



Embajada de España en Riad Embassy of

Spain in Riyadh

EMBASSY OF SPAIN SCHENGEN VISA CHECKLIST FOR SAUDI SPECIAL PASSPORT HOLDERS

	<u>TOURISM</u>	Y	N
1	Visa Application Form filled out in English and signed by the applicant.		
2	2 Recent Photographs (passport size) with White Background. No staples or glue. Pictures specifications: White background, Good Printing Quality and Resolution, Full-Face Portrait, Centered, with 4mm over the head and 8mm below the chin. Without head cover for male applicants.		
3	Original passport. Valid for at least 3 months after the intended stay or the expiration date of the visa. The passport must contain at least 2 blank pages and it must have been issued within the past 10 years .		
4	Photocopy of the passport Front Page and all relevant pages containing previous Schengen visas issued within the past 5 years as well as immigration stamps.		
5	A Letter of recommendation from Ministry of Foreign Affairs (MOFA) in English or Job Letter from the employer in KSA connoting: Employment Name, Designation, Salary, Date of Employment, as well as purpose of the visit & responsible for the expenses.		
6	Original Bank Statement from the last 3 months upto date or Balance Certificate with a closing balance sufficient to cover travel expenses. Stamped by the bank and in English or translated into English. If Online Statement , than it should have QR code		
7	Round-trip flight booking from the Kingdom and return to the Kingdom and Proof of accommodation for the entire duration of the trip (hotel reservations, rent, justification of property, etc.).		
	International Transport Booking within European cities (plane, car, ferry) and Hotel Booking, considering the longest duration stay is Spain		
	- In case of private visits , original invitation letter issued by the Police In Spain.		
8	Identification: ID card or Birth Certificate and Family Card translated into English. Translations should be provided by a Certified Translation Office		
9	Travel insurance with a minimum coverage limit of €30,000 for the entire duration of the trip to cover any expense which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment.		
10	For Minors (children under 18 years old) , If both parents hold valid Schengen visas, then the following must be submitted alongwith the copy of their Schengen Visa, (Flight reservation, Hotel booking and Travel insurance which should include the full names of both parents and the Minor). * A signed letter from both parents stating that they will accompany the child during the travel period and all the expenses of the minor would be taken care by them.		
	If the Minors (children under 18 years old) traveling with only one parent: Then the Parent who is not travelling must issue a Notarized Authorization Document via Najiz (Ministry of Justice) stating that he/she is permitting the child (mention child's full name and passport number) to travel with the mother/father (mention the parent's full name & passport number) to Spain, during the period from [start date] to [end date]. - Then, this Document must be translated into English. - After translation, go to the MOFA Apostile portal to issue the Apostile (official legalization). - Submit the MOFA Apostile document + Najiz Authorization for applying the Visa. If a Legal Custody Document (custody deed) is available in favor of the parent who is travelling with the minor, then Najiz Authorization & MOFA Apostile is not required, the Custody Deed English translated copy must be attached to the visa application. If the Parent who is not accompanying and does not live in Saudi Arabia , then he/she should get the No Objection Certificate (NOC) Authorised from the Embassy of Spain in the country of their residence. If the Parent who is not accompanying , is on Visit Visa in Saudi Arabia , then he/she should get the No Objection Certificate (NOC) Authorised from the Embassy of their country in Saudi Arabia		

	If the Minor (children under 18 years old) is traveling with a school, sports club, or any organization other than the parents: The parent/s should issue a Notarized Authorization Document via Najiz (Ministry of Justice) stating that he/she is permitting the child (mention child's full name and passport number) to travel with the authorized person from Saudi Arabia (mention the authorized person's full name and passport number) to Spain, during the period from [start date] to [end date]. • Then, this Document must be translated into English. • After translation, go to the Ministry of Foreign Affairs Apostile portal to issue the Apostile (official legalization). • Submit the MOFA Apostile document + Najiz Authorization for applying the Visa. If there will be no authorized person travelling alongwith the child, then the parent/s have to provide 2 Authorization Letters 1st from the Notary in Spain authorizing one person who will be responsible for this minor in Spain (applicable only for sports club or academy) 2nd Authorization from Spain embassy in Riyadh, attesting the notarized letter received from Spain (applicable only for sports club or academy)		
	<u>ADDITIONAL DOCUMENTS FOR BUSINESS</u>		
11	Business Invitation Letter: Invitation of a company to assist to a meeting, conference or training.		
	Confirmed tickets in case of attending an exhibition or International Trade Show.		
	Documents that prove the commercial relations between the companies.		
	In all cases the letter must explain the exact dates of the trip, duration and the responsible for all expenses.		
	The Applicant has to mention the email address and phone number of the inviting company .		

**** All Documents/Letters should be translated in ENGLISH**

**** Visa Fee is Non-Refundable**

Declaration: I understand that the decision on whether to issue a visa, validity/type of visa, number of entries and duration of each stay will be decided by the Embassy of Spain. I have been informed that an application with incomplete/false/misleading set of documentation according to the above checklist may result in the refusal of a visa.

I may be requested for a personal interview or to provide additional documentation and if I do not agree than the Spanish Administration will consider that I renounce to my application and the file will be closed.