	x	x	x	x	x	NO	NO	x	x
<b>CUBA</b> <i>Havana</i>	x	x	SE	x		x	x	x	x	HU	HU	BE	x	ES	x	x	x	x	HU	x	SE	x	SE	SE	x
<b>CYPRUS</b> <i>Nicosia</i>	DE		DE	x		x	x	x	x			DE	x		DE	x	x	x		x	SE	x	DE	DE	x
<b>DJIBOUTI</b> <i>Djibouti</i>	FR			FR		FR	FR	x	FR			FR			FR	FR		FR				FR			
<b>DOMINICAN REPUBLIC</b> <i>Santo Domingo</i>	NL		FR	x	DE	ES	x	x	x	NL		NL		ES	x	CH		ES	IT		NL	ES	FR	NL	x
<b>ECUADOR</b> <i>Quito</i> <i>Guayaquil</i>	FR			x		ES	x x	x	x	NL		NL		ES	x	DE		ES							x
<b>EGYPT</b> <i>Cairo</i> <i>Alexandria</i>	x	x	x	x	LV	x x	x x	x	x x	x	x	BE	x	x	x	x	x	x	x	x	x	x	DK	x	x
<b>EL SALVADOR</b> <i>San Salvador</i>	ES			x	ES	ES	x	x	x			ES		ES	ES	ES		FR	ES		ES				
<b>EQUATORIAL GUINEA</b> <i>Malabo</i> <i>Bata</i>	ES			ES		ES	x x	x	ES			ES			ES	ES		ES	ES			ES			

<sup>1</sup> Representation currently closed.

	BE	CZ	DK	DE	EE	EL	ES	FR	IT	LV	LT	LU	HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	IS	NO	CH	
<b>ERITREA</b> <i>Asmara</i>	NL		NO	NL		NL	NL	NL	x			NL	NL	IT	x	NL		NL	NL		NL	NO	NL	x		
<b>ETHIOPIA</b> <i>Addis Ababa</i>	x	x	x	x		x	x	x	x			BE	AT	AT	x	x	x	ES	ES		x	x	DK	SE	x	
<b>FIJI</b> <i>Suva</i>	FR			FR		FR	FR	x	FR			FR			FR	FR		FR	FR			FR	FR	FR		
<b>FORMER YUGOSLAV REPUBLIC OF MACEDONIA</b> <i>Skopje</i> <i>Bitola</i>	NL	x		x	HU	x <sup>1</sup> x	x	x	x	DE	HU	NL	x	IT	x	x	x	FR	x			x	FR	x	x	
<b>GABON</b> <i>Libreville</i>	FR			FR		FR	x	x	x			FR			FR			ES				ES				
<b>GEORGIA</b> <i>Tbilisi</i>	NL <sup>2</sup>	x		x	x	x	DE	x	x	x	x	NL	LV	IT	x		x	DE	PL		DE	LV	FR	FR	x	
<b>GHANA</b> <i>Accra</i>	NL <sup>2</sup>	x	x	x	DE	ES	x	x	x			NL		IT	x	FR		ES	ES		DK	DK	DK	DK	x	
<b>GUATEMALA</b> <i>Guatemala City</i>	NL		SE	x	ES	ES	x	x	x			NL		ES	x	x		ES	IT		ES	x	SE	SE	x	
<b>GUINEA</b> <i>Conakry</i>	x			x		DE	x	x	FR							FR		DE	FR							
<b>GUINEA-BISSAU</b> <i>Bissau</i>	FR			FR		PT	x	x				FR			FR	PT		x	PT		PT	PT				
<b>HAITI</b> <i>Port-au-Prince</i>	FR		FR			ES	x	x	FR			FR		ES	FR	FR		ES	ES			FR		FR	x	
<b>HOLY SEE</b> <i>Vatican City (Rome)</i>	x	x <sup>3</sup>				x	x		x		x	BE			x	x		x	x							
<b>HONDURAS</b> <i>Tegucigalpa</i>	ES			x	ES	ES	x	x	x			ES		ES	ES	ES		ES	ES		ES					
<b>INDIA</b> <i>New Delhi</i> <i>Mumbai (Bombay)</i> <i>Kolkata (Calcutta)</i> <i>Goa</i> <i>Chennai (Madras)</i> <i>Pondichery</i>	x x	x x	x	x x x	HU	x FR PT FR	x x PT FR	x x x x	x x x x	HU NL	x	BE BE	x	IT IT	x x	x	x x	x x x	x PT	x	x	x IT IT DE	DK IT	x IT DE	x IT DE	x x

<sup>1</sup> Liaison office.

<sup>2</sup> Visas are issued in the framework of representation solely when the travel destination on the visa application is EU or NATO institutions.

<sup>3</sup> Representation does not issue visas.



	BE	CZ	DK	DE	EE	EL	ES	FR	IT	LV	LT	LU	HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	IS	NO	CH
<b>INDONESIA</b> <i>Jakarta</i>	x	x	x	x	FI	x	x	x	x	DE	HU	BE	x	AT	x	x	x	x	AT	x	x	x	DK	x	x
<b>IRAN</b> <i>Tehran</i>	x	x	x	x	FI	x	x	x	x	HU	HU	BE	x	AT	x	x	x	x	x	x	x	x	DK	x	x
<b>IRAQ</b> <i>Baghdad</i>	x <sup>1</sup>	x	x	x <sup>2</sup>			x	x	x			BE <sup>1</sup>		IT	x <sup>1</sup>	x <sup>1</sup>	x	IT	IT	x <sup>3</sup>	x <sup>1</sup>	x <sup>4</sup>		x <sup>1</sup>	x <sup>1</sup>
<b>IRELAND</b> <i>Dublin</i>	x	x	SE	x	x	x	x	x	x	x <sup>5</sup>	x	BE	x	x	x	x	x	x	x		x	x	SE	SE	x
<b>ISRAEL</b> <i>Tel Aviv</i> <i>Jerusalem</i>	x x	x	x	x		x x	x x	x x	x x	x	x	BE BE	x	IT IT	x	x	x	x	x	x	x	x x	DK	x	x
<b>JAMAICA</b> <i>Kingston</i>	FR			x	DE	ES	x	x	DE							ES		ES	ES					FR	
<b>JAPAN</b> <i>Tokyo</i> <i>Osaka-Kobe</i>	x	x	x	x x	x	x IT	x	x	x x	x	x	x	x	AT	x x	x	x	x	x	x	x	x	DK	x	x x
<b>JORDAN</b> <i>Amman</i>	x	x	NO	x	NL	x	x	x	x	DE		BE	x	IT	x	x	x	ES	AT		NO	x	NO	x	x
<b>KAZAKHSTAN</b> <i>Astana</i> <i>Almaty</i>	NL	x		x	LV	x	x	x <sup>6</sup> x	x	x HU	x	NL	AT x	IT	x	x HU	x x	FR	AT HU	x	NL	NL	NL	NL	x
<b>KENYA</b> <i>Nairobi</i>	x	x	x	x	NL	x	x	x	x	HU		BE	x	AT	x	x	x	x	AT	x	x	x	DK	x	x
<b>(NORTH) KOREA</b> <i>Pyongyang</i>		x	SE	x		SE	DE		SE							DE	x	DE	PL		SE	x	SE	SE	
<b>(SOUTH) KOREA</b> <i>Seoul</i>	x	x	SE	x		x	x	x	x			BE	x	AT	FI	x	x	x	IT	x	x	x	SE	SE	x
<b>KUWAIT</b> <i>Kuwait City</i>	x	x	AT	x	AT	x	x	x	x	HU		BE	x	AT	x	x	x	ES	AT	x	DE	NL		DE	x
<b>KYRGYZSTAN</b> <i>Bishkek</i>	DE		DE	x		DE	DE	DE	DE			DE			DE	DE		DE			DE	DE		DE	
<b>LAOS</b> <i>Vientiane</i>	FR			x		DE	DE	x	DE			FR			FR	FR		DE			DE				

<sup>1</sup> Representation currently closed.

<sup>2</sup> Representation only issues visas to bona-fide applicants and in humanitarian cases.

<sup>3</sup> Representation does not issue visas as of 1 January 2008.

<sup>4</sup> Representation only issues visas to bona-fide applicants and for reasons of national interest.

<sup>5</sup> Visas are issued in cases of *force majeure*, on humanitarian grounds, for reasons of national interest or because of international obligations.

<sup>6</sup> Representation only issues visas to holders of diplomatic and service passports.

	BE	CZ	DK	DE	EE	EL	ES	FR	IT	LV	LT	LU	HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	IS	NO	CH
<b>LEBANON</b> <i>Beirut</i>	x	x	NO	x		x	x	x	x	HU	AT	BE	x	IT	x	x	x	ES	HU		AT	IT	FR	x	x
<b>LIBERIA</b> <i>Monrovia</i>				x <sup>1</sup>			x <sup>1</sup>		x <sup>1</sup>																
<b>LIBYA</b> <i>Tripoli</i> <i>Benghazi</i>	x	x	DE	x		x	x	x	x			BE	x	x	x	x	x	x	AT	x	IT	DE		DE	x
<b>MADAGASCAR</b> <i>Antananarivo</i> <i>Diego-Suarez</i> <i>Tamatave</i> <i>Majunga</i>	DE		NO	x	DE	FR	FR FR FR FR	x x x x	FR			DE	DE		DE	DE		FR FR FR FR	FR			NO	NO FR FR FR	x	x
<b>MALAWI</b> <i>Lilongwe</i>	DE		NO	x		DE	DE	DE	DE			DE	DE		DE	DE		DE			NO	NO	NO	x	
<b>MALAYSIA</b> <i>Kuala Lumpur</i>	x	x	SE	x		ES	x	x	x			x	x	AT	x	x	x	ES	BE	x	x	x	SE	SE	x
<b>MALI</b> <i>Bamako</i>	x		x	x		FR	x	x	FR			NL			x	FR		FR	FR			DK		DK	
<b>MAURITANIA</b> <i>Nouakchott</i>	FR		DE	x		FR	x	x	ES			FR			FR	ES		ES							
<b>MAURITIUS</b> <i>Port Louis</i>	FR		FR	FR		FR	FR	x	FR			FR			FR	FR		FR				FR	FR	FR	
<b>MEXICO</b> <i>Mexico City</i> <i>Guadalajara</i> <i>Monterrey</i>	x	x	x	x	ES	x	x x x	x	x			BE	x	AT	x	x	x	x	BE	x	x	DK	DK	x	x
<b>MOLDOVA</b> <i>Chisinau</i>	DE <sup>1</sup>	x	HU	x	HU	HU		x	x	HU	x	HU	x		HU	HU	x		HU		HU	HU			
<b>MONACO</b> <i>Monaco</i>	FR			FR		FR	FR	x	x			FR			FR	FR		FR							
<b>MONGOLIA</b> <i>Ulan Bator</i>	DE	x	DE	x		DE	DE	x	DE <sup>2</sup>	DE		DE			DE	DE		DE			DE	DE	DE		
<b>MONTENEGRO</b> <i>Podgorica</i>	SI		SI	x <sup>3</sup>	SI	x	SI	SI	x	SI	SI	SI	SI	IT	SI	SI	SI		x						

<sup>1</sup> Representation solely for holders of diplomatic and official duty passports.

<sup>2</sup> Solely for the purpose of issuing visas to holders of diplomatic passports and to members of official delegations.

<sup>3</sup> Representation does not currently issue visas.

	BE	CZ	DK	DE	EE	EL	ES	FR	IT	LV	LT	LU	HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	IS	NO	CH
<b>MOROCCO</b> <i>Rabat</i>		x	SE	x			x	x	x	DE		NL	x	IT	x	x	x	x	DE		x	x	SE	x	x
Agadir							x	x																	
Casablanca	x					x	x	x	x			BE													
Fez								x																	
Marrakesh								x																	
Nador							x																		
Tangier							x	x																	
Tetouan							x																		
<b>MOZAMBIQUE</b> <i>Maputo</i>	NL		x	x		PT	x	x	x			NL	DE	IT	x	NL		x x	NL		x	DK	DK	x	x
Beira																									
<b>MYANMAR</b> <b>(BURMA)</b> <i>Rangoon</i>	DE			x		DE	FR	x	x			DE	DE	IT	DE	DE		FR			DE		DE	DE	
<b>NAMIBIA</b> <i>Windhoek</i>	DE		FI	x	FI	DE	x	DE	x			DE	DE	IT	DE	DE		ES			x	FI	FI	FI	
<b>NEPAL</b> <i>Kathmandu</i>	DE		x	x		FR	FR	x	FR			DE	DE		DE	DE		FR	FR		x	DK	DK	x	
<b>NEW ZEALAND</b> <i>Wellington</i>	NL		NL	x		x	x	x	x			NL			x	DE	x	FR	NL		NL	NL		NL	x
<b>NICARAGUA</b> <i>Managua</i>	NL		x	x	ES	ES	x	DK	x			NL	FI	IT	x	ES		ES	ES		x	DK	DK	DK	
<b>NIGER</b> <i>Niamey</i>	FR		FR	FR		FR	x	x	FR			FR			FR	FR		FR	FR						
<b>NIGERIA</b> <i>Abuja</i>	x	x	SE	x	NL	x		x	x		HU	BE	x	AT	x	x	x			x		x	NO	x	x
Lagos				x			x	x	x					IT		x					x				
<b>OMAN</b> <i>Muscat</i>	NL			x		FR	x	x	x			NL			x			FR					NL		
<b>PAKISTAN</b> <i>Islamabad</i>	x	x	x	x x	HU	x IT	x	x	x x	DE DE	HU	BE	x		x	x	x	x	DE DE		x	x	SE	x	x
Karachi														IT											
<b>PANAMA</b> <i>Panama City</i>	ES			x	ES	ES	x	x	x			ES		IT	ES	ES		ES							
<b>PAPUA NEW GUINEA</b> <i>Port Moresby</i>	FR			FR		FR	FR	x	FR			FR			FR	FR		FR	FR			FR	FR	FR	
<b>PARAGUAY</b> <i>Asunción</i>	ES		DE	x	ES	ES	x	x	x			ES		ES	ES	ES		ES	IT		DE				x
<b>PERU</b> <i>Lima</i>	x	x	FI	x	FI	x	x	x	x	NL		BE	FI	AT	x	x	x	x	AT		x	FI	FI	FI	x

	BE	CZ	DK	DE	EE	EL	ES	FR	IT	LV	LT	LU	HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	IS	NO	CH
<b>PHILIPPINES</b> <i>Manila</i>	x	x	NO	x	FI	x	x	x	x	NL	AT	BE	BE	ES	x	x			BE		x		NO	x	x
<b>QATAR</b> <i>Doha</i>	x		FR	x		x	x	x	x			BE	x	IT	x	DE	x	FR	DE		DE	IT	FR	DE	
<b>ROMANIA</b> <i>Bucharest</i> <i>Sibiu</i> <i>Timisoara</i>	x	x	x	x x x	x	x	x	x	x x <sup>1</sup>		x	BE	x	AT	x	x		x		x	x	x	DK	x	x
<b>RUSSIA</b> <i>Moscow</i> <i>Irkutsk</i> <i>Kaliningrad</i> <i>Murmansk</i> <i>Novorossisk</i> <i>Novosibirsk</i> <i>Petrozavodsk</i> <i>Pskov</i> <i>Sovetsk</i> <i>St Petersburg</i> <i>Yekaterinburg</i>	x	x	x  LT	x x  x  x  x  x  x x x	x  LT	x   x	x   x	x DE	x   x <sup>1</sup>	x  x	x x	x  x NL	x  LV    x x	x          x	x   NO	x   EE	x  x FI	x     x	x  x LV HU	x     x	x     x HU	x  NO  FI   x	DK  FI     DK	x  LT x	x          x
<b>RWANDA</b> <i>Kigali</i>	x			x	DE	BE	DE	BE	BE <sup>2</sup>			BE	DE		x	BE		BE	DE		NL	BE			
<b>ST LUCIA</b> <i>Castries</i>	FR		FR	FR		FR	FR	x	FR			FR			FR	FR		FR				FR			
<b>SAN MARINO</b> <i>San Marino</i>	IT			IT		IT	IT	IT	x			IT			IT	IT		IT							
<b>SÃO TOME + PRINCEPE</b> <i>São Tomé</i>	PT			PT		PT	PT	PT	PT			PT			PT	PT		x	PT						
<b>SAUDI ARABIA</b> <i>Riyadh</i> <i>Jedda</i>	x	x	x	x	AT	x x	x	x x	x x	DE	HU	BE	x	x	x	x x	x	x	AT		SE	x	DK	x	x x
<b>SENEGAL</b> <i>Dakar</i> <i>St Louis</i>	x		SE	x		AT	x	x x	x			BE	AT	AT	x	x		x	AT		SE	x	SE	SE	x

<sup>1</sup> Representation does not currently issue visas.

<sup>2</sup> Representation is limited to the issuing of visas for political and diplomatic figures and to urgent humanitarian cases.

	BE	CZ	DK	DE	EE	EL	ES	FR	IT	LV	LT	LU	HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	IS	NO	CH
<b>SERBIA</b> <i>Belgrade</i>	x	x	x	x	FI	x	x	x	x	DE	HU	BE	x	x	x	x	x	x	x	x	x	x	DK	x	x
<i>Subotica</i>													x												
<i>Kosovo/Pristina</i>	x	x <sup>1</sup>		x		x			x			BE	x			CH			x						x
<b>SEYCHELLES</b> <i>Victoria</i>	FR		FR	FR		FR	FR	x	FR			FR			FR	FR		FR				FR		FR	
<b>SIERRA LEONE</b> <i>Freetown</i>				x <sup>2</sup>																					
<b>SINGAPORE</b> <i>Singapore</i>	x		x	x		FR	x	x	x			BE	x	IT	x	FR	x	DE	ES		DK	x	DK	DK	x
<b>SOMALIA</b> <i>Mogadishu</i>				x <sup>3</sup>				x <sup>3</sup>	x <sup>3</sup>																
<b>SOUTH AFRICA</b> <i>Pretoria</i>	x	x	x	x		x	x		x	HU	HU	BE	x	IT	x	x	x	x	DE	x	x	x	DK	x	x
<i>Capetown</i>	x			x		x	x	x	x			BE		IT	x	x		x	DE		x				x
<i>Durban</i>						x			x					IT				x							
<i>Johannesburg</i>	x					x		x	x			BE		IT				x							
<b>SRI LANKA</b> <i>Colombo</i>	NL		NO	x	DE	IT	FR	x	x	DE		NL	DE	IT	x	DE		FR	NL		SE	x	NO	x	x
<b>SUDAN</b> <i>Khartoum</i>	NL		NO	x	DE	x	x	x	x			NL	DE	IT	x	DE		FR	IT			NO	NO	x	x
<b>SURINAME</b> <i>Paramaribo</i>	NL		NL	NL		NL	NL	x	NL	NL		NL	NL		x	NL		NL	NL			NL		NL	
<b>SYRIA</b> <i>Damascus</i>	x	x	x	x	FI	x	x	x	x	NL	AT	BE	x		x	x	x	FR	AT	x	x	x	DK	DK	x
<i>Aleppo</i>								x																	
<b>TAJIKISTAN</b> <i>Dushanbe</i>	DE		DE	x		DE	DE	DE	DE			DE			DE	DE		DE			DE	DE		DE	
<b>TANZANIA</b> <i>Dar-es-Salaam</i>	x		SE	x	FI	FR	x	x	x			BE	FI	IT	x	BE		ES			x	x	SE	x	x
<b>THAILAND</b> <i>Bangkok</i>	x	x	x	x	FI	x	x	x	x	HU		x	x	AT	x	x	x	x	AT	x	x	x	DK	x	x
<b>TIMOR-LESTE</b> <i>Dili</i>						PT	PT											x			PT			PT	
<b>TOGO</b> <i>Lomé</i>	FR			x		FR	FR	x				FR			FR	FR		FR	FR						

- <sup>1</sup> Liaison office.  
<sup>2</sup> Representation does not currently issue visas.  
<sup>3</sup> Representation currently closed.

	BE	CZ	DK	DE	EE	EL	ES	FR	IT	LV	LT	LU	HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	IS	NO	CH
<b>TRINIDAD AND TOBAGO</b> <i>Port-of-Spain</i>	NL		NL	x	DE		x	x	DE			NL	NL		x	FR		DE			NL	NL	NL	NL	
<b>TUNISIA</b> <i>Tunis</i>	x	x	FI	x	FI	x	x	x	x	DE		BE	x	x	x	x	x	x	AT		x	FI	FI	FI	x
<b>TURKEY</b> <i>Ankara</i>	x	x	x	x	x	x	x	x	x	x	x	BE	x <sup>1</sup>		x	x	x	x	x	x	x	x	DK	x	x
<i>Edirne</i>						x																			
<i>Istanbul</i>	x	x	x	x	HU	x	x	x	x			BE	x <sup>1</sup>	x	x	x	x		HU	x			DK	HU	x
<i>Izmir</i>				x		x			x				DE <sup>1</sup>												
<b>TURKMENISTAN</b> <i>Ashgabat</i>	DE		DE	x		DE	DE	x	DE	DE		DE			DE	DE		DE			DE			DE	
<b>UGANDA</b> <i>Kampala</i>	x		NO	x	DE	FR	FR	x	x			BE		IT	x	DE		FR	NL			NO	NO	x	
<b>UKRAINE</b> <i>Kiev</i>	x	x	x	x	x	x	x	x	x	x	x	BE	x		x	x	x	x	x	x	x	x	NO	x	x
<i>Beregovo</i>													x												
<i>Donetsk</i>		x											x												
<i>Kharkov</i>																	x								
<i>Luck</i>																	x								
<i>Lviv</i>		x															x								
<i>Mariupol</i>						x											x								
<i>Odessa</i>						x											x								
<i>Sevastopol</i>																	x								
<i>Uzhhorod</i>													x							x					
<i>Vinnvtsia</i>																	x								

- <sup>1</sup> Representation by Germany only for the following categories of visa applicants: Turkish nationals residing and exercising their activities in Turkey who wish to transit through the Republic of Hungary in order to enter the territory of Germany for a stay of up to two months:
- for the purpose of providing a temporary service on behalf of an employer based in Turkey,
    - if they are a driver involved in the international carriage of goods and/or persons or a member of the crew of a seagoing vessel, an inland waterway vessel or aircraft, or
    - if they are employed in connection with the assembly, maintenance or repair of machines or facilities supplied,
  - for the purpose of providing services for remuneration which take the form of
    - recitals or performances of particular artistic value (by internationally renowned and respected artists or groups, whose performance or recital is of a standard higher than other such artists or groups when compared internationally),
    - lectures or performances of special scholarly value or
    - performances of a sporting nature (only in the case of professional athletes who support themselves primarily from their sporting activities).

	BE	CZ	DK	DE	EE	EL	ES	FR	IT	LV	LT	LU	HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	IS	NO	CH
<b>UNITED ARAB EMIRATES</b> <i>Abu Dhabi</i> Dubai	x NL	x		x x	FI	x	x	x x	x x	DE DE		BE NL	x		BE x	ES	x	ES	DE DE		x	x	NO	x	x x
<b>UNITED KINGDOM</b> <i>London</i> Bedford Edinburgh-Glasgow Hamilton (Bermuda) Manchester	x	x	x	x x	x	x	x	x	x x x	x	x	x	x	x	x	x	x x	x x	x	x	x	x	DK NO	x x	x
<b>UNITED STATES OF AMERICA (USA)</b> <i>Washington</i> Atlanta Boston Chicago Cleveland Detroit Houston Los Angeles Miami Minneapolis Newark New Bedford New York Philadelphia San Francisco San Juan (Porto Rico) Tampa	x x  AT    x    LU	x  x    x    x	SE     NO   NO	x x x x  x x x	x <sup>1</sup>       ES	x x x x  x x x	x x x x  x x x	x x x x  x ES	x       x	x  x       x	x BE  AT   BE NL	x   LT   x	x   IT   IT	x BE  x   x x x	x  x  x   x	x  x  x   x	x  x  x  x x x	x   x   AT   x	x      x	x      x	x      x	SE     NO NO NO DK NO	SE     x x x	x     x x x	
<b>URUGUAY</b> <i>Montevideo</i>	NL		NL	x	ES	x	x	x	x			NL		IT	x	ES		x			NL	NL	NL	NL	x
<b>UZBEKISTAN</b> <i>Tashkent</i>	FR	x	DE	x	LV	IT	DE	x	x	x		FR	LV	IT	FR	DE	x	FR	IT	x	DE	DE	FR	IT	x
<b>VANUATU</b> <i>Port Vila</i>	FR			FR		FR	FR	x	FR			FR			FR	FR		FR	FR						

	BE	CZ	DK	DE	EE	EL	ES	FR	IT	LV	LT	LU	HU	MT	NL	AT	PL	PT	SI	SK	FI	SE	IS	NO	CH
<b>VENEZUELA</b> <i>Caracas</i> <i>Valencia</i> <i>Maracay</i>	x	x	NO	x	ES	x	x	x	x			BE		AT	x	x	x	x x	AT		x	NO	NO	x	x
<b>VIETNAM</b> <i>Hanoi</i> <i>Ho-Chi Minh City</i> <i>(Saigon)</i>	x NL	x	x	x x		x DE	x	x x	x	HU	DK	BE NL	x		x x	x DE	x	DE	HU NL		x	x	DK	x	x
<b>YEMEN</b> <i>Sana'a</i>	NL	x	DE	x		FR	x	x	x			NL		IT	x	FR		DE			NL	FR		NL	
<b>ZAMBIA</b> <i>Lusaka</i>	NL		x	x		IT	FR	x	x			NL		IT	x	DE		FR	DK		x	x	DK	DK	
<b>ZIMBABWE</b> <i>Harare</i>	FR	x	NO	x		x	x	x	x			FR	AT	AT	x	x		x	NL		x	NO	NO	x	x



The table shows that:

1. No Member State is currently represented in the following countries:

ANTIGUA AND BARBUDA  
BAHAMAS  
BARBADOS  
BELIZE  
DOMINICA  
GAMBIA  
GRENADA  
GUYANA  
KIRIBATI  
LESOTHO  
LIECHTENSTEIN  
MALDIVES  
MARSHALL ISLANDS  
MICRONESIA  
NAURU  
NORTHERN MARIANA ISLANDS  
PALAU  
ST KITTS AND NEVIS  
ST VINCENT AND THE  
GRENADINES  
SAMOA  
SOLOMON ISLANDS  
SWAZILAND  
TONGA  
TUVALU

2. All representations are currently closed in the following countries:

LIBERIA

SIERRA LEONE

SOMALIA

## ANNEX 19

List of minimum requirements to be included in the legal instrument in the case of cooperation with external service providers

- A. In relation to the performance of its activities, the external service provider shall, with regard to data protection:
- (a) prevent at all times any unauthorised reading, copying, modification or deletion of data, in particular during their transmission to the diplomatic mission or consular post of the Member State(s) responsible for processing an application;
  - (b) in accordance with the instructions given by the Member State(s) concerned, transmit the data,
    - electronically, in encrypted form, or
    - physically, in a secured way;
  - (c) transmit the data as soon as possible:
    - in the case of physically transferred data, at least once a week;
    - in the case of electronically transferred encrypted data, at the latest at the end of the day of their collection;
  - (d) delete the data immediately after their transmission and ensure that the only data that might be retained shall be the name and contact details of the applicant for the purposes of the appointment arrangements, as well as the passport number, until the return of the passport to the applicant, where applicable;
  - (e) ensure all the technical and organisational security measures required to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, in particular where the cooperation involves the transmission of files and data to the diplomatic mission or consular post of the Member State(s) concerned and all other unlawful forms of processing the personal data;

- (f) process the data only for the purposes of processing the personal data of applicants on behalf of the Member State(s) concerned;
- (g) apply data protection standards at least equivalent to those set out in Directive 95/46/EC;
- (h) provide applicants with the information required under Article 37 of the VIS Regulation.

B. In relation to the performance of its activities, the external service provider shall, with regard to the conduct of staff:

- (a) ensure that its staff are appropriately trained;
- (b) ensure that its staff in the performance of their duties:
  - receive applicants courteously;
  - respect the human dignity and integrity of applicants;
  - do not discriminate against persons on grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation, and
  - respect the rules of confidentiality which shall also apply once members of staff have left their job or after suspension or termination of the legal instrument;
- (c) provide identification of the staff working in the company at all times;
- (d) prove that its staff do not have criminal records and have the requisite expertise.

- C. In relation to the verification of the performance of its activities, the external service provider shall:
- (a) provide for access by staff entitled by the Member State(s) concerned to its premises at all times without prior notice, in particular for inspection purposes;
  - (b) ensure the possibility of remote access to its appointment system for inspection purposes;
  - (c) ensure the use of relevant monitoring methods (e.g. test applicants; Webcam);
  - (d) ensure access to proof of data protection compliance, including reporting obligations, external audits and regular spot checks;
  - (e) report to the Member State(s) concerned without delay any security breaches or any complaints from applicants on data misuse or unauthorised access, and coordinate with the Member State(s) concerned in order to find a solution and give explanatory responses promptly to the complaining applicants.
- D. In relation to general requirements, the external service provider shall:
- (a) act under the instructions of the Member State(s) responsible for processing the application;
  - (b) adopt appropriate anti-corruption measures (e.g. provisions on staff remuneration; cooperation in the selection of staff members employed on the task; two-man-rule; rotation principle);
  - (c) respect fully the provisions of the legal instrument, which shall contain a suspension or termination clause, in particular in the event of breach of the rules established, as well as a revision clause with a view to ensuring that the legal instrument reflects best practices.
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