



TLSCONTACT VISA APPLICATION CENTRE - RUSSIA

LIST OF DOCUMENTS

AUTHORIZED VISA

If you receive an authorization for your visa from the Immigration authorities in Switzerland or from the Visa Section in Moscow as well as a confirmation e-mail from the Visa Section authorized person, which confirms you the possibility to use TLScontact services, you may submit your passport at TLScontact Visa Acceptance Center.

.MANDATORY DOCUMENTS

Passport

- *Should be signed by the applicant;*
- *Must be valid for at least 3 months from the date on which you intend to leave the SCHENGEN territory, issued within the previous 10 (ten) years;*
- *Should contain at least two empty pages for each applicant (if a child travels with parent in the parent's passport, there should be 2 blank pages (blank front and back), i.e. 4 blank pages); Without any damages.*

Two identity photos

2 identical, recent passport photographs, meeting Schengen photo requirements (one glued on the application form, the other attached). Please check our FAQ page (section Visa document requirement).

PROOF OF TRIP PURPOSE

Authorization "Ermächtigung zur Visumserteilung", copy

Documents related to the onward journey to the final destination (visa or other entry permit for the third country of destination, tickets for onward journey).

Confirmation from the authorized person of the Embassy's Visa Section

Copy a confirmation e-mail sent by the authorized person of the Embassy's Visa Section.

OTHER DOCUMENTS

Consent for processing of personal data

Please check our "Links and downloads" page to download the form, complete it according to the internal passport and attach with all your documentation.

Declaration of consent for the use of couriers



Please check our “Links and downloads” page to download the form, complete it and attach with all your documentation.

DHL Declaration

For applying documents **by post**, please visit “Links and Downloads” page on our website to download the form, complete it and attach with all your documentation.

SUBMISSION BY REPRESENTATIVE

Personal appearance is mandatory for all visa applicants unless you are exempted from biometric data capturing.

If you are exempted from biometric data capture, a representative can apply on your behalf.

Please note the following points if you are applying through a representative:

- *Applicant’s passport must be signed by the applicant himself. In this regard, please also pay attention to the special regulations concerning applicants who are underage;*
- *Representatives are only allowed to sign in place of the applicant during their appointment in the Visa Application Centre on the following documents:*
 1. *Consent forms;*
 2. *Application checklist. **** The Schengen application form must be signed by the applicant himself.***

Applicant’s picture must fully comply with the strict regulations. In the eventuality that you need to provide a recent compliant photograph to complete your application, a self-service photo booth is at your disposal inside the Visa Application Centres. To check the availability, please click [here](#).

The representative has to provide a signed letter of authorization as well as the original and copy of his/her ID card (one copy for each set of documents). The representative cannot be a minor.

Express Courier Return can be requested during the appointment in the Visa Application Centre in order to receive the passport directly to a convenient chosen address once it is back from the Switzerland Consulate Authority.