Ambasciata d'Italia a Teheran

Document Checklist for Tourist Visa

List of Mandatory Documents	
1	Application Form completely filled and signed with two (2) Signatures (for minors the application form should be signed by **BOTH** parents).
2	Two (2) recent photographs 35x40 mm with white background (not photoshoped) not older than 6 months
3	Passport with 90 days validity from the date of return from the Schengen area and with at least 2 non-used pages.
4	Hotel booking covering the stay during entire trip. OR Invitation letter from an Italian citizen or a foreigner resident in Italy according to the format provided on the website: Required Documents (visametric.com) (invitation letter should be accompanied by one of the below mentioned identity document): Copy of Valid passport of Italian/EU citizen OR Copy of Valid Identity card of Italian Citizen Foreigner resident in Italy requires to submit Copy of resident permit. **Note:** if the inviter declares that he will host the visa applicant at his home, documents relating to the inviter's place of residence (lease agreement and registration receipt) must be provided. **The request does not apply to Italian/EU citizens.**
5	Copy of Passport (first page), previous Schengen (with entry and exit stamps), UK and US visa.
6	All MINORS are required to provide the consent letter attested by the Ministry of Justice & Ministry of Foreign affairs
7	Copy of Work Documents (Translated by legal translator in English or Italian) **For Executives and members of the board of companies:** Recent Official Gazette (not older than three years) where the constitution and registration of the enterprise, as well as the name of the applicant are recorded. In case the Official Gazette is older than three years, the applicant must also submit more recent Official Gazette to highlight possible changes on the company's constitution or a registry office certificate declaring that the company is still active even though no changes have been registered. **Self-employed** Valid working license or valid Commercial Paper. **Private or State employees** Lists of the insurance fees (Social Insurance) payment relating to the last six months or personal card of affiliation to a State or State controlled organization or Labor Contract **Optional:** Presentation letter.
8	Original Documents proving financial means of support during the stay in Italy: Bank Statement for **last six months** showing the transactions signed and stamped by bank, in English. **Optional:** Bank guarantee from Italy & Title Deed
9	Birth Certificate (Translated by legal translator in English or Italian)
10	Copy of Medical Travel Insurance with coverage of Minimum 30,000 € covering 2days more than the entire trip.
11	Copy of Airline ticket or reservations

Declaration:

I understand that an application without a complete set of documents (as per the checklist above) may result in refusal of my visa application.

The submission of a complete file does not guarantee the issuance of a visa.

The documents should be submitted personally by the applicant himself at the appointment date.

The Embassy of Italy in the Islamic Republic of Iran reserves the right to request additional documents if deemed necessary for the evaluation of the visa application.

Applicant's Signature	Date