



## TLSCONTACT VISA APPLICATION CENTRE – CHINA

### LIST OF DOCUMENTS

#### ENTRY VISA

***A short-stay Schengen visa with “Entry” as the purpose of travel is only intended for people who wish to return to the Netherlands but cannot prove that they hold a Dutch residence permit. This might be because their residence permit has expired, been lost or been stolen while they have been abroad.***

A short-stay visa lets you visit the Netherlands for a maximum of 90 days within a 180-day period. It is also valid in the other Schengen countries.

### TRAVELLING ON A VISA

Even if you have a visa you may still be subject to checks during your trip. You must at all times meet the requirements for travelling without a visa. If you do not meet these requirements you may be refused entry to a Schengen country or the Schengen area. Border control may also ask you for other documents. [Check what other documents you need for travel to the Netherlands.](#)

### DOCUMENTS REQUIRED

- Complete the [online application form](#), print it out and take it to your appointment; The application form has to be signed by the applicant. Minor applicant under the age of 18: The application form must be signed by both parents or by a legal guardian. Please DO NOT sign the name of an underage applicant.
- Get all the documents required for your application. The [checklist](#) explains which documents you need to provide and which requirements they must meet;
- If you choose to submit your application through a representative, the following also needs to be provided:
  - [Letter of authorization for visa application/passport return](#). The signature on the letter of authorization needs to be the same as the one in the applicant's passport and Visa application form;
  - Representative's ID Card or passport.

For every document submitted, you must provide the original (to show at the counter) and a photocopy (to be attached to the visa file). The documents must have been drawn up in (or translated into) Dutch, English, French or Spanish.

Your [biometric data](#) (fingerprints and a digital photograph) will be collected during your appointment. This will remain valid for 5 years. Some applicants, such as children under the age of 12, do not need to provide this data.

If you apply for a [subsequent visa](#) within these 5 years, you do not have to provide fingerprints again.

Please be aware, when applying for a visa at an external service provider, it cannot be checked at the desk whether your fingerprints have been stored in the systems in the past 5 years. If it turns out the Ministry of Foreign Affairs does not have your fingerprints, you will be asked to return to the External Service Provider for a second time to register your fingerprints.

Incomplete applications may not be accepted.

### PROCESSING TIME

The earliest you can apply is 6 months before you intend to travel. You should apply no later than 15 working days before your trip.

You can track the status of your application using your track & trace code. If you have any questions about the status of your application, please visit “Contact us” page on the Visa Application Centre website.