

## DENMARK DOCUMENT CHECKLIST FOR A TOURIST VISA

- Passport issued within the last 10 years and valid for minimum 3 months after return. Minimum 2 blank pages. Your current passport will be scanned at the visa application centre. If available, copies of visas and stamps in previous passport(s).
- 2 passport photos (max. 6 months old, on white background, measuring 3.5 x 4.5 cm.)  
Signed and dated cover letter
- Complete extract of the civil registry (Tam Tekmil Vukuatli Nüfus Kayit Örneği).
- Travel medical insurance covering the requested travel dates. Valid in the Schengen area and coverage of minimum EUR 30,000
- Flight or travel reservations or other proof of transport showing intended travel dates.
- Evidence of hotel reservation or travel plan.
- Bank statement showing account balance for the past 3 months.
- If employed: - Signed and dated letter from employer confirming leave days - Payslips for the past 3 months - SGK statement of employment (Sigortalı ise Giriş Bildirgesi) - SGK registration and service document (SGK Tescil ve Hizmet Dökümü) with a readable barcode.
- If employed by or owner of a private company: - Company registration in chamber of commerce - Copy of the bulletin of the trade register - Statement of taxes payment - Company activity certificate (Faaliyet Belgesi)
- If applicant is a farmer: Farmer certificate issued by Chamber of Agriculture.
- If the applicant is a student: Student certificate issued by the Council of Higher Education in Turkey (YÖK)
- If the applicant is retired: Proof of pension (either bank account statement or pensioner book).
- If the applicant is a minor and travelling alone or with one parent or legal guardian only: Public notary approved statement from his/her parents. (This condition shall not apply if the travelling parent is a single parent or holds the parental authority alone.)
- Entry-exit document from E-Devlet or police station (Cikis-Giris)

**MISSING DOCUMENT(S) HIGHLIGHTED ABOVE**

The Embassy requests you to hand in the missing/required documents within 5 days from today. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on present information.

If handing in documents to VFS Global, please remember to state your passport number and your full name.

Please note that if you choose to send your missing documentation by e-mail to [ankambvk@um.dk](mailto:ankambvk@um.dk) it will be via an unencrypted connection.

Please note that you could still be asked for additional documents and/or may be called for an interview at the embassy.

**I understand that I must provide the above missing documentation within 5 days. Signature date below counts as day one of five.**

Date, visa applicant's signature

VFS staff member signature