

AMBASSADE DE FRANCE AUPRES DES ETATS DE L'OECS

REQUIREMENTS FOR ENTRY WITHOUT A VISA INTO THE SCHENGEN STATES  
AND THE FRENCH OVERSEAS DEPARTMENTS OR TERRITORIES

PLEASE NOTE THAT SHORT STAYS ARE FROM 1 TO 90 DAYS FOR 1 OR MULTIPLE ENTRIES VALIDE FROM 3 MONTHS TO 1 YEAR AND EVEN MORE ACCORDING TO YOUR CASE AND/OR STATUS, THEREAFTER IT IS CONSIDERED A LONG STAY.

**IF YOU DO NOT REQUIRE A VISA YOU MUST BE ABLE  
TO PROVIDE THE IMMIGRATION WITH THE FOLLOWING:**

If these documents are not in the language of the country of destination a translation must be provided.

1	<p><b>Applicants below the age of 18</b> must be accompanied by parent(s) or legal guardian. Please bring along the child's birth certificate as proof of parentage or legal document as proof of guardianship. In a case where the biological parent(s) is/are deceased, a death certificate(s). If the child is travelling with 1 parent and the names of both parents appear on the birth certificate, a letter of authorisation or consent form must be provided by the other parent. If the child is travelling with someone else besides the parents, the same must be provided by both parents, and the same applies in the case of legal guardian(s). The consent form or authorisation must be accompanied by some form of identification in order to verify the contents and signature. The consent form can be obtained at.: <a href="http://www.ambafrance-lc.org">www.ambafrance-lc.org</a></p>
2	<p><b>A passport</b> valid throughout the stay + a minimum of three months from the date of travel.</p>
3	<p><b>A return ticket (airline or boat)</b></p>
4	<p><b>Evidence of your status in your place of residence</b>, these may include:</p> <p><u>For official visits</u>: <b>a diplomatic note from the relevant authority.</b></p> <p>If you are invited to attend: <u>conferences/meetings/ seminars/ cultural, sporting or educational events/ exhibitions</u> ...etc: <b>an official invitation</b> (on host's letterhead, duly signed and stamped), clearly stating the responsibility of the inviting party such as accommodation, airline tickets, meals etc. or copy of a contract between invitee and host.</p> <p><u>For crew members</u>: <b>work contract</b> signed between the relevant parties or job letter, list of crew members, registration of the vessel/boat, identification of owner of the vessel/boat</p> <p>For <u>seamen to join a ship</u>: <b>job letter or contract</b> signed between the relevant parties</p>
5	<p><b>Proof of accommodation</b>: these may include:</p> <p>(I) <b>a confirmed hotel/guest house reservation</b> or an <b>apartment lease</b>, or <b>vacation home</b> or <b>confirmation of tour</b></p> <p>(II) or the <b>original lodging certificate</b> from the host (fax copy of scanned lodging certificate will not be accepted by the Immigration Officer upon your arrival in the Schengen States or in the French Overseas Departments or Territories) :</p> <p>*The lodging certificate differs depending on the destination. You may need to provide your host with the following information:</p> <p><b>a) Austria</b>: it is called: "<b>Verpflichtungserklärung</b>"(original invitation letter) legalized by a notary royal, solicitor or other competent authority and a copy of the Austrian passport or a national passport containing a valid Austrian Resident Permit and copy of financial means of the host together with a lease agreement or policy (meldezette). <i>To obtain information on long stay and accommodation into Austria, refer to the Embassy of Austria in Caracas – Avenida La Estancia, Edificio "Torre las Mercedes" - piso 4, Oficina 408 - Chuao – Caracas – P.O. Box 61.381, CARACAS 1060-A – VENEZUELA – Tel. 01158- 999 12 11 – Email: <a href="mailto:caracas-ob@bmaa.gv.at">caracas-ob@bmaa.gv.at</a></i></p> <p><b>b) Belgium</b>: it is called: "<b>Annexe 3 bis</b>" or a "<b>Bijlage 3 bis</b>" issued by local city hall, (commune/gemeente) in the place of residence of your host with copy of host's last 3 pay slips or any other (official) document proving his/her solvency with a copy of a document proving that the guarantor is of Belgium nationality (I.D.) or has authorisation to stay in Belgium indefinitely (resident permit). To obtain the right proof of accommodation refer to <i>Embassy of Belgium -10, Millsborough Crescent – 6 Kingston – JAMAICA – Tel. (1876) 978 92 97 / 978 5943 / 978 97 64 / 978 77 91 – Email: <a href="mailto:Kingston@diplobel.fed.be">Kingston@diplobel.fed.be</a>. Website:</i></p>

AMBASSADE DE FRANCE AUPRES DES ETATS DE L'OECS

<http://www.diplomatie.be/kingstonfr>

**c) Czech Republic:** it is called: “**POZVÁNÍ**” can be obtained at the Alien Police or contact the following website for details on long stay and proof of accommodation into the Czech Republic:

<http://www.mvcr.cz/mvcren/article/contacts.aspx> or

<http://www.police.cz/docDetail.aspx?docid=215639978doctype=ART>

**d) France and its Overseas Departments and Territories:** it is called “**attestation d'accueil**” and can be obtained at the “**Mairie**” (City Hall) where the host resides. You are to provide the host with a photocopy (in some instances certified by the passport authorities of your country) of your passport, in particular the bio-page and those with stamps.

**e) Germany:** it is called “**Verpflichtungserklärung**” can be obtained at the City Hall (“**Stadtverwaltung/Bürgeramt**”) or can be obtained at the Aliens Authority (“**Ausländerbehörde**”) in Germany, at the place of residence of the host. For information on long stay and accommodation into Germany refer to the *German Embassy in Trinidad and Tobago – 7-9 Marli Street – Newtown – P.O. Box 828 Port of Spain, Trinidad W.I.- Tel. (1868) 628 1630/31- email [hcjpos@tstt.net.tt](mailto:hcjpos@tstt.net.tt) – Web [www.port-of-spain.diplo.de](http://www.port-of-spain.diplo.de) or [www.hcjpos@tstt.net.tt](http://www.hcjpos@tstt.net.tt)*

**f) Greece: Original invitation letter duly signed by the host,** whose signature needs to be verified by a Greek authority (police, Honorary Consulate, etc) and a copy of I.D. card or bio-page of the host's passport; resident permit; proof of residence (property title, deeds, rental agreements etc, proof of income. As the simple invitation letter is not acknowledged by the other Schengen States, all transit or entry into the other Schengen States with the invitation letter will not be accepted. For more information about entry into Greece and for information on long stay and proof of accommodation refer to the *Embassy of Greece in Venezuela – Quinta “Maryland” – Av. Principal del avita. Entre A. San Gabriel y la, El Casquillo – Urbanizacion El Avila – Alta Florida – Caracas- Tel: 01158 212 7300 460.*

**g) Hungary:** it is called: “**Meghívólevél**” can be obtained by the Immigration and Nationality Office at the place of residence of the host. For details on entry for long stay and accommodation in Hungary, contact the Hungarian Embassy in Cuba – Calle G. No 458- entre 19.y 21. Vedado- Havana- Tel. + 5378333365- Fax : +5378333286- Email : [mission.hav@kum.hu](mailto:mission.hav@kum.hu)

**h) Italy:** it is called “**Dichiarazione did garanzia**” and is granted by a notary royal. For details on long stay and proof of accommodation, contact the Italian Embassy in CARACAS – quinta “Ancla”, Avenida Mohedano entre 1 y 2 Transversal – La Castellana – Caracas – VENEZUELA- Tel. (01158) 2122121148 ou 212267 6027 – [segreteria.caracas@esteri.it](mailto:segreteria.caracas@esteri.it)

**i) Lithuania:** The host in Lithuania must contact the local immigration office of the Police Headquarters to get the invitation confirmed, website: <http://www.migracija.lt/index.php?12657589>. For long stay visas and accommodation contact the Embassy of the Republic of Lithuania to the United States of America - 2622 16th Street, NW - Washington, DC 20009 - Tel : (202) 234 58 60 - Fax : (202) 328 04 66

**j) Luxembourg:** it is called: **Statement of Support** - “**Declaration de Prise en Charge**” from the host (family or friend). –The host person can obtain the Statement of Support -“Prise en Charge”- at his/her municipality based on the complete data, passport number included, and will have it validated by the municipality before going to the Visas and Passport Bureau in Luxembourg city to get it authenticated. The host will forward the original document to the applicant who will submit it along with the rest of the documents. For information on long stay and proof of accommodation into Luxembourg at: [luxembassy.was@mae.etat.lu](mailto:luxembassy.was@mae.etat.lu)

**k) Netherlands:** it is called “**Bewijs – van garantstelling and/or particuliere logiesverstrekking**. For long stay and more details about the proof of accommodation, please contact the Embassy of the Kingdom of the Netherlands – 69-71 Edward street, P.O. Box 870 -PORT OF SPAIN- Trinidad and Tobago- Tel.(1-868) 625-1210 / 1722 / 2532 – Fax (1868) 625 1704- E-Mail: [por@minbuza.nl](mailto:por@minbuza.nl) or the web site : <http://trinidadandtobago.nlembassy.org/>

**l) Portugal: Original invitation letter duly signed by the host,** whose signature needs to be verified by a Portuguese authority (police, Honorary Consulate, etc) and a copy of I.D. card or bio-page of the host's passport; resident permit; proof of residence (property title, deeds, rental agreements etc, proof of income. As the simple invitation letter is not acknowledged by the other Schengen States, all transit or entry into the other Schengen States with the invitation letter will not be accepted. For more information about entry into Portugal and for information on long stay and proof of accommodation refer to the *Embassy of Portugal in Venezuela Torre la Catellana, Piso 3 – Av. Eugenio Mendoza, Cruze Com Calle José angel Lamas, Urbanization La Catellana, CARACAS. Tel. (011.58) 212.263 0468 – Fax : (011.58) 212. 731.0539- [embajadaportugal@cantv.net](mailto:embajadaportugal@cantv.net)*

AMBASSADE DE FRANCE AUPRES DES ETATS DE L'OECS

	<p>m) <b>Slovenia:</b> it is called: “<b>Garantno Pismo/Letter of Guarantee</b>” found on following website: <a href="http://www.mzz.gov.si/en/travel_and_vis_a_information/visa_information/letter_of_guarantee/">http://www.mzz.gov.si/en/travel_and_vis_a_information/visa_information/letter_of_guarantee/</a> this letter is completed by the host and then notarized by the Administrative Unit. For information on long stay and proof of accommodation : Embassy of the Republic of Slovenia in Washington D.C - 2410 California Street, N.W. - Washington, D.C. 20008 USA : Tel : (+) 1 202 386 6610 ; Fax : (+) 1 202 386 66 23.</p> <p>n) <b>Spain:</b> it is called “<b>Escritura de compromiso de invitacion</b>” and is issued by a notary royal “<b>Notaria</b>” . For information on long stay and proof of accommodation: Embassy of Spain in Jamaica - 9th floor. The Towers, 25City: Kingston - Phone: (+1-876)-9296710 / 9298575 / 9201650 - Fax: +1-876-9298965 / +1-876-9688110 - Email: <a href="mailto:embespm@mail.mae.es">embespm@mail.mae.es</a> or website: <a href="http://www.maec.es/en/MenuPpal/Consulares/Paginas/vacia.aspx">http://www.maec.es/en/MenuPpal/Consulares/Paginas/vacia.aspx</a></p> <p>o) <b>Sweden:</b> it is called: “<b>blanket MIGR</b>” can be found in 2 forms 237011 in English or 240011 in Swedish at: <a href="http://www.migrationsverket.se">www.migrationsverket.se</a> . For information concerning the proof of accommodation and long stay contact the Embassy of Sweden in Cuba: Calle 34 # 510 e/ 5ta y 7ma, Miramar, C de la Habana, CUBA- E-mail: <a href="mailto:ambassaden.havana@foreign.ministry.se">ambassaden.havana@foreign.ministry.se</a> – tel.+ 53 7 204 28 31- fax +53 7 204 11 94</p>
10	<p><b>Health insurance:</b> Letter from Health Insurance Company (on letterhead, duly signed and stamped) indicating the coverage plan of the applicant, with special mention that the individual will be covered while travelling internationally or <b>throughout the Schengen States and/or the French Overseas Department) with a minimum coverage of 30.000 Euros or US \$ 50.000 (equivalent to 100.000 EC \$)</b>. Must also state that it <b>covers emergency medical care, hospitalisation and repatriation</b>. YOU DO NOT HAVE TO provide the insurance policy.</p>

FOR FURTHER INFORMATION, PLEASE CONTACT THE EMBASSY AT THE FOLLOWING ADDRESS:

FRENCH EMBASSY TO THE OECS MEMBER STATES IN ST LUCIA  
NELSON MANDELA DRIVE, VIGIE  
CASTRIES  
SAINT LUCIA (WI)  
TEL: 1 758 455-6060/6075  
FAX: 1 758 455-6086/6076/6056  
EMAIL: [frenchconsulate@candw.lc](mailto:frenchconsulate@candw.lc)  
WEB: [www.ambafrance-lc.org](http://www.ambafrance-lc.org) [www.diplomatie.gouv.fr](http://www.diplomatie.gouv.fr)