

LATVIA SEAFARERS VISA

Documents	Particulars
Passports	* Original Passport with atleast 6 months validity and atleast 2 blank pages. * Original old passport booklets if any
Photographs	* 2 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 * Covering Letter can be on a plain paper for individuals and on the company letterhead for officials / sponsored applicants
Copy of contract with shipping company	* Employment contract / appointment letter (bearing duration of employment) * Copy of the seafarer's working contracts/appointment letter in order to board the ship * Seafarer's book
Original invitation letter	* Invitation from the shipping company/ maritime agency of the Member State where the sailor will join the boat. The invitation needs to be signed and with the seal of the Company/ agency and include the following data: – name and family name of the seafarer – place and date of birth, passport number, seafarer's book number – date of issue, period of validity of passport and the seafarer's book – the seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter) – name and flag of the boat – port and date of boarding and disembarking – itinerary that the seafarer will follow to arrive in the Member State of destination – transit (including date and entry point (airport) to the Schengen area). – In the letter of invitation, the shipping company/maritime agency based in the Member State should indicate the name and address of the Indian agency it is collaborating with * The shipping company/maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the Member State (including in the event of repatriation) and ensure that he/ she boards the ship.
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 2 years Income Tax Acknowledgement / ITR-V (Sara) of individuals and the company
Itinerary / Air tickets	* Air tickets and proof of other means of travel within Europe
Purpose of Travel / Accommodation	* Any proof of your accommodation (if applicable) * Documents (tickets/ visa) required for the onward journey to the third country
Supporting Credentials	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 unaccompany * 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. 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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