



**CONSULADO GENERAL DE ESPAÑA
MANILA**

TRANSIT VISA FOR SEAFARERS

PROCEDURE:

1. Complete the documents required. Put all the documents in 1 large brown envelope (with the applicant's surname, name and contact number written in bold letters on the upper left corner of the envelope).
2. The applicant or the representative of the shipping agency (provided with an authorization letter of the applicant) must come on the appointment date to file the application and must pay the visa fee)
3. Always include 1 photocopy of the filled-up application form and 1 photocopy of the rest of documents.

REQUIREMENTS: Documents must be arranged in two sets as follows:

Set No.1:

1. Duly accomplished *Schengen* application form (preferably typewritten).
2. One (1) recent passport-size photo with white background (to be pasted on the application form)
3. Valid passport (valid for a minimum 3 months after the planned trip. *DO NOT STAPLE ANY DOCUMENT TO THE PASSPORT*)
4. 1 photocopy of the data page of the valid passport and of the seaman's book.
5. Letter from the maritime agency, principal or agent in Spain, written in Spanish, mentioning the following:
 - a) Name and personal data of the seafarer. Position on board the vessel.
 - b) Departure date from Manila and duration of the contract.
 - c) Name of the vessel, date of arrival/departure from the Spanish port.
 - e) Itinerary that the seafarer will follow to arrive in Spain, date of arrival and company that will be in charge of transporting him/her to the vessel.
6. Letter from the Philippine Shipping Agency, duly validated, that in addition to the entries under 5.) includes the list of the seafarer/s.
7. Photocopy of Philippine Overseas Employment Agency's (POEA) Contract and Certificate.

Set No.2:

1. Original Valid Seaman's Book.
2. One photocopy of the accomplished application form.
3. Original Philippine Overseas Employment Agency's (POEA) Contract and Certificate.

Important Reminder:

FOR SECURITY REASONS, CELLPHONES AND BAGS ARE NOT ALLOWED INSIDE THE CONSULATE GENERAL. THEREFORE IT IS ADVISED NOT TO CARRY ANY DURING YOUR VISIT. IN CASE VISITORS COME WITH A BAG OR CELLPHONE TO THE CONSULATE PREMISES, THEY WILL HAVE TO LEAVE THEM OUTSIDE. THE CONSULATE GENERAL WILL NOT BE HELD LIABLE FOR ANY LOSS OF OR DAMAGE TO PERSONAL BELONGINGS.