

# THE CONSULATE GENERAL OF FRANCE IN MUMBAI

## Tourist Visa /Visiting Family and Friends Visa – Checklist

To be filled by VFS staff

	<b>Documentation</b> <i>(The documents must be arranged in the order given below)</i>	YES	NO
1	<p><b>(A) Passport:</b>  <b>(i)</b> It should be valid passport; it shall have been issued within the last 10 years. <b>(ii)</b>The passport has to be valid for Three Months after the scheduled return. <b>(iii)</b> It shall contain at least two blank pages. <b>(iv)</b> NO Alterations or Observations or Handwritten amendment concerning the data page.</p> <p style="text-align: center;"><b>AND</b></p> <p><b>(B) Previous passport/s. If applicable</b></p>		
2	<p><b>Photographs:</b> 2 recent photographs with white background not older than 6 months. The photograph must measure 35 mm in width by 45 mm in length. The length of face must be 32 to 36 mm from bottom of chin to the top of the skull (Besides hair), that is, the face coverage has to be 70-80 % of the photo, according to the relevant standards as set out in the International Civil Aviation Organization (ICAO)</p>		
3	<p><b>Application Form:</b> Completely filled and dully signed by the applicant.</p>		
4	<p>Photo copy of the First and the Last Page of the current passport</p>		
5	<p>Original covering letter.</p>		
6	<p><b>Proof Of Accommodation:</b></p>		
A	<p>Copy of confirmed hotel reservation <i>(with the name of the applicants, Name and Address of the hotel, Check In and Check out date)</i>, <b>hotel booking should be for the whole stay in the Schengen area.</b></p>		
B	<p>Copy of itinerary prepared by the Travel Agency <i>(On the letter head of the Travel Agency)</i> and a tour payment receipt by the travel agency. <b>Only for those going on the tour.</b></p>		
C	<p><b>Visiting Family and Friends:</b> Original and a photo copy of Attestation d'accueil (Proof of Accommodation) with an invitation letter is compulsory.</p>		
7	<p><b>Proof of Financial Means:</b></p>		
A	<p><b>(1) ITR/Form 16:</b> Copy of last Three consecutive years' <b>personal</b> Income Tax Returns OR Form 16.  <b>(2) Bank Statement:</b> Copy of last Three consecutive months' <b>personal</b> bank statements <b>(Updated).</b></p>		
B	<p><b>If Employed:</b> Copy of last Three consecutive months' salary slips <b>And</b> Employed applicants to submit a letter from the employer with details of employment and leave (Leave sanction letter) on the Company Letterhead.</p>		
C	<p><b>If Self-Employed:</b>  <b>(i)</b> Copy of Company Registration Proof (i.e. Incorporation Certificate/Sales Tax Document) <b>OR</b> Partnership Deed <b>OR</b> Gumasta License <b>OR</b> Shop Establishment License.  <i>(Please Note Income Tax Return and Company PAN Card WONT be considered as a business proof)</i>  <b>(ii) For Doctors, Lawyers, Architects:</b> Copy of the Degree Certificates.  <b>(iii) For Farmers:</b> Copy of Land Paper.  <b>Note: All Documents should be in English Or French; If not then the document has to be translated to English or French on a Stamp paper and Notarized.</b></p>		
D	<p><b>If the Applicant is Sponsored</b> Sponsorship letter and the copy of Sponsors Government Photo ID and the Financial Documents of the Sponsor <i>(Updated Three consecutive months personal bank statements, etc.)</i>  <b>Note: Even if the Applicant is being sponsored, The applicant has to Provide the personal Financial Documents as mentioned in 7a, 7b, 7c respectively.</b></p>		
E	<p><b>If the Applicant is Retired:</b>  <b>(i)</b> Copy of last Three consecutive months <b>personal</b> bank statements <b>(Updated).</b>  <b>(ii)</b> Any other Financial Documents <b>(If Applicable)</b></p>		
8	<p><b>Minor Travelers:</b>  <b>(i)</b> Minors, if traveling with None of the parents, Original notarized NOC are required from both parents in the form of an affidavit on a stamp paper and a copy of their government photo ID.  <b>(ii)</b> Minors, if traveling with one parent, Original notarized NOC is required from the other parent in the form of an affidavit on a stamp paper and a copy of their government photo ID.</p>		
9	<p><b>Travel Insurance:</b> Copy of overseas medical insurance policy + repatriation, evacuation cover (equivalent to 30000 euros).The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival and date of departure.</p>		
10	<p><b>Proof of Means of Transport:</b> Copy of return air tickets.</p>		

**REMARKS:** .....

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**IMPORTANT NOTES:**

- Copy of refusal letter in case of any previous refusals from any country.
- Copy of marriage certificate wherever necessary for e.g. If wife's passport is in maiden name.
- Students must submit a school certificate / identity card.
- Each application must be supported by a copy of the requisite documents.
- You may be asked to show your original documents at the time of your interview. Therefore please carry your original documents with you.
- Applicants going for honeymoon purpose need to submit a copy of their wedding card.
- Spouse of an EU Citizen has to submit a photo copy of the marriage certificate and a photo copy of the spouse's passport.
- All photocopies must be in black and white and on A4 size paper.
- No visa will be issued on additional pages.
- Children must travel on their individual passports.
- Fees are not refundable in case of refusal or cancellation of the visa application.

*Please note that THE CONSULATE GENERAL OF FRANCE IN MUMBAI reserves the right to ask for additional documents or personal appearance for an interview in special cases. Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation may result in the rejection of your application.*

**Name of the Applicant:** .....

**Representative/ Travel Agent Name & Agency:** .....

**Passport No:** ..... **No of Passport Submitted:** ..... **Date:** .....

**Applicant's Signature:** ..... **Signature of VFS staff:** .....

**INCASE OF MISSING DOCUMENTS**

I,.....  
Here by confirm that VFS has advised me regarding the missing document (s) /information in my application. Nevertheless, I have insisted that the application be submitted to the Consulate and I am aware that my visa application may get refused upon failure to provide the above document(s).

**DATE:**

**APPLICANT'S SIGNATURE:**