



**Schengen Visas are valid for the following 26 countries:**

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland. A Schengen Visa is not appropriate if you wish to remain in a Schengen member state longer than 3 months or take up employment or establish a business or practice a profession.

**Where to apply for a Schengen visa:**

If you are not a resident of Bangladesh you should apply to the Embassy or Consulate in your country of residence.

You have to apply at the Visa Services of the European country of your main destination (normally it is the country of the longest visit). Under no circumstances a country where you wish to make transit can be considered the country of main destination. If a main destination cannot be determined you have to apply at the Embassy of the country of first entry.

**FAMILY MEMBERS<sup>1</sup> of EU/EEA<sup>2</sup>/Swiss citizens VISA for: FAMILY RE-UNION or VISITING (ESC)**

**Documents required:**

1. Spanish Schengen visa application form, duly filled in and signed by the applicant. All questions must be answered; otherwise your application will not be accepted. Both parents (legal guardians if applicable) must sign the application of minors.

2. One recent color passport-size photo with white background (gents with uncovered head) has to be glued to the application form.

3. Original and photocopy of passport or official travel document:

3.1. Bangladeshi nationals: photocopy of page with the personal data (and other relevant pages) and previous visas.

3.2. Non-Bangladeshi nationals: photocopy of pages with the personal data (and other relevant pages), previous visas and the Bangladeshi residence permit and re-entry visa into Bangladesh valid for at least 3 months after the expiry date of the Schengen visa.

3.3. All passports have to be issued during the previous 10 years and should be valid for at least 3 months longer than the validity of the visa applied for.

4. For minors: If one of the parents is not in Bangladesh and therefore cannot sign in the application form, a notarized Statement (*Acta de Manifestaciones*) by him/her is also required.

5. Will of the community citizen (original) The will of the community citizen must be expressed expressing that the relative "will travel with him/her", or will "meet with him/her", as the case may be (the word reunite with: live, reside, live permanently and synonyms), this will must be expressed through one of the following documents:

- Will of the community citizen (usually, notarial deed): it will be signed before a public employee who attests that the community citizen is the one who subscribes or signs, it will be according to what is described in the first paragraph of point 5 (that is to say, that the words "travel" or "gather" or synonyms with the community citizen, as the case may be), this document is commonly made before a notary. (called *Acta de Manifestaciones*).

(The lack of one of these documents may be cause for visa denial.)

6. Photocopy of identity card of the EU citizen ID and passport

7. Demonstrate that the EU citizen resides in Spain or will travel to Spain

- Resides: Photocopy of the documentation that proves that the citizen of the European Union that generates the right resides in Spain or travels to our country. (Certificate of registration and photocopy of the residence card or similar certificate (*Certificado de Empadronamiento COLECTIVO*) proving residence in Spain in the case of citizens of a Member State of the EU, EEA and Switzerland.

- If you travel with a community citizen: provide flight reservations to Spain and joint accommodation with the community citizen.

<sup>1</sup> Spouse; relatives (of EU/EEA/Swiss citizen or spouse) in the descending line who are under 21 or are dependent; dependent direct relatives (of EU/EEA/Swiss citizen or spouse) in the ascending line.

<sup>2</sup> Norway, Iceland, Liechtenstein

In case the sponsor does not reside in Spain and travel together to Spain, the presentation of the reservation of joint ticket and accommodation is mandatory.

#### DOCUMENTATION TO BE PRESENTED SPECIFIC ACCORDING TO THE CASE

In addition to the documentation mentioned above, in general, depending on the reason and the family member concerned, You will have to present the documentation that is mentioned below.

(the lack of any of the required documentation may be cause for denial)

8.1 Spouse (HUSBAND OR WIFE) Provided that the agreement or declaration of nullity of the link has not fallen. marriage, divorce or legal separation, must be submitted:

- Literal certificate of marriage updated (less than 3 months), in case the community citizen is Spanish, the certificate of civil registration must be Spanish.

- In the case of marriage of a British citizen held outside the United Kingdom, a British Court order, official document or marriage certificate issued by the Consular Authority (less than 3 months) of the concerned member State stating the validity of the marriage as per their local regulations. (This document cannot be more than 3 months old at the time of submission.)

- In case of other nationalities of EU citizens: certificate of civil registration of the EU country concerned (less than 3 months)

8.2 To the couple with whom it maintains a union analogous to the conjugal one (COUPLE OF FACT).

It must be registered in a public register established for that purpose in a Member State of the European Union or in a State party to the European Economic Area, which prevents the possibility of two simultaneous registrations in that State, and provided that said registration has not been canceled. Registration, which should be sufficiently accredited. The situations of marriage and registration as a registered couple will be considered, in any case, incompatible with each other, must be presented:

- Certificate of registration in the updated Couples Registry (less than 3 months).

8.3 To their direct descendants (CHILDREN) under and up to 21 years of age, and those of their spouse or registered partner (CHILDREN) under 21 years of age. Provided that the agreement or declaration of nullity of the marriage, divorce or legal separation has not fallen, or the registration of the couple has been canceled.

Documents to submit:

1. Marriage certificate or couple made an updated EU citizen (less than 3 months).

2. Birth registration of the child, duly apostilled or legalized and translated.

3. Only in the case that the child is NOT the spouse of the community citizen, is less than 18 years, must submit any of the following documents: (IMPORTANT: original and photocopy)

- Paternal / maternal notarial authorization so that you can reside in Spain, apostilled and translated.

- Certification of widowhood, in case of being widowed, apostilled and translated.

- Document accrediting the exclusive custody of the minor. Apostilled and translated.

- Proof of having removed parental authority from the other spouse or father. Apostilled and translated.

8.4 To their direct descendants (CHILDREN), 22 years or more, and those of their spouse or registered partner (CHILDREN), 22 years or older. Provided that the agreement or the declaration of nullity of the marriage bond, divorce or legal separation has not fallen, or the registry registration of the couple has been canceled and with the indispensable condition, is that they live in their charge, or else they are incapable.

Present ALL the following supporting documents: (important, original and photocopy)

1. Certification of marriage or de facto couple's certificate of the parents with a maximum age of three months. in case of being Spanish, the certificate of Spanish civil registry.

2. Birth registration of the child, if a birth certificate is not national, it must be apostilled or legalized and duly translated.

3. According to the case:

4. That they live in charge (in the case that the dependency is economic.) Will be demonstrated by:

i. proof of sending money where the name of the community citizen or community spouse to this descendant (child) will appear where the name and surname of the sender (community citizen or spouse), as the one who receives (the son, the one who applies the visa) Example, proof of sending money through MoneyGram, Western Union or Bank Certificate, etc ....

ii. ATTENTION. it must be demonstrated that these shipments have been periodic and continuous, with a minimum periodicity of six months, as this dependence is necessary to survive, the lack of any of these requirements (periodicity, age of payments, need to subsist) will be cause of refusal of this visa

5. That the person is disabled: Demonstrate that they have declared incapacity to stand (official certificates that prove it, ONLY in the case that the dependency is due to disability)

YOU MUST SUBMIT YOUR CORRESPONDING TRANSLATION, AS WELL AS OFFICIAL DOCUMENTS, YOUR CORRESPONDING LEGALIZATION OR APOSTILLE

8.5 Other members of your family that are in your country of origin or living with him (parents or relatives or relatives)

Road 90, House 49, Gulshan-2. Dhaka 1212. Phone: 028881921-8,

Fax: 8837252. E-mail: emb.dhaka.vis@maec.es

Present ALL the following supporting documents: (IMPORTANT: original and photocopy)

1. Certification of marriage or common-law certificate of the community citizen or spouse, with a maximum age of three months. In case of being Spanish, the certificate of Spanish civil registry.
2. Birth certificates of the relative duly apostilled or legalized and also translated (Spanish), showing the family link with the community citizen or their spouse or partner.

3. According to the case:

- That they live in charge (in the case that the dependency is economic.) Will be demonstrated by:

i. proof of sending money where the name of the community citizen or community spouse will appear to this family member where the name and surname of the person sending (community citizen or spouse) must appear, such as the one they receive (the family member requesting a visa). Example, proof of sending money through MoneyGram, Western Union or Bank Certificate, etc ...).

ii. ATTENTION. It must be demonstrated that these shipments have been periodic and continuous, with a minimum periodicity of six months, it will also be necessary to demonstrate that this economic dependence is necessary to survive, the lack of any of these requirements (periodicity, seniority of payments, need to subsist, or no sender or recipient names appear) will be grounds for denial of this visa.

-It is incapable: Demonstrate that they have declared incapacity to defend themselves (certificates that prove it duly legalized or apostilled and subsequently translated).

**YOU MUST SUBMIT YOUR CORRESPONDING TRANSLATION, AS WELL AS OFFICIAL DOCUMENTS, YOUR CORRESPONDING LEGALIZATION OR APOSTILLE**

8.6 The couple with whom you have a settle a relationship duly proven. It will be considered that it is a stable couple that proves the existence of a lasting bond. In any case, the existence of this link will be understood if a time of marital cohabitation of at least one continuous year is proven, in which case the accreditation of stable coexistence duly proven, the documentation to be presented, will be sufficient to prove this relationship.

In the event that they have children in common, they do not need another conviviality sample, they must present a birth certificate that proves it, it must be registered in the competent Civil Registry (if it is Spanish, etc ...), in the case of a Bangladeshi citizen or other nationality, documents must be attested by MoFA and translated into Spanish.

8.7 In case of loss or loss of the residence card of the relative of the community, as well as of having the card expired, ONLY in the case that the same requirements continue to be met, again demonstrate the same requirements, as it is, (for example, if the card was issued for being the spouse of the community citizen, updated marriage certificate and will of the community citizen, see point 5 of these requirements "community citizen will" and point 8 of "husband or wife")

8.8 In case of loss or loss of the residence card of a relative of the community, if the same requirements are NOT followed, he / she will not be entitled to the issuance of this type of visa, except for the following causes (presented supporting documentation):

- Death of the citizen of the Union or of a State party to the Economic Space Agreement, in the event that they have resided in Spain before the death of the holder.

- Leaving Spain of the citizen of the Union or of a State party to the Economic Space Agreement, the children in particular, if they are enrolled in a teaching center, until they finish these studies.

- Nullity of the marriage bond, divorce, legal separation or cancellation of registration as a registered couple, one of the following assumptions must be proved:

- Duration of at least three years of the marriage or registered couple situation, until the beginning of the judicial procedure of nullity of the marriage, divorce or of the cancellation of the registration as registered couple, of which it must be proven that at least one of the years It has happened in Spain.

- Granting by mutual agreement or judicial decision, of the custody of the children of the community citizen, to the ex-spouse or registered ex-couple who is not a citizen of a Member State of the European Union or of a State party to the Agreement on the Economic Space European.

- Existence of especially difficult circumstances (Article 4, c, Royal Decree 1710/2011) (gender violence, trafficking in human beings, ...)

- Court resolution that determines the right to visit, the minor child, the ex-spouse or registered ex-couple who is not a citizen of a Member State of the European Union or a State party to the Agreement on Space European Economic, when said minor resides in Spain and said resolution or agreement is in force.

1 Spouse; relatives (of EU/EEA/Swiss citizen or spouse) in the descending line who are under 21 or are dependent; dependent direct relatives (of EU/EEA/Swiss citizen or spouse) in the ascending line.

2 Norway, Iceland, Liechtenstein.

9. The whole file must be one side photocopied in A4 format in order to be properly scanned so a full set of photocopies must accompany the application.

**IMPORTANT NOTE:**

Please, note that during the examination of a visa application, some additional documents may be requested in order to determine that all requirements to obtain the visa are met.

Applications with false or untrue documents will be refused.

The Embassy may require DNA testing if it deems appropriate in order to verify the accuracy of the family relationship with the sponsor.

A **Spanish translation** of all submitted documents is required in accordance to the provisions of Article 15 of the Act 39/2015, 1st October, that regulates Spanish Common Administrative Procedures of Public Administration. Translation from English into Spanish is to be done by an authorized Sworn Translator (*Traductor Jurado autorizado*).

Please find the list of authorized Sworn Translators at:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/2%20de%20junio%20de%202016.pdf>

All non-Spanish public documents need to be previously **duly legalized/attested by the competent Ministry and MoFA.**

Please, note that compliance of the above-mentioned conditions does not automatically guarantee the visa issuance.

In some cases, a personal interview with the applicant may also be requested. Also note that after receipt of the visa the Authorities may refuse entry into Schengen Area upon arrival. In such cases, the Embassy of Spain accepts no liability.

**FOR SUBMISSION OF APPLICATIONS:**

**BLS**

Saimon Centre, House No 4A, Road No 22,

Gulshan-01, Dhaka 1212, Bangladesh

(Visa Appointment: +880 9606 556656 & +88 02 9898284)

BLS Helpline Phone No: +880 9606 556656 & +88 02 9898284

BLS E-mail Address: [info.dac@blshelpline.com](mailto:info.dac@blshelpline.com)

Webs: <https://bgd.blsspainvisa.com>

**OPENING HOURS OF BLS:**

Passport Collection Time 10:00 to 13:00 and 14:00 to 16:00 hrs (Sunday - Thursday)

Flexi Hours : 09:00 to 13:00 and 16:00 to 17:00 hrs

Submission Time 9:00 to 14:00 hrs (Sunday - Wednesday)

Prime Time : 14:00 to 17:00 hrs Information 14:00 to 16:00 hrs (Sunday to Thursday)