

Brussels, 6.6.2016
C(2016) 3347 final

ANNEXES 1 to 3

ANNEXES

to the Commission Implementing Decision

of

**establishing the list of supporting documents to be presented by visa applicants in Iran,
Iraq and the Russian Federation**

ANNEX I

List of supporting documents to be presented by visa applicants in Iran

1) General requirements for all applicants

(a) Travel reservation:

- flight tickets or flight reservations.

(b) Evidence of accommodation and means of subsistence during the visit(s) to the territory of the Member States:

- A hotel reservation, or
- confirmation of accommodation and/or coverage of costs by the inviting/ sending entity or private individual (some Member States may require a specific form used for this purpose, c.f. the website of the Member State concerned), or
- account statement from a bank in Iran for the last three months, or
- other proof of financial means available during the visit (international credit card, traveller's cheques, etc.).

(c) Evidence of socio-economic stability (enabling assessment of the applicant's intention to leave the territory of the Member States area before expiry of the requested visa):

- All applicants: bank statements for the last three months and proof of ownership of property in Iran, if applicable;
- *Shenasnameh* (identity document with family record from the register office).
- Officials: act of appointment or certificate of tenure and last payslip;
- Employees: certificate of employment or recent employment contract + payslips for the last three months, certificate of affiliation to *Tamin-e Ejtemaei* (Social Security Organisation), *Khadamat-e Darmani* (Health Services Organisation) or equivalent, or letter of the employer explaining why this certificate is missing;
- Traders: proof of entry in the trade register (e.g. trade licence or declaration from official trade organisation) and proof of membership of *Tamin-e Ejtemaei* (Social Security Organisation), *Khadamat-e Darmani* (Health Services Organisation) or equivalent, if applicable;
- Directors or shareholders of Iranian companies: introduction letter signed by a legal representative of the company confirming the office or status of the applicant; proof of existence of the company in Iran (e.g. notice published on the Official Journal); proof of appointment if not mentioned on the Official Journal;
- Artists: proof of membership to one of the artist's official professional associations (e.g. House of Cinema, House of Photography, etc.) and/or proof of previous engagement in professional artistic activity (exhibitions, festivals, etc.) and certificate of affiliation to *Tamin-e Ejtemaei* (Social Security Organisation), *Khadamat-e Darmani* (Health Services Organisation) or equivalent, if applicable;
- Pensioners: proof of receipt of a retirement pension;

- Students or minors: evidence of the parents' social or employment status and, where applicable, school attendance certificate or student card;
- Un-employed persons: proof of adequate socio-economic status (e.g.: marriage certificate, family record book, documents confirming ownership of a property).

2) Evidence of purpose of travel

(a) Business

- Invitation letter from a firm in the Member State of primary destination, specifying the reason for the visit and the date(s), along with documentary evidence of the business relationship (contracts, invoices, correspondence, proof of import, etc.) (some Member States may require a specific form used for the invitation letter and/or copy of i.d. of invitee, c.f. website of the Member State concerned).

(b) Official mission

- Verbal note or mission order: given name(s) and last name(s) of the missionary; official job title; purpose of the trip; date of employment; commitment of the sending entity to cover trip costs for the missionary and an invitation of the inviting body in the Member State of destination.

(c) Family/private visit

- Invitation from the host family, where applicable (some Member States may require a specific form used for the invitation letter and/or copy of ID of invitee, c.f. website of the Member State concerned).
- For a family visit: proof of family ties (e.g. a *Shenasnameh* (identity document with family record from the register office)).

(d) Sport competition

- Invitation from the organizer of the competition in a Member State (some Member State may also require approval of their National Olympic Committee or similar organisation).
- Presentation letter of the relevant Iranian official sport organisation.

(e) Trade fairs

- trade fair ticket or invitation issued by the organizing body in one of the Member States or an Iranian official representative of the fair;
- confirmation of fee payment for the stand at the trade fair and confirmation of the organizing body or the local fair representative with the names of the applicants (if the applicants is employed by an exhibiting company)

(f) Tourism

- Travel itinerary
- Hotel reservation or alternative proof of accommodation for the entire stay.

- 3) Non-Iranian nationals residing in Iran:
 - Iranian residence permit, valid for at least three months after expiry of the requested visa.
- 4) Minors:
 - The consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent. Obviously exceptions should be made to this if the single parent with whom the minor is to travel holds the parental authority alone.
- 5) Documents to be submitted by persons of specific categories of persons:
 - Member of the Government, Parliament or a Constitutional body: Verbal Note, certificate of tenure or some other official document;
 - Staff of an embassy, consulate, UN Agency representation office or official body of a Member State: certificate of tenure from the relevant embassy, consulate or representation office;
 - Notary: appointing decree;
 - Members of a profession, organised by a professional body (doctors, surgeons, dentists, pharmacists, lawyers, architects, and members of their family): certificate from the professional body;
 - Judges: certificate of tenure from the Judiciary;
 - High-ranking officials: Verbal Note or certificate of tenure from the relevant body;
 - Academic (assistant, lecturer, senior lecturer, director, dean of faculty, rector): certificate of tenure from the higher education establishment;
 - Officers of the Iranian army, Iranian police or other military bodies: Verbal Note or certificate of tenure from the relevant Administration;
 - Journalists: Journalists' ID Card; certificate of employment from the publication or broadcaster;
 - Sportsmen/sportswomen: certificate of the official Iranian sports organisation specifying date of enrolment and category (i.e. professional/amateur) and/or evidence of participation to national or international official competitions.

ANNEX II

List of supporting documents to be presented by visa applicants in Iraq

- I. Documents to be submitted by all applicants:
 1. National ID card (*gensiya*).
 2. Evidence of possession of sufficient financial resources to cover the intended stay, e.g. signed and stamped bank statements covering at least the past six months.
 3. If the inviting person (the host) is to cover the applicant's expenses, the host must provide the above-mentioned evidence together with the invitation letter.
 4. Evidence of economic and personal ties in Iraq, such as bank statements, proof of property ownership, a certificate of employment, an extract from the family register, a marriage certificate and copies of ID cards for the spouse and children.
 5. A return flight booking.
 6. If not staying with a host, proof of accommodation for the duration of the stay (i.e. confirmed hotel reservation in the form of the transfer of the correct amount covering the cost of the stay).
 7. Persons travelling for the purpose of tourism: a statement regarding the itinerary while staying in the territory of the Member States (i.e. tourist attractions to be visited, confirmation of a reservation of excursion or any appropriate document containing information about the planned trip).
- II. Additional documents required for business visa applications:
 1. An original letter of invitation from a host to attend meetings, conferences or other events connected with business. The letter of invitation must include the data together with the contact details of the company undertaking business activity in the territory of a Member State and the official seal and letterhead of the inviting person/company with their legible signature.
 2. Entry tickets for trade fairs and congresses, if appropriate.
 3. Documents demonstrating the business activities of the inviting company and of the Iraqi invited company (i.e. contracts, payment of invoices, a list of orders, an email from a business partner sent to the official email address of the visa office together with the confirmation of cooperation and a legible signature of the sender, a personal letter of invitation or an official invitation issued by a relevant public office at the request of the company in the Member State concerned).
 4. Documents demonstrating the company's status as financial-commercial operator. (i.e. a business licence or chamber of commerce certificate).
 5. Documents confirming the applicant's employment status in the company and salary.

III. Additional documents to be provided for applicants under 18 years old:

1. If the minor is travelling without his/her legal guardians: an original notarised statement of consent from either the parents or legal guardians.
2. If the minor is travelling with one of his/her legal guardians: an original notarised statement of consent from the parent or legal guardian that is not travelling.

IV. Additional documents to be provided for applications for visits for medical treatment:

1. Evidence of medical treatment already undertaken in Iraq in relation to the ailment for which the applicant will be treated in the territory of the Member States and evidence of the necessity of medical treatment abroad.
2. Declaration from a European hospital/doctor on the appointment of the applicant with the same hospital or a doctor, with details of the duration and cost of the treatment, and confirmation as to whether it is necessary for anyone to accompany the patient.
3. A document issued by the host health care facility in the territory of the Member States confirming the possibility of providing specialist medical care and willingness to admit the patient appropriately.

Confirmation from the European hospital/doctor that the treatment costs have been paid for and proof that the applicant has sufficient financial means to cover the associated costs, or evidence that such associated costs will be covered by a third individual or by an institution.

V. Additional documents to be provided for applications for family visits:

1. A letter of invitation issued by the relative residing in a Member State with evidence of his residence (i.e. a certificate of residence issued by the relevant national authorities).
2. If the spouse is invited: certificate of marriage.

If parents are invited: certificate of birth of the inviting person (i.e. the son/daughter) and certificate of family status of the inviting person and of the invitee.

If minors are invited: certificate of birth of the invitee (i.e. the son/daughter) and certificate of family status of the inviting person and of the invitee.

If close relatives are invited: certificate of family status proving the degree of kinship between the inviting person and the invitee

VI. Additional documents to be provided for applications for official visits:

1. A letter from the relevant Iraqi government/public body confirming that the mission/visit has been approved and confirming the existence of the professional relation/position of the applicant.

2. Note Verbale from the Iraqi Foreign Ministry with names and position of each component of the delegation.
 3. A copy of an official invitation and of the programme of the visit, if applicable.
- VII. Additional documents to be provided by persons attending sport competitions or cultural events:
1. Invitation from the relevant institution, governing body, company that organises the event.
 2. Evidence of enrolment in the event and programme, including the name of the host organisation and information on the duration of the stay.
 3. Evidence of insurance covering a sports event, which should cover injuries and distress related both to training and to competitions, including detailed information on who covers the costs

ANNEX III

List of supporting documents to be presented by visa applicants in the Russian Federation

I General requirements

- 1) Copy of the internal passport (issued at the age of 14): pages concerning the applicant's biodata, foreign passport(s) issued to him/her, his/her marital status and registration in Russia.
- 2) *Minors:*
 - a) Copy of the birth certificate.
 - b) Consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent. Exceptions should be made to this if the single parent with whom the minor is to travel holds the parental authority alone (i.e. in cases where the other parent has deceased or been deprived of custody, e.g. a death certificate of the other parent or a court degree vesting custody exclusively in the parent who is signing the application would be requested).
 - c) Copy of the valid Schengen visa of the parent(s) travelling with the minor for whom a visa is not applied at the same time with the parent(s).
- 3) *Non-Russian nationals*, proof of legal residence in the Russian Federation in line with federal legislation (e.g. residence permit, long-term visa or FMS¹ registration), valid for at least three months after the planned return from the territory of the Member States or a document proving that the applicant has applied for a renewal of proof of legal residence. If not resident, proof of legal presence in the Russian Federation and justification for submitting visa application in the Russian Federation instead of the country of residence.

II. Travelling for the purpose of business or work

- a) Members of official delegations:
 - i) Letter (e.g. verbal note) issued by a competent Russian authority (e.g. MID²) confirming that the applicant is a member of its delegation travelling to the Member State.
 - ii) Copy of the official invitation.
- b) Participants in official twin city programmes:

¹ FMS: Federal Migration Service)

² MID: Ministry for Foreign Affairs

- i) Written request from the head of administration/mayor of the city where the twinning activity is to take place.
 - ii) Written request from the head of administration/mayor of the sending city with full details of the participant.
- c) Employees travelling on business:
 - i) Written request from a hosting firm or organisation, an office or branch, state or local authority of the Russian Federation and the Member State or organising committees of trade and industrial exhibitions, conferences and symposia to attend meetings, conferences or events connected with trade, industry or work; if no such written request can be obtained, other proof of purpose of stay (e.g. information on participation in conference, entrance ticket to trade fair, business correspondence, programme of the business trip).
 - ii) In case not already sufficiently demonstrated in the written request, proof of employment.
- d) Self-employed people:
 - i) Written request from a hosting firm or organisation, an office or branch, state or local authority of the Russian Federation and the Member State or organising committees of trade and industrial exhibitions, conferences and symposia to attend meetings, conferences or events connected with trade, industry or work; if no such written request can be obtained, other proof of purpose of stay (e.g. information on participation in conference, entrance ticket to trade fair, business correspondence, programme of the business trip).
 - ii) Proof of economic activity (e.g. 2NDFL³ or 3NDFL form, extract from the trade/fiscal registry or certificate for individual business) or bank statement(s) covering at least three preceding months.
- e) Drivers (international cargo and passengers):
 - i) Written request from the Russian national association of carriers (ASMAP or RAS) or the national association of carriers of the Member State stating the purpose, duration and frequency of trips.
- f) Members of train, refrigerator and locomotive crews:
 - i) Written request from the competent Russian railway company (OAO-RZD with its branches and OAO "Refservice") or a competent railway company of the Member State stating the purpose, duration and frequency of trips.
- g) Air crews (if under the visa requirement):
 - i) Letter from the operating body.

³ NDLF: Acronym for the Russian tax return form.

h) Journalists:

- i) A certificate or other document issued by a professional organisation proving that the person is a qualified journalist.
- ii) Letter from his/her employer stating that the purpose of the journey is to carry out journalistic work.

(Freelance journalists: proof of journalistic activity (e.g. a press card or work contract) and proof of economic activity/financial means (e.g. 2NDFL or 3NDFL form, excerpt from the trade/fiscal registry, certificate for individual business, bank statement(s) covering at least three preceding months).

i) Other short-term (90/180 days) labourers (if permissible with Schengen visa and relevant national law):

- i) Letter from the employer, employment contract and/or other document in accordance with the legislation of the Member State concerned.

III. Travelling for the purpose of tourism/other private visit

a) Visitors of military and civil burial grounds:

- i) Official document confirming the existence and preservation of the burial ground and relationship between the applicant and the buried.
- ii) Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit card statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship⁴).

b) Owners of property in the territory of the Member States and their close relatives:

- iii) Relevant national document (e.g. recent extract from the real estate register, copy of the purchase contract/deed of sale, etc.) proving that the applicant possesses the property in question.
- iv) In cases of close relatives, proof of the relationship.
- v) Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit card statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship⁵).

c) Tourists and other private visitors:

⁴ including with a national form on proof of sponsorship and/or private accommodation used by the following countries: BE, PT, DE, IT, NO.

⁵ including with a national form on proof of sponsorship and/or private accommodation used by the following countries: BE, PT, DE, IT, NO.

- vi) Proof of accommodation (e.g. an invitation/sponsorship form from the host if staying with one;⁶ document from the establishment providing accommodation or any other appropriate document indicating the accommodation envisaged in accordance with the legislation of the Member State concerned); if not available, adequate written description of the planned journey.
- vii) Proof of the itinerary (e.g. a confirmation of the booking of an organised trip or any other appropriate document indicating the envisaged travel plans such as a reserved return ticket)⁷; if not available, adequate written description of the planned journey.
- viii) Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit card statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship⁸).

IV. Travelling for the purpose of visit to close relatives/family members:

- a) Close relatives visiting Russian citizens residing legally in a Member State:
 - i) Written request from the host person, whose authentic signature must be proved by the competent authority, in accordance with the legislation of the Member State concerned.
 - ii) Proof of the legal residence of the inviting person and family tie in accordance with the legislation of the Member State of residence.
 - iii) Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit card statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship⁹).
- b) Close relatives visiting EU (EEA and Swiss) citizens:
 - i) Written request from the host person, whose authentic signature must be proved by the competent authority, in accordance with the legislation of the Member State concerned.

⁶ including with a national form on proof of sponsorship and/or private accommodation used by the following countries: BE, PT, DE, IT, NO. For visits to distant relatives/friends (not residents of the country being visited): proof of legal residence.

⁷ If the reserved accommodation/return ticket is not deemed sufficient, the applicant can be requested for a proof of payment thereof.

⁸ including with a national form on proof of sponsorship and/or private accommodation used by the following countries: BE, PT, DE, IT, NO.

⁹ including with a national form on proof of sponsorship and/or private accommodation used by the following countries: BE, PT, DE, IT, NO.

- ii) Proof of the nationality of the inviting person and family tie in accordance with the legislation of the Member State concerned.
- iii) Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit card statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship¹⁰).
- c) Family members of EU (EEA) citizens having exercised their right of free movement under Directive 2004/38/EC:
 - i) Proof of the family tie according to the legislation of the Member State of residence and of the European Union.

V. Travelling for the purpose of transit

- a) If applicable, documents related to the onward journey to the final destination (visa or other entry permit for the third country of destination; tickets for onward journey).
- b) Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship¹¹).

VI. Travelling for the purpose of study or training, events or activities:

- a) Participants in scientific, cultural and artistic activities:
 - i) Written request from the host organisation in the Member State on participation in such activities.
 - ii) In case not included in the written request, a separate statement on sponsorship either from the sending or receiving party (or other proof of financial means).¹²
- b) Pupils, students, post-graduate students and accompanying teachers:
 - i) Written request or certificate of enrolment or student card by the host university, academy, institute, college or school or certificate of the courses to be attended.
 - ii) In case not included in the written request, a separate statement on sponsorship either from the sending or receiving party (or other proof of financial means).¹³

¹⁰ including with a national form on proof of sponsorship and/or private accommodation used by the following countries: BE, PT, DE, IT, NO.

¹¹ including with a national form on proof of sponsorship and/or private accommodation used by the following countries: BE, PT, DE, IT, NO.

¹² including with a national form on proof of sponsorship and/or private accommodation used by the following countries: BE, PT, DE, IT, NO)

¹³ including with a national form on proof of sponsorship and/or private accommodation used by the following countries: BE, PT, DE, IT, NO)

- c) Participants in international sports events and accompanying persons in their professional capacity:
 - i) Written request from the host organisation (competent authority, national sport federation or national Olympic committee), including information on the role of the persons.
 - ii) In case not included in the written request, a separate statement on sponsorship either from the sending or receiving party (or other proof of financial means).¹⁴

A "written request" referred to above shall contain the items mentioned in Article 4(2) of the EU-Russia Visa Facilitation Agreement as well as of the corresponding Article of the Denmark-Russia, Iceland-Russia, Norway-Russia, Switzerland-Russia and Liechtenstein-Russia Visa Facilitation Agreements on the invited person and inviting person/organisation.

¹⁴ including with a national form on proof of sponsorship and/or private accommodation used by the following countries: BE, PT, DE, IT, NO)