



SCHENGEN APPLICATION FORM

- Full Name :
- Phone number :
- Email address :
- Home address :
- Marital status :
- Current occupation :
- Name of employer :
- Address of employer :
- Employer email address :
- Employer phone number :
- Intended date of travel and return :
- Date of most recent Schengen visa (from dd/mm/yyyy - to dd/mm/yyyy) :
- Surname and first name of the inviting person or Hotel reservation :
- Address of invitee :
- Email of invitee:
- Phone number of invitee:

Please attach the international passport data page and most recent Schengen visa.

DOCUMENTS REQUIRED – TOURISM VISA

Documents Provided by Visa Plug (Travel Agency):

- Completed Schengen Visa Application Form
- Appointment Confirmation Slip
- Confirmed Hotel Reservation
- Flight Reservation (Round Trip)
- Travel Health Insurance

Documents to Be Provided by Applicant:

1. Employment / Professional Documents

- Employment Letter
- Introduction Letter from Employer
- Last 3 Months' Payslips
- Work ID Card
- Promotion Letter (if applicable)

2. Financial & Supporting Documents

- 3 Months' Personal Bank Statement (stamped by bank)
- Proof of Property Ownership (if any)
- Investment Documents (shares, fixed deposits, etc.)

3. Family & Social Ties (Optional but Recommended)

- Marriage Certificate (if married)
- Children's Birth Certificates
- Family Photographs

DOCUMENTS REQUIRED – BUSINESS VISA

Documents to Be Provided by Applicant (Employee)

1. Employment & Authorization Documents

- Official Introduction Letter from your employer, clearly stating:
Your job title and confirmation of your employment
Purpose of travel (meeting, training, or conference)
Dates of travel and duration of stay
Confirmation that the company is aware of and supports the trip

- Provide two (2) colour photocopies of your passport data pages and colour photocopies of all visas obtained within the last three (3) years.
- Do not photocopy bank statements unless they are being used jointly by a group or family application.

APPLICATION FORM

- Complete the official Schengen Visa Application Form in blue or black ink, signed by the applicant.
- Attach two (2) recent colour photographs (35 mm × 45 mm, white background, full face visible).
- Ensure all fields are accurately completed, including postal address, email, and telephone number.
- A Sworn Declaration is mandatory and must be submitted together with the visa application form.
- Applications must be submitted personally at the BLS International Services Centre.

PASSPORT REQUIREMENTS

- Passport must have at least three (3) blank pages.
- It must be valid for at least three (3) months after the intended departure from the Schengen area.
- The passport must have been issued within the last five (5) years.

MINOR APPLICANTS (UNDER 18 YEARS)

- The application form must be signed by both parents.
- Attach notarized photocopies of both parents' passports (or valid government ID with signatures if no passport).
- If the minor is travelling with one parent, submit a notarised "No Objection" affidavit from the other parent.
- For minors travelling with one parent only, an affidavit legalised by the Nigerian Ministry of Foreign Affairs and passport ID copies of both parents are compulsory.

SUPPORTING DOCUMENTS

- Cover Letter

A detailed covering letter from the applicant explaining the purpose of visit and travel details. Must list names of all accompanying persons (family, friends, or business associates).

- For Visiting Family or Friends

Original invitation letter issued by the Policía Nacional de España (plus one photocopy).

Attested copy of the host's passport and DNI or residence card.

For Tourism Purpose

- Confirmed hotel bookings for the entire duration of stay.
- Detailed travel itinerary for the entire trip.
- Original six (6) months personal bank statement, stamped and signed by the bank. (online or unsigned statements are not accepted).
- Three (3) months salary slips.
- Travel insurance covering at least €30,000 for medical emergencies, repatriation, or hospitalisation, valid across the Schengen area and for 15 days beyond the return date. Only policies issued by Nigerian insurance companies or insurers recognized in a Schengen state are accepted.
- Flight reservation (do not purchase tickets before visa issuance).

Must include all internal connections (e.g. Spain-Schengen flights, train or bus bookings).

Additional Supporting Documents

- Any other documentation that supports the purpose and intent of your travel.
- Authorisation form signed by the applicant in favour of BLS International Services permitting:

Submission of the application.

Receipt of notifications from the Embassy/Consulate.

Collection of the passport upon decision.

For minors, both parents must sign the authorisation form.

FAMILY VISA APPLICATIONS

- Submit proof of family relationship with the principal applicant:
- Marriage Certificate for spouse.
- Birth Certificate for children.
- All documents must be in English or Spanish.
- If issued in another language, provide a certified translation to English or Spanish with the official stamp and signature of the translation institute.
- Documents in regional languages (e.g. Yoruba, Hausa, Igbo) will not be accepted without translation.
- Both originals and photocopies will be verified and returned at submission.

RESIDENCE STATUS

- Non-Nigerian applicants must present a valid Nigerian residence permit.

GENERAL REQUIREMENTS FOR ALL APPLICANTS

- Passport must be valid for at least six (6) months from the date of application.
- The Consulate does not accept passports with additional inserted pages.
- If no blank visa page remains, obtain a new passport before applying