



EMBASSY OF SWEDEN

Nairobi

Checklist –Minors (under 18 years)

#	Documents	Check
	Application for Schengen Visa –application form completed and signed by custodian	
	Passport: • 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.	
	1 color photo not more than 6 months old, passport size (45 mm x 35 mm), full face and taken against a light background. However, for those applicants who submitted a photo in a previous application and were granted a Schengen visa within the last 59 months , they are exempted from resubmitting a new photo.	
	Individual medical travel insurance valid in all Schengen countries for the duration of the stay, covering the costs of at least EUR 30,000 which could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation.	
	Preliminary ticket booking or travel itinerary	
	Proof of visa fee payment (bank deposit slip) or proof of fee exemption (if applicable)	
	Verified copy of birth certificate	
	Copy of both parents' ID-cards and passports	
	Legalized written consent letter from both parents if the minor travels alone, or from the parent that is not accompanying the child when travelling. You can find the consent form here: Letter of consent	
	If either one of the parents is absent or deceased, this must be supported by the information on the birth certificate or a death certificate when applicable	
	If the legal guardian is someone else apart from the biological parent as stated in the birth certificate a custody order must be submitted proving the legal guardianship	
	A letter from school containing the minor's name, name of parents, grade, number of years at school, school holidays, contact details, date and name of school representative.	
	If the minor travels with a group: a complete list of names of all group members travelling and name of person in charge of the group.	
	Invitation • Invitation form – completed and signed by the inviting friend or relative. • copy of ID-card for the inviting person • certificate of civic registration for the inviting person • documents showing details of employment/income for the inviting person	

	Additional requirements for non- Zambian applicants residing in Zambia: • Copy of the applicant's Zambian residence permit. The validity of the permit must exceed the planned stay in the Member States with at least three months	
--	--	--

Please note:

- Applications shall be lodged no more than fifteen working days before the start of the intended visit
- 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 can be sent within 2 working days to the following email address: embassy.nairobi-visa@gov.se. If mandatory documents as stated in this checklist are not received within the stipulated time, the Embassy will make a decision based on existing documentation.

I (name of applicant), _____ confirm that the information provided on this checklist is correct, 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: _____