



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

Authorization

Documents can be submitted by following representatives (if **biometric data enrollment is not required**):

- A travel agency accredited with the Swiss Embassy;
- Swiss Business Hub;
- Representative of organizations/authority with authorization letter;

The authorization letter has to present that the courier is in charge to represent the visa application in the name of the company/organization.

This document must be on business paper, stamped and signed by a legal person.

- Close relatives (spouse, mother, father, daughter and son).

Proof of relationship should be submitted.

Evidence of representative's employment

- Evidence of representative's employment must be a confirmation of the company/organization that the representative and the applicant are permanently employed in the same company/organization.
- This document must be on business paper, stamped and signed by a legal person. The period of validity is 6 months.

Representative's ID

- Copy of representative's ID card issued by the Embassy of Switzerland (if documents are submitted by travel agency);
- Copy of representative's internal passport (if documents are submitted with by close relatives).