

# How to Fill-in the Short-stay Visa Application Form

## Overview

The short-stay visa application form bears the reference “cerfa No. -14076\*01” (do not use outdated forms bearing the reference “cerfa No. -12160\*01”);

- You may use either an original form, or a legible photocopy of a form, or a copy downloaded from the Internet;
- You must write legibly;
- You must sign the form;
- Any false statements will result in your visa being refused;
- Addresses in Denmark must specify: the number, street name, city, and postal code.

## 2 By Section

No.	Designation	How To Fill-In The Section?
1	Last Name	Write your name as indicated on your passport (do not add the words “married name” and the name of your husband)
2	Birth Name	Write the name you had at your birth if different than the one indicated in section 1.
3	First Name(s)	Write your first name(s) as indicated on your passport
4	Date of Birth	Write your date of birth in day-month-year order
5	Place of Birth	Write your place of birth as indicated on your passport
6	Country of Birth	Add the name of the country, even if it is not specified on the passport
7	Current Nationality Nationality at Birth	In principle, write your passport’s nationality, and, where appropriate, your nationality at birth if different
8	Gender	Check the box corresponding to your gender
9	Civil Status	Check the box corresponding to your legal marital status For a common-law marriage, please check “Other” and write “common-law marriage”.
10	Minors	Write the full name, address, and nationality of the person holding parental authority or legal guardianship
11	National Identity Number	Write your national identity number, if applicable
12	Travel Document Type	Specify the type of travel document
13	Travel Document Number	Write the number
14	Issue Date	Write the date your passport was issued (not the extension date)
15	Expiration Date	Write the date as indicated in your passport, taking into account any extension
16	Issued By:	Specify the authority that issued the passport and the place of issue
17	Home Address and E-mail Address Telephone Number	Write the mailing address specifying whether it is your personal mailbox or that of another person or company (in this case, write the name of the mailbox owner). Write your landline and mobile telephone numbers in your country of residence and, where appropriate, in the country where you are submitting your visa application
18	Residence in Another Country	Specify whether you live in a country other than your current nationality, stating, if you answer yes, the number of your residence permit and its expiration date
19	Current Occupation	In principle, write the occupation indicated on the passport; if you indicate a different occupation, please write a short explanation, for example: “professor (former student)” or “retired (former sales manager)”. If you have no occupation,

No.	Designation	How To Fill-In The Section?
		write "no occupation"
20	Employer or Educational Institution	Write the name of the organization (firm, public service, educational institution) where you work and its contact information
21	The Main Purpose for Your Trip	Check the corresponding box
22	Destination Member State	Write the name of the country that is your primary destination (in principle, Denmark).
23	First Entry Member State	Specify the country where you will be entering the Schengen area
24	Number of Entries Requested	Check the box corresponding to your desired number of entries
25	Length of Stay	Write the duration corresponding to your desired length of stay
26	Schengen Visas Issued during the Last 3 Years	Specify the number of visas that you have obtained to enter the Schengen area during the last 3 years.
27	Fingerprints...	Check the corresponding box. If your fingerprints have already been taken for a visa application, indicate the date.
28	Entry Permit for Your Final Destination Country, If Applicable	Write the number and validity dates for your visa at your final destination, if this country is outside the Schengen area.
29	Arrival Date	Write your expected arrival date in the "Schengen area"
30	Departure Date	Write your departure date from the "Schengen area"
31	Inviting Person's Name...	Write the name of the person who invited you, or the contact information for a hotel, specifying all the details (telephone and fax)
32	Host Organization / Firm Name and Address	Write the name and address of the firm or organization that invited you (telephone and fax) and the contact information for your contact person in the firm
33	Travel and Living Expenses During Your Stay Are Covered by?	Check the corresponding box (you may check several boxes)
34	Personal Information Regarding a Family Member who is a European Union, EEA, or Swiss National	Write the full name, date of birth, nationality, passport number, and relationship only if you are the dependent spouse, child, father, or mother of a person who is a citizen of another State of the European Union.
35	Relationship...	Check the corresponding box if you are family member of a European Union, EEA, or Swiss national
36	Date and Location	Write the place and date where you are filling-in the form, even if this date is different than the day you are going to the visa service
37	Signature	The visa applicant must sign and not another person. If the visa applicant is a minor (under 18), the application must be signed by a person having parental authority and their relationship should be included in parentheses (father, mother, guardian). If the visa applicant cannot sign, a cross may be used.