



PORTUGAL – CHECKLIST FOR BUSINESS (SCHENGEN VISA)

Documents provided by all VISA applicants must be in Portuguese or English language		YES	NO
1	Application form duly completed and signed <ul style="list-style-type: none"> Fully completed in Portuguese or English and signed and dated by the applicant 		
2	One recent passport size photograph Requirements: <ul style="list-style-type: none"> should not be older than 6 months + in colour with white background + 3,5 by 4,5 cm 		
3	Passport / travel document Must: <ul style="list-style-type: none"> have a validity of at least 3 months after the intended stay be issued within the previous 10 years have 2 blank pages it is recommended to attach previous passports (if applicable) 		
4	Non Iranian Nationals residing in Iran <ul style="list-style-type: none"> Iranian Resident Permit valid for at least 3 months after expiry of the requested visa 		
5	Flight reservations		
6	Confirmed accommodation for the entire stay <ul style="list-style-type: none"> A hotel reservation, or alternative proof of accommodation for the entire stay 		
7	Travel medical insurance Must: <ul style="list-style-type: none"> cover the entire territory of all Schengen Member States with a minimum coverage of 30.000,00 € (euros) for medical expenses cover expenses that might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay. A certificate policy is mandatory 		
8	Employees (*) <ul style="list-style-type: none"> Letter addressed to "Embassy of Portugal in Tehran", dated not later than one month with the company's letterhead stating employment status, position, length of contract and salary (or recent employment contract). The letter should also be duly stamped with the name and position of the signatory, specify the dates of approved leave and state the purpose of visit + Payslips for the last three months (3 last payslips) + Certificate of affiliation to Tamin-e Ejtemaei (Social Security Organisation) + Khadamat-e Darmani (Health Services Organisation) or equivalent, or letter of the employer explaining why this certificate is missing Traders (*) <ul style="list-style-type: none"> Proof of entry in the trade register (e.g. trade licence or declaration from official trade organisation) and proof of membership of Tamin-e Ejtemaei (Social Security Organisation), Khadamat-e Darmani (Health Services Organisation) or equivalent, if applicable Directors or shareholders of Iranian companies (*) <ul style="list-style-type: none"> Introduction letter signed by a legal representative of the company confirming the office or status of the applicant; proof of existence of the company in Iran (e.g. notice published on the Official Journal); proof of appointment if not mentioned on the Official Journal Artists (*) <ul style="list-style-type: none"> Proof of membership to one of the artist's official professional associations (e.g. House of Cinema, House of Photography, etc.) and/or proof of previous engagement in professional artistic activity (exhibitions, festivals, etc.) and certificate of affiliation to Tamin-e Ejtemaei (Social Security Organisation), Khadamat-e Darmani (Health Services Organisation) or equivalent 		
9	Invitation letter from business partner/firm in Portugal Must: <ul style="list-style-type: none"> be duly signed and stamped specify the reason for the visit and the date(s), along with documentary evidence of the business relationship (contracts, invoices, correspondence, proof of import, etc) 		

Documents provided by all VISA applicants must be in Portuguese or English language		YES	NO
10	Invitation letter bearing the name <i>Termo de Responsabilidade</i> (optional) Must: <ul style="list-style-type: none"> be duly signed and stamped be certified by a public notary in Portugal together with a copy of the host EU identify card or passport or residence card <i>Termo de Responsabilidade</i> 		
11	Bank account statement for the last 3 months <ul style="list-style-type: none"> Has to show financial transactions/circulation of the money in the account for the last 3 months 		
12	Proof of ownership of property in Iran (if applicable) (*)		
13	Official translation of birth certificate (Shenasnameh) (*)		
14	Copy of the passport and previous visas		

PLEASE NOTE: Pointers (*) all the documents presented must be officially translated to Portuguese or English language and attested by both Ministry of Justice and Ministry of Foreign Affairs.

The Embassy of Portugal in Tehran reserves the right to request further documentation if deemed necessary, may call the applicant for an interview. False or falsified documents, including fake bookings, will lead to the refusal of visa and/or further consequences.

REMARKS to be filled up VFS staff (please tick what is relevant)	YES	NO
Applicant's first application for Schengen visa?		
Refused Schengen visa? Country and year?		
Applicant traveling alone?		
If no, he/she is accompanied by (family, friends, colleagues...)		
Applicant's documents are complete?		
Due to incomplete documents:		
1) applicant has been informed of option to withdraw application to complement the same to avoid refusal?		
2) applicant wishes to submit application.		

Remarks:

SIGNATURES AND AGREEMENT

1) Visa applicant:

I have read and agreed to the terms and conditions valid for this visa application as per above.

Place and date

Signature

2) VFS staff:

Applicant has been informed of the above. The remarks have been completed together with the applicant.

Place and date

Signature