



CHECKLIST FOR DIPLOMATIC VISA
(D – NATIONAL)

THE APPLICANT MUST APPEAR IN PERSON. DO NOT STAPLE DOCUMENTS. SCREENSHOTS OR PHOTOS ARE NOT ACCEPTED.
– ORIGINAL AND 1 COPY (ORIGINALS AND/OR CERTIFIED COPIES WILL BE RETURNED)

1.	☐	VISA APPLICATION FORM: completed in English and signed by the applicant (for minors: signed by both parents and the legal guardian).
2.	☐	BIOMETRIC PHOTO: color photo (taken within the last 6 months), ICAO format 35 mm x 45 mm, white background, full-face, frontal view. Scanned or photocopied photos are not accepted.
3.	☐	DIPLOMATIC PASSPORT • Original and one copy of the biometric data page • Valid for at least 3 months beyond the last day of the stay in the Schengen Area and issued within the last 10 years • Ensure the passport is signed and contains 2 blank pages for the visa
4.	☐	NOTE VERBALE Issued by the Ghanaian/Togolese Ministry of Foreign Affairs and/or the competent diplomatic or consular mission in the country where the visa is being requested, specifying: - Personal details of the visa applicant - Diplomatic passport number - Role to be assumed at the consular mission in Italy - Any accompanying dependent family members
It is possible to apply for an employment visa for any domestic staff joining the diplomat's household at the new duty station.		
5.	☐	VISA APPLICATION FORM: completed and signed by the applicant PASSPORT, BIOMETRIC PHOTO, AND BIRTH CERTIFICATE NOTE VERBALE FOR DOMESTIC STAFF Issued by the Ghanaian/Togolese Ministry of Foreign Affairs and/or the competent diplomatic or consular mission in the country where the visa is being requested, specifying: - Visa applicant's personal details - Passport number - Role to be performed for the diplomat's family EMPLOYMENT CONTRACT LETTER OF UNDERTAKING FROM THE EMPLOYER (diplomat)

IMPORTANT NOTES:

The submission of false or forged documents results in automatic refusal and reporting to the authorities.
Holders of diplomatic and service passports submit their applications directly to the Embassy free of charge.