



Dear Applicant

Your application and documentation will be delivered to the Embassy and your case will be processed by the Embassy as soon as possible.

Please note that your application is **incomplete**. The document(s) highlighted below are missing. The Embassy therefore kindly requests you hand in the below documentation. **ALL documents must be submitted in colour:**

Missing Document (s)	Type of document
	<b>Application form</b> completely filled on <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a> , printed and signed by the applicant
	<b>Visa Fee payment receipt</b> printed from <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a>
	One recent (less than six months old) passport-size <b>photograph</b> in color with good resemblance. (3.5cm / 4.5cm). Photoshopped pictures are forbidden and an application will become inadmissible if a photoshopped picture is handed in.
	- The <b>Passport</b> should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least two blank page to affix the visa. - <b>Temporary or Permanent Residence permit</b> in Mexico (validity of at least 3 months after departure from Schengen Area). Exceptions apply.
	Overseas <b>travel medical insurance</b> valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.
	Personal Letter confirming the <b>booking of an organized trip and Itinerary</b> , or any other appropriate document indicating the travel plans, like confirmation of booking of an organized trip (certified by the travel agency).
	<b>Flight reservations of return or round ticket</b> . If applicant is traveling to several Schengen states proof of intra-Schengen Flight reservation, Train Itinerary or Car rental. People joining cruise liner in the onward journey, should provide the ticket & payment receipt.
	<b>Proof of accommodation:</b> Hotel bookings or accommodation guarantees covering the whole duration of the intended stay.
	<b>In case of minors (&lt; 18 years) traveling:</b> <ul style="list-style-type: none"> <li>• If the minor is traveling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor.</li> <li>• If the minor travels alone (without parents), written consent from both parents or guardians having custody of the minor.</li> <li>• A photocopy of both parents' passports. If not, copies of the ID cards of the parents</li> <li>• A photocopy of Birth certificate</li> </ul> Note: If minor traveling with one parent. All the above documents of the other parent required.
	<b>Evidence of source of Financial support such as:</b> <ul style="list-style-type: none"> <li>• Original personal bank statement showing movements in the last three months, duly stamped and signed by the bank; As a general rule, you must have at your disposal approx. DKK 350 per day. If you are staying at a hotel, the amount must be greater, approx. DKK 500 per day.</li> <li>• Payslips for the last three months;</li> </ul> <i>Additionally,</i> <i>If the applicant is employed:</i> <ul style="list-style-type: none"> <li>• Employment contract AND holiday approval/leave letter from employer</li> </ul> <i>If the applicant is a company owner or self-employed:</i> <ul style="list-style-type: none"> <li>• Certificate of registration of the company.</li> </ul> <i>If the applicant is sponsored:</i> <ul style="list-style-type: none"> <li>• Proof of sponsorship AND a letter from the sponsor, as well as copy of the sponsor's photo ID (e.g. passport or driver's license)</li> </ul> <i>If the applicant is retired:</i> <ul style="list-style-type: none"> <li>• Pension statements for the last three months;</li> <li>• Proof of regular income generated by ownership of property or business</li> </ul>

**The document(s) highlighted above are missing:**

The Embassy requests you to hand in the missing/required documentation **within 5 days from today**. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision on the case based on the present information.

I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.

You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your full name. Please note, if you choose to send the missing documentation by e-mail to: [mexambvisa@um.dk](mailto:mexambvisa@um.dk) it will be via an unencrypted connection.

Please note that you could still be asked for additional documents and/or may be called for an interview at the Embassy.

Kind regards, The Embassy of Denmark in Mexico, Visa Section



**Applicant's Signature**

**Case Number ID**

**Passport No.**

**Date and Place**

