

LATVIA BUSINESS VISA

Documents	Particulars
Passports	* Original Passport with atleast 6 months validity and atleast 2 blank pages. * Passport should have been issued within last 10 years * Original old passport booklets if any
Photographs	* 3 photographs each * White background; Glossy finish; 80% face coverage with a little shoulder to be seen; Eyes and face to be clearly visible; Dimensions: 45mm x 35mm
Covering Letter	* A covering letter per individual / family/ company addressed to The Visa officer, Embassy of Latvia * The Covering Letter should brief the purpose of travel and business relation with the Latvian business partner. * Covering Letter has to be on the company letterhead for officials / sponsored applicants
Bank Statements	* Original 3 months personal and company's bank statements with the seal and signature from the bank * Bank statements should be of relevant and active accounts which shows the proof of funds and income * Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)
IT Returns	* Latest 3 years Income Tax Acknowledgement / ITR-V (Saral) of individuals and the company
Invitation Letter	* Invitation approved by the office of Citizenship and Migration Affairs. The invitation should be dated not later than 6 month prior to the application date. Invitation should mention specifically if accommodation is being arranged and or cost is being covered for the duration of stay.
Itinerary / Air tickets	* Return airtickets with all internal flight / train tickets if any * Day wise itinerary
Purpose of Travel / Accommodation	* Hotel reservation in Latvia and other EU Member State in case of onward travel (If applicable) * Invitation from the inviting company or organization mentioning the applicant's identity, the purpose of the trip and the period and place of intended stay. * Covering letter from the applicant's employer mentioning the applicant's identity, the purpose of the trip and the period and place of intended stay.
Supporting Credentials	Businessmen: * Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed * NOC from other partners or Directors in case of partnership * A letter from lawyer / chartered accountant / Confirmation of Chamber of Commerce concerning evidence of established business, certificate of registration of company (Optional) Employees: * Leave sanction letter from the company (from the Government body in case of Government employees / public servants) * Last 3 months Salary Statements (only for Private firms) * Company ID card (optional) * Retirement Certificate or Letter / Copy of Pension Book (for retired employees) Students: * Leave sanction letter from the educational institution (for travel during working days) * Bonafide Certificate from the educational institution (for travel during vacations) * School/ College ID card (optional) Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports): * Marriage Certificate (Original) * Wedding Invitation card / Photographs (in case the marriage certificate is not ready) Children travelling and unaccompanied by both the parents / either parent * A notary attested NOC on a stamp paper from both / either of the parent respectively if both/either of them unaccompanied * Passport copies / copy of both / either of the parents Travellers unaccompanied by spouses/partners * A notary attested NOC on a stamp paper from the unaccompanied spouse * Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted. If the applicant is sponsored * Proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (see the website of the Member State of destination) * Pension statements for the last three months * Proof of regular income generated by ownership of property or business Additional supporting documents if available * FD Receipts from banks * Public shares / debentures certificate * Asset evaluation report from a CA
Travel Insurance	* Valid Travel Insurance from the Embassy approved companies which covers the days of travel and additional 15 days - "the period of grace". Insurance should be with minimum coverage of EUR 30,000

Disclaimers	* The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification.
	* The Embassy / Consulate / High Commission hold the rights to call the applicant for a Personal Interview if needed
	* BPVS offers Visa Facilitation services to our customers against a Service Fee
	* BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission

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