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## BASIC SET OF DOCUMENTS (For all applicants)

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.

1. **One application form filled on a computer** (online application form is available on [the website of the Visa Centre](#)), typewriter or in hand in block letters and neatly. The form should be signed personally by the applicant.
2. **One recent full face color photograph** taken against a light-grey one-coloured background. The photograph should measure 36 mm in width x 47 mm in height and the head should measure 25 mm x 35 mm in size. The photo must not be more than six (6) months old. Retouched photographs are not accepted.
3. **A valid foreign passport.** The passport must be issued less than ten (10) years ago. 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.
4. **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.
5. **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 three (3) years and the applicant doesn't have any Finnish Schengen visa in his valid passport.
6. **Russian internal passport copy - for all the Russian nationals aged 14 and above.** All applicants are requested to provide a copy of their internal passport's personal information page (biopage) and pages with the registration stamps.  
An applicant submitting in person is requested to show an original internal passport.  
A representative is requested to provide copies of applicant's internal passport bio- and registration pages.
7. **A travel medical insurance policy.** Each applicant (including children) must have an insurance policy. Exceptions are the spouses of EU citizens and their minor children (children under 21 for citizens of EU, children under 18 for citizens of Finland), as well as bearers of diplomatic and official passports on mission.

The insurance policy should be issued by an insurance company [accredited by the Consulate General of Finland in St Petersburg](#).

### Basic requirements for an insurance policy:

- The policy should cover the entire validity period of the visa and all of the planned days of stay  
In order to receive a multiple entry visa it is enough to present an insurance policy, which is valid from the date of submitting a visa application until the end of the first 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.
  - Insurance validity region should cover all Schengen countries
  - The policy must not include a franchise
  - The policy must be valid from the day of submitting a visa application
  - The insurance should cover a minimum of 30 000 Euros
  - 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 insurance policy should not be issued by a bank to its card holders
8. **Personal data processing consent** has to be signed by every applicant since May 2011 according to Federal law of Russian Federation "About personal data".

Please note that all applicants who submit documents through authorized representatives are also obliged to prepare this document in advance or to sign a power of attorney on a representative. Don't forget that if one of the group members submits documents for rest of the group, he/she needs to have this document or power attorney from the other group members.

Power attorney can be notarized or handwritten.

A lawful representative (parents, tutors, etc.) should sign this document for a minor (all children under 18).

The document can be found [here](#).

9. **Visa Revoking form for a Schengen visa.** This document will be added to the application if the purpose of travel has to be changed (i.e. from tourism to business or seasonal work to tourism) or there is a valid Schengen C type visa in applicant's old or void (expired) passport. The Form needs to be filled and signed personally by the applicant. For minor applicants the form should be signed by their official guardians.  
«Revoking form for a Schengen visa » can be found [here](#).

#### 10. **Additional documents for minors (under 18)**

If a child's application is submitted separately from the application of his/her parent/parents, a notarized consent from non applying parent/parents is required. The consent has to be valid from the day of submitting a visa application and has to cover all Schengen countries.

**The consent should not be older than 12 months upon the day of submission and must cover the whole duration of visa applied for.** Along with the original and copy of the consent, the original and copy of the child's birth certificate and the copy of Schengen-visa of the parent (if there is one) are also required.

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

- 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 residence permit or EU passport**)

**Attention!** In accordance with the EU legislation, 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. A child must obtain his/her own separate visa. If the child is included in his/her parent's passport, the visa will be pasted into the passport bearing the child. The passport must have one additional blank page per visa for each endorsed child.

#### **APPLICANTS WITHOUT PERMANENT REGISTRATION IN THE NORTH WEST DISTRICT OF THE CONSULATE GENERAL**

An applicant has to show the original of his/her internal passport upon submission of the application and provide copies of the personal information page of the internal passport and all pages with the registration stamp. **If a representative of an applicant submits the documents, it is mandatory to have copies of the applicant's internal passport's pages with the personal information and registration.**

1. **Official temporary registration from UFMS** stating the temporary registration in the North-West district of the Consulate General. The temporary registration must be valid during the first trip of the applicant. For applicants who don't have any valid **permanent** registration in the internal passport a temporary registration in the North West district of the Consulate General is mandatory (exceptions listed below do not apply to this category of applicants).

**Exceptions if the applicant does not have a temporary registration:**

- If the applicant does not have a temporary registration, but he/she is employed, a recent (maximum 1 month old) note from employer must be submitted.
- If one of the spouses has a permanent or temporary registration (or note from employer) in the North-West district of the Consulate General, the applications of the spouse and common children younger than 18 years can also be accepted even if they are not registered, working or studying in the North-West district of the Consulate General. Documents proving family ties, marriage certificate and documents about changing names/surnames should be provided to the package.

**Private entrepreneurs (without temporary registration) have to submit following attachments:**

- Certificate from the tax department about the registration of the company (Свидетельство о государственной регистрации).
- Certificate from the tax department (Документ из налоговой службы об оплате налогов на настоящий момент) or an extract from the trade registers (Выписка из реестра юридических лиц – выписка ЕГРЮЛ). The certificate or excerpt can't be more than 1 month old.
- If the company is incorporated outside the North-West district of the Consulate General, the applicant must submit a temporary registration within the region of operation.

**Pensioners** are required to submit a valid temporary registration within the North-West district of the Consulate General. Documents on family ties in the North-West district of the Consulate General are not mandatory.

**Students** are required to submit a study certificate from the educational establishment issued in the current term (student card is not enough) and a valid temporary registration. The study certificate has to indicate start and end dates of the studies.

**Unemployed** applicants have to submit a valid temporary registration within the North-West district of the Consulate General.

**Applicants who do not have permanent registration in St. Petersburg, Leningrad region, Republic of Komi, Pskov region, Novgorod region, Vologda region, Archangel region or Nenets autonomous area 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.

**Please note that a multiple entry visa is required for ferry trips from Russia to any Schengen countries. A single entry visa will be void after leaving the ship once. Supporting documents (tickets, travel plan) are required to confirm the trip.**

## NON-RUSSIAN CITIZENS

**Attention! The Consulate General can accept applications of third country citizen if the applicant has an official proof of 6 months stay in the North West region (areas served by the Consulate General).**

**Here is the list of supporting documents accepted as an official proof:**

- Temporary registration or
- Temporary residence permit or
- Permanent residence permit

Please note that the above documents need to be valid at least for the first planned trip.

**Additionally applicants (including children) need to provide:**

- The migration card (Applicants from Belarus do not need a migration card)
- Russian visa (if applicable). Applicants with citizenship where Russian visa regime has been waived do not need a visa to enter Russia. Full list can be found on Russian Foreign Ministry's homepage.

**If the applicant works in the North West district of the Consulate General:**

- Note from the employer (proof of employment) and/or copy of the labor book (трудовая книжка). The note has to mention the applicant's work position and starting date of work. It is recommended to provide salary details as well.
- Russian work permit. Exemption case:
  - If the applicant is a citizen of Belarus or Kazakhstan.
  - If the applicant has a Russian residence permit (temporary or permanent).
  - If the applicant has a patent. Citizens of the following countries may work for an individual person or a company with a patent and work permit is not needed: Azerbaijan, Armenia, Moldova, Kirgizia, Tadjikistan, Uzbekistan and Ukraine. Additionally work agreement and receipts of paid taxes have to be attached to the application.

**If the applicant is a student in the NW district of CG:**

- Study certificate from the educational institution issued in the current term and a student card. The study certificate has to indicate start and end dates of the studies

**If the applicant is a pensioner:**

- Pension certificate and verified translation if not issued in Russia.

**If the applicant is a private entrepreneur:**

- Certificate from the tax department about the registration of the company
- Certificate from the tax department or an excerpt from the trade register. The certificate or excerpt can't be more than 1 month old.

**If the applicant is unemployed:**

- Document(s) proving assets: e.g. bank statements (from last 3 months), documents on property or other documents applicant wants to submit.

**If the applicant's spouse or family member is a citizen of Russia:**

- Copy of the marriage certificate and documents of possible change of name/surname.
- Copy of the family member's internal passport data page and all pages with the registration stamps.
- Copy of the birth certificate (if applicable)
- Possible Schengen-visas of the family member.

Additional documents on family ties that support the visa application can also be accepted for other applicants where the spouse or family member is a citizen of Russia.

An invitation is recommended if the reason for travel is business or visiting family or friends.

**Non-Russian citizens have to apply in person. The only exception allowed is submission of minors' applications.**

**Please note that a multiple entry visa is required for ferry trips from Russia to any Schengen countries. A single entry visa will be void after leaving the ship once.**

**Supporting documents (tickets, travel plan) are required to confirm the trip.**

## ADDITIONAL DOCUMENTS FOR DIFFERENT PURPOSE OF VISIT

### TOURISM

- A hotel reservation confirmation or
- A note from an accredited travel agency or

- If the applicants do not have a reservation or are planning a round-trip, they must write down their plans as accurately as possible in the field reserved for additional information in the end of the visa application form or on a separate sheet of paper

## **BUSINESS**

- An invitation and/or
- An accompanying note from the applicant's employer or
- If the applicant has neither, the complete contact information of the inviting party must be filled in the application and the applicant must write down the plans and purposes of the business trip (e.g. negotiations, participating in a seminar) in the field for additional information in the end of the visa application form or on a separate sheet of paper

## **CULTURAL**

- An invitation and/or
- An accompanying note from the organization dispatching the applicant to Finland and
- A daily program of the event

## **MEDICAL REASONS**

- An invitation from a Finnish hospital/medical center and/or
- A medical certificate from a Finnish doctor

## **OFFICIAL VISIT**

- An invitation and/or
- An accompanying note from the applicant's employer or dispatching party

## **SPORTS**

- An invitation and/or
- An accompanying note from the organization dispatching the applicant to Finland and
- A daily program of the event

## **STUDY**

- An invitation and/or
- An accompanying note from applicant's educational institution

## **TRANSIT/AIRPORT TRANSIT**

- A visa to the country of final destination or
- Copies of the tickets if visa is not required

## **VISITING FRIENDS OR RELATIVE**

- An invitation and/or the inviting person's contact information
- A copy of the inviting person's valid residence permit or Finnish passport

## VISITING CLOSE RELATIVE, FAMILY MEMBER

- Documents proving the family ties (birth certificate, marriage certificate, documents proving change of surname/name)
- A copy of the close relative's valid residence permit (sticker in the passport or both sides of the residence permit card) or Finnish passport, in case the close relative is a citizen of Finland, certificate from the Population Register Centre (Ote väestötietojärjestelmästä), issued not more than 1 year ago.
- A copy of the close relative's passport can be attached as an additional document

## REAL ESTATE OWNER OR APARTMENT SHAREHOLDER / OWNERS OF BUSINESS

Each time when applying for a visa the applicant has to submit proof of ownership of a house, a lot or apartment in Finland.

**When applying for the first time** as an owner of real estate the applicant has to provide:

- a **deed of sale** of property or share
- a lot owner must provide a **certificate of legal confirmation of possession of real estate** (lainhuutotodistus) issued by the Local Register Office

**For future submissions** and for those who purchased real estate more than a year (1) ago:

- an apartment shareholder must provide a **recent house manager's certificate** (isännöitsijäntodistus) no older than 1 year old.
- a lot/house owner must provide **the latest decision of real estate/property tax** (päättös kiinteistöveroituksesta), which is posted to the owner yearly. Explanatory part of the decision doesn't need to be provided.

**Owners of businesses** in Finland need to provide the excerpt from the trade register proving the ownership. The excerpt can be no more than six (6) months old.

## SEASONAL WORK (BERRY PICKING)

The Consulate General is processing only applications submitted by the people with the permanent registration in the North-West Consulate region. Temporary residents of the North-West Consulate region should submit their applications at the Embassy of Finland in Moscow. Exceptions are applicants permanently registered in Murmansk and Petrozavodsk residing in the North-West Consulate region.

A seasonal worker must have an **invitation** with:

- name and contact information of the company or a farmer
- personal data of the person invited
- the duration of work and the count of days
- salary/payment details
- conditions and costs of accommodation

## SCIENTIFIC COOPERATION

- An invitation and/or
- An accompanying note from the applicant's employer and
- A daily program of the event

## SEAMEN – TRANSITION THROUGH SCHENGEN TO WORK ONBOARD

- seaman's passport/foreign passport
- an invitation from the shipping company and/or an accompanying note from the applicant's employer
- a crew list
- seaman's identity card and seaman's book

## DRIVERS OF INTERNATIONAL FREIGHT AND PASSENGER TRAFFIC

### For each application:

- Recommendation (note) from the applicant's employer, confirming the position and employment of the applicant, printed on employer's official form with stamp of the employer, and signed by director or deputy of the company.
- Copy of driver's license along with the classes (ABCDE) (old-type license: copy of both front and back side, new-type license: copy of front side).

**Drivers of professional international traffic have to submit additional documents according to the below mentioned requirements.**

## INTERNATIONAL BUS AND LORRY DRIVERS, WHOSE EMPLOYER IS A MEMBER OF ASMAP OR IS REGISTERED IN ASMAP

### For each application:

- A copy of the ASMAP-certification of the applicant's employer for the present year with stamp "Original Document Viewed". In case of the employer's first application of the calendar year the original certification and a copy without stamp "Original Document Viewed" has to be presented.

### Additional documents with the first application of the employer of the calendar year:

- Original ASMAP-confirmation, not older than three months at the moment of applying the visa and a copy. The original will be returned labelled with VAC-stamp "Original Document Viewed" to be used with later applications of present year.
- List of trucks or number of trucks of the employer.
- List of drivers or number of drivers of the employer.

## BUS AND MINIBUS DRIVERS WHOSE EMPLOYER IS NOT A MEMBER OF ASMAP OR IS NOT REGISTERED IN ASMAP

### For each application:

- Copy of the employers permit to perform international freight service.

### Additional documents with the first application of the employer of the calendar year:

- List of trucks or number of trucks of the employer.
- List of drivers or number of drivers of the employer.

## DRIVERS OF BUSES AND MINIBUSES WITH 8 AND MORE SEATS

### For each application:

- Copy of the employers permit to perform international passenger service

### Additional documents with the first application of the employer of the calendar year:

- List of coaches (minibuses) or number of coaches (minibuses) of the employer.
- List of drivers or number of drivers of the employer.

## DRIVERS OF MINIBUSES WITH 8 OR FEWER SEATS



In cases where the coach/minibus has 8 or less places the requirement on ASMAP or permit to perform international passenger service can be waived.

**For each application:**

- Certificate from the tax department (Документ из налоговой службы об оплате налогов на настоящий момент) (not more than 3 months old). If the company is newly registered or taxes have not yet been paid a certificate of tax registration can be provided (Свидетельство о постановке на налоговый учет), not more than 1 year old.
- An excerpt from the trade registers where visible that the business included transportations of passengers (Выписка из реестра юридических лиц – выписка ЕГРЮЛ), not more than 3 months old.

**Additional documents with the first application of the employer of the calendar year:**

- List of coaches (minibuses) or number of coaches (minibuses) of the employer.
- List of drivers or number of drivers of the employer.

## APPLICANTS TRAVELLING TO AUSTRIA

The Consulate General of Finland is its representative Mission for Republic of Austria providing visa services for applicants travelling to Austria in St. Petersburg.

Original documents have to be provided with the application and it is recommended to make copies before applying. The Consulate General of Finland in St Petersburg will not return any documents submitted with an application form.

**Here is the list of supporting documentation for different travel purposes:**

### TOURISM

- Travel documents; tickets and hotel reservations for the period of stay
- The insurance (all the requirements for the insurance can be found in the [Basic set of documents](#) section)

### VISITING FAMILY

- An original/a copy of notarized invitation/bond (Verpflichtungserklärung) or SVO-number
- Supporting documents to prove family relationship
- A copy of the family member's residence permit (both sides) and Russian passport, or a copy of the Austrian passport
- Travel documents – optional

### VISITING FRIENDS

- Same criteria as for tourist visa applicants for Austrian visa. If the applicant cannot provide accommodation reservation an invitation or SVO-number should be provided.

### BUSINESS

- An invitation (Einladung) with the information about payment of expenses or SVO-number from the EVE- (=Elektronische Verpflichtungserklärung) or other document proving the reason for travelling. If the applicant has an invitation without payment of expenses being mentioned in it, tickets and booking have to be attached to the application.
- Recommendation letter from the employer (not mandatory but recommended). Instead of the recommendation letter job certificate can be provided

### CULTURAL/SCIENTIFIC EVENTS AND STUDY

- An invitation (Einladung) with the information about payment of expenses

If the applicant has an invitation without payment of expenses being mentioned in it, tickets and booking have to be attached to the application.

- An accompanying note from the applicant's employer or a letter from the place of study with a copy of a student ID

#### **REAL ESTATE OWNER/APARTMENT SHAREHOLDER**

- A deed of sale of a property or share (when applying for the first time as an owner of real estate)
- A document confirming the status of owner (Republik Österreich GRUNDBUCH) not older than 12 months. The document has to include the following information: "Auszug aus dem Hauptbuch".
- A registration certificate (BESTÄTIGUNG DER MELDUNG). This document is an extract from the Population Register and has to be issued after the date of issue of the previous Schengen visa.

#### **INTERNATIONAL BUS AND LORRY DRIVERS**

- Requirements for submission are the same as for this category of applicants travelling to Finland.