



BLS INTERNATIONAL - LONDON - CHECKLIST FOR BUSINESS VISA

This information leaflet has been generated by the Consulate General of Spain in London and is valid for the visa application in the United Kingdom. It stipulates the legal requirements requested by this Consulate for this type of visa and is carried out in cooperation with BLS to facilitate your visa application.

READ IT CAREFULLY AND OBSERVE THE REGULATIONS AS STATED BELOW. FAILURE TO COMPLETE ALL SECTIONS OF THE APPLICATION FORM OR TO SUBMIT ALL REQUIRED DOCUMENTS CAN RESULT IN THE REJECTION OF THE VISA.

	YES	NO
<p>1. The official visa application form, duly completed in all sections, dated and signed. This form can be downloaded from BLS, the Spanish Ministry of Foreign Affairs, European Union and Cooperation websites. <u>Failure to complete all sections of the application form can result in the rejection of the visa.</u></p> <p>One recent passport size colour photograph, printed in photo paper with white background, full front, on which the applicant must be bareheaded, without dark glasses or any other item which may prevent or hinder identification. Veils or head covering are only permitted for religious reasons; in this case, all facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.</p> <p>Information on the photographic specifications for the photograph to be submitted by applicants can be found under this link to the relevant ICAO document.</p> <p><u>This Consular Section does not accept digital retouching in identity photographs.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Ordinary passport with the following requirements:</p> <ul style="list-style-type: none"> - Valid for a minimum of 90 days from the date of expiration of the visa. - No older than 10 years. - With at least 2 consecutive blank pages. - If the passport is new, previous passports must be submitted. <p><u>Photocopy of biometric data page, UK visas, residence permit and other Schengen visas, if any.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. UK residence permit valid for a minimum of 30 days from the date of expiration of the visa. Photocopy of both sides of the residence card.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Letter of invitation from the company in Spain written in Spanish in which it states clearly: business relation that justifies your trip, purpose of the trip and duration of your stay in Spain.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. No objection letter.</p> <ul style="list-style-type: none"> <input type="checkbox"/> For employees: no objection letter from employer dated and signed, stating qualification, salary and start date of employment in the UK. <input type="checkbox"/> For self-employed workers: copy of trade license, accountant letter and last year proof of paying taxes. 	<input type="checkbox"/>	<input type="checkbox"/>



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	YES	NO
<p>6. Proof of sufficient financial guarantees: up to date original bank statements for the last 3 months, certified by bank, which clearly state periodic income (salary transfer, yield, etc.). <u>This Consular Section will not accept bank statements from on-line banking.</u></p> <p>Proof of sufficient financial availability for the period of stay requested: £84 per day of stay and person, with a minimum of £760 per person regardless of the intended duration of the stay.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Round-trip ticket booking stating the name of the applicant. If travelling by car: driving license, ownership documents for the vehicle, insurance and ferry or Eurotunnel tickets.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Proof of accommodation for the time of stay (hotel booking clearly stating the name of the applicant).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Overseas insurance policy, stating the name of the applicant and day interval. It must cover all risks expected during the time of stay inside the Schengen area, offering a minimum coverage of 30.000 €, including repatriation. Conditions must be stated either on insurance document or on separate confirmation letter. The insurance should be taken out in the United Kingdom, but if that is not possible, insurance can be taken out elsewhere.</p>	<input type="checkbox"/>	<input type="checkbox"/>

INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

- **Applicants are requested to apply well in advance to the intended date of journey (up to 6 months prior to the departure date, 9 months for seamen). Once at the Consulate, the processing time of the visa is usually 15 calendar days, but may take up to 45 calendar days. This Consulate General DOES NOT PROVIDE ANY INFORMATION ON THE STATUS OF A VISA PROCESSING, so no request of information regarding this issue will be answered (neither by phone nor by email).**
- Only complete applications are accepted. Non-submission of required documents may lead to refusal of visa application. **Once the application is submitted, no changes in dates or conditions of travel will be admitted unless duly justified.**
- All visa fees must be paid upon submission of the above. Your application, passport and visa fee will be forwarded to the Consulate General of Spain in London. The visa fee is non-refundable. The service fee remains with BLS.
- During the processing time the passport is secured in the Consulate General. Passports can only be withdrawn during this period if a written request, signed by the applicant, is forwarded to the Consulate through BLS. **The passport will be returned via BLS ONLY within 1 working day. No passports can be withdrawn directly from the Consulate.**
The passport withdrawal may lead to the visa refusal and it may have a negative impact in future applications.
- In any case, according to Spanish regulations, the Consulate General of Spain in London, through BLS International:
 - May request any other documents, the appearance of the applicant or a personal interview.
 - Should resolve all applications within a maximum period of 60 days.
 - May file the visa application process if, once resolved, it has not been picked up by the applicant within one month from the notification or grant.
- The mere submission of the above-mentioned documents does not guarantee the issuance of a visa.
- Please kindly note that you can choose between the following options in order to have your passport delivered:
 - Pre-paid envelope provided by applicant stating applicant's complete address
 - BLS Guaranteed courier service



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SIGNATURES and AGREEMENT

1. For Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE.
I HAVE COMPLETED THIS APPLICATION TOGETHER WITH BLS STAFF.

2. For BLS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

Name:	Applicant
Signature:	
Date:	

Checked by:	BLS staff full name
Signature:	
Date:	

PRIVACY POLICY

Please find privacy policy of this Consulate on the website <http://www.exteriores.gob.es/Portal/es/Paginas/proteccion.aspx>.

In compliance with the regulations of Data Protection, the Consulate performs the processing of your data in order to maintain the relationship acquired with you. The legitimating basis of the treatment is the maintenance of the relationship and the exercise of public powers. You can exercise your rights of access, rectification, deletion and portability of your data, limitation and opposition to its treatment, as well as not being subject to decisions based on automated processing of your data with respect to the data contained in said database, sending an email to the following address: cog.londres@maec.es.