



**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. The shipping agency has to be accredited by the Schengen States.
4. Always include 1 photocopy of the filled-up application form and 1 photocopy 1 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 seaman's book and all previous visas and stamps.
5. Letter form Philippine Shipping Agency (original copy) mentioning the following:
 - a) Name and personal data of Seafarer.
 - b) Departure date from Manila.
 - c) Estimated date of arrival of vessel to the Spanish port.
 - d) Estimated date departure of vessel from the Spanish port.
 - e) Next port of call.
 - f) Flag of vessel.
 - g) Shipping company and its nationality.
6. Letter (written in Spanish) from the Principal or agent in Spain with same data required in number 5. An e-mail address of the Spanish agent is required for verification purposes.
7. Reservation from the airline office.
8. Photocopy of Philippine Overseas Employment Agency's (POEA) Contract and Certificate.
9. Photocopy of the Certificate of Safety of Life at Sea (SOLAS).

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.
4. Original Certificate of Safety of Life at Sea (SOLAS).

IMPORTANT for first-timer seafarers: those who are enrolling on board for their first time has to enclose in their application proof of their previous work experience through the following documents (photocopies): previous contract, ITR (with stamp of payment bill of BIR) and SSS.

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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.