

# IMPORTANT NOTICES

- ✎ The list of required documents given below has been determined by the Spanish Consulate General, applications with incomplete documents are not acceptable. Please note that no additional time will be given to complete your documents, in that case you will be claimed to book an another appointment.
- ✎ Please sort your documents as it seen on that checklist order.
- ✎ Please note that the officers of the BLS international Spain Visa Application Center are not authorized to take initiative and decision for necessary documents and the results of your visa application
- ✎ All documents must be A4 size paper. No staples on papers
- ✎ The Consulate of Spain may request additional documents, not included in the required documents list.
- ✎ Please be available at the Visa Application Centre (VAC) 10 mins prior to the scheduled appointment time in your letter.
- ✎ The applicants who don't follow the security regulations wont be let in to the VAC.
- ✎ Please note that we speak Turkish, English and Spanish, for other languages you need to bring your translator.
- ✎ Please note that it may take more than the prescribed time mentioned on your appointment letter while submitting your Visa Application at BLS Spain Visa Application Centre.
- ✎ Appointments made with incorrect passport information will not be accepted even if the documents have been checked.
- ✎ Applicants will be issued with a token number at the Application Centre and will be attended as per the token number assigned.
- ✎ Visa Fee and the Service fee may be chargeable only USD Currency. AS per your application type please submit exact amount of USD currency we may not have change in USD

## **REQUIRED DOCUMENTS FOR TRANSIT BY SEA**

- **1 SCHENGEN VISA APPLICATION FORM:** Filled carefully by the applicant without leaving blank. The last page must be personally signed. The application form must be downloaded from BLS web site. Other forms will not be accepted.
- **2 PHOTOGRAPH:** 2 biometric photo (3,5x4,5 cm) taken with white background, **not older than 3 months.** There must be free place over the head and under the chin. Forehead and face must be clear from hair or hijab. Photo must be taken from front side and all face must be seen. Photos made by photo-shop and photos which are flu, too shining or dark, Photo with glasses are not acceptable.
- **3 PASSPORT** Should be valid at least 3 months 15 days (105 days coverage) from the intending return date, must have 2 opposing blank pages and should not be more than 10 years old, damaged passports must be renewed. If the applicant has become a Turkish citizen, The application must be proceed with Turkish passport
- **4 FLIGHT RESERVATION:** Booking of flight tickets (including international pass between Spain and other countries) for intending travel dates. PNR number must be mentioned in the document. Dates and places of arrival and departure must be mentioned correctly with the names of the passengers. The letterhead of the flight company must be seen on the paper.
- **5- INVITATION LETTER:** Signed letter-head invitation from the company in Spain stating all the details about the company (address, contact details, intended period of stay, etc.) It must be shows departure and arrival dates to the port. **(This document must be submit in English or Spanish**
- **6- SHIPPING COMPANY'S REQUEST LETTER (This document must be submit in English or Spanish**
- **7- LETTER FROM THE PORT POLICE:** This document must shows that the ship is going to be on that port at the mentioning date
- **8- SEAMAN BOOKLET PHOTOCOPY and The original of the sailor's wallet must be brought.**
- **9- CONTRACT OF SEAMAN WITH SIGNED AND STAMPED.** Original and photocopy. **English or Spanish**
- **10- CERTIFICATE OF RESIDENCE :** Only from Reeve, E-Devlet platform or Civil Registry Office. **This document must be original. (For foreigners rental contract is acceptable).**
- **11- CERTIFICATE OF IDENTITY REGISTER COPY: Only from, E-Devlet platform or Civil Registry Office. This document must show all family members ( nüfus ve aile).**
- **12 RESIDENCE PERMIT PHOTOCOPY (FOR FOREIGNERS) :** Which is covering 105 days more after return flight. If its not covering 105 days more please note that, residence permit extension document is not acceptable, it must be renewed to apply.**SHORT TERM RESIDENCE CARD NOT ACCEPTED**
- **13 COPY OF NATIONAL ID CARD AND PASSPORT :** Photocopy of all passport pages containing visa, copy of National ID card. Photograph print outs are not acceptable.**Copy of valid visa of the person you are traveling with**
- **14 VISA FEE + SERVICE FEE:** Cash payment only (visa fee and BLS service fee in USD, value added services in TL) In case of refusal or cancellation, there is no refund. As per your application type please submit exact amount of USD currency we may not have change in USD

PS1: Photograph or screenshot print outs are not acceptable. PS2: All documents must be in A4 format

PS3: There can be maximum 9 months between the application date and the travelling date. The 9 months cannot be exceeded.

I confirm below, Documents i submit is ticked above. I claim that regarding to the Schengen rules, in case of missing one or more documents or accuracy of the document is not covering rules mentioned above is a reason of refusal. Submitting all required documents is not meaning of visa guarantee. The documents you have submitted will not be given back to you in any condition. Consulate General of Spain or BLS International Visa Application Centre may request any additional document which is thought required the copy of the document or original document or the same as submitted. BLS International staff can add some notes in case of he/she required or give back documents which he/she thinks it is not required. Visa fee, Service fee and other additional fees paid during submission are non refundable in case of the application is canceled or refused.