



Dear Applicant

Your application and documentation will be delivered to the Embassy and your case will be processed by the Embassy as soon as possible. The Embassy only accepts documents in English, French, Danish, Norwegian and Swedish. Documents in other languages listed will not be accepted.

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 completely filled and signed by the applicant
	One recent (less than six months old) passport-size photograph in color with good resemblance (3.5cm / 4.5cm)
	Current passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen area and with at least two blank pages to affix the visa + colored copies of all pages of passport
	Original previous passports (if any) + colored copies of bio page(s) and previous Schengen visas and stamps
	A covering letter from the shipping company / maritime agency containing following details: <ul style="list-style-type: none"> Name and rank of the applicant, vessels name and arrival date at the port in Denmark, Date of joining vessel, the name and address of the handling agent in Denmark. Itinerary that the seafarer will follow to arrive in the member state of destination/transit (including date and entry point (airport) to the Schengen area
	Overseas travel medical insurance valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks, e.g. accident, illness, medical emergency evacuation etc
	Flight reservations for the onward destination
	Proof of accommodation in case of an overnight stay
	A valid visa for the country of destination
	Covering letter from your organization or company stating the applicant's name and rank, vessel's name and arrival date at the port in Denmark, date of joining vessel, the name and address of the handling agent in Denmark.
	Copy of employment contract / appointment letter (showing duration of employment)
	Confirmation by letter from port agent in Denmark.
	Seaman's book.

The Embassy requests you to hand in the missing/required documentation **within 3 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on the present information.

Please choose one of the following options: Please tick off the desired choice and sign this confirmation letter.

- I will be coming back to VFS within 3 days with the missing document(s). Signature date below counts as day one of three.
- I choose to hand in an incomplete application, which may lead to a refusal.
- My application is complete. All above documentation have been handed in.

You can hand in the missing documentation in person to VFS. Please remember to state your passport number and 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.

Kind regards, The Royal Danish Embassy, Accra, Visa Section.

You could still be asked for additional documents and/or may be called for an interview at the Embassy.

Applicant's Signature

Passport No.

Date