SWITZERLAND  
(SCHENGEN STATES)

**Address:**

Maker Chambers IV, 10 th Floor, Nariman Point, Mumbai - 400021.

**Contct No:**  
Tel . : 2288 4563 / 4 / 65 Fax. : 2285 6566

w.e.f. 09th April 2015, Consulate required child form (age below 18) with sign by both parent and child thumb or sign.

W.e.f 10th Mar 2014, Schengen countries will not accept Insurance policy of ICICI LOMBARD.

As per All the  Scghengen consulates in Mumbai, henceforth no handwritten passport will be accepted for visa submission.

w.e.f. 01st November 2013, Consulate will accept only [attached](http://www.acevisas.in/images/vf/swiss_insurance_list.pdf) travel insurance list for Swiss visa submissions.

[**Important Notice from Switzerland Consulate**](http://www.acevisas.in/images/vf/swiss_letter.pdf)

W.e.f 14.03.13, Swiss consulate require all the passenger mobile number, if we are applying the visa for Family then they require husband and wife number and if kids are above 12 yrs then kids mobile number require, if this is not provided by the applicant or by the sub agent we can’t submit the application as it’s a rule from the consulate.

Please note, we will verify the number from our end first before submitting the application in the consulate, as consulate have given us the instruction that if they find any wrong number or any problem they will take strict action against the client as well as the agent who had submitted the application

This is to inform you that with immediate effect, the insurance has to cover the entire period of the validity of the visa.

If the applicants do not consider the period of grace  (max. 15 days), while getting themselves insured, the visa will be issued with a validity covering only the insurance policy dates.

This rule is only valid with a visa validity of less than 90 days.

(The insurance has to be valid for the entire Schengen area.)

W.E.F 29th of November 2011 need to attach one more declaration form with all applications duly fill and sign by pax as per the passport which is attached for your reference.

With effect from Monday, 28th November 2011, VFS will need Demand Draft in favour of “VFS GLOBAL SERVISES PVT. LTD.” Payable at Mumbai.

**Important Notice:**

Swiss consulate is starting VFS from 12 February, 2009, kindly take this requirement in your notice because there are  new regulation in consulate which will help in peak season time:

1.  Agents sending passport to us have to fill the form carefully with all genuine details of the passenger. the consulate will take 4 working days to process the applications, and if any queries regarding documents will be brought to your notice on the fourth day. so please fill the forms carefully for any delay in your application.

2. Photo specification will 35x45 with 80 percent face mat clearing.

3 More than 5 application in a day; We have to take an appointment or have to inform one day prior to vfs .vfs will accept only 200 passports in a day that includes tourist, business and groups .

4 Tourist visa if any fake itenary or fake hotel voucher submitted in consulate will be rejected and might be have difficulties to get visa in schengen territories.

5 Most important green card and alien card holder have to take Swiss visa compulsory.

6 Pax should not call directly to consulate if he requires urgent date he can submit his case directly in consulate but he will get his passport after 10 working days and have to reach consulate between 8.30 to 9.00 in morn .between Monday to Friday.

7 You have to send demand draft of 3900 along with the cases, favoring  consulate general of Switzerland. payable to Mumbai. fees can be changed in the future.

8 Please do call us if u have groups or more than 5 passport a day as we have to inform vfs to get it submitted on the same day if possible

Passengers applying for dependent visas, Please note the Marriage or Birth Certificate will be required to do Notary and Home Dept from Issued place and MEA from Delhi.

**Business Visa  :**

Valid passport,  
One original form,  
Two photographs (size 35mmx45mm in white background, not older than 6 months),  
Overseas Medical Insurance,  
Covering letter,  
Copy of the Declaration,  
Invitation letter and Business correspondence (Invitation should be fax to the consulate directly & one copy to us),  
Return ticket,  
Income tax papers,  
Salary slip for last 6 Months,  
Bank Statement,

**Tourist Visa  :**

Valid passport,  
One original form,  
One photograph (size 35mmx45mm in white background, not older than 6 months),  
Overseas Medical Insurance,  
Covering letter,  
Foreign Exchange or International credit card,  
Income tax papers,  
Salary slip for last 3 years  
Return ticket,  
Onward visa,  
Hotel Confirmation,  
Bank statement,  
In recent marriage case the name of spouse should be mention on the passport OR Original marriage certificate require with notary and home dept from the issued place .

W.E.F. 01st Feb 2008, Swiss Consulate will accept all the Visa application in DROP BOX, the processing time will be 03 working days, Please note while submission the consulate will accept all the visa application and visa fees demand draft. The consulate will not inform us any requirement regarding the visa application, any further requirement or missing docs will be inform by the consulate only on the 03rd working day while collection.

If the consulate requested for missing or an additional documents on the 3rd working day, passenger need to submit the same within 2 weeks or the visa application will get refused. Please note the visa fees is not refundable.

(If the pax is above 60 years old, Medical Insurance policy is required for business & tourist)

1.  Fax for business invitation should come directly to consulate and one copy to us.

2.  Bank statement compulsory for tourist and business also pax residence number.

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| **Visa Time** Taken | : | 05 Working days |
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| **Visa Fees** |  | w.e.f. 21.05.2015, Rs. 4,200/- (Child between 06yrs to 12 yrs Rs 2,500/-) Demand Draft in favour of “VFS GLOBAL SERVISES PVT. LTD.” Payable at Mumbai.  w.e.f. 12th June, 2015, Rs. 990/- VFS charges  The territory of operation of the Consulate are mainly - the states of Andhra Pradesh, Chhattisgarh, Goa, Gujarat, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Tamil Nadu, Pondicherry (UT), Daman & Diu, Dadra & Nagar Haveli, Lakshadweep (UT) and Andaman & Nicobar |
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| **Visa Sub. Time** |  | 08:30 AM to 11:00 AM  All Travel Agencies will be allowed to submit their cases until 9:30 a.m. only...  Please note same day submission will not be Possible. |
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| **Visa Coll. Time** |  | 01:00 PM to 04:00 PM |
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| W.E.F. 07th April 2010, The consulate will accept only New visa application , the new visa application is available on given website of the Swiss VFS [www.vfs-ch-in.com/mumbai](http://www.vfs-ch-in.com/mumbai), Please note the declaration remains same .. | | |