

France - Tourism - Adult checklist

List of supporting documents

IMPORTANT INFORMATION

Please be advised that we are not allowed to accept an application without the following basic requirements:

- Passport
- ID photo
- Schengen form
- Travel insurance

Please note that :

Capago provides photos which are 100% compliant with the Schengen Requirements and International Civil Aviation Organisation (ICAO) Standards, printed on quality gloss paper using Biometric technology at 90R per applicant

Capago can also link you with a selected Insurance Broker who provides Schengen Travel Insurance which is 100% compliant with the Schengen Requirements according to the regulations of the European Union (Decision 2004/17/CE of December 22nd 2003).

Note that the price of the Schengen Travel Insurance will depend on the chosen plan.

Detailed explanation.

Please find below the detailed explanation for each document

Passport

International passport issued less than 10 years ago, valid at least 3 months after the end date of validity of the requested visa and containing 2 blank pages. + Photocopy of all previous visas obtained during the last 3 years (if applicable).

Passport Copy

A clear on A4 paper of the pages containing your personal information

ID Card Copy

Two-sided photocopy of the Azerbaijani identity card. (!) For foreigners residing in Azerbaijan: residence permit valid 3 months after the departure date of the Schengen area.

Schengen Application Form

All fields required properly filled out (online form recommended for data capture, do not forget to print it). Form must be signed by applicant (3 signatures per form). In case of minors form must be signed by the 2 parents.

Color ID Photos

2 Color ID photos at the ICAO Standards. Photos can be taken in our premises.
For the specifications, please see website: www.capago.eu

Travel Insurance

Certificate of travel insurance covering the period of validity of the visa + 2 days. This insurance must show the nominative list of the travelers, a minimum cover of 30.000 euros and the cover of a possible repatriation. A copy is enough, applicant must keep the original with him during his travel (!) The Schengen or Worldwide mention must appear explicitly in the insurance certificate. (!)(!)

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All people travelling to the CTOM-DOM must provide insurance covering these territories (this is not a Schengen insurance.) The insurance must contain the mention Worldwide or the name of the destination).

Proof of Accommodation

Hotel reservation confirmed by the hotel itself.

The reservation must clearly state the surname and first name of the passenger(s), date(s) of birth, passport number(s) and length of stay (dates of arrival and dates of departure), the date and the name of the employee of the hotel who signed the document, and the address of the hotel.

or

If a private person welcomes you:

Invitation form: for all countries

FR- Attestation d'accueil: the private person who invites you (for example a family member or a friend residing in the Schengen area) must go to the town hall of his residence in order to request an "Attestation d'accueil" and send the original to you in order to be provided with your file on the day of your application deposit. Also we need a copy of this document (Capago will give you back the original one stamped).

(!) If the private person who invites you is a citizen of a Schengen member country and lives in Azerbaijan: handwritten letter from the guest stating his / her address in France, the length of the stay, and a copy of his / her consular registration card.

(!)(!) If you intend to visit more than one member country of the Schengen area: itinerary of your trip.

Proof of Transport

Proof of air tickets booking.

(!) Air tickets must be purchased only after the visa has been issued.

(!)(!) If you are applying for a visa for multiple visits: return airfare for the country of your first visit.

Proof of Funds

Last three months bank statements.

Applicant's property deed (if applicable).

If no bank account: Salary certificate.

For applicants without own resources: Letter of assumption legalized by a notary, accompanied by all evidences of resources of the guarantor (certificate of work, bank statements)

For pensioners: proof of pension or other regular income

For unemployed persons: any proof of regular income

Proof of Employment

Employer's certificate (copy and translation) issued on company letterhead, including: stamp, signature, date and clearly indicating the address, telephone and fax numbers of the company.

It must indicate the name, the function of the signatory and of the applicant, the amount of the employee's salary and the number of years of service.

For company owners: certificate and number of registration with the Ministry of Taxes.

If traveling for business purposes, the letter must also mention:

- the purpose of the professional visit.
- the person or entity that pays for travel and accommodation expenses (if applicable).

For students : certificate issued by the institution mentioning the class attended and the leave authorization.

Proof of the will of the applicant to leave the Schengen Territory

One (or more) of the following proof is (are) required:

- proof of family ties in Azerbaijan or professional status.
- proof of regular income (salary slips, payment of a retirement pension, etc ...).
- title or long-term lease or lease.
- letter from the employer (on company's letterhead showing the contact details) stipulating that a leave of absence has been granted and that the visa applicant will return to work.

(!) For owners of companies, include a copy of the company registration and payment of taxes).

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Proof of Payment

Proof of payment of the visa fees and service fees.

Our agencies have facilities for payment by credit card or debit card, in this case, proof of payment will be provided on site.

In case of a bank transfer or cash deposit in an agency of our bank, please bring the receipt.

See information and conditions on our website: www.capago.eu

(!) CAPAGO does not accept payment in cash at its branches.

Proof of Appointment

Please print and bring your appointment letter received by email after the booking of your appointment (mandatory).