**DELHI**

The Portuguese Republic

4, Panchsheel Marg, Chanakya Puri,

New Delhi - 110 021

India

**Tel :(**11) 4607 1001 / 1002 / 1005 / 1006

**Fax :** (11) 4607 1003 / 1004

**Working Days : -** Monday to Friday

**Office Timings : -** Mon to Fri, 0900 to 1700 hrs

**Visa submission Time:** 0930 to 1100 hrs

**Visa Collection Time:** 0800 to 1200 hrs & 1300 to 1600 hrs

**Email : -** embassy@portugal-india.com

Visa is handled for all states except for Goa, Maharashtra, and the Union Territories of Daman and Diu, Dadra and Nagar Haveli.

**Goa**

Consulate General of Portugal in Goa

Parwati House No. 38 and 39, Father Angelo Road, Altino, Panjim

Goa - 403 001

India

**Tel :** 0832- 2421524, 2421525

**Fax :**0832- 2421521

**Working Days : -** Monday to Friday

**Office Timings : -** Mon to Fri, 0090 to 1700 hrs

**Visa submission Time:** 0900 to 1100 hrs

**Visa Collection Time:** 0900 to 1100 hrs

**Email : -** consulado@goa.dgaccp.pt

Visa is handled for Goa, Maharashtra, and the Union Territories of Daman and Diu, Dadra and Nagar Haveli.

**Mumbai**

Honorary Consulate of Portugal in Mumbai

M. K. Sanghi Group 1, Turf View, Seth Motilal G. Sanghi Marg, Worli, Mumbai - 400 018

Goa - 403 001

**Tel :**022- 2495 4006 / 2494 5464

**Fax :**022- 2490 1436 / 2494 7052

**Email :** **-** consul.portugal@mksanghi.com

Note : All the Passports are sent to Goa for processing.

**KOLKATA**

Honorary Consulate of Portugal in Kolkata

103, Park Street, 6th Floor, Ravi Auto House,

Kolkata - 700 016

**Tel:** 033- 2227 2525 / 26/ 2226 7246

**Fax:** 033- 2227 2528

**Office Timings:** Mon to Fri, 0830 to 1630 hrs

**Email:** portconsul@hotmail.com

Notes: Visa is not handled. All the Passports are sent to New Delhi for processing.

With effect from 2 November 2015, Indian citizens requesting a Schengen visa will have to appear in person to provide biometric data (fingerprints and digital photography). This concerns the applications for the short-term Schengen visas (max. 90 days in 180 days).

For subsequent applications within next 5 years the biometric data will be copied from the previous visa application included in the VIS.

Apart from that, there will be no change in current procedures such as visa fee or forms. However, the applicants should be aware that due to provisions of biometric data, which might cause at the beginning some disruptions, the first visit to their respective Schengen State Consulate after 2 November 2015 might take a little bit longer.

Exemptions from the obligation of fingerprinting are provided for the following categories of applicants only:

• Children under 12,

• Persons for whom the collection of fingerprints is physically impossible;

• Sovereigns and other senior members of a royal family, Heads of State and members of the national Governments (with their official delegations and spouses) if they travel for official purposes.

**Visa Requirements**

Schengen Territory

Indian Nationals can obtain short stay visa for a period ranging from one to ninety days, valid for all countries of the Schengen Territory i.e. Austria, Benelux (Belgium, Netherlands, Luxembourg), Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Malta, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden & Switzerland. The Schengen Convention is a great step towards freedom of circulation of people. Foreigners bearing a valid stay permit delivered by one of the Schengen states can leave and later re-enter the Schengen Territory without having to ask for a visa again, on condition that they have a valid passport and relevant travel document and a multiple entry visa. Application for visas have to be submitted with the competent Consular authorities, which are to be determined according to the following criteria.

(a) If the Applicant intends to stay in one country only, application should be submitted at the Representation of the same country.

(b) If the Applicant wishes to travel to several member States application should be submitted at the Representation of the country where the main purpose of travel lies, determined by the duration of stay.

(c) If the main destination cannot be ascertained, the competent Consular office for processing the application will be one of the countries of the first port of entry into the Schengen Territory.

(d) Long term visas are still subject to the Law of the country of destination. They must be applied for at the Consular Authorities of the concerned member states.

Note: All first time travellers to Portugal or other Schengen State has to come personally for interview.

Note: Please make sure that Air Ticket, Invitation, Insurance and Covering Letter must have matching dates.

Visa Fee is to be paid in Cash at VFS Centre. An additional charge of Rs. 49/- will have to be paid to VFS for making the draft. Drafts will no longer be accepted.

Service charge for VFS is Rs. 1212/- (inclusive of service tax & education cess) payable in cash.

There is an optional courier facility available at Rs 267/- (Inclusive of Service Tax) per application / passport.

If you are applying at the Visa Application Centre in Jalandhar, Chandigarh, Kolkata, Chennai or Bangalore, a compulsory courier charge of Rs 500/- is charged for transporting the visa application to the Portuguese Embassy in New Delhi and returning the processed passport back.

The Visa fee is non-refundable.

Tourist

Application is applicable in case you are travelling for tourism. This visa is given for a travel period of less than 90 days.

One application form to be filled in completely and signed by the applicant.

Applicants are requested to visit http://www.secomunidades.pt/vistos/index.php/formularios to fill out and submit their visa applications online before presenting a signed copy of the same.

Two recent passport size colored photographs (3.5 cm x 4.5 cm) with white background, close up of your head and top of your shoulders so that your face takes up 70 -80% of the photograph, photographs taken with a digital camera must be high quality colour and printed on photo-quality paper. Photograph should not be more than 6 months old. It should be glued to the form and not stapled.

Original Passport valid for at least three months longer than the intended stay along with photocopies of the relevant pages (front, back and visas, if any). It is mandatory to have two blank pages opposite to each other. Passports valid for more than 10 years will not be accepted as the main required travel document.

Confirmed onward/ return air ticket.

Health Insurance valid for all Schengen countries, covering risks e.g. accident, illness, medical emergency, evacuation and repatriation. The minimum coverage is € 30,000.00 (thirty thousand euros) or its equivalent. Click here for approved list of Indian Travel Insurance Companies providing Travel Medical Insurance for Schengen Visa.

Proof of accommodation (confirmation of reservation of hotel / apartment).

Minors below 18 years travelling alone must submit the written consent of their parents or legal guardian not travelling.

Foreign nationals residing in India must submit valid permit to return to India.

Proof of sufficient funds to cover expenses while in Portugal is required. They can be:

Bank statements for the last 3 months.

Income Tax Returns for the last 3 years.

Copy of Applicant's Pan Card.

Salary Slips (if employed).

Sponsorship Letter from host ("Termo de Responsabilidade") undertaking responsibilities for the boarding, lodging and repatriation, if required.

Proof of occupation

Covering letter explaining the purpose of the visit with complete and full.

Children below 6 years of age are exempted to pay the visa fee on the date of submission.

Processing time will be approximate 15 working days (excluding day of submission at VFS). Applications accepted at The Portuguese visa application centre will be submitted on the next working day to the Embassy. In case an application needs to be referred to The Portuguese Immigration Service, processing time can prolong. If necessary Immigration Services holds the right to prolong processing time.

The submission and collection of your visa application and passport from VFS can be done either by the applicant himself/herself or through any authorized person who bears an original authorization letter signed by the applicant and a photo-ID.

Note :-Embassy may asked for additional documents or personal presence at the time of submission or after the submission

**Business**

Business visa application is applicable in case you are travelling for business purposes. This visa is given for travel period of less than 90 days.

One application form to be filled in completely and signed by the applicant.

Applicants are requested to visit http://www.secomunidades.pt/vistos/index.php/formularios to fill out and submit their visa applications online before presenting a signed copy of the same.

Two recent passport size colored photographs (3.5 cm x 4.5 cm) with white background, close up of your head and top of your shoulders so that your face takes up 70 -80% of the photograph, photographs taken with a digital camera must be high quality colour and printed on photo-quality paper. Photograph should not be more than 6 months old. It should be glued to the form and not stapled.

Original Passport valid for at least three months longer than the intended stay along with photocopies of the relevant pages (front, back and visas, if any). It is mandatory to have two blank pages opposite to each other. Passports valid for more than 10 years will not be accepted as the main required travel document.

Confirmed onward/ return air ticket.

Health Insurance valid for all Schengen countries, covering risks e.g. accident, illness, medical emergency, evacuation and repatriation. The minimum coverage is € 30,000.00 (thirty thousand euros) or its equivalent. Click here for approved list of Indian Travel Insurance Companies providing Travel Medical Insurance for Schengen Visa.

Proof of accommodation (confirmation of reservation of hotel / apartment).

Minors below 18 years travelling alone must submit the written consent of their parents or legal guardian not travelling.

Foreign nationals residing in India must submit valid permit to return to India.

Proof of sufficient funds to cover expenses while in Portugal is required. They can be:

Bank statements for the last 3 months.

Income Tax Returns for the last 3 years.

Copy of Applicant's Pan Card.

Salary Slips (if employed).

Sponsorship Letter from host ("Termo de Responsabilidade") undertaking responsibilities for the boarding, lodging and repatriation, if required.

Proof of occupation

Registration certificate and profile of the Indian company.

Covering letter with designation and current profile of the applicant. purpose of the visit, itinerary and name and contacts of the company in Portugal.

Formal letter of invitation and other correspondences showing prior dealings, if any, with the Portuguese counterpart.

Educational/Technical Certificates copy.

Children below 6 years of age are exempted to pay the visa fee on the date of submission.

Processing time will be approximate 15 working days (excluding day of submission at VFS). Applications accepted at The Portuguese visa application centre will be submitted on the next working day to the Embassy. In case an application needs to be referred to The Portuguese Immigration Service, processing time can prolong. If necessary Immigration Services holds the right to prolong processing time.

The submission and collection of your visa application and passport from VFS can be done either by the applicant himself/herself or through any authorized person who bears an original authorization letter signed by the applicant and a photo-ID.

Note :-Embassy may asked for additional documents or personal presence at the time of submission or after the submission

**Visa Fee**

 Visa Category

 Vsa Fee in INR

 Short Term Visa

 4,478

 Long Term Visa

 6,716

Children between 6 - 12 years 2,612

VFS Service Charge

 1,287

**Processing Time**

Tourist

02-03 Working Days

Business

02-03 Working Days