



DENMARK VISA CHECKLIST:

GENERAL REQUIREMENTS:

- 1. Schengen Visa Application Form - completely filled up and signed by the applicant
 - 2. One (1) piece passport size picture colored with white background
 - 3. Passport original (atleast 6 months valid) old (with stamps) and new
 - 4. Photo copy of passport biopage
 - 5. Original and photocopy of valid visas and stams to all the country that has been visited (From March 1, 2019, all visa applications without old passports with travel within 5 years will not be accepted. This applies to all travel abroad including visa-free countries like Hongkong, Macau, Thailand, Vietnam, Taiwan and etc.)
 - 6. Full Itinerary or Detailed Day to Day Activities of the Trip
 - 7. Proof of Accommodation/Hotel Bookings – including bookings for all Schengen states (if applicable)
 - 8. Photocopy of Flight Reservation - please note it is not required to pay for/buy the ticket until a visa has been granted.
 - 9. Photocopy of Travel Medical Insurance - which can be purchased from any accredited insurance company; should be valid for all Schengen States; and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30,000/PHP 2.5M/USD 50,000.
- If lost old passport** - lost passport and cannot submit a photocopy of arrival stamps you must write a ltter of explanation addressed to the Consul stating the reason why he/she cannot submit the old passport
- 10. Original PSA Authenticated Birth Certificate (issued within a year).
 - 11. Copy of PSA Marriage Contract
 - 12. Copy of PRC ID for professionals
 - 13. Copy of IBP ID for lawyers

FOR EMPLOYEES:

- 1. **Personal Bank Certificate (Original)** - must include account type, current balance, account opening date, 6 months average balance
- 2. **Bank Statement Original**
- 3. **Certificate of Employment (COE) Original** - w/ approved leave of absence with designation date hired, compensation, address and office landline, number and email address.
- 4. **Photocopy of Company ID**
- 5. **Photocopy of ITR with personal TIN number**

FOR BUSINESSMEN:

1. Photocopy of Business Registration from SEC/DTI
2. Photocopy of Business Permit / Mayor's Permit
3. Photocopy of ITR of FORM 2316 copy
4. Original Bank Certificate
5. Original Bank Statement

FOR MINORS/STUDENTS:

1. Original School Certificate
2. Photocopy of School ID
3. Photocopy of PSA/NSO Birth certificate
4. Photocopy of marriage contract of parents
5. Photocopy of Parent's or sponsor's financial documents as an employee, businessman, or OFW/seafarer
6. Notarized affidavit of support

ADDITIONAL MANDATORY REQUIREMENTS FOR MINORS (under age of 18)

1. If travelling alone: Original letter of consent signed by both Parents and photocopies of passports/ valid IDs of parents with signature and contact details, copy DSWD travel clearance
2. If travelling with only one of the parents: An original notarized letter of consent signed by the other parent along with his/her contact details & a photocopy of passport/ valid ID with signature.
3. If only one parent has the sole custody of the child: Photocopy of Court Decision awarding custody to that one parent must be submitted.
4. If the other parent is deceased: Photocopy of NSO issued death certificate must be submitted.

FOR OFW OR SEAFARERS

1. Photocopy of Employment Contract or Seaman's book
2. Original Bank Certificate in the Philippines - indicating the account type, balance, account opening date
3. Original or certified true copy of bank statement for the last 3 months

FOR HOUSEWIVES

1. Photocopy of marriage contract
2. Financial documents of spouse
3. Notarized affidavit of support, if not applying with spouse.

FOR SENIOR CITIZENS

1. Photocopy of Senior Citizen ID
2. Original bank certificate in the Philippines
3. Original copy of bank statement for the last 3 months

IF INVITED;

1. **If personally invited-** invitation letter, photocopy of passport biopage, financial documents
2. **If invited by Company in Denmark-** invitation letter, photocopy of Company Business Permit, financial documents

VISA CONDITIONS

- Visa approval is not guaranteed and is still under the final discretion of the consul.
- Processing time is based on average application time. It is not guaranteed and may be delayed if additional documents are required by the embassy.
- Do not purchase your tickets before your visas are issued and approved. RadarPH will not be liable for any unused travel products in the case of visa denial or if the release of visa has been delayed.
- Inflight Menu Travel Corporation will not accept visa application with departure date scheduled within 3 weeks from the date of submission.
- Any request for early release, change of application from regular to expedite processing and pulling out/cancellation of application is not permitted once submitted to the Embassy.

I have acknowledged that:

I have provided all supporting documents as requested on the checklist
I have not provided all supporting documents and I am aware that the result of my application is based on the decision of the embassy.

PRINTED NAME AND SIGNATURE

DATE