



EUROPEAN COMMISSION

Brussels, 11.7.2012  
C(2012) 4726 final

**COMMISSION IMPLEMENTING DECISION**

**of 11.7.2012**

**establishing the list of supporting documents to be presented by visa applicants in the  
United Kingdom (Edinburgh, London and Manchester)  
(Only the Bulgarian, Czech, Dutch, Estonian, Finnish, French, German, Greek,  
Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian,  
Slovak, Slovenian, Spanish and Swedish texts are authentic)**

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THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (Visa Code)<sup>1</sup>, and in particular Article 48 (1) thereof,

Whereas:

- (1) Regulation (EC) No 810/2009 lays down the Union rules for the issuing of visas for transit through or intended stays in the territory of Member States not exceeding three months in any six-month period.
- (2) According to Regulation (EC) No 810/2009, visa applicants are required to present documents indicating among other things the purpose of their journey and the fact that they fulfil the entry conditions as set out in Article 5 of Regulation (EC) No 562/2006 of the European Parliament and of the Council of 15 March 2006 establishing the Community Code on the rules governing the movement of persons across borders (Schengen Borders Code)<sup>2</sup>. In order to ensure a harmonised application of the common visa policy, Regulation (EC) 810/2009 requires the need to complete and harmonise the lists of supporting documents to be assessed within local Schengen cooperation in each jurisdiction in order to take account of local circumstances.
- (3) The local Schengen cooperation in the United Kingdom (Edinburgh, London and Manchester) has confirmed the need to harmonise the list of supporting documents and has drawn up a harmonised list.
- (4) In individual cases it should still be possible for consulates to waive the requirement to submit one or more of the listed supporting documents in the case of an applicant known to them for their integrity and reliability in accordance with Article 14 (6) of Regulation (EC) No 810/2009 or, in justified cases, to request additional documents, during the examination of an application, to request additional documents, in accordance with Article 21 (8) of Regulation (EC) No 810/2009.

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<sup>1</sup> OJ L 243, 15.9.2009, p. 1.

<sup>2</sup> OJ L 105, 13.4.2006, p. 1.

- (5) As regards applicants who are family members of citizens of the Union or of a Contracting Part to the EEA Agreement covered by Directive 2004/38/EC of the European Parliament and of the Council of 29 April 2004 on the rights of citizens of the Union and their family members to move and reside freely within the territory of the Member States<sup>3</sup>, failure to present the EU/EEA citizen's passport should not be a sufficient reason for refusing the visa.
- (6) As regards applicants who are family members of citizens of the Union or of a Contracting Part to the EEA Agreement covered by Directive 2004/38/EC of the European Parliament and of the Council of 29 April 2004 on the rights of citizens of the Union and their family members to move and reside freely within the territory of the Member States<sup>4</sup>, this Decision covers spouses and children and should be without prejudice to the rights that other family members enjoy under the above Directive.
- (7) Given that Regulation (EC) No 810/2009 builds upon the Schengen *acquis*, in accordance with Article 5 of the Protocol on the position of Denmark annexed to the Treaty on European Union and to the Treaty establishing the European Community and Article 4 of Protocol (No 22) on the position of Denmark, annexed to the Treaty on the European Union and the Treaty on the Functioning of the European Union, Denmark notified the implementation of Regulation (EC) No 810/2009 in its national law. It is therefore bound under international law to implement this Decision.
- (8) This Decision constitutes a development of provisions of the Schengen *acquis* in which the United Kingdom does not take part, in accordance with Council Decision 2000/365/EC of 29 May 2000 concerning the request of the United Kingdom of Great Britain and Northern Ireland to take part in some of the provisions of the Schengen *acquis*<sup>5</sup>. The United Kingdom is therefore not taking part in its adoption and is not bound by it or subject to its application. This Decision should therefore not be addressed to the United Kingdom.
- (9) This Decision constitutes a development of provisions of the Schengen *acquis* in which Ireland does not take part, in accordance with Council Decision 2002/192/EC of 28 February 2002 concerning Ireland's request to take part in some of the provisions of the Schengen *acquis*<sup>6</sup>. Ireland is therefore not taking part in its adoption and is not bound by it or subject to its application. This Decision should therefore not be addressed to Ireland.
- (10) As regards Iceland and Norway, this Decision constitutes a development of provisions of the Schengen *acquis* within the meaning of the Agreement concluded by the Council of the European Union and the Republic of Iceland and the Kingdom of Norway concerning the association of those two States with the implementation, application and development of the Schengen *acquis*<sup>7</sup>, which fall within the area referred to in Article 1, point B of Council Decision 1999/437/EC of 17 May 1999<sup>8</sup> on certain arrangements for the application of that Agreement.

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<sup>3</sup> OJ L 158, 30.4.2004, p. 77.

<sup>4</sup> OJ L 158, 30.4.2004, p. 77.

<sup>5</sup> OJ L 131, 1.6.2000, p. 43.

<sup>6</sup> OJ L 64, 7.3.2002, p. 20.

<sup>7</sup> OJ L 176, 10.7.1999, p. 36.

<sup>8</sup> OJ L 176, 10.7.1999, p. 31.

- (11) As regards Switzerland, this Decision constitutes a development of the provisions of the Schengen *acquis* within the meaning of the Agreement between the European Union, the European Community and the Swiss Confederation on the Swiss Confederation's association with the implementation, application and development of the Schengen *acquis*<sup>9</sup>, which fall within the area referred to in Article 1, point B of Council Decision 1999/437/EC<sup>10</sup> read in conjunction with Article 3 of Council Decision 2008/146/EC<sup>11</sup>.
- (12) As regards Liechtenstein, this Decision constitutes a development of the provisions of the Schengen *acquis* within the meaning of the Protocol signed between the European Union, the European Community, the Swiss Confederation and the Principality of Liechtenstein on the accession of the Principality of Liechtenstein to the Agreement between the European Union, the European Community and the Swiss Confederation on the Swiss Confederation's association with the implementation, application and development of the Schengen *acquis*<sup>12</sup>, which fall within the area referred to in Article 1, point B of Council Decision 1999/437/EC read in conjunction with Article 3 of Council Decision 2011/350/EU<sup>13</sup>.
- (13) As regards Cyprus, this Decision constitutes an act building upon, or otherwise related to, the Schengen *acquis* within the meaning of Article 3(2) of the 2003 Act of Accession.
- (14) As regards Bulgaria and Romania, this Decision constitutes an act building upon, or otherwise related to, the Schengen *acquis* within the meaning of Article 4(2) of the 2005 Act of Accession.
- (15) The measures provided for in this Decision are in accordance with the opinion of the Visa Committee,

HAS ADOPTED THIS DECISION:

#### *Article 1*

The list of supporting documents to be submitted by applicants for short stay visas in United Kingdom (Edinburgh, London and Manchester) shall be as set out in the Annex

As regards applicants who are family members of citizens of the Union or of a Contracting Party to the EEA Agreement covered by the Directive 2004/38/EC of the European Parliament and of the Council of 29 April 2004 on the right of citizens of the Union and their family members to move and reside freely within the territory of the Member States, failure to present the citizen's passport shall not be a sufficient reason for refusing the visa to the family member.

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<sup>9</sup> OJ L 53, 27.2.2008, p. 52.

<sup>10</sup> OJ L 176, 10.7.1999, p. 31.

<sup>11</sup> OJ L 53, 27.2.2008, p. 1.

<sup>12</sup> OJ L 160, 18.6.2011, p. 21.

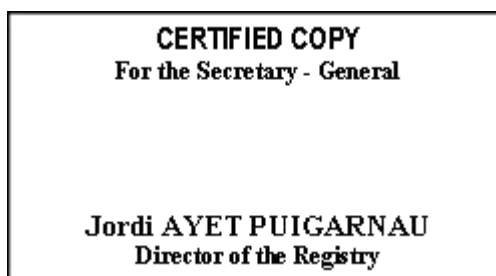
<sup>13</sup> OJ L 160, 18.6.2011, p. 19.

*Article 2*

This Decision is addressed to the Kingdom of Belgium, the Republic of Bulgaria, the Czech Republic, the Federal Republic of Germany, the Republic of Estonia, the Hellenic Republic, the Kingdom of Spain, the French Republic, the Italian Republic, the Republic of Cyprus, the Republic of Latvia, the Republic of Lithuania, the Grand Duchy of Luxembourg, Hungary, the Republic of Malta, the Kingdom of the Netherlands, the Republic of Austria, the Republic of Poland, the Portuguese Republic, Romania, the Republic of Slovenia, the Slovak Republic, the Republic of Finland and the Kingdom of Sweden.

Done at Brussels, 11.7.2012

*For the Commission*  
*Cecilia MALMSTRÖM*  
*Member of the Commission*



## ANNEX

### **List of supporting documents to be submitted by applicants for short stay visas in**

#### **United Kingdom (Edinburgh, London and Manchester)**

1. Basic requirements for persons applying for a visa irrespective of the purpose of travel

A United Kingdom residence permit valid for at least 3 months beyond the intended departure from the Schengen area.

2. Documentation allowing for the assessment of the applicant's intention to leave the Schengen area

- 2.1. Proof of confirmed return ticket to the United Kingdom or to the country of final destination

- 2.2. Recent (i.e. last 3 months) United Kingdom bank statement in the applicant's name and address showing details and a balance showing that he has sufficient means of subsistence both for the duration of the intended stay and for the return to the United Kingdom or his country of origin, or for the transit to a third country into which he is certain to be admitted, or that he is in a position to acquire such means lawfully, in accordance with Article 5(1)(c) and (3) of the Schengen Borders Code; or

– traveller's cheques showing the same as above.

– if the applicant is financially supported by her/his spouse (for example if the applicant does not work herself/himself), please also provide a marriage certificate and the spouse's bank statements.

*Please note that cash is not accepted as proof of sufficient means*

- 2.3. General employment: recent, official and signed letter from employer (headed letter with name, position of signatory and date of issue, address, recent telephone number and registration number in the United Kingdom) and/or payslips for the last 3 months.

- 2.4. Self-employment:

– recent letter from accountant, banker or solicitor (official headed letter with name, date of issue, address, recent telephone number and position of signatory and registration number in the United Kingdom) stating self-employment or business ownership in the United Kingdom.

– letter from the tax authorities.

- 2.5. Students:

Recent, official and signed letter from United Kingdom school, college or university stating date of issue, name of the applicant and type of studies and number of lessons (hours) per week and attendance record

### 3. Airport transit

Visa or entry permit and confirmed tickets regarding the onward journey to the final country of destination

### 4. Documents to be submitted depending on the purpose of travel

#### 4.1. Business

- an invitation from a firm or an authority to attend meetings, conferences, proof of registration, or events connected with trade, industry or work.
- other documents which show the existence of trade relations or relations for work purposes.
- entry tickets or registration for fairs and congresses.

#### 4.2. Study or professional training.

- a certificate of enrolment at an educational establishment (school, university, college, etc) for the purposes of attending vocational or theoretical courses within the framework of basic and further training;
- student card or certificate of the courses to be attended.
- documents in relation to accommodation, or proof of sufficient means to cover the accommodation.

#### 4.3. Tourism.

- confirmed hotel booking for your full stay in the Schengen area or any other appropriate document stating the planned accommodation; or
- booking confirmation of a European tour or any other appropriate document.

#### 4.4. Private (family-friends) visit

- proof of invitation\*/sponsorship by means of an official form (certificate of board and lodging), if applicable,
- an invitation from the host if staying with one,
- documents in relation to accommodation, or
- proof of sufficient means to cover this accommodation.
- copy of data page of passport or residence permit of host in the Member State, if staying with one.
- proof of family relationship.

*\* The following Member States' consulates require that a specific form be used for the invitation letter: Austria, Belgium, France, Germany, Hungary, Italy, Latvia, Lithuania,*

*Luxembourg, Malta, Netherlands, Poland, Portugal, Slovenia, Slovakia, Spain, Sweden and Switzerland. Please refer to the websites of the Member State concerned for further specifications.*

4.5. Medical treatment.

- an official document of the medical institution confirming necessity for medical care in that institution
- proof of sufficient financial means to pay for the medical treatment
- proof of prepayment of medical treatment

4.6. Official delegations travelling on the basis of an official invitation addressed to the government of the third country concerned, to participate in meetings, consultations, negotiations or exchange programs, as well as in events held in the territory of a Member State by intergovernmental organizations.

- a letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a member state to participate in the abovementioned events, accompanied by a copy of the official invitation from the intergovernmental organization in the Member State; or
- note verbale.

5. Particular requirements applying to specific categories of persons

5.1. Minors (children below 18 years)

- birth certificate
- minors travelling alone or with only one parent:
- original passports of both parents (unless one parent has the sole custody or residence order for the child);
- proof of consent of parental authority or legal guardian

5.2. Family member of EU/EEA citizen (spouses and children)

- the EU/EEA citizen's passport and a copy thereof
- proof of residence in the UK
- proof of the family relationship:
  - marriage certificate and a copy thereof
  - birth certificate.

5.3. Seafarers

- Seaman's book



- Covering letter from recruiting company stating the name and the rank of the seafarer
- Vessel's name, vessel's arrival date in port and the date of the seafarer's joining of the vessel

#### 5.4. Lorry drivers

- A written request from the national association (union) of carriers of the host country providing for international road transportation, stating the purpose, duration and frequency of the trips
- Written request from the partner company based in the Member State
- Driver's licence for international transport

#### 5.5. Persons travelling for the purpose of carrying out paid activity or internship

Under the national legislation of the Member States, some paid activities or internships require the applicant to provide a work permit or a similar document: please check the website of the Member State concerned).

If the applicant applies in the framework of a provision of a service, he must produce a A1 (CNR) form issued by the HM Revenue and Customs (HMRC).