Spain visa checklist from India

The documents Spain's missions in India ask for when an employee travels as a tourist, in the order of the file. Your BLS center's checklist comes first.

	Document	For whom	What to check
☐	**Application form**	All	Filled in online, printed, signed in blue ink
☐	**Passport**	All	Issued within 10 years, 2 blank pages, valid 6 months (New Delhi) or 3 months (Mumbai) after you leave
☐	**Copies of current and previous passports**	All	Data page, last page, visas, entry and exit stamps
☐	**Photograph**	All	Recent, in color, light background, not used before
☐	**Return flight reservation**	All	Round trip; buying the ticket can wait until the visa is granted
☐	**Travel medical insurance**	All	Front page only, €30,000 cover, insurer on the approved list
☐	**Hotel bookings or police-issued invitation**	All	Every night of the stay covered
☐	**Cover letter and itinerary**	All	Purpose, dates, transport, accommodation, who travels with you
☐	**Bank statements, last 3 months**	All	Originals, stamped and signed; €122.10 a day, at least €1,098.90
☐	**Income tax returns, last 2 years**	All	ITR-V or Form 16
☐	**PAN card copy**	All	Self-attested
☐	**Proof of residence**	All	In your consular district; utility bill under 6 months old, lease or deed
☐	**Salary slips, last 3 months**	Employees	Same amounts as on the statements
☐	**Employment contract and leave approval**	Employees	Leave covers your travel dates