



Dear Applicant - Your application and documentation will be delivered to the Embassy. Your application will be processed by the Embassy soonest possible. The Embassy only accepts documents in the Danish, English, French, Norwegian and Swedish languages. Documents presented in other languages will not be accepted.

PLEASE NOTE: Make sure that you are covered by EU/EEA rights before filling in the application, page 2, EU/EEA info). If you are not covered, it will affect the processing of your application. More information on the rights for family members of EU/EEA/Swiss citizens can be found here: <http://nyidanmark.dk/en-GB/You-want-to-apply/Short-stay-visa/Visa-after-the-EU-rules>

Name of applicant:

The document(s) highlighted below are missing. The Embassy therefore kindly requests you hand in the below documentation:

Missing Document (s)	Type of document
	Application form duly completed
	One recent (less than six months old) passport-size photograph in color with good resemblance (3.5cm / 4.5cm)
	Valid travel document The passport must have at least two blank pages to affix the visa.
	Previous passports (if any) + colored copies of bio page(s) only and previous Schengen visas and stamps
	Documentation that the visa applicant accompanies or joins an EU/EEA/Swiss citizen: (e.g proof that the EU/EEA/Swiss citizen already resides in the host member state or confirmation that the EU/EEA Swiss citizen will travel to the host member state).
	Flight reservations for round trip. If applicant is traveling to several Schengen states, proof of intra-Schengen flight reservation, train itinerary or car rental. Note: The Danish Mission recommends that you do not buy a plane ticket, before your visa has been approved.
	Passport copy of the inviting person.
	Proof/justification of relationship with host (relevant birth and marriage certificates, divorce certificates, photos/communication with host, EU residence card etc.) to determine that the applicant is covered by the EU regulation. The applicant has the right of choice of the documentary evidence.
	In case of minors (< 18 years) traveling: <ul style="list-style-type: none"> • If the minor is traveling with only one parent, written consent of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor. Documentation of custody must also be provided. • If the minor travels alone (without parents), written consent (including contact details) from both parents or guardians having custody of the minor. • A photocopy of both parents' passports. If not, copies of the ID cards (with signature) of the parents. • Birth certificate for the minor Note: If minor traveling with one parent. All the above documents of the other parent required.

The Embassy requests you to hand in the missing/required documentation **within 5 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision in the case based on the present information.

I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.

You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your full name. Please note, if you chose to send the missing documentation by e-mail to: accambvisa@um.dk it will be via an unencrypted connection. Please note that you could still be asked for additional documents and/or may be called for an interview at the Embassy.

Kind regards/ Visa Section, Embassy of Denmark, Accra

Applicant's signature:

Passport No. :

Date:
