



TLSCONTACT VISA APPLICATION CENTRE – ARMENIA

LIST OF DOCUMENTS

PRIVATE VISIT (FAMILY OR FRIENDS) (LESS THAN 90 DAYS)

You want to go to Italy to visit relatives or friends.

All the presented documents should be translated in Italian or in English.

All documents (especially passport copies) must be submitted on A4 paper.

Schengen Visa Application Form

Duly completed (in Italian or English), dated and signed by the applicant in person. The visa application form is available on the [Visa information – Links & Downloads](#) page. In case of minors (below the age of 18), the application form needs to be signed by parents or by the person exercising legal guardianship.

Passport

Copy of passport

(2 copies (main pages))

2 Photos (3.5 x 4.5cm)

Travel Insurance

Airline ticket reservation

Proof of accommodation e.g. hotel booking with price indication

Proof of economic and social ties in Armenia and sufficient means of subsistence during the period of intended stay (* Each applicant is required to provide documents according to his/her civil status:)

• **Recent letter** from the employer with salary indication (issued no later than a month ago);

• **Bank statement** of the applicant covering the last three to six months. The statement should be only in English or Italian language.

The bank statement is a mandatory document. If the applicant cannot provide it, then must submit other documents in order to proof the availability of adequate means of subsistence for the period of intended stay in the Schengen Area.

Proof of property ownership (cars, apartments or other real estate)

A) **Birth certificate and copy** - which proves the kinship with the family member he/she travels with, or who is responsible for travel and stay expenses, if necessary;



B) Marriage Certificate and copy that proves the kinship with the family member he/she travels with or who is responsible for travel and stay expenses, if necessary;

C) Pension Certificate and copy;

D) Death Certificate and copy (Death certificate of a family member) (if available)

Non-Armenian nationals:

Proof of legal residence in Armenia valid 3 months after the intended date of departure from the territory of Member States

Invitation/sponsorship form validated by the competent authorities of the Member State with confirmation that the inviting/sponsoring party has sufficient financial means. Some Member States require that a national form be used (information to be obtained from the Member State of destination)

For Italy: an Italian State Register certificate and a copy of ID document of the person who signs the invitation letter must be attached

The invitation/sponsorship form must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required.

The invitation/sponsorship form must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required.

Visiting close relatives:

Spouses, children (including adopted children), parents (including legal custodians), grandparents, grandchildren visiting citizens of Armenia legally residing in the Member States, or citizens of the Union residing in the territory of the Member State of which they are nationals:

Invitation validated by competent authorities with confirmation that the inviting party has sufficient financial means; or formal letter of obligation

– An official document confirming the existence of relationship with proof of his / her legal residence in the country of destination

– The invitation must specify the details of the accommodation; in case it is not provided by the inviting party, a hotel booking is required

– The invitation must specify who covers the expenses; in case the expenses are to be covered by the applicant, his/her bank statement for the last three months is required

[Invitation Form](#)

Minors traveling without parents or with one parent

Birth Certificate (original and copy);

Marriage Certificate of parents (original and copy);

The consent of the parental authority or legal guardian only in case the minor travels alone or only with one parent (In the consent it must be mentioned the name of the adult who accompanies the minor with the passport copy of the person, valid Schengen visa and booking of the air-ticket and accommodation).

The Parental Consent cannot be older than one month. The consent should be translated into English or Italian with Notary authorization.

The application form of the minor must be signed by both of the parents at the Visa Application Center on the same day, in front of the TLScontact agent, even if they have authorized a third person to accompany their child.

N.B. If one of the parents is not in the country, then he/she must go to the Embassy of Italy in the foreign country he/she is a resident and give an authorization to the other parent. Then he/she can send the copy of the authorization to the other parent for applying for visa for their minor child. Or one of the parents can give an authorization and request an apostille in the foreign country he/she is a resident and send the copy of the document to Armenia.