



## Checklist: Visit relatives/spouse

### The application MUST be submitted in person

The following documents are required when applying for a visa. However, The Danish Immigration Service and the Embassy may ask for additional documentation at any time in order to process the application. **A translation in English must be attached to any documents in Thai.** Please check the boxes below and sign to confirm which documents you have submitted.

Please be informed that the application may be refused if supporting documents are not handed in together with the application. If missing supporting documents are not presented promptly (within 5 days of submission), the Embassy may refuse the visa application. The decision will normally take place within 15 calendar days, provided all required documentation is handed in. The period may be extended up to a maximum of 60 calendar days in individual cases, if further scrutiny of the application is needed and is submitted to the Danish Immigration Service.

#### Documents from the applicant:

- Application form.** Duly filled out in English or Danish and signed by the applicant.
- Passport photo in color.** Passport size photo 35–45mm in width, close up of your face measuring between 30–36mm, with a white background and not older than 6 months – NO retouch.
- Original passport and one extra copy of data page**  
The travel document presented must be valid at least three months after the intended date of departure. The passport must have at least two blank pages for the visa sticker and stamps and must have been issued within the last 10 years.
- Copy of all pages with previous visas and stamps of the applicant's passport(s)** Both new and old passport(s), if any.
- Travel medical insurance,** covering all Schengen countries. Valid for all Schengen countries covering medical expenses of at least 30,000 EUR, (1,500,000 THB) as well as repatriation to Thailand/resident country.
- Proof of travel.** Itinerary of the trip
- Proof of occupation.** Original documents confirming employment, private business, school or studies and permission for leave.
- Documentation of funds to cover the trip.** Original stamped bank statement covering minimum last 3 months in applicant's/legal guardian's name (no bank books). If staying with host, any amount less than 350DKK (1750THB) per day will be subject to an evaluation of the overall application.
- Copy of name or surname change certificate, if applicable.**
- Application fee** according to the Embassy's website and fee to VFS.

#### Documents proving the family relation with host:

- Copy of all relevant pages of Household Registration (bring original for verification).
- Copy of birth certificate (bring original for verification).
- Copy of marriage certificate, if relevant (bring original for verification).

#### Documents from family in Denmark/Iceland:

- Invitation letter signed by the host or online invitation ID number.**  
The invitation should state the relation between applicant and host, length of the relationship, when and where you last met, the purpose of the visit, when the applicant is expected to arrive and the length of the stay. It must be stated on the invitation if the reference will pay for the accommodation and living costs for the applicant.
- If a printed invitation letter is submitted, a copy of the data page of the host's passport has to be submitted as well.
- If the host is not a Danish/Icelandic citizen: a copy of the host's valid residence and work permit in Denmark/Iceland has to be submitted.

#### If the applicant is under 18, he/she must also submit:

- Copy of birth certificate** (bring original for verification).
- If you are travelling alone:  An original letter of consent signed by both parents, stamped by Amphur.
- If you are travelling with only one of your parents:  An original letter of consent from the other parent, stamped by Amphur.
- If the parent you are travelling with has single custody:  A copy of certificate of single custody (bring original for verification).

**IMPORTANT:** I hereby confirm that I have personally submitted the visa application and that all information stated in the application and the supporting documentation is true. I am aware that deliberately providing incorrect information or falsified documents are punishable by both Thai and Danish law and will lead to refusal of visa. I am also aware that the processing time is up to 15 days or more, and that I may be required to submit some other documents or to have an interview. **I have also been informed that there is an increased risk of the visa application being rejected if the requested information is not provided within the given deadline.**

Date:

Place:

Signature: