

SPAIN VISA REQUIREMENTS:



APPOINTMENT PROCEDURE:

- Set an appointment online thru their website : <https://ph.blsspainvisa.com>
- Click "Book an Appointment"
- Choose "BLS VAC"
- Choose "Manila" for Visa Application Centre application submission location.
- Choose "Appointment Date"
- Choose "Time"
- Click "Short Term Visa" visa category.
- **Fill up the following to proceed verification code:**
 - First Name
 - Last Name
 - Date of Birth
 - Telephone Number
 - Email Address
 - **Click " Request verification code" (then wait for your verification code to your email then type the verification code and click "Continue").**
- Click "Nationality"
- Click "Ordinary Passport"
 - **Fill up the following to proceed submit:**
 - Passport Number
 - Passport Issue Date
 - Passport Expiry Date
 - Passport Issue Place
 - Click "Agree" (then type the word that will appear after you click the "AGREE" button, then submit)
 - Print the PDF file that will be provided after choosing an appointment date >

GENERAL REQUIREMENTS FOR ALL VISA APPLICANTS:

1. Duly filled out and signed Schengen visa application form (original & photocopy).
2. One (1) recently taken passport sized photo with white background (to be pasted on the application form).
3. Valid passport (valid for a minimum 3 months after the planned trip).
4. One (1) photocopy of the data page of the valid passport and all previous visas and stamps.
5. Previous passports (if applicable).
6. For spouses of Spanish / EU nationals - Spanish / EU marriage certificate (issued not more than 6 months ago) recognized by the Government of the corresponding EU national. Marriages that are not registered/recognized by the corresponding EU Government will not be processed as an EU spouse visa. Only marriages recognized/registered by the corresponding EU Government are free of charge.

7. Minors: *Traveling Alone*

- Affidavit of Support & Consent of parents / legal guardian.
- Photocopy of passport of parents/legal guardian.
- Proof of Economic means of parents/legal guardian.
- Birth Certificate of the minor (NSO)
- DSWD Clearance



If traveling with Spouse and/or children:

- Marriage Contract

- Birth Certificate of Children

8. Proof of economic means: Bank Certificate, Bank Books, ITR, International Credit Cards.

9. If invited by relative/friend, OFFICIAL INVITATION LETTER issued by Spanish Police and photocopy of the sponsor's passport and/or D.N.I., residence card, etc.

10. **If Self- employed:** Business Permit, Registration (Mayor's Permit), Company ITR (original and 1 photocopy).

11. **If Employed:** Certificate of Employment and Authorization for leave of absence (original copies).

12. **For Non-Filipino applicants,** please present your ACR, ICR and re-entry permit (and 1 set of photocopies).

13. **Airline reservations from an airline office:** detailed itinerary and confirmed hotel reservations. Only itineraries with Spain as main destination (longest stay) will be processed.

14. Travel Health Insurance :

A. Minimum coverage of 30,000 Euros.

B. Must be recognized in all Schengen States.

C. Validity period of the insurance coverage must be for the duration of the intended stay.

REMINDERS:

- Complete the documents required. Put all the documents in 1 large brown envelope (with the applicant's surname, name and contact number written in bold letters on the upper left corner of the envelope).
- The applicant must come personally on the appointment date and must pay the visa fee upon submission of the application.
- Always include 2 photocopies of the filled-up application form and 1 photocopy of the rest of the documents.
- Print Spain Checklist.

NOTES: OTHER DOCUMENTS NOT INDICATED MAY BE REQUIRED.

Applicants with incomplete documents will be rejected.

VISA PROCESSING FEE:

PHILIPPINE PASSPORT :	PHP 5,500.00
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VISA PROCESSING TIME:

*If had a previous Schengen Visa within 3 years - 5 – 15 working days.

*If first time applying Schengen Visa, Applicant's will make 2 appearances at the Embassy. 10 – 15 working days

IMPORTANT REMINDERS:

- Please submit complete documents to avoid delays in processing.
- Please do not leave any blank in the application form. Kindly put "N.A." if it's not applicable.
- Make sure that the back page of the passport is completely filled-up (address, tel numbers and name of person to be contacted in case of emergency).

Requirements are subject to change without prior notice.





BLS Office Address: 10th Floor Unit 1004 Liberty Center Building 104 H.V. de la Costa corner Leviste Salcedo Village, Makati City, Philippines **Helpline No.:** (632) 5162177

Email ID. : info.mnl@blshelpline.com

Phone: +632-816 2177

Submission Timings:

07:00 to 11:00 hrs (Monday to Thursday)

07:00 to 09:00 hrs (Friday)

Passport retrieval time:

14:00 to 16:00 hrs (Monday to Friday)



ISSUED: JULY 2017