

Italy - EU Family - Minors 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 Proof of EU citizenship
- 7 EU Declaration
- 8 Parental Consent Letter
- 9 Unabridged Birth Certificate
- 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 and must be valid for at least 3 months from date of return with 2 valid, blank and consecutive pages.

For NonS.A. Passports, please provide a valid South African permit (at least 6 months from the date of return). Copies of previous Schengen visas that have been issued in last 3 years to be submitted.

Schengen Application Form

All necessary fields to be completed.
Form must be signed by applicant.

Color ID Photos

1 recent colour ID photos taken within past 6 months as required by Schengen Standards. Photos can be taken at Capago office. Background must be white.

Please click [here](#) for further specifications found under the heading 'Passport Photo Requirements'.

Proof of Transport (SS)

Copies of return flight bookings from South Africa as well as entry in to Italy or other Schengen countries must be provided with name of applicant on booking.

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

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Proof of EU citizenship

Copy of valid EU passport of spouse or parent must be attached to the EU declaration.

EU Declaration

Complete and sign the EU Declaration. Attach copy of the EU passport.

Parental Consent Letter

This document is available on the Capago website and mandatory for travelling minors. It must be signed in person by both the parents / legal guardians at the Capago Visa Application Centre. Please attach to this form: Minor's Unabridged/Full Birth Certificate, signed copies of the parent's passports (new SA Passports already have signature embedded on info page), Marriage Certificate (if applicable) and the flight tickets of the accompanying parent (s). One of the parents must also please provide their employment letter and 3 months bank personal statements. If parents cannot provide their signed passport copies they may submit a copy of their temporary passport or their SA driver's licence.

If one parent is out of the country / unable to appear in person, they must complete the consent form before a commissioner of oaths / Police and add an affidavit explaining the reason for their absence.

Unabridged Birth Certificate

Please provide Original and Copy of the Unabridged Birth Certificate. It must show names of both parents and child. If no Unabridged Birth Certificate can be submitted, please provide an Abridged Birth Certificate, the receipt from an application for an Unabridged Birth Certificate and most importantly, either a letter from the hospital where the child was born or a letter from the school, both of which must clearly state the identity of the biological parents.

Proof of Residence

Can be a recent utility bill, bank statement or telephone account from the last 3 months that features the name of applicant and the physical address. 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.