



## TLSCONTACT VISA APPLICATION CENTRE – LEBANON

### LIST OF DOCUMENTS

#### FAMILY VISIT (LESS THAN 90 DAYS)

You wish to go to **Italy** and visit your close family member of both EU citizen and holder of EU resident permit and will stay no longer than 90 days.

**All documents must be issued or translated into the following languages: English, French or Italian.**

**Short stay Schengen visa application form**

*Complete the application form in full. Print a copy of all pages, sign it and submit it with your application documents.*

*The original application form needs to be signed by the applicant (or the legal guardian for minors) **in the signature box at the bottom of the third page.***

*Note: it is preferable that you provide the application form typed and printed out rather than filled by hand.*

**Two identical ID photos**

*Two identical ID photos less than 3 months old and meeting set standards.*

*Size 3.5 cm x 4.5 cm, with white background, taken within 3 months. More information.*

**Passport original.**

*A full national private passport or official travel document valid for at least more than 3 months beyond the validity of the requested visa, with two blank visa pages with the mention "visa" to affix the visa sticker. Should be issued in less than 9 years and 9 months after the expiry date of your requested Schengen visa. The photo used on the passport must resemble its holder at the time of submitting the file.*

**Passport, copy.**

*One Copy of the passport page containing personal identity information, one copy of the page containing the validity extension information, and all the pages which contain Schengen visas issued during the last 10 years with all the stamps.*

**Insurance**

*Original + copy*

- 1. It should be valid for the Schengen area if you are applying for a short stay visa;*
- 2. It should cover the medical fees and the repatriation costs for a minimum of 30,000 euros;*
- 3. It should cover the whole period of your stay;*
- 4. A copy of an insurance card or an insurance based on a credit card is not accepted.*

**Resident Permit**

*A copy of a valid resident permit beyond the return date from the Schengen area for foreign applicants residing in Lebanon or in Syria.*

**Proof of entry to the Lebanese territory**

*Proof of entry to the Lebanese territory, copy.*

*This document can be a stamp on the passport or the white entry card if you cross the border with your ID.*

**Lebanese personal bank statement**

*Lebanese personal bank statement covering the last three months, and issued less than 1 month ago, with a credit balance sufficient to cover the costs of the stay, original (Stamped from the bank).*

**A Bank certificate is not accepted**

*If the statement refers to another person (preferably from a family member or a relative), a taking in charge legalized by a notary, or signed in front of a TLScontact agent is required together with a copy of the sponsor's ID. In case of submission of a "savings account statement", the copy of the savings account should be truly certified and up-to-date.*

**Invitation letter**

**Copy of the hosting person's ID or of his permit of stay if he is a foreigner resident in Italy.**

**Round-trip flight ticket booking**

*A copy with your travel date, according to your ticket, should be at least 20 days after your submission at TLScontact center.*

**Family Statement**

*Original of Family Statement or the transcript of the birth certificate. This document should be issued within the last 3 months.*

*Copy of Family Statement and translation.*

**WORK PROOF**

**Commercial circular or proof of company registration (company owners and employees)**

*Commercial circular or proof of company registration copy of the Arabic version stamped from the ministry of justice+ translation, **for employees and company owners.***

**Employment letter (employees and civil servants)**

*Employment letter, original.*

*A less than 3 months old official up-to-date letter from your employer stating the position held within the company as well as the starting date. This document should be signed and certified bearing the company's stamp, for employees and civil servants.*

**Registration at the Lebanese Social Security (employees)**

*Registration at the Lebanese Social Security copy of the Arabic version + translation, for employees.*

*This document must be issued from the National Social Security Fund itself and is mandatory for every employee who is registered at the NSSF.*

*The number of the social security mentioned in the employment letter is not accepted.*

**Certificate issued from the Syndicate/order (liberal professions)**

*Certificate issued from the Syndicate/order, original.*

*This document should be less than 3 months old, for liberal professions.*

*A copy of the syndicate card is not enough.*

**Freelance certificate (freelancers)**

*This document can be issued from a notary, can be a freelance employment letter, can be a lease contract, etc., for freelancers.*

## **STUDENTS**

**Certificate of attendance from the institute**

*Certificate of attendance from the institute (school or university), original, for the current year/semester.*

## **MINORS**

**A legal act of consent**

*A legal act of consent signed by both parents or by the legal guardians (in case of death or divorce) duly legalized by a notary or signed in front of a TLScontact agent (original), together with a copy of both parents ID/passport/valid visa.*

*In case one of the parents is abroad, the act of consent should be legalized by the Italian embassy abroad or by the Lebanese embassy abroad and also legalized by the ministry of foreign affairs in Lebanon(original). In case one the parents' is deceased, a custody certificate is mandatory in Arabic + translation.*

**An Act of entrustment/Acceptance letter of responsibility for minors traveling with a third person**

*An Act of entrustment/Acceptance letter of responsibility for minors traveling with a third person signed by both parents and the third person, duly legalized by a notary or signed in front of a TLScontact agent (original), together with a copy of both parents and the third person's ID/passport/valid visa.*

## **DOMESTIC STAFF**

**Employment contract**

*A valid employment contract, copy + translation.*

**Resident and work permits**

*Valid resident and work permit beyond the return date from the Schengen area, copies.*

**Employer's letter**

*Employer's letter stating that the employer guarantees the return of the employee to the country of residence, signed by the employer, together with a copy of his/her ID/passport/valid visa + translation. 5*

**UNEMPLOYED APPLICANTS**

**Additional document for unemployed applicants**

*This document must be a copy of a proof of work of the spouse/child/parent/sibling/sponsor, etc. This document is mandatory for all the unemployed applicants applying alone and doesn't have a previous Schengen visas issued in the last 10 years.*

**Holders of a special passport should provide a verbal note from the Lebanese ministry of Foreign Affairs**