



COURTESY VISA

(Diplomatic/official passports)

These are the documents required to submit a Schengen visa application for holders of a diplomatic/official passport. Please note that the Embassy may contact you later on and request additional information.

If you have an Indian diplomatic passport, please note that [you do not need a visa](#).

Holders of a diplomatic/official passport can submit their Schengen visa application at the Embassy of Spain in India, free of any charge and without prior appointment. Check the opening hours [here](#).

Please remember that you should apply for a Spanish Schengen visa if Spain is the sole or the main destination of your visit.

Back to back pages are preferred. Do not staple any documents and refrain from providing documents other than those mentioned here-below.

Basic documents

- [One application form for a Schengen visa](#) duly completed (full postal address, email address and telephone should not be omitted), dated and signed in blue ink by the applicant or both parents if a minor. One photograph not older than 6 months of the applicant, 35-45 mm and on a white background, should be affixed on the application form.
- Diplomatic/official passport of the applicant with at least two blank pages, valid for at least three months after the duration of the anticipated stay and issued in the last ten (10) years. Old passports can also be included. If there is any visa refusal in the latest 2 years, please provide the refusal notice or a written explanation about the reasons.
- One copy of the pages of the passport with biographic data (in the case of an Indian passport, at the beginning and the end).
- In case of minors applying alone or not with both parents, the application must include a notarized authorization letter signed by both parents. The parent who is not present at the moment of the application must submit as a proof of the signature a notarized copy of the passports or PAN cards or driving license.
- Note Verbale* issued by the Ministry of External Affairs or the Diplomatic Mission of the country in India, Sri Lanka, Nepal, Maldives or Bhutan clearly stating the purpose of the visit to Spain, travel dates and duration of the envisaged stay in Spain
- A copy of that note verbale.
- If the applicant is not a national of India, Sri Lanka, Bhutan, Nepal or the Maldives, evidence of his/her legal residence in any of these countries (residence permit).
- If relevant, authorization in favor of a representative to submit the visa application and collect the passport on behalf of the applicant. The authorization must be signed in original by the holder of the diplomatic/official passport. The representative should carry a valid identification when submitting the visa application and collecting the passport.

Average processing time at the Embassy

4 working days