**EU family members商务欧盟家属**

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| **Please Note: The Czech Embassy/Consulate General reserves the right to request additional information/documentation not mentioned in the list below, if necessary, the Czech Embassy/Consulate General will interview the applicant by phone or in person. The applicant is hereby informed that submitting the below-mentioned documents does not guarantee automatic issuance of a visa.**  **注意：捷克使领馆有权要求申请人补充下列清单中没有的材料，如有必要，使领馆有权通过电话调查或亲自与申请人面谈; 提交下述文件并不保证签证将自动签发。** | | |
| No. | **Type of document 文件类别** | **Submitted(X/√)** |
| 1 | **Short stay Schengen application form, original**  Language: The form must be filled out in English preferably. Signature: As it appears in the passport. The Schengen application form must be signed by the applicant **on the last column on page.**  For applicants **under 18 years of age**, the application form must be signed by the parents or legal guardian.  **短期申根签证申请表，原件**  完整填写英文表格 签名：笔迹须与护照上签名保持一致。申请者本人须在申请表上签名：**尾页最后一栏。**  未成年申请者：申请表必须由父母或法定监护人签名。 |  |
| 2 | **Passport, original + copy**  Check the expiration date on your passport: the passport should be valid for at least 3 months after the planned departure date from the Schengen area. If a multi-entry visa is needed, the above-mentioned departure date means the last departure date from the Schengen area. Make sure your passport has two or more completely blank and unmarked visa pages (blank pages do not need to be adjoining pages). The passport must be signed by its owner with an official signature in all the required places, otherwise, your application cannot be accepted by the visa application center. Copy of the first (identity information) page and the visa pages containing visas from Schengen country.  **护照原件+复印件**  在您提交申请之前，请检査以下项目：请检査您的护照有效期：办理短期签证或者申请多次签证，您的护照有效期须超过预计离开申根区日期的3个月以上。请确认您的护照上至少有两页空白签证页。请注意，护照上的签字必须由本人签字，否则您的签证申请将不被接受。护照首页（个人信息页），以及申根的签证页（如有）。 |  |
| 3 | **One recent photo of identity一张近期照片**  13.5cm x 4.5cm color photo with white background, taken within 6 months, **no photoshop**, forward-looking without any head-coverings. 1张6个月以内3.5cm x 4.5cm彩色白底的照片， **无修图**，免冠不能戴眼镜。 |  |
| 4 | **Hukou (for Chinese nationals) original (only to show), +copy**  Copies of the whole hukou including the holder pages and all member information pages.  户口本整本复印件（仅适用于中国公民，不需翻译）, 出示原件 |  |
| 5 | **Documents confirming the identity of an EU citizen and his/her family relationship with the applicant:** primarily, but not exclusively, the original or certified copy of the marriage / birth / other certificate with official translation into Czech, if necessary  欧盟公民的身份证明及欧盟公民和申请人的亲属关系材料证明：主要，但不限于，婚姻/出生证的原件或证明/其他证件的捷克语官方翻译件，如必要。 |  |
| 6 | **For foreign applicants**  **Chinese residence permit** (Copy and Original, valid at least 3 months after the planned departure date from the Schengen area):  **非中国国籍申请人: 外国人在中国的有效居留许可**（原件和复印件, 有效期须超过离开申根国家3个月以上） |  |

* I confirm that I have been advised to deliver missing documents specified above to the Czech Embassy / Consulate General within 5 working days. Signing this form, I accept the fact that if I will not submit these documents in time, my application will be decided without missing document and that my visa application might be refused (Visa Code 810/2009 – Article 23).

本人确认已被告知需要在 5 个工作日内将所缺材料补交到捷克使领馆。本人签字同意，若未能在规定时间内补交所需的材料，本人的申请受理将基于不完整的材料，并可能因此导致拒签 （Visa code 810/2009 – Article 23）

* I confirm that I have been informed that all presented documents should be translated to English or in Czech language. The only exceptions to this requirement are: Hukou, bank account statement, personal ID & temporary residence card. I understand that if translation of other documents is missing the Czech Embassy / Consulate General considers this document to be missing as described in the previous paragraph.

本人确认已被告知所递交的材料需要翻译成英文或捷克语。除了户口，银行流水，身份证和居住证。我明白若其他材料没有翻译件，将被捷克使领馆视为材料缺失。

* I do not have, or I do not intent to submit the above-mentioned missing documents to the Czech Embassy / Consulate General.

本人没有或不打算将上述缺失材料递交到捷克使领馆。

* I have been informed that Czech Embassy / Consulate General should decide on my visa application within 15 days upon its arrival to the Embassy / Consulate General. Due to the fact I have just submitted a visa application earlier than 15 days before the expected trip it may not be decided on in time. I bear all responsibility for any damage, including financial, which may occur in such cases.

本人被告知捷克使领馆将在收到本人申请材料的 15 天内进行审理。因本人递交申请的时间距出行时间少于 15 天，有可能不能及时收到签证结果。本人将承担所有责任，包括由此产生的经济损失。

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VAC Officer & Date 签证中心员工签字和日期 Applicant’s Signature申请人签字