DOCUMENTS REQUIRED

Please note, that all the applicants who come to the Visa Application Center of Finland for the application submission personally, will have to provide a copy of the bio page of their foreign passport.

Note! You can get your visa documents delivered at your doorstep. Learn more about courier service here: http://visa.finland.eu/Russia/Petrozavodsk/additional_services.html

1. One application form filled by computer (Internet based application can be found at the Visa centre’s web sites, address http://visa.finland.eu/Russia/Petrozavodsk/online_application_form.html), type writer or in hand neatly. It should be signed by the applicant personally (signature must be placed both to question 37 and to the end of last page). For a minor applicant visa application is signed by his/her guardian. The Consulate of Finland in Petrozavodsk accepts application forms filled in Latin letters only (you may write in Russian, but with Latin characters).

2. One recent full face color photograph taken against a neutral one-coloured background. The photograph should measure 35-40 mm in width. The face should take 70-80% of the photograph. The photo must not be more than six (6) months old. Retouched photographs are not accepted. To see the visa application photo specifications, please, click

The service of photo booth is presented at the Visa Application Service. Please learn more here: http://visa.finland.eu/Russia/Petrozavodsk/additional_services.html

3. Valid foreign passport (and other valid foreign passport, if applicant has several). The passport must be issued less than ten (10) years ago. The passport must be in good condition. The passport must be valid three (3) months after the end of a proposed visa duration and there should be at least two (2) empty pages available in the passport. If the applicant changes his or her name, he or she needs to apply for a passport under the new name. Even if the old passport has a valid visa, the applicant has to apply for a new visa for the new passport. Travelling with two different passports is not permitted. Please not that at the submission all valid passports must be provided.

A copy of the bio page of the foreign passport.
Starting from September 14 2015 all the applicants (including children under 12) who come to the Visa Application Center of Finland to submit their applications personally should provide a copy of the bio page of their foreign passport.

You can make all necessary copies at the counter while applying for a visa. Learn more here: http://visa.finland.eu/Russia/Petrozavodsk/additional_services.html

Old/expired or another valid foreign passport if a valid Finnish or any other Schengen visa (sticker) has been assigned to this passport in the last 59 months and the applicant doesn't have any Schengen visa in his valid passport or if the applicant wants to attach his old passport to his application.

3. Travel insurance policy - Each applicant (including children) must have an insurance policy. An exception are spouses of EU citizens and their under 21-year-old children, as well as holders of diplomatic and official passports on mission. They do not need insurance.

An applicant for multiple-entry visa may provide an insurance policy, which is valid during the first trip. The applicant undertakes to purchase an insurance policy for further trips by signing the visa application.

Basic requirements for an insurance policy:
- In order to receive a multiple entry visa it is enough to present an insurance policy, which is valid during the first planned trip. The applicant must agree to purchase a medical insurance policy for further trips to the Schengen region by accepting and signing the corresponding section in the visa application.
- The insurance policy for the applicants applying for 1-entry visa must be valid during the whole stay in the Schengen area.
- Applicants for double-entry visa must have a valid policy for both of the journeys.
- Insurance validity region should cover all Schengen countries
- The policy must not include a franchise
- The insurance should cover a minimum of 30 000 Euros or equivalent amount in other currency (for example 40 000 dollars)
- The policy should cover the costs in case of sudden illness or accident and/or assistance on site, including the costs of medical repatriation of the insured person to the place of permanent residency or the repatriation in case of death.
- Insurance policies filled in by hand are not accepted. Insurance policy has to be filled in in Latin letters.
- Applicant’s personal data: name, surname and date of birth must be mentioned in the policy.
- The medical insurance policy connected to the bank card can be accepted by the Consulate if all general requirements for the insurance policies are
fulfilled. The validity of the insurance policy should not depend on any extra conditions such as the trip being paid fully or partly by card. The applicant should provide the certificate proving that the insurance policy connected to the bank card is valid without any extra conditions.

Applicant always needs to present original insurance policy and copy if needed.

Please note, that You can purchase insurance policy at the Visa Application Centre. Learn more here: http://visa.finland.eu/Russia/Petrozavodsk/english/additional_services.html

6. Russian (internal) passport Starting 15 April 2014, Russian internal passport copy becomes mandatory for applying for a Finnish Schengen visa.

All Russian applicants will need to provide their internal passport at the time of submission and provide copies of the main page with the personal details, as well as all the pages with the registration stamps. The rule is valid for all the Russian nationals from the age of 14 including the ones having Schengen visa(s) issued previously.

7. Minors (below 18 years) - Birth certificate is required if the applicant is a minor; the copy of the birth certificate should be prepared beforehand. If a minor applicant travels alone or with one of the parents, then a notarized consent of the second parent or the guardian is required for traveling. In case it cannot be provided, documents providing the reason for lack of the permission (single parent reference or other documents) needs to be presented. Consent has to be valid in all Schengen countries, dated within 12 months before the document submission and must cover at least the first planned trip. Person submitting documents needs to present both original birth certificate and consent and their copies - originals will be returned, copies submitted together with the visa application.

A parent’s notarized consent can be replaced by any of the following:

- The visa application form signed by the parents/guardians of the applicant in Visa application centre in presence of the specialist of Visa
application centre. In this case each parent/guardian needs to provide the original of his internal passport and attach it’s copy to the application of the child

- parent’s death certificate
- parent’s notarized certificate stating that the whereabouts of the other parent are unknown (issued not more than 1 year ago)
- a police certificate stating that the whereabouts of the other parent are unknown, and during the search period the parent was not found (issued not more than 1 year ago)
- certificate № 25 stating that details of father in the child’s birth certificate were put as per mother’s words
- court decision that the parent is a single parent
- free form written consent, that would contain all the information required from the notarized one (only for parents that have EU, EEA or Switzerland residence permit or EU, EEA or Switzerland passport)

**Attention!** By the legislation of EU a child cannot be included into his/her parents’ visa. It is necessary to complete a separate application form with photo and complete set of required documents for every child.

If the child is included in his/her parents passport the visa will be attached into the passport of that parent. The passport must have one blank page for each visa for each traveler on that passport.

8. **Non-Russian citizens**
- a Russian visa or a residence permit (if required, depends on the nationality of the applicant)
- a registration in Russia
- a Russian work permit card or a student card
- copies of all the above mentioned documents.

9. **Citizens of Russia residing temporarily in the Petrozavodsk Office, Consulate General of Finland in St. Petersburg working area:**

Citizens of Russian with a permanent registration beyond Republic of Karelia, e.g. St. Petersburg, now residing in the Petrozavodsk working area without registration.
The official temporary registration in Russian Federation from UFMS needs to be provided if the applicant doesn’t have the active stamp of the permanent registration in his internal passport (exceptions listed below do not apply to this category of applicants). The temporary registration must be valid during one month after documents submission.

Applicants who do not have permanent registration in Republic of Karelia have to apply in person. The exceptions are made for representatives of the official institution, where the applicant works or studies (letter of attorney should be provided), as well submission of minors’ applications.

10. Visa fee
Please note, after having submitted visa application at the Visa Centre, Russian citizens have to provide their domestic passport for cash transactions.

11. Personal data processing consent
According to Federal law of Russian Federation “About personal data” every applicant has to sign “Personal data processing consent”. Please note that if another person submits for the applicant, applicant has to sign this document in advance or to sign a power of attorney on a person submitting documents. Power of attorney can be notarized or handwritten. For a minor (all children under 18) a lawful representative (parents, tutors, etc.) should sign this document. You can find the consent at the Visa centre’s website:

LIST OF REQUIRED DOCUMENTS BY THE PURPOSE OF THE TRAVEL

TOURISM
A note from an accredited travel agency or A hotel reservation confirmation or
If the applicant does not have a reservation or is planning a round-trip or shopping trip, they should write about their plans as accurately as possible on a sheet of paper (can be informal, applicant needs to sign the plan).
If the applicant is going to travel with a friend or a relative who already has got a visa, the friend’s visa number should be indicated or a copy of the visa attached.
If applicant is going to stay at a friend’s real estate, applicant should provide either a copy of the visa of the real estate owner or a copy of the deed of sale of the property and real estate owner’s contact information and date of birth.

BUSINESS
An invitation and/or
An accompanying note from the employer of the applicant or
If the applicant has not got either, the complete contact information of the inviter must be filled in the application and the applicant should write about their plans and purpose of the business trip (e.g. negotiations, participating in a seminar) on a sheet of paper (can be informal)

CULTURAL EVENT
An invitation and/or
An accompanying note from the party that is sending the applicant to Finland

MEDICAL REASONS
An invitation from a Finnish hospital or doctor or
A medical certificate from a Finnish doctor

OFFICIAL VISIT
An invitation and/or
An accompanying note from the employer of the applicant or sending party

SPORTING EVENT
An invitation and/or
An accompanying note from the employer of the applicant/sending party

STUDY (less than 3 months)
An invitation and/or
An accompanying note from the school of the applicant

TRANSIT/AIRPORT TRANSIT VISA
A visa to the final country of destination or
If a visa is not required to the final country of destination, then copies of the tickets

VISIT TO FAMILY OR FRIENDS
Friend/relative:
An invitation and/or contact information and date of birth of the inviting person
A copy of the inviting person’s residence permit or Finnish passport

Close relative, family:
Documents proving the family tie (a copy of a marriage certificate or a birth certificate and, if family names have been changed, a proof of name changes)
An invitation and/or contact information and date of birth of the inviting person
A copy of the inviting person’s residence permit or Finnish passport
If applicant is applying for a visa free of charge by the basis that he/she is a close relative of the inviting person, applicant needs to present documents
proving the family tie every time he/she submits visa application. (Grounds for getting visa free of charge can be found in visa facilitation agreements: http://formin.finland.fi/public/default.aspx?contentid=141221&nodeid=40875&contentlan=2&culture=en-US)

OTHER PURPOSES OF VISIT

Lorry Drivers:

Russian citizens:
An accompanying letter (an original document) from ASMAP or RAS or the following documents:
An accompanying letter from the driver’s employment company (an original document) or certificate of Individual entrepreneur.
Copy of the driver’s labor book or copy of labor contract.

Copy of driver’s driving license.
A license for transportation of goods in international traffic (a copy). A list of drivers (an original document).

Non-Russian citizens:
An accompanying letter from the driver’s employment company (an original document) or certificate of Individual entrepreneur.
Copy of the driver’s labor book or copy of labor contract. Copy of driver’s driving license.
A license for transportation of goods in international traffic (a copy). A list of drivers (an original document).

Scientific cooperation:
An invitation and/or
An accompanying note from the employer of the applicant

Seasonal work (berry picking):
a) Valid work contract or a binding work offer, which applies to seasonal work for an employer based in Finland and where the following is defined:
- Working place and type of work
- Length of work contract
- Salary
- Working hours per week/month
- Possible holiday entitlement
- Starting date of work contract
b) Account of appropriate accommodation (includes account of appropriate accommodation organized by the applicant)
c) Employer's assurance form

Wild/Forest berry pickers:
Invitation from the employer (private person or company) with the following details:
o Name and contact information of the inviting farm or company.
o Personal information of the person being invited.
o The working dates and the amount of needed days.
o Accommodation information and costs of accommodation.

Seamen
an invitation from the shipping company and/or an accompanying note from the applicant’s employer a crew list
Seaman’s identity document is mandatory.

Escorting a family member (spouse, parents or children):
Documents proving the family tie
A copy of the family member’s visa (if they are not applying at the same time)

Owner of a real estate:
Each time when applying for a visa, the applicant has to submit proof of ownership of a house, a lot or apartment in Finland. Such proof is valid for 2 years. It may be:
a copy of the deed of sale for property or share, or a rental agreement
a lot owner must provide a certificate of legal confirmation of possession of real estate (lainhuutotodistus) issued by the Local Register Office
an apartment shareholder must provide a house manager’s certificate (isännöitsijän todistus)
a real estate owner must provide the latest decision of real estate/property tax (päätös kiinteistöveroituksesta).

VISA to Sweden and Netherlands.

Netherlands:
Business: An accompanying note from the applicant’s employer
Private Visit: Invitation as well as translation in Russian, copy of ID’s (passport copy or residence permit copy (garant-verklaring))
Tourism: Hotel booking confirmation and booked tickets.
Sweden

copy of all filled pages of Internal Russian passport

Private Visit: Extract from the Swedish population registration (Personbevis) of the inviting person, not more than 3 month old. Copy ID the passport If the person is not a Swedish citizen also a copy of the residence permit.
Tourism: Hotel booking confirmation and booked tickets.

We recommend taking copies of the original documents beforehand because attachments to the visa application/documents won’t be returned.

The application filled incorrectly and carelessly can cause denial of visa. The applicant may need to supply additional details, e.g. the copy of internal passport or a more detailed plan of trip, or the applicant can be invited to the interview.