

CZECH REPUBLIC

DOCUMENTS REQUIRED

Please note that as per the Embassy's requirement effective 1 April 2015 the Czech Republic Visa Application Centre will be not in a position to accept incomplete set of documents. Please prepare the full set of documents in advance as per the chosen visa category.

For Filipino citizens and other nationals legally residing in the territory of the Philippines, who are applying for the visa category "Tourism" the list of required documents is as follows:

1. Visa application form.
 - Completed and signed personally by the applicant (for minors the application has to be signed by one of the parents or a legal guardian).
 - Filled in Latin letters.
2. Passport or other travel document.
 - Passport must be presented in the original
 - Photocopy of passport biopage
 - Not older than 10 years (extended passports are not accepted).
 - Validity of passport should be at least 3 months after the visa expiration.
 - Passport must have minimum two (2) blank pages.
3. One colour photograph.
 - Size 35 x 45 mm.
 - White background.
 - Not older than 6 months.
 - Complying with ICAO guidelines (International Civil Aviation Organization)
4. Original medical insurance policy.
 - Applicant first name and surname
 - Covered dates by the insurance
 - Coverage of 30,000 Euro.
 - The grounds of action - all European Union countries.
 - In case of applying for multiple-entry visa, the insurance policy must cover at least the first trip. In this case the visa application form should contain a third signature that certifies the necessity of having insurance policy for all future trips
 - In case of applying for a single entry visa, insurance should cover additional 15 days.
 - The insurance policy should be issued only by . Click here for [List of Accredited Travel Insurance](#).
- Note: The insurance policy must be completed on the computer and then printed or filled on a typewriter. Insurance will not be accepted if it is filled out by hand, and if it contains at least one error in the passport data.
5. Confirmation of trip (original + copy).
 - Organized tourism (through accredited travel agencies) - confirmation of the order to travel from the host organization (voucher). Voucher must contain the applicant's passport details (name, the sum of prepayment or full payment), stamp of inviting organization and signature of the responsible person.

- Private tourism – booking confirmation of accommodation and detailed travel plan.
- Detailed day to day itinerary
- 6. Transport confirmation.
 - Round trip flight reservation and transport reservation in the Schengen countries if the applicant visit more than one Schengen country.
 - In case of traveling by car: a copy of the driver's license of international standard, vehicle documents as well as original insurance for the car (Green Card). If another person is going to drive a car, the valid visa is required to provide.
- 7. Proof of employment / activity and income.
 - For employees - original certificate of employment, which contains the position, salary for the last 6 months, hire date and approved holiday period. The certificate shall indicate the name and position of the person who signed the certificate, registration and contact details of the company, also certificate should be certified by wet seal. Additionally, you may need to provide work book.
 - For entrepreneurs - license, registration certificate and latest tax declaration;
 - For pensioners - pension certificate or document certifying the size of pension;
 - For students and schoolchildren– confirmation from educational establishment with confirmation of leave of absence. Additionally, you may need to provide a student's record-book.
 - For unemployed - a written signed explanation on the applicant's labor situation. Additionally you may provide a copy of work book with the previous official places of employment.
- 8. Proof of sufficient funds to cover expenses during the trip
 - Bank account which confirms the adequacy of funds and transactions over the past 3months. The bank statement must be submitted in the original and be stamped by the bank or certified true copy
 - Original Bank Certificate same account of Statement provide.
 - Signed traveller's checks on applicant's name – the original and copy.
 - Sponsorship – notary sponsorship letter, covering the entire period of the requested visa and bank transactions of a sponsor. For children and spouses the declaration is also required.
- 9. Additional documents for children under 18 years of age traveling alone or accompanied by only one parent.
 - Written consent of one / both parents (if they are not traveling with a child) - the document must be notarized, submitted in original and copy, and should cover the entire period of the requested visa. If there is only one guardian it is required to provide a birth certificate, a judgment on custody, a death certificate or other document which confirms the reality.
 - A copy of a foreign or internal parent's passport.
 - Birth certificate - original and copy.

Citizens of other countries are required to submit a registration or a residence permit on the territory of the Philippines. This document must be valid for at least 3 months after the expiry of the visa.

In case of absence of this document the Visa Application Centre has the right to refuse to accept documents.