



Sección Consular de la
Embajada de España
Washington, D.C.

TOURIST/BUSINESS VISA REQUIREMENTS:

You **MUST** apply in person: Monday and Thursday 9AM-12PM.

Schengen **visa application** form.

1 passport size **photo** with a white background.

ORIGINAL AND ONE PHOTOCOPY of each of the following items:

1. **Passport** issued in the last ten years (otherwise it will have to be renewed) and valid for at least three months counting from the expected date of returned to the US. Green Card or valid visa in the United States. The visa or Green Card must be valid to reenter the US after your trip to Spain. **B1/B2 visa holders do not qualify to apply for a visa in this Consulate Office.**
2. **Planned travel itinerary/printout of a round trip airline ticket reservation**, we need to see the entry and the exit from the Schengen area.
3. **Hotel reservations or a letter of invitation** from a Citizen or a Legal Resident of Spain issued by the local police station. **We need the original "Letter of invitation."**
4. **Letter of employment** stating your job title, length of time employed and annual salary. For professional or business trips the letter should also indicate the dates and purpose of the trip. If you are self-employed, you must bring the last tax return (in this case additional documents may be required at the moment of the application).
5. Your **latest bank statement printed** with at least \$100 per day in the Schengen area.
6. Proof of **Health/Travel Accident insurance coverage in the Schengen area** stating you will be covered 100% with no deductibles or co-pays for a minimum coverage of 30,000 Euros or its equivalent in US dollars. If your health insurance company cannot provide this coverage you need to purchase travel insurance for the days of your trip.
7. **Pre-Paid US "Express Mail"** envelope from the Post Office to have your passport returned by mail. We do NOT accept any other type of courier or messenger service (No FEDEX –No UPS). Tracking of mailed items is the sole responsibility of the applicant.
8. "Money Order" to pay the non-refundable visa fee of **\$97** or cash in exact change. There is no fee for children younger than 6, the fee for children between 6 and 12 is **\$49**.