



## **CHECKLIST FOR DOCUMENTS TO BE SENT FOR ACCETANCE OF TOURIST VISA APPLICATIONS BY POST SERVICE**

- Complete the [Application form Online](#). After the application has been completed, you must print and sign the application form. Please ensure before printing the form that the following fields are filled up **accurately**. In case of **incorrect** entries of fields mentioned below, the form has to be **filled up again and reprinted**.  
1. **Name**(as on the passport. Prefixes like Dr, Er etc. should not be written) 2. **Passport Number** (Example: EI200023, EH1000901) 3. **Date of issue and date of expiry of passport** 4. **Parents' FULL Names** (Father and Mother), their current and previous nationalities to be indicated (even if deceased). A parent's name may not be written as "Not Applicable".
- HOW MUCH TO PAY: Proof of payment (Print out of online payment receipt)** should be attached with the application form. Please check the payment calculation as per your passport on [PAYMENT CALCULATION](#).
- ORIGINAL PASSPORT** - Passport must have a validity of 6 Months (180 days) from the date of application with atleast 2 blank pages.
- COPY OF ID CARD:** All applicants, residing within the territory of Belgium / Luxembourg are required to submit a photocopy of ID Card issued by Belgian / Luxembourg authorities.
- RESIDENCE PROOF:** Copy of any document (bank statement, utility (electricity / water/ telephone) bills etc. showing residential address as filled up in the visa application form. Electronic print out of ID Card giving residential address is also acceptable as residence proof.
- 2 PHOTOS:-** 2 Two recent color passport size ( **50 mm x 50mm**) photograph, showing full frontal view of face against a **white background** to be pasted on the application form.
- COPY OF BIO PAGE OF PASSPORT and PREVIOUS INDIAN Visas (if any):** Photocopy of Bio-Page of Passport( Front page with photo) and Previous Indian Visas needs to be enclosed with application.
- Print [Declaration form1](#) and [Declaration form 2](#), complete it and attach with application form.
- Declaration form to be checked and signed and to attach with application form [Click here](#)
- For Non Belgian / Non Luxembourg nationals**, proof of domicile in Belgium / Luxembourg for a minimum of two years is needed. Proof of domicile is as indicated at "COPY OF ID CARD" and " RESIDENCE PROOF" above. **If the ID card shows less than 2 years of validity, please attach some invoices (utility bills) with dates of last 2 years(ONE from each year to prove that you are staying since 2 yrs). The invoices should have the name of applicant, date and address as filled on online application.**

- Belgian/Luxemburg passport** holders non resident in Belgiun/ Luxemburg needs to apply and **Non Belgian/ Luxemburg passport holders less then 2 years of residence** can apply with [Fax Form](#).
- Applicants who are un-employed** needs to attach any proof of Financial support or proof of CPS or any financial credibility to support their trip to India.
- DOUBLE/ TRIPLE ENTRY:**For those intending to **re-enter India after neighbourhood tourism** etc needs to submit a detailed itinerary and supporting documentation(ticket booking) to be attached at the time of submission of visa application for **Double/Triple** entry visa.
- Students applying** for Tourist visa needs to get [Paretal declaration](#) signed by their parents.
- Applicants visiting **Sikkim or Andaman Nicobar islands** should write a letter of request on A4 paper **for stamp** to visit Sikkim or Andaman Nicobar Islands before submitting the form and mention on the places to be visited on application form.
- Applicants visiting **Leh , Ladakh** and **other restricted areas** needs to attach Travel Plan(Details of cities and places to visit from Travel agent or they can write themselves on A4 paper) and attach with the application form.
- Applicants travelling by **CRUISE** needs to attach the copy of cruise itenary and write a letter on A4 paper for the request.
- Indian origin applicants holding Belgian/ Luxemburg passports or any other nationality passports,** wishing to travel to India who are not in possession of OCI cards, should **ONLY** apply for an **"Entry" visa NOT for "Tourist" visa**. They need to attach surrender certificate of Indian Passport from the Embassy of India. The certificate can be obtained from Embassy of India, 215 Chaussee de Vleurgat, 1050 Brussels between 9.30 am to 11.30 am. They need to bring Indian passport to the Embassy to get cancelled and Embassy will issue Surrender certificate. If the applicant has already surrendered the passport long back, they need to get affidavit declaration from Embassy that they have already surrendered Indian passport. Children's of Indian origin parents needs to have Affidavit from Indian Embassy that they never had Indian nationality even they are born in Belgium/Luxemburg. **POSTAL SERVICE IS ONLY FOR TOURIST VISA NOT APPLICABLE FOR ANY OTHER VISA.**
- All documents should be stapled in sequence** (1) Application form (2)photos needs to be Pasted on 1<sup>st</sup> page and second on 2<sup>nd</sup> page beside the signature(3)

Declaration form (4)copy of ID (5)Residence proof (6) Other documents as needed by checklist as mentioned above.

**Note:-**

All of the above documents are basic documents. The Embassy of India, Brussels, Belgium may request for additional documents and / or could call the applicant for an interview also.

- Additional Referral Form for All Non Belgian Nationals **not** holding Belgium/ Luxembourg Resident Cards with an additional charge of 32 Euros.
- Postal Service is not applicable to TRAVEL DOCUMENTS holders, Bangladesh nationals, SriLankan nationals, Pakistani nationals or Belgian/Luxembourg nationals of Pakistani origin.