

CHECK IF YOU QUALIFY TO APPLY AT THE BLS SPAIN VISA APPLICATION CENTER IN WASHINGTON D.C:

- Only permanent residents of Maryland, Virginia, West Virginia, District of Columbia and North Carolina have jurisdiction to apply with the Embassy of Spain in Washington DC.
- Citizens of the following countries do NOT require a visa to travel as tourist (for a stay that does not exceed 3 months within a period of 6 months). [Click here](#) to check the list of countries to determine if you need a visa [Exceptions also apply to holders of Biometric Passports from certain countries]
- You can only apply 3 months before your flight departure date to the Schengen area
- The Schengen visa will be issued by the Embassy or Consulate of the country of your main destination, the one where you will spend the longest time. Port of entry applies only when the time spent in the various Schengen countries are equal
- Non-refundable fees, payable with only Debit Card / Cash payments (No Money Order)
- We provide express courier service for speedy return of your passport once decision is received from the Consulate (Please do not buy Pre-paid envelopes)

CHECKLIST (YOU MUST BRING ORIGINAL OF THE FOLLOWING DOCUMENTS):

VISA APPLICATION FORM: CLICK HERE	
	All forms should be typed or filled
	Must bear original signatures of the applicant with blue pen on the application form.
	DOWNLOAD FORM: https://usa.blsspainvisa.com/washington/pdf/SOLICITUD_SCHENGEN_INGLES.pdf
	*Incomplete application forms can affect the visa decision
PROOF OF JURISDCITION:	
	GOV ISSUED STATE ID OR
	DRIVING LICENCE OR
	VOTER ID OR
	OFFICIAL LEASE AGREEMENT WITH UTILITY BILL * decision lies at the discretion of the Consulate to accept jurisdiction
VALID PASSPORT:	
	Ordinary passport or travel document issued in the last 10 years
	Must have at least two empty pages
	Valid for three months after the exit from the Schengen area

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HELPLINE: 516-888-1169

	Diplomats traveling on work must apply directly at the Consulate
	US Passport holders travelling on tourism do not need a visa for short stay of up to 90
VALID RESIDENCE PROOF:	
	Permanent Residence Card / Green Card
	Valid Residence Visa Stamp
	Employment Authorization Document with Advanced Parole
	Refugee Travel Document
	Visa must be valid for re-entry into the US if returning to the US. The residence permit or visa must be valid at least 3 months from the date schedule to leave the Schengen Space.
	*Holders of a B1/B2 visa must apply for a Schengen Visa in their country of origin or permanent residence.
PHOTOGRAPH:	
	1 recent photograph in color, 2 x 2 inches (51 x 51 mm) in size
	80% of face coverage with ears visible
	Not more than 6 months old
	With white background
	Without Spectacles & Sunglasses
	No Smiling face (Teeth should not be visible)
COVER LETTER:	
	Cover Letter stating Applicant details, Purpose of travel, Dates of travel
	Cover letter must include details of any other accompanying persons as well. This includes family members, friends or business associates travelling for the same purpose.
	Please mention any special circumstances or requests to the Consulate
PROOF OF TRAVEL: FLIGHTS, CAR RENTAL, EURO RAIL, FERRY, BUS TICKETS ETC	
	Confirmed reservation of your return airline ticket (USA round-trip including all destinations within the Schengen area) . Just a flight reservation is required with a booking ID/reference number. It is highly recommended not to buy the tickets until you get your visa.
	You will also be required to provide full documentation showing means of crossing the country borders by air or land e.g. flights, bus, ferry tickets or Eurotunnel tickets

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	If not returning to the US, applicant must provide detailed justification and proof of leaving the Schengen area with the cover letter
PROOF OF STAY:	
	Accommodation dates must be same as flight/travel dates
	A detailed hotel reservation for the duration of stay OR
	Official letter of invitation, (ORIGINAL and copy), from a family member or friend through the National Police in Spain.
	If you are part of a tour or a cruise, include a letter from your travel agent stating a complete itinerary of cities and hotels with payment receipt. [Screenshots not accepted]
PROOF OF SUFFICIENT FUNDS:	
	Last Three months personal bank statements of checking/savings account
	AND latest credit card statement (if applicable)
	If current statement is older than one week submit a bank letter reflecting current balance.
	Ending balance must be in USD or Euros only. If in other currency or language, a bank letter stating account balance of the last 3 months in USD/Euros is required.
	Should have an account balance in the last 3 months of \$120/day of stay in the Schengen area or a minimum of \$1100 if your trip is for 9 days or more.
	Tax Return/W2 and 1040 Form (last year)
	Marriage certificate/proof of relationship is required for married couples who do not have a joint account, and either is sponsoring the travel (Must be in English or Spanish only)
	In case of Financial Support from immediate family (Parents, Children, Siblings, Grandparents, Spouse), kindly provide documents proving relationship for eg. Birth/Marriage certificate/Tax documents or any govt issued document (English/Spanish only), passport copy of sponsor & Notarized letter assuming full financial responsibility. Proof of employment: sponsor's company letter, 3 last bank statements, 3 last payrolls, last tax return (W2 and 1040 Form)
	If Financial sponsor is outside the US, they must provide a bank letter on a letterhead with the average balance in the last 3 months in USD or Euros only. [No other currency will be accepted]
	Second-degree relatives may sponsor (proof of lease can be provided with both names), however, the decision is at the Consulate's discretion
	Business statements can be provided in addition to personal statements – A business certificate must be provided to show ownership of business.
TRAVEL INSURANCE: CLICK HERE	
	Issued by insurance company as per the EU guidelines
	Must specify start and end date, valid for complete duration of stay in the Schengen area

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	Minimum coverage of 30,000 Euros or its equivalent in USD 50,000 in Medical Assistants, Emergency room and repatriation.
	Visa letter from Insurance company/complete breakdown of coverage must be listed
	Applicants name clearly mentioned on the Insurance coverage – [An insurance card will not be accepted as proof of coverage]
	Zero deductible
PROOF OF EMPLOYMENT:	
	Letter of the company with seal and signature indicating length of employment, position, wage or salary and vacation period (Employment letter must have company logo and stamp)
	Last three Paystubs
	Drivers must download Employee profile from the app
	Self-employed individuals must provide most recent year income tax return(s), Last Three corporate bank statement, professional license if applicable and certificate of incorporation.
	For retired: Letter from the Social Security Administration confirming the monthly retirement income.
	Students must provide proof of enrollment for eg. F1 copy, school ID card, transcripts.
	Business travelers must bring a letter from their US Company indicating purpose and length of stay and a letter of invitation from the Spanish company or entity confirming commercial affiliation, assuming living expenses. If you will be participating in a congress or conference, invitation letter of the host.
MINORS/UNDER 18 YEARS TRAVELING WITH ONLY ONE PARENT/STEP-PARENT/TUTOR/ADULT:	
	Application for minors must be made by parents or legal guardian with proper legal documentation
	Application form signed by both parents
	Birth certificate
	Legal custody document, Divorce Decree
	Notarized Parental Authorization letter signed by parent not traveling giving permission to travel with the other parent or tutor or adult. Details like name and address of the authorized person to be provided. If one of the parents does not reside in the US, it can be done before the Consulate of Spain corresponding to their place of residence.
	Notarized letter from Step Parent/Tutor/Authorized Adult assuming full responsibility of minor and stating they have No Objection if their criminal/Sexual background check is conducted by any officials
	Marriage certificate in case of Step Parent traveling with the minor to be submitted
	Passport copy/Government issued photo ID of parents and authorized person

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- * Additional documents may apply
- * All documents must be in English or Spanish only – Certified translation is needed if in other languages
- * All currency must be in USD or Euros only
- * Screenshots will not be accepted for any documents
- * Payments by cash or debit card only - Money order not accepted
- * Express Courier service provided - Pre-paid Courier envelope not accepted

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