

INFORMATION SHEET ON THE APPLICATION FOR A SCHENGEN VISA

Short-stay (tourist or business) visa for Austria, Belgium, The Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxemburg, Malta, The Netherlands, Norway, Poland, Portugal, The Slovak Republic, Slovenia, Spain, Sweden and Switzerland

The Embassy of the French Republic in Port of Spain issues visas for residents of:
Trinidad & Tobago and Barbados

The Embassy of the Federal Republic of Germany in Port of Spain issues visas for residents of:
Trinidad & Tobago, Anguilla, Antigua & Barbuda, Barbados, British Virgin Islands, Dominica, Grenada, Guyana, Montserrat, St. Kitts & Nevis and St. Vincent & the Grenadines

The Embassy of the Kingdom of the Netherlands in Port of Spain issues visas for residents of:
Trinidad & Tobago, Anguilla, Antigua & Barbuda, Barbados, British Virgin Islands, Dominica, Grenada, Montserrat, St. Kitts & Nevis, St. Lucia and St. Vincent & the Grenadines

1. The said nationals / residents travelling to Europe on business or as tourists may apply at the respective Embassy for a visa for a short stay of up to 90 days valid for all the above mentioned Schengen-countries. The total duration of one stay or a succession of several stays may not exceed 90 days per half year.
2. There is no legal right to a visa.
3. The purpose of a proposed visit and the visa itself may not be altered once the visa has been issued.
4. Applicants may apply for a Schengen visa at the following foreign missions:

If the main destination (according to the length of stay) is **Germany, Estonia, Italy or Portugal**
(only residents of Trinidad and Tobago can apply for a visa for Estonia, Italy and Portugal at this Embassy)

Embassy of the Federal Republic of Germany
7-9 Marli Street, Port of Spain, Trinidad, W.I.
Tel.: +1 868 6281630 /-6281631 /-6281632, Fax: +1 868 628-5278
e-mail: info@ports.diplo.de
Internet: www.port-of-spain.diplo.de
Opening hours: Mon – Fri 8. a.m. – 11.30 a.m.

If the main destination is **France, Austria or Spain:**

Embassy of the French Republic
Consular Section, 6th Floor, Tatil Building

11 Maraval Road, Port of Spain, Trinidad, W.I.
Tel.: +1 868 622-7446 / -6227447, Fax: +1 868 6224848
e-mail: cad.port-d-Espagne-amba@diplomatie.gouv.fr
Internet: www.ambafrance-tt.org
Opening hours: Mon – Fri (except Thu) 8 a.m. – 11 a.m. by appointment only

If the main destination is the **Netherlands, Belgium, Denmark, Finland, Iceland, Latvia, Luxemburg, Norway, Poland, Slovenia or Sweden:**

Embassy of the Kingdom of the Netherlands
c/o Trinre Building, 3rd Floor
69-71 Edward Street, Port of Spain, Trinidad, W.I.
Tel.: +1 868 6251210 / -6251722 / -625-2532, Fax: +1 868 6251704
e-mail: www.holland.tt
Internet: info@holland.tt
Opening hours: Mon – Thu 9 a.m. – 1.30 p.m.

If your main destination is the **Czech Republic, Greece, Hungary, Malta, the Slovak Republic or Switzerland** you may apply for a Schengen-Visa at the nearest Embassy or Consulate in charge for the listed countries:

Embassy of the Czech Republic
Calle Los Cedros, Quinta “Isabel”, Urbanización Country Club, Caracas, 1060, Venezuela
Tel.: +58 212 2611746 / -2618528, Fax: +58 212 2663987
e-mail: caracas@embassy.mzv.cz
Internet: www.mzv.cz/caracas

Embassy of Greece
Avenida Principal del Avila, Quinta “Maryland”, Alta Florida, Caracas, Venezuela
Tel.: +58 212 7300460 / -7303833, Fax: +58 212 7310429
e-mail: grcon.kar@mfa.gr
Internet: www.mfa.gr

Embassy of Hungary
Avenida Orinoco con Calle Mucuchies, Urbanización Las Mercedes, Caracas, 1050, Venezuela
Tel.: +58 212 9932808, Fax: +58 212 9932808
e-mail: caracas@kum.hu
Internet: www.kum.hu

Ministry of Foreign Affairs - Malta
Palazzo Parisio, Merchants Street, Valletta, VLT 2000, Malta
Tel.: +356 21242191, Fax: +356 21235032
e-mail: info.mfa@gov.mt
Internet: www.foreign.gov.mt

Embassy of the Slovak Republic
Calle 66, n° 521, entre 5-ta B y 7-ma, Miramar-Playa, Havana, Cuba

Tel.: +53 7 2041884 / -2041885 Fax: +53 7 2041883
e-mail: embeslovaca@mzv.sk
Internet: www.mzv.sk

Embassy of Switzerland

Avenida Eugenio Mendoza y San Felipe, Centro Letonia, Torre Ing-Bank, piso
15, La Castellana, Caracas, 1060, Venezuela
Tel.: +58 212 2679585, Fax: +58 212 2677745
e-mail: car.vertretung@eda.admin.ch
Internet: www.eda.admin.ch/caracas

Please note: If your main destination cannot be ascertained, the visa can be applied for at the Embassy representing the country of the first point of entry.

5. **All applicants must apply in person and submit the following documents:**

- one application form and one recent passport photograph (measuring 45 mm x 35 mm with full front view of face, centred, no dark glasses, no head covering, plain white background only and no borders)
 - a national passport valid for at least 90 days after the visa expires
 - itinerary of return flight + copy (do not purchase the ticket before having obtained the visa)
 - invitation by company or private party (Formal Obligation / Certificate of Lodging/ Guarantee Declaration + copy) in country of destination or confirmed hotel booking for period of your stay
 - travel health insurance valid for the period of your stay covering a minimum of 30.000 Euros (approximately 250000 TT\$) for medical costs + copy (in case of an insurance card, please present policy + copy)
 - job letter
 - bank letter or latest bank statement + copy
- Visa fee (equivalent of 60 EUR) in cash in TTD
Prepaid Airway Bill if applying from other country than Trinidad

Additional documents or proof may be requested in individual cases.

Please note: To avoid any delay in the processing of visas, which takes **4 working days**, for applications made directly at the Embassy in Port-of-Spain, and up to **2 weeks** for applications from Anguilla, Antigua & Barbuda, Barbados, British Virgin Islands, Dominica, Grenada, Guyana, Montserrat, St. Lucia, St. Kitts & Nevis and St. Vincent & the Grenadines, all applicants should present all the listed requirements personally.

6. Applicants who desire to travel to Europe for **medical treatment** require:

- a medical certificate issued by their doctor,
- written confirmation of an appointment in a hospital or with a doctor and information regarding the estimated duration of the treatment and the estimated costs

- proof of sufficient financial means for payment of medical expenses (i.e. travellers' cheques to be signed at the counter, proof of advance payment).
7. For applicants who have another nationality than any of those mentioned above, additional documents may be required. Information on which documents have to be presented in individual cases can be obtained from the competent foreign missions.
 8. Minors must submit a written and certified authorization of their parents or guardians.
 9. Other visas, e.g. for longer stays or for the purpose of taking up employment, are still subject to the national legislation of the country of destination in question. They may be applied for at the respective foreign mission. Visas for the French overseas departments and territories may be applied for at the French Embassies and consular agencies.
 - 10: Spouses, children under 18 or parents of children under 18 of a EU- national are exempted from the visa fee on submitting the respective Marriage or Birth Certificate and a copy of EU-nationals passport