



**FAMILY UE VISITING (ESC)**

**Schengen Visas are valid for the following 27 countries:**

Austria, Belgium, Croatia, 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.

**DOCUMENTS REQUIRED:**

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1. **TWO APPLICATION FORMS:** Two Schengen visa application forms, duly filled out, signed by the applicant. All questions should be answered. Letter of introduction detailing the trip will be valued.
2. **PHOTOS:** Two recent colour passport-size photos with white background (gents with uncovered head). It has to be glued (not stapled) on the application form.
3. **PASSPORTS:** Original and photocopy of ALL PAGES of valid passport and previous passports. The present passport should be valid for at least 4 months (1 year recommended). GD copy in case of any lost passport.
4. **ID CARD:** For applicants over 18, copy of national ID card (smart card).
5. **SPOUSE'S ID CARD:** Photocopy of identity card of the EU citizen ID and passport.
6. **BIRTH CERTIFICATE:** Original and photocopy of birth certificate issued by the registrar's office in English.
7. **PROOF OF RESIDENCY AND TRAVEL:** Demonstrate that the EU citizen resides in Spain or will travel to Spain
8. **DECLARATION OF THE UE CITIZEN:** Declaration of the UE citizen expressing that the relative will travel for a short tour and that does not intend to stay in Spain.
9. **DECLARATION OF THE APPLICANT:** Declaration of the applicant expressing to travel for a short tour and no intention to stay in Spain.
10. **DOCUMENTS PROVIDING FAMILY LINK:**
  - I. **FOR SPOUSE**
    - i. **MARRIAGE CERTIFICATE:** Literal certificate of marriage updated (less than 3 months).
    - ii. **DIVORCE & PREVIOUS MARRIAGE CERTIFICATE:** If any of the spouse has been divorced, original and photocopy of previous marriage certificate and Nikah Nama and divorce certificate issued by the registrar of marriage and divorce, in English and Bengali.

II. **FOR CHILDREN**

- i. **MARRIAGE CERTIFICATE:** Literal certificate of marriage updated (less than 3 months) of the parents.
- ii. **DIVORCE CERTIFICATE AND COURT DEGREE:** If the parents are divorced, original and photocopy of the divorce certificate issued by the registrar of marriage and divorce, and Court Decree where the custody of the minor has been decided.
- iii. **DEATH CERTIFICATE:** In case of deceased parents, original and photocopy of death certificate issued by the registrar's office.
- iv. **PARENT AUTHOTIZATION:** In case of 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. **POWER OF ATTORNEY:** In case unaccompanied minors, power of attorney by Spanish notary of the parent in Spain expressing his/her wish to give the power of act to the representative person.
- v. **DEPENDENCY:** For children 22 years or more, Proof of the existence of an effective economic dependency such as money transfer receipts. Bank transfers or Money agencies receipts are accepted only if the beneficiary details match with the applicant ones (all documents should be original ones).

III. **FOR DEPENDENT**

- i. **SPONSOR'S BIRTH CERTIFICATE:** Original and photocopy of birth certificate of sponsor issued by the registrar's office in English.
- ii. **MARRIAGE CERTIFICATE AND "NIKAH NAMA":** Original and photocopy of marriage certificate and Nikah Nama issued by the registrar of marriage and divorce, in English and Bengali.
- iii. **DEATH CERTIFICATE:** In case of deceased spouse, original and photocopy of death certificate issued by the registrar's office in English.
- iv. **ECONOMIC DEPENDENCY:** Proof of the existence of an effective economic dependency such as money transfer receipts. Bank transfers or Money agencies receipts are accepted only if the beneficiary details match with the applicant ones (all documents should be original ones).

11. **PHOTOS:** Marriage and family photos.

12. **EXPLANATION LETTER:** In case of being unable to submit any of the required documents, separate explanation letter for each of those missing documents, translated into Spanish.

**IMPORTANT NOTICE**

- All **certificates** must be **legalized by the relevant Ministry of Foreign Affairs (MOFA)** less than **six months** (except 1 year for Police Clearance) before submission of the application and afterwards **translated into Spanish language.**
- The whole file must be in A4 format - one side- in order to be properly scanned, a full set of photocopies must accompany the application.
- Documents should be submitted in the same order as in this requirement list.
- 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. In some cases, a personal interview with the applicant may also be requested.
- Applications with false or untrue documents will be refused.
- A Spanish translation of all submitted documents is required in accordance to the provisions of Article 15 of the Act 39/2015; 01st October that regulates Spanish Common Administrative

Procedures of Public Administration. Translation from English into Spanish is to be done by an authorized Translator (Traductor autorizado).

- Please note that compliance of the above-mentioned conditions does not automatically guarantee the visa issuance.
- Moreover, note that even after receiving 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 (no appointment needed):

Spain Visa Application Centre,Dhaka

BLS solutions (Pvt.) Limited 2<sup>nd</sup> floor,  
Concord Niharika Tower, Plot-138, Road-4,  
Block-C, Banani, Dhaka-1213 (Bangladesh)

Long Term-Visa (RFK) Appointment:  
+8801609208089 (Sun-Thu) – (14:00 – 15:30) hrs  
BLS Helpline: +8801609208089 (9:00-16:00) hrs  
BLS E-mail: [info.dac@blshelpline.com](mailto:info.dac@blshelpline.com)  
Website: <https://bgd.blsspainvisa.com>

Timings

Passport Collection time: 14:00 to 15:00 hrs (Sunday – Thursday)  
Flexi Hours: 09:00 to 13:00 and 16:00 to 17:00 hrs  
Submission Time 09:00 to 13:00 hrs  
Submission Time 09:00 to 13:00 hrs (Sunday – Wednesday)  
Prime Time: 13:00 to 15:00 hrs (Sunday to Wednesday)  
Information: 14:00 to 16:00 hrs (Sunday – Thursday)