

Harmonised application form  
 Application for Schengen Visa  
 This application form is free



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Family members of EU, EEA or CH citizens shall not fill in fields no.21, 22, 30, 31 and 32 (marked with \*).

Fields 1-3 shall be filled in in accordance with the data in the travel document.

1. Surname (Family name):			<p style="text-align: center;">FOR OFFICIAL USE ONLY</p> <p>Date of application:</p> <p>Application number:</p> <p>Application lodged at:</p> <input type="checkbox"/> Embassy/consulate <input type="checkbox"/> Service provider <input type="checkbox"/> Commercial intermediary <input type="checkbox"/> Border (Name): ..... ..... <input type="checkbox"/> Other: <p>File handled by:</p> <p>Supporting documents:</p> <input type="checkbox"/> Travel document <input type="checkbox"/> Means of subsistence <input type="checkbox"/> Invitation <input type="checkbox"/> TMI <input type="checkbox"/> Means of transport <input type="checkbox"/> Other: <p>Visa decision:</p> <input type="checkbox"/> Refused <input type="checkbox"/> Issued: <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> LTV <p><input type="checkbox"/> Valid:          From: .....          Until: .....</p> <p>Number of entries:</p> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Multiple <p>Number of days:</p>
2. Surname at birth (Former family name(s)):			
3. First name(s) (Given name(s)):			
4. Date of birth (day-month-year):	5. Place of birth:	7. Current nationality:	
	6. Country of birth:	Nationality at birth, if different:	
		Other nationalities:	
8. Sex: [ ] Male [ ] Female	9. Civil status: [ ] Single [ ] Married [ ] Registered partnership [ ] Separated [ ] Divorced [ ] Widow(er) [ ] Other (please specify)		
10. Parental authority (in case of minors) /legal guardian (surname, first name, address, if different from applicant's, telephone no., email address, and nationality):			
11. National identity number, where applicable:			
12. Type of travel document: [ ] Ordinary passport [ ] Diplomatic passport [ ] Service passport [ ] Official passport [ ] Special passport  [ ] Other travel document (please specify):			

<sup>1</sup> No logo is required for Norway, Iceland, Liechtenstein and Switzerland.

13. Number of travel document:	14. Date of issue:	15. Valid until:	16. Issued by (country):
17. Personal data of the family member who is an EU, EEA or CH citizen if applicable			
Surname (Family name):		First name(s) (Given name(s)):	
Date of birth (day-month-year):	Nationality:	Number of travel document or ID card:	
18. Family relationship with an EU, EEA or CH citizen if applicable: <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Grandchild <input type="checkbox"/> Dependent ascendant <input type="checkbox"/> Registered partnership <input type="checkbox"/> Other (please specify):			
19. Applicant's home address and e-mail address:		Telephone no.:	
20. Residence in a country other than the country of current nationality: <input type="checkbox"/> No <input type="checkbox"/> Yes			
* 21. Current occupation:			
* 22. Employer and employer's address and telephone number. For students, name and address of educational establishment:			
23. Purpose(s) of the journey: <input type="checkbox"/> <b>Tourism</b> <input type="checkbox"/> Business <input type="checkbox"/> Visiting family or friends <input type="checkbox"/> Cultural <input type="checkbox"/> Sports <input type="checkbox"/> Official visit <input type="checkbox"/> Medical reasons <input type="checkbox"/> Study <input type="checkbox"/> Airport transit <input type="checkbox"/> Other (please specify):			
24. Additional information on the purpose of the stay:			
25. Member State of main destination (and other Member States of destination, if applicable):	26. Member State of first entry:	Duration of the intended stay or transit Indicate number of days:	
27. Number of entries requested: <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> <b>Multiple entries</b>  Intended date of arrival of the first intended stay in the Schengen area: Intended date of departure from the Schengen area after the first intended stay:			

28. Fingerprints collected previously for the purpose of applying for a Schengen visa: <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Yes.	
29. Entry permit for the final country of destination, where applicable:	
* 30. Surname and first name of the inviting person(s) in the Member State(s). If not applicable, name of hotel(s) or temporary accommodation(s) in the Member State(s):	
Address and e-mail address of inviting person(s)/hotel (s)/temporary accommodation(s):	Telephone no.:
* 31. Name and address of inviting company/organisation: 1. --	
Surname, first name, address, telephone no., and e-mail address of contact person in company /organisation: 1. --	Telephone no. of company/organisation: 1. --
* 32. Cost of travelling and living during the applicant's stay is covered:	
<input type="checkbox"/> <b>By the applicant himself/herself</b>  <b>Means of support:</b> <input type="checkbox"/> <b>Cash</b> <input type="checkbox"/> <b>Traveller's cheques</b> <input type="checkbox"/> <b>Credit card</b> <input type="checkbox"/> Pre-paid accommodation <input type="checkbox"/> Pre-paid transport <input type="checkbox"/> Other (please specify):	<input type="checkbox"/> By a sponsor (host, company, organisation), please specify:  <b>Means of support:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Accommodation provided <input type="checkbox"/> All expenses covered during the stay <input type="checkbox"/> Pre-paid transport <input type="checkbox"/> Other (please specify):

## **Privacy Statement regarding Short Stay Visa Applications**

### **Legal Basis and Meaning**

Legalisation is necessary to protect people's privacy. In May 2018 the General Data Protection Regulation (GDPR) came into force in all European Union member states. In the Netherlands this Regulation will replace the Personal Data Protection Act (WBP).

The GDPR regulates the protection of personal data, i.e. information that can be traced back to an individual. The aim is to ensure that people know who is processing their data, what data is being processed and for what purpose.

### **How does the Ministry of Foreign Affairs (BZ) handle your personal data?**

Because the work done at BZ entails working with personal data, it is important to ensure that people's privacy is protected and that privacy legislation is complied with at all times. The statement below explains how BZ ensures this.

### **Information concerning your visa application**

#### **Why we need information about you**

To assess your visa application, we need information from you. You provide this information on this form. Without this information no decision can be made on your visa application. You will only be asked for information that is needed to make this decision. The information you need to fill in relates to yourself and your sponsor, if you specify one. BZ uses this information to make a decision on your visa application, which is one of its public tasks.

#### **Sharing your personal data with third parties**

The details you fill in on the visa application form and information regarding the decision on your application or, if relevant, the decision to cancel, revoke or extend your visa are entered into the New Visa Information System (NVIS) and the European Visa Information System (VIS).

It is important that your application is properly assessed. For this purpose the personal details on your visa application form, as well as your fingerprints and photo, are shared with the competent authorities in the other EU member states before a decision is made. Information entered in VIS can be accessed by visa authorities, by the authorities competent to carry out visa checks at external borders and within member states, and by member states' immigration and asylum authorities. Information is shared so that authorities can check whether the conditions for lawful entry into and lawful residence within the territory of the member states have been met, to determine which individuals do not or no longer meet these conditions, and to investigate an asylum application and establish who is responsible for carrying out this investigation. Under certain conditions, Europol and designated authorities in the member states also have access to the information, in order to prevent, detect and investigate terrorist offences and other serious crime.

To ensure that your visa application is assessed as quickly and effectively as possible, BZ uses a method based on data analysis called Information-Supported Decision-Making. This method involves comparing the information provided in your visa application with information held in a specially designed secure database called the BZ Application Assessment Database (BAO). A special factsheet has been drawn up to explain which information is used and how it is processed.

#### **Your rights**

You are entitled to ask what information about you is stored in NVIS and BAO. You are also entitled to correct incorrect information and request that information be removed, subject to statutory provisions. You can apply to individual member states to find out what information about you is stored in the VIS and to exercise your other rights. Finally, you are entitled to object to your personal data being entered into databases.

#### **Retention period for personal data**

Your personal data will be stored in NVIS, BAO and VIS for up to five years.

#### **Contact**

If you have any questions or requests concerning your personal data, please write to: Ministry of Foreign Affairs, Consular Affairs and Visa Policy Department (DCV), P.O. Box 20061, 2500 EB Den Haag. You may also submit a question or complaint regarding the processing of your personal data to the national supervisory authority: Data Protection Authority, P.O. Box 93374, 2509 AJ Den Haag.

I am aware that the visa fee is not refunded if the visa is refused.

Applicable in case a multiple-entry visa is applied for:

I am aware of the need to have an adequate travel medical insurance for my first stay and any subsequent visits to the territory of Member States.

I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the application; and any personal data concerning me which appear on the application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on my application.

Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS) for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member States for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and of determining responsibility for such examination. Under certain conditions the data will be also available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. The authority of the Member State responsible for processing the data is: Ministry of Foreign Affairs, Consular Affairs and Visa Policy Department (DCV), Postbus 20061, 2500 EB DEN HAAG.

I am aware that I have the right to obtain, in any of the Member States, notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data relating to me processed unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the Member State concerned. The national supervisory authority of that Member State [Autoriteit Persoonsgegevens, Postbus 93374, 2509 AJ DEN HAAG] will hear claims concerning the protection of personal data.

I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application.

I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 6(1) of Regulation (EU) No 2016/399 (Schengen Borders Code) and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.

Place and date:	Signature:  (signature of parental authority/legal guardian, if applicable):
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