

Italy - EU Dependant - 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 Parental Consent Letter
- 8 Unabridged Birth Certificate
- 9 EU Declaration
- 10 Proof of Residence
- 11 Marriage Certificate
- 12 Proof of Employment
- 13 Travel Insurance

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 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

Proof of EU citizenship

Original and Copy of the valid EU passport (proving identity of EU spouse/parent). If you can't provide an original of the EU passport, please provide a copy stamped by a Commissioner of Oath from less than 3 months.

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.

EU Declaration

The EU declaration (available on the Capago website) must be completed and signed in person. Attached to it, should be an Original and Copy of the valid EU passport (proving identity of EU spouse/parent). If you can't provide an original of the EU passport, please provide a copy stamped by a Commissioner of Oath from less than 3 months. Any flights/accommodation in Italy which verify that the EU spouse/parent will indeed be traveling with or meeting the applicant in Italy. If no supporting documents are provided, the visa fee will need to be paid full.

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.

Marriage Certificate

Applicants must please provide original and copy of their marriage certificate (or that of their parents if they are minors). If it is not in English or Italian, it must be translated and legalised by the closest Italian Consular Authority from where the marriage was registered. If the parents of the child are not married and a marriage certificate is not available, please add an affidavit to this affect that is signed and stamped by a commissioner of

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oaths.

Proof of Employment

Signed confirmation on a company letterhead showing that the applicant is currently employed and will return to resume his/her duties upon return to S.A and indicating the monthly salary and/or and a recent pay slip if applicable. This letter MUST be an ORIGINAL. If an applicant owns their own company then they must provide the company registration documents (CC or CK documents) on which applicant's name appears. They must also provide an employment letter on their letter head in conjunction with the company registration documents. If the applicant operates as a sole trader / proprietor then they must provide a written affidavit declaration to this effect from a commissioner of oaths or letter from authorised accounting officer/bookkeeper.

Travel Insurance

Please provide the Certificate pages of your travel insurance(Schedule of benefits, policy wording or claim form is not required). The Certificate page must display name of insured person, policy number, amount of cover (minimum € 30,000) and duration of cover. An applicant's insurance should cover the full period of travel. Insurance must cover Worldwide or the entire Schengen area (even if Italy is the sole destination). Insurance must provision for evacuation, repatriation and emergency transportation as well as emergency in/ out of hospital medical treatment.