

**NOTICE TO VISA APPLICANTS SCHENGEN VISA**  
**(short stay tourist or business visa up to 90 days)**

Schengen visas are issued for stays up to 90 days and are valid for the following countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Malta, the Netherlands, Norway, Luxembourg, Poland, Portugal, Spain, Slovakia, Slovenia, Sweden, Switzerland. A Schengen visa issued by a Consulate of the above countries allows the holder to travel freely in all of these countries.

The Consular Administration has full authority to evaluate and request more documents than those submitted by the applicant. The latter is hereby informed that submitting the aforementioned documents does not guarantee automatic issuance of the visa.

**WHERE SHOULD I APPLY? – PERSONAL APPEARANCE MANDATORY**

1. If you visit only one Schengen country, apply at the Consulate of that particular country.
2. If you are visiting several Schengen countries, apply at the Consulate of the country which is your main destination (longest stay).
3. If you are visiting several Schengen countries with no main destination, apply for a visa at the Consulate of the country which is your first point of entry. A difference of one day or more, the length of stay in each country, determines which Consulate to receive and process the application.
4. If a visa is not required for the Schengen country which is your main destination or first point of entry, please note that you may require a visa for other Schengen countries. You should then apply at the Consulate of the first Schengen country which does require you to have a visa.

Applications should be made at the Consulate in whose jurisdiction you reside. (Our jurisdiction includes AZ, AK, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY, Guam and American Samoa). You must be a permanent resident of the USA or one of its territories

**Schengen visas can not be issued to holders of B1/B2 tourist visas or passports issued prior to last 10 years.**

**WHAT SHOULD I BRING? TAKE SPECIAL NOTE OF UNDERLINED ITEMS LISTED BELOW**

A passport or official travel document with validity exceeding the intended stay of the applicant in Europe by at least 15 days with original issue date within last 10 years. Schengen visas can not be applied to passports that do not meet these restrictions, and must contain at least two blank “visa” pages.

Attention: If the validity of the passport or travel document does not include one or more Schengen countries, it is still possible to obtain a visa. This visa will then be restricted to those Schengen countries which accept the passport or travel document.

2. One visa application form typewritten or block printed. Paper forms can be prepared, but for expediency, it is preferred that the form be prepared online. See below for link to online form which can then be printed once completed the online process of preparing the application form.
3. Proof establishing the purpose of your trip, for example, a letter of invitation, proof of participation in group travel, personal declaration supported by air travel and hotel reservations and so on. If the purpose of your trip is business, please present business references such as cover letter from your employer.
4. Proof of sufficient funds to cover the cost of your intended stay (traveler checks, credit cards, bank statements, etc...), and if needed, a verification of continued employment. For bank statements, we only want the summary page.
5. Proof of lodging such as hotel reservations (must be in the applicants name), rental of vacation home, stay with a family member or friend. In the latter case, a notarized financial support document must be submitted by the family member or friend in question, including copy of their passport, national ID or Residence Card. Let us know if you require the form (Termo de Responsabilidade) for your host to prepare.
6. Proof that you continue your trip after visiting the Schengen countries, such as an onward return airline ticket or formal itinerary.
7. Copy of a valid resident alien card (must contain expiration date), valid U.S. visa or I-512L Authorization for Parole of an Alien Into the United States with a validity that exceeds the intended stay of the applicant in the Schengen territory by at least sixty days and no less than fifteen. **I-797A forms not accepted. Applications are not admissible if the Residence Card/Visa is expired or valid less than fifteen days from the date exiting the Schengen area.**
8. If the applicant is a minor, please present notarized written consent of a parent or guardian having the care and custody of the child.
9. Proof of health/accident insurance is required. Holders of domestic insurance without travel insurance need to provide declaration from the insurer that their coverage is valid in all Schengen member states equal to 30,000 Euros, covering accident / medical / hospital expenses, and repatriation costs if necessary.

**Include telephone number** and/or **email address** as additional documents may be required. Items **underlined** and ***italicized*** are **mandatory** for our application process; other Schengen Consulates may request additional information that they deem necessary. **FAXED** or **EMAILED**, applications will not be honored nor will applications with incomplete or lacking support documentation.

The **online** version of the application form can be found at:

[http://www.secomunidades.pt/vistos/index.php?option=com\\_content&view=article&id=103&Itemid=14&lang=pt](http://www.secomunidades.pt/vistos/index.php?option=com_content&view=article&id=103&Itemid=14&lang=pt) Preparation of the online form calls for scheduling an appointment although you NEED TO SCHEDULE AN APPOINTMENT THROUGH THE CONSULATE’S OWN SYSTEM. The application form can ONLY be prepared online. All support documents and fees must be submitted to the Consulate in person so that the documents can be reviewed for accuracy, corrected if necessary then processed if found to meet the minimum requirements required to file. Processing of applications is more efficient if you prepare it online, print out the form once done. A form prepared manually will NOT be accepted. For those aged 12+ photo and fingerprints will be collected during the appearance at the Consulate, photo only for those younger than 12.

### COST and METHOD of PAYMENT

Contact the appropriate Schengen Consulate for their visa fees. Our fees for stays up to 90 days with 1, 2 or Multi entry or airport transit is \$68.45, children under age six, no charge, those age 6 to 12 \$39.93. The number of entries granted is based on itinerary provided and what satisfies the needs of the intended travel. Once in progress, the fee becomes non-refundable). *Schengen visas for most passports take approximately two weeks for approval.* No rush fees or same day service are available. Apply with at least two weeks advance notice to avoid missing your departure date and costly expense to change itinerary. *Fees tied to fluctuating exchange rates are subject to change without notice.* Payment for visas can be made with cash, cashier check or money order payable to Consulate General of Portugal; *No personal checks.* **All applicants who are not claiming their passports in person must include proper envelope, self addressed, or with completed prepaid invoice or with an account number that includes surcharge to pick up from our office.** **NOTE:** Keep a complete set of duplicates for yourself to take with you as these documents might be needed when clearing customs.

Citizens of the Following countries: Albania, Bosnia-Herzegovina, Former Yugoslav Republic of Macedonia, Serbia and Montenegro, Moldova, Ukraine and Russia pay \$39.93.

### GENERAL INFORMATION

Please inquire on the office hours and territorial jurisdiction at the following offices:

#### SCHENGEN VISA OFFICES:

Consulate General of Austria  
580 California Street, Suite 1500  
San Francisco, CA 94104  
Tel: (415) 765-9576  
Fax: (415) 727-5000

Consulate General of Belgium  
6100 Wilshire Boulevard, #1200  
Los Angeles, CA 90048  
Tel: (213) 857-1244  
Fax: (213) 936-2564

Consulate General of Denmark  
100 Montgomery Street, Suite 1790  
San Francisco, CA 94104  
Tel: (415) 391-0100  
Fax: (415) 391-0181

Consulate General of Finland  
333 Bush Street, 34th Floor  
San Francisco, CA 94104  
Tel: (415) 772-6649  
Fax: (415) 772-6268

Consulate General of France  
540 Bush Street  
San Francisco, CA 94108  
Tel: (415) 616-4917  
Fax: (415) 397-7843

Consulate General of Germany  
1960 Jackson Street  
San Francisco, CA 94109  
Tel: (415) 775-1061  
Fax: (415) 775-0187

Consulate General of Greece  
2441 Gough Street  
San Francisco, CA 94123  
Tel: (415) 775-2102  
Fax: (415) 776-6815

Consulate General of Iceland  
222 Front Street 5th Floor  
San Francisco, CA 94111  
Tel: (415) 433-3103  
Fax: (415) 433-0449

Consulate General of Italy  
2590 Webster Street  
San Francisco, CA 94115  
Tel: (415) 931-4924  
Fax: (415) 931-7205

Consulate General of Luxembourg  
One Sansome Street, #830  
San Francisco, CA 94104  
Tel: (415) 788-0816  
Fax: (415) 788-0985

Consulate General of the Netherlands  
11766 Wilshire Boulevard, #1150  
Los Angeles, CA 90025  
Tel: (877) 388-2443  
Fax: (310) 312-0989

Consulate General of Norway  
20 California Street, 6th Floor  
San Francisco, CA 94115  
Tel: (415) 986-0765  
Fax: (415) 986-7875

Consulate General of Portugal  
3298 Washington Street  
San Francisco, CA 94115  
Tel: (415) 346-3400  
Fax: (415) 346-1440

Consulate General of Spain  
1405 Sutter Street  
San Francisco, CA 94109  
Tel: (415) 922-2995  
Fax: (415) 931-9706

Consulate General of Sweden  
505 Sansome Street, Suite 1010  
San Francisco, CA 94111  
Tel: (415) 788-2631  
Fax: (415) 788-0141

Consulate General of Switzerland  
456 Montgomery Street, Suite 1500  
San Francisco, CA 94104  
Tel: (415) 788-2272  
Fax: (415) 788-1402