

A. Notice

Only the following applicants may apply directly at the Consulate General:

- Relatives of citizens of the EU and the state parties of the European Economic Area (Iceland, Liechtenstein, Norway and Switzerland) *if* they are travelling together or if they are meeting in Spain. The following are considered relatives: spouse, common-law partner, dependent ascendants, descendants under 21 years of age or adult dependents. If the applicant is a minor and will not be travelling with both parents, those exercising parental authority or guardianship will be required to provide authorisation to travel.
- Members of official delegations.
- Diplomatic passports holders.
- Holders of official service or special passports, on official mission.

The applicant should not find themselves in the period of commitment of no return to Spain, due to the voluntary return to their country of origin at a previous time.

Family members of EU citizens are exempt from the visa fee.

B. General procedures and documents

I. Basic documents to be presented by family members of EU citizens and the state parties of the European Economic Area.

- Original of the **passport** and photocopy of the pages containing biographical data. The passport must have been issued within the last 10 years and remain valid at least 3 months after the planned departure date of the Schengen area.
- One **colour photograph** of the applicant's face no older than 6 months, 32mm by 26mm, with a uniform, white and smooth background, taken from the front with the head completely uncovered and without sunglasses or any other garment that may prevent or hinder the identification of person. The photograph should clearly show the oval of the face and should be high resolution and on good quality photo paper.
- Schengen visa application form. It must be duly signed.

Proof of kinship with the EU citizen:

- Original and copy of EU or local marriage certificate, legalised / apostilled.

Marriage certificate registered in the EU or celebrated marriage certificate registered in a third country, legalized / apostilled and copy.

- Original and copy of birth certificate.

Proof of residence in Spain of the EU relative (for example: receipts, debit orders, etc.) or ticket showing that the applicant and the EU relative will either be travelling together or will be meeting in Spain.

- Copy of the biographical page of the passport of the EU citizen.

Additional requirements for minors (under 18):

Parental consent or legal guardian consent is required if the minor is travelling alone or with only one parent. Exceptions apply when the minor travels with the parent or guardian with exclusive parental authority.

Fee: free

II. Documents to be presented by members of official delegations, and holders of official service or special passports, on official mission.

- Original of the **passport** and photocopy of the pages containing biographical data. The passport must have been issued within the last 10 years and remain valid at least 3 months after the planned departure date of the Schengen area.

- One **colour photograph** of the applicant's face no older than 6 months, 32mm by 26mm, with a uniform, white and smooth background, taken from the front with the head completely uncovered and without sunglasses or any other garment that may prevent or hinder the identification of person. The photograph should clearly show the oval of the face and should be high resolution and on good quality photo paper.

- Schengen visa application form. It must be duly signed.

- Return trip tickets to South Africa or to the country of final destination.

- Note Verbale stating that the applicant is part of an official delegation or mission.

- Invitation letter from the organisation in Spain.

Fee:

Official, Service or Special Passport: Free

Ordinary Passport: R1,302

III. Documents to be presented by holders of diplomatic passports not issued by South Africa, or exempt by reason of a bilateral agreement, when traveling for private reasons.

- Original of the **passport** and photocopy of the pages containing biographical data. The passport must have been issued within the last 10 years and remain valid at least 3 months after the planned departure date of the Schengen area.

- One **colour photograph** of the applicant's face no older than 6 months, 32mm by 26mm, with a uniform, white and smooth background, taken from the front with the head completely uncovered and without sunglasses or any other garment that may prevent or hinder the identification of person. The photograph should clearly show the oval of the face and should be high resolution and on good quality photo paper.

- **Public or private individual health insurance** should be arranged with an insurer authorised to operate in Spain, and that covers the entire period of stay for all Schengen countries.

The minimum coverage must be **30,000€**.

The insurance must include all expenses that may be incurred in connection with medical reasons, and/ or emergency hospital care and repatriation for medical reasons or for death.

- Schengen visa application form. It must be duly signed.

- Copy of the biographical page of the passport of the EU citizen

In addition, and depending on the reason for the trip, the following documents must also be presented:

1. Airport transit

Permission to enter the country of final destination: proof of legal authorisation (visa, if necessary).

2. Tourism

Accommodation: copy of a hotel reservation or proof of another type of accommodation during the entire period of stay in the corresponding country.

Itinerary: prepared by a travel agency, if applicable.

Livelihood:

Proof that sufficient economic means are available to cover the expenses for the duration of the trip. A minimum of 90 Euros per day is required (or its exchange value in local currency); for example: credit card valid abroad and accompanied by a bank statement confirming the ownership of the card and the funds available; travel cards; current account abroad, official document in which the relative or friend indicates their availability to cover the expenses of the applicant, etc.

- Bank statements for the last three months;

3. Visits to family / friends

Invitation letter from host in the destination country

Official invitation letter applied for by the family member or friend and approved by local authorities in the country of destination. Some member states may also require proof of private accommodation by means of a national form (consult the website of the member state concerned).

Accommodation:

Invitation letter if the applicant is staying with the host, alternatively, copy of a hotel reservation or proof of other accommodation during the entire period of stay.

Livelihood

- Proof that sufficient economic means are available to cover the expenses for the duration of the trip. A minimum of 90 Euros per day is required (or its exchange value in local currency); see above.
- Bank statements from the last three months.

4. Medical treatment

- Certificate confirming the need for medical treatment.
- Official document from the medical institution confirming the date and duration of medical treatment.
- Proof that sufficient financial means are available to pay for the medical treatment, or proof of payment in advance for medical treatment, *and*, proof that sufficient economic means are available to cover the expenses for the duration of the trip. A minimum of 90 Euros per day is required (or its exchange value in local currency), see above.

5. Business trip

Company document

Official document, stamped and signed, issued by the company or institution in the member state, confirming the purpose of the trip.

Accommodation

Copy of a hotel reservation or proof of another type of accommodation for the duration of the stay in the corresponding country.

Livelihood

Document or letter from the organiser, if they are sponsoring travel and living costs. In other cases, proof that sufficient economic means are available to cover the expenses for the duration of the trip. A minimum of 90 Euros per day is required (or its exchange value in local currency); see above.

6. Cultural, sporting, educational or research purposes.

Official invitation from organiser

Official document or letter of invitation stamped and signed by the organiser of the cultural, sporting, professional, educational or research event or training, **or**, letter of acceptance from a university or institution in the member state.

Accommodation: Copy of a hotel reservation or proof of other accommodation during the entire period of stay.

Livelihood

Document or letter from the organiser if they are sponsoring travel and living costs (national forms must be used to prove private accommodation), in other cases, proof that sufficient economic means are available to cover the expenses for the duration of the trip. A minimum of 90 Euros per day is required (or its exchange value in local currency); see above.

Fee: R1,302

C. Visa outcome

The outcome on applications is decided by the consulate general within 15 calendar days from the date of the complete application. This period may be extended to a maximum of 45 calendar days in certain cases and in special cases where additional documentation is required.

No correspondence on the procedure will be registered or provided by this consulate until the deadline established for decision-making on the visa has elapsed.

D. Collection

When applying at BLS, the visa must be collected from BLS.

Collection can be done in person, or, if the individual does not reside in Cape Town and there are difficulties of transportation that would make the trip particularly burdensome, collection can be done through a representative authorised by Power of Attorney. There is no official template for the Power of Attorney. The representative will need to prove their identity and present the Power of Attorney.

It is important to review the visa sticker to ensure that all information is correct, and in the case of a mistake, it will be corrected immediately.

No appointment is required for collection. Confer office opening hours for collection of visas applied for at the consulate general.

Once in Spain, the applicant must go to the Oficina de Extranjería closest to their residence to resolve any problem or doubt about the visa or stay, or alternatively, the nearest corresponding consular office of their country, but not to BLS or this consulate.

E. More information

BLS: <https://sa.blsspainvisa.com/>

Official invitation letter

<http://www.interior.gob.es/web/servicios-al-ciudadano/extranjeria/regimen-general/carta-de-invitation>

Ministry of Foreign Affairs:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Residir.aspx>

Ministry of Employment and Social Security:

<http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/hoja010/index.html>

Interior Ministry:

<http://www.interior.gob.es/web/servicios-al-ciudadano/extranjeria>