



Checklist for visa application in Trinidad and Tobago for business

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.

1. Application

- 1.1 A completed and signed Schengen [visa application form](#).
- Yes
 - No
 - Remarks

2. Travel Documents

- 2.1 A passport or other travel document.
- Yes
 - No
 - Remarks

- 2.2 A copy of all pages of the passport.
- Yes
 - No
 - Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.

- 2.3 Additional requirements for minors (under 18 years): Minors must be accompanied by at least one parent when the visa application is made.
- Yes
 - No
 - Remarks
- 2.4 Additional requirements for minors (under 18 years): Minor's official birth certificate and one copy.
- Yes
 - No
 - Remarks

- 2.5 Additional requirements for minors (under 18 years): Parents' passports and one copy of their passport's bio-data page.
- Yes
 - No
 - Remarks
- 2.6 Additional requirements for minors (under 18 years): If the minor is travelling accompanied by only one parent or legal guardian, notarised written consent and a copy of the passport bio-data page of the other parent/guardian must be provided.
- Yes
 - No
 - Remarks
- 2.7 Additional requirements for minors (under 18 years): If the minor is travelling accompanied by persons other than parent(s) or legal guardian(s), written consent of the legal guardian (s) for the planned journey with a certified signature and parents' passports and copy of the parents' passport bio-data page.
- Yes
 - No
 - Remarks
- 2.8 Additional requirements for minors (under 18 years): In cases where the whereabouts of one parent is not known (e.g. the parent is missing) a notarised affidavit of the parent applying on behalf of the minor(s) should be presented stating that he/she is the only known parent.
- Yes
 - No
 - Remarks

3. Evidence of legal residence

- 3.1 Non-nationals of Trinidad and Tobago: Proof of work permit and/or residence permit that is valid for at least three months after the intended date of departure from the Schengen territory.
- Yes
 - No
 - Remarks

4. Photo

- 4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance.
- See: [photo guidelines](#).
- Yes
 - No
 - Remarks

5. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

5.1 Itinerary indicating the travel reservation from transport company or travel agent.
Itineraries must clearly indicate name and date of travel out of and return to the country of origin.

- Yes
- No
- Remarks

5.2 Proof of solvency: recent bank statement indicating applicants name and address and showing transactions for at least the last three months from the date of application.

- Yes
- No
- Remarks

For students:

- Proof of solvency of parents, or proof of sufficient funds for the entire stay, or the provision of guarantee form.
- Student card or copy of the matriculation at the university and student index signed and stamped by the university.

- Yes
- No
- Remarks

For sports/cultural event:

- Proof of solvency or organisers, or proof of sufficient funds for the entire stay, or the provision of guarantee form.

- Yes
- No
- Remarks

5.3 Employed applicants: a recent (maximum of the weeks prior to appointment date) signed letter of employment on employers' letterhead indicating as a minimum, job title, salary, period of employment and employment status.

- Yes
- No
- Remarks

5.4 Self-employed applicants must provide original version and a copy of the certificate of business registration and a recent, official and signed letter from an accountant, bank manager, solicitor, or local Chamber of Commerce confirming self-employment status and/or business ownership.

- Yes
- No
- Remarks

5.5 Accommodation (for the whole duration of the intended stay): hotel booking.

- Yes
- No
- Remarks

- 5.6 Invitation letter from the company in the Schengen area stating who is invited, for how long and for what purpose. If the trip is company-financed, confirmation from the management of the company stating that all costs related to the business trip will be covered.
- Yes
 - No
 - Remarks

6. Proof of health insurance

- 6.1 The insurance policy has been taken out in your name.
- Yes
 - No
 - Remarks
- 6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.
- Yes
 - No
 - Remarks
- 6.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).
If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.
- Yes
 - No
 - Remarks

7. Visa

- 7.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.
- Yes
 - No
 - Remarks

8. Payment

- 8.1 Payment of the visa fee.
- Yes
 - No
 - Remarks

Please be aware of the following

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

List of documents to be presented by visa applicants from Trinidad and Tobago according to the Commission Implementing Decision of 16-10-2015 by the European Commission, in conformity with the list of supporting documents.