



EMBASSY OF SWEDEN

Nairobi

2023-12-11

Diplomats – Zambia

	Required documents for diplomats travelling for official purposes to Sweden, Belgium, Denmark, Estonia, Finland, Iceland, Latvia, Luxemburg, Norway, Poland, Portugal, Spain, the Netherlands & Switzerland.	Check
	Application for Schengen Visa –application form completed and signed.	
	Passport: <ul style="list-style-type: none">• Original passport valid for travel to Sweden. The passport validity must exceed the planned stay in the Schengen Area with at least three months. The passport must have been issued within the last ten years.• Complete photocopies of original passport, except blank pages.• Previous passport in original if a new passport has been issued within the last year.	
	<u>Diplomatic passport holders on official duty are exempted from the visa application fee, but the mandatory service fee has to be paid to VFS Global.</u>	
	1 color photo not more than 6 months old, passport size (45 mm x 35 mm), full face and taken against a light background.	
	Applicants who submitted fingerprints in a previous application and <u>were granted a Schengen visa within the last 59 months are exempted</u> from resubmitting a new fingerprint.	
	Flight reservation and complete intended itinerary, covering the whole intended journey throughout the territory of the Member States, including return.	
	For non-Zambian nationals: Zambian residence permit or proof of legal stay in any other country within the Embassy's coverage area, valid at least three months beyond the planned stay in the territory of the Member States.	
	Note Verbale issued by your Ministry for Foreign Affairs confirming that you are a member of an official delegation or on an official mission to a Member State.	
	Signed invitation letter or confirmation of registration from the host organization if you are going for an official purpose. The invitation must contain the following information: <ul style="list-style-type: none">- Applicant's personal data- Reason for the visit to the Member State of destination- Period of intended stay in the Member State- Contact details to the inviter	

Please note:

- Applications can be submitted up to 6 months before the intended travel and **not less** than 15 calendar days before the intended travel. Please note that the days are counted from when the Embassy has received the application and **not** when the application was submitted at VFS Global. The transportation time between the application centers and Nairobi is published on the website of VFS Global.
- The handling time may take up to 15 days (counted from when the Embassy has received a complete application) but may take up to 45 days, if verification of documents or an interview needs to be conducted or such.

- All submitted documents must be in English or in Swedish.
- An interview may be required at the Embassy or by phone.
- Further information or documentary evidence in support of your application may be required.
- All documents are mandatory. If documents are not submitted at the time of application, they may be sent within **2 working days** to the following email address: ambassaden.nairobi-visum@gov.se. If mandatory documents, as stated in the checklists, are not received within the stipulated time, the Embassy will make a decision based on existing documentation.

I (name of applicant), _____, confirm that I have read the information above. I also confirm that the information/documents provided by me are authentic and that the Embassy can make a decision based on the information provided in my application.

Signature: _____ Telephone: _____

Email: _____ Checked by (VFS Staff initials) _____

Date: _____