

CHECKLIST FOR POLISH SCHENGEN VISA – OTHERS – SEAFARERS

Name: _____	Contact No: _____
Passport Number: _____	E-mail address: _____

Prepare all the necessary documents listed below before you deliver the application, otherwise the application might be refused by the Embassy/Consulate General of the Republic of Poland. While the visa application is being processed, the applicant's passport remains at the Embassy/Consulate General of the Republic of Poland.

THE APPLICATION MATERIAL SHOULD BE PLACED IN THE FOLLOWING ORDER:

REQUIRED DOCUMENTS	YES	NO
1. PASSPORT - issued within the previous 10 years; valid 3 months after the intended date of departure from the Schengen territory; at least two blank pages		
2. VISA APPLICATION		
2.1 VISA APPLICATION FORM WITHOUT BLANKS, SIGNED BY THE APPLICANT		
2.2. ONE COLOR PHOTO - specifications: passport type, white background 35mm x 45mm, no more than 6-month-old		
CHECKLIST		
3. PROOF OF INTENDED MEANS OF TRANSPORT AND ITINERARY		
4. TRAVEL MEDICAL INSURANCE (TMI) - original of the certificate of TMI https://www.gov.pl/attachment/4467743f-f589-4fb0-94f4-0d229cb964ca issued by a company from the list of approved Indian insurance companies of the consular posts of Schengen states (handwritten certificates will not be accepted; the name of the insured should be written in Latin alphabet; TMI must be valid in the Schengen area and for the entire duration of stay, the TMI's minimum coverage is 30.000 euro and it must cover costs of any emergency medical treatment, hospitalization and repatriation (including in case of death). Name of the insurance company: Insurance number: Validity: from.....		
5. DOCUMENTS CONFIRMING THE PURPOSE OF THE SEAFARERS TRIP:		
5.1. Employment contract/appointment letter (showing duration of employment);		
5.2. Seaman's book;		
5.3. Invitation from the shipping company/ maritime agency of the Member State where the seafarer will join the boat. The invitation must be signed and bear the stamp of the company/agency and include the following data: – name and family name of the seafarer; – place and date of birth, passport number, seafarer's book number; – date of issue, period of validity of passport and the seafarer's book; – the seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter); – name and flag of the boat; – port and date of boarding and disembarking; – itinerary that the seafarer will follow to arrive in the Member State of destination/ transit (including date and entry point (airport) to the Schengen area); – name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications. – The shipping company/maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the Member State (including in the event of repatriation) and ensure that he or she boards the ship. – Flight reservation (if applicable).		
6. PROOF OF FINANCIAL MEANS		
6.1. Original private bank statement showing movements in the last three months, duly stamped and signed by the bank		
6.2. Indian income tax return acknowledgment for the last two assessment years		
6.3. If the applicant is employed: pay slips for the last three months; employment contract		
6.4 If the applicant is a company owner or self-employed: certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India. Business bank account statement and proof of income tax return (barcode verifiable)		
7. ADDITIONAL DOCUMENTS - applicants are allowed to submit additional documents that they consider useful to explain/justify the trip		

I hereby confirm that I am aware of the fact that:

1. The Embassy/Consulate General of the Republic of Poland reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.
2. Applications shall be decided on within 15 calendar days of the date of the lodging. That period may be extended up to a maximum of 45 calendar days.

Date, place Name & Signature of Inquiry Officer/ Date Applicant's Signature.....

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ADDITIONAL COMMENTS:

Name & Signature of Inquiry Officer/ Date