

# Italy - Seaman checklist

List of supporting documents

Dear applicant,

Thank you for your interest in applying for a visa for Italy. The following information is provided to assist you in lodging your application. You are encouraged to read it carefully and take note of all the information provided. It is important for you to do so, as failure to provide any required documents may affect the processing of your application.

You should lodge your application when you have all the required documents as detailed below.

**Applicant Name:**

**Application tracking number:**

**Please prepare your documents in the following order**

- 1 Passport
- 2 Schengen Application Form
- 3 Color ID Photos (x2)
- 4 Proof of Transport (SS)
- 5 Proof of Payment
- 6 Port letter
- 7 Vessel's registration
- 8 Work Contract (Seaman)
- 9 Boat itinerary
- 10 Proof of Residence

Attached	
Yes	No

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## IMPORTANT INFORMATION

Please be advised that we are not allowed to accept an application without the following basic requirements:

- Passport
- ID photo
- Schengen form
- Travel insurance

Please note that :

Capago provides photos which are 100% compliant with the Schengen Requirements and International Civil Aviation Organisation (ICAO) Standards, printed on quality gloss paper using Biometric technology at 90R per applicant

Capago can also link you with a selected Insurance Broker who provides Schengen Travel Insurance which is 100% compliant with the Schengen Requirements according to the regulations of the European Union (Decision 2004/17/CE of December 22nd 2003).

Note that the price of the Schengen Travel Insurance will depend on the chosen plan.

## Detailed explanation.

Please find below the detailed explanation for each document

### Passport

Cannot be older than 10 years. SA Passport must be valid for at least 3 months from date of return. Must have the applicant's signature on the relevant information page (newer SA passports already have the signature embedded on the hardcover

Older SA passports must sign the information page at the back). Passports require 2 valid, blank and consecutive pages (marked VISA). Visa pages are invalid if damaged or stained by stamps from other pages. Please note, visas cannot share the same page back to back.

Please also provide Copy & Original of the previous passport(s)

For Non S.A passports, please also provide :

- Copy and Original of valid South African permit (permit must also be valid for at least 6 months from the date of return).
- Copies of any previous Schengen visas that have been issued in last 3 years, even if in another passport.

### Schengen Application Form

All necessary fields to be neatly and accurately filled in. Form must be signed by applicant (3 signatures per form). In case of minors, the form MUST be signed by both parents.

### Color ID Photos

Two recent (2) Colour ID photos taken within the past 6 months as required by Schengen Standards. Must have a neutral expression, mouth closed and nothing covering the eyes, ears or forehead. Photos with red eyes from a flash will not be accepted. Please see website for further specifications. Please make sure to write your name behind the ID Photos.

### Proof of Transport (SS)

All confirmed return flights tickets from South Africa as well as flight/ferry/train/bus/taxi tickets showing entry/exit between all Schengen Countries MUST be provided. Name of applicant must appear on all proof of transport. All confirmed car rental bookings must equally be provided. If applicant is being collected by an EU resident/permit holder abroad, a copy of the their driver's licence, car registration and a short letter of confirmation of pickup and dropoff details will be necessary (Only required if crossing international borders into/out of

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Italy).

## Proof of Payment

Proof of payment of visa & service fees: EFT or receipt of cash deposit at FNB branch. See conditions on website. If paying by credit or debit card at our premises, proof of payment will be obtained in-home. Please note that Capago does not accept cash anymore

## Port letter

Official letter signed by Italian Port Captain (Capitaneria di Porto) with port stamp confirming where the ship/vessel/cruise liner is or will be docked in Italy This document **MUST** be included (No exceptions). Please note that the letter must come from the the Port and not the MARINA where the vessel may be currently docked.

## Vessel's registration

Copy of vessel's/boat registration certificate. (Normally includes vessel's berth, tonnage, crew size, engines etc.)

## Work Contract (Seaman)

Checklist template for Italian Seaman Visa

## Boat itinerary

Intended boat itinerary showing the course/route the boat will take and the places it will dock as this will ascertain that Italy is the main Schengen destination.

## Proof of Residence

A recent utility bill, bank statement or telephone account from the last 3 months that features the name of applicant and the physical address. Title Deeds and Lease Agreements can also be supplied as proof of residence. If residing with a 3rd party, please attach to the proof of residence, a copy of their I.D. as well as a signed letter confirming that you reside with them.