Portugal visa checklist from India

The documents the Embassy of Portugal in New Delhi asks of an employed tourist, in the order of its checklist, which you fill in and hand in first.

	Document	For whom	What to check
☐	**Schengen application form**	All	All pages, filled in and signed; your own phone number
☐	**Passport**	All	Issued within 10 years, valid 3 months after return, two empty pages
☐	**Previous passports and visas**	If any	Rubber band, no staples; copies of Schengen, UK, US or Canadian visas
☐	**Two photographs**	All	White background, less than six months old
☐	**Covering letter**	All	Original, with your transport and itinerary
☐	**Flight reservation**	All	Round trip, in your name, with both dates
☐	**Travel insurance**	All	Original, approved Indian insurer, €30,000, whole stay
☐	**Accommodation**	All	Every night in the Schengen area
☐	**Salary slips, last 3 months**	Employees	Same amounts as on the salary account
☐	**Salary account statements, last 3 months**	Employees	Originals, A4, stamped and signed
☐	**Personal bank statements, last 3 months**	All	€75 + €40 a day of stay
☐	**ITR-V**	All	Last two assessment years
☐	**Employer’s approval of leave**	Employees	Dates covering the whole trip