



CHECKLIST FOR SCHENGEN TOURIST VISA (TYPE C)  
FAMILY MEMBERS OF EU CITIZENS

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

Family members of Italian/EU citizens, pursuant to Art. 2 of Legislative Decree 30/2007, may request an appointment directly at the Embassy of Italy in Accra or by sending an email. Proof of the family relationship with the Italian/EU citizen must be provided at the time the appointment is requested.

|    |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <input type="checkbox"/> | <b>VISA APPLICATION FORM:</b> completed in English and signed by the applicant (for minors: signed by both parents and the legal guardian).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2. | <input type="checkbox"/> | <b>BIOMETRIC PHOTO:</b> color photo (taken within the last 6 months), <a href="#">ICAO format</a> 35 mm x 45 mm, white background, full-face, frontal view. Scanned or photocopied photos are not accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3. | <input type="checkbox"/> | <b>PASSPORT:</b> original and a copy of the bio-data page, plus copies of previous Schengen, USA, or UK visas. It must be valid for at least 3 months beyond the last day of the intended stay, issued within the last 10 years, signed, and contain 2 blank pages. If visas are in an old passport: provide a copy of the bio-data page plus the relevant visas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4. | <input type="checkbox"/> | <b>For non-Ghanaian/non-Togolese nationals:</b> Ghanaian/Togolese identity document or proof of legal residence (residence permit, permanent residence, study permit with an official university letter, re-entry stamp). Validity must extend at least 3 months beyond the duration of the stay. Visitor permit stamps are not accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5. | <input type="checkbox"/> | <ul style="list-style-type: none"><li>• <b>PROOF OF ACCOMMODATION PROVIDED BY THE SPONSOR IN ITALY</b></li><li>• Invitation letter signed by the sponsor in Italy and Private Accommodation Declaration (form "2024 Dichiarazione Alloggio Garanzia – Proof of Sponsorship"). The sponsor's signature must match the one on their identity document or passport. <a href="#">Download the accommodation/guarantee declaration form here.</a></li><li>• Copy of identity card or passport (including the page with the signature).</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6. | <input type="checkbox"/> | <b>PROOF OF FAMILY RELATIONSHIP (DULY LEGALIZED)</b> <ul style="list-style-type: none"><li>- Copy of the marriage certificate registration at the Italian municipality of residence of the EU citizen ("trascrizione atto di matrimonio" – for family reunification with a spouse)</li><li>- Marriage/civil union/birth certificates (original + one photocopy).</li><li>(a) Certificates issued by a foreign authority other than those of Ghana or Togo must be translated into English or Italian and legalized by the Italian consular office in the country of issuance.</li><li>(b) Certificates issued by a Schengen country will be accepted only if multilingual; otherwise, note (a) applies.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 7. | <input type="checkbox"/> | <b>REQUIRED DOCUMENTS</b> <ul style="list-style-type: none"><li>- Legible copy of the valid identity card of the relative in Italy.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 8. | <input type="checkbox"/> | <b>DEPENDENT PARENTS</b> <ul style="list-style-type: none"><li>- Proof of financial dependency on the EU citizen in Italy (documentation must cover a significant period of time: e.g., original bank transfer receipts sent by the Italian citizen, regular bank transfers, money transfer receipts, proof of housing/accommodation, rent payments, documents attesting to the absence of income from investments or pensions, and evidence that the applicant has no income sources and/or that such sources are insufficient).</li><li>- Original sworn declaration regarding the parent's family composition in Ghana/Togo, including details of ALL children born from any relationship, regardless of their place of residence (in Ghana/Togo or abroad).<ul style="list-style-type: none"><li>- Legible copy of the Italian citizen's birth certificate (indicating both parents).</li></ul></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 9. | <input type="checkbox"/> | <b>MINORS</b> <ul style="list-style-type: none"><li>- Copies of the identity documents and passports of both parents, and a marriage certificate (if applicable).</li><li>- If the minor is traveling alone: an original letter of authorization from the parents designating an adult to accompany the minor to submit the visa application at the Embassy. (The letter must include the full personal details of both the authorizing party and the authorized person, plus copies of signed identity documents for both).</li><li>- Consent for travel abroad from BOTH biological parents (this document may be issued by the Embassy of Ghana in Italy or the Honorary Consulate of Italy in Togo; alternatively, if the parents share the same residence and are listed on the same "family status certificate," it may be issued by a public official at the Municipality of residence).</li><li>- If a parent is absent or deceased, this must be evidenced by a death certificate.</li><li>- If the legal guardian is not the biological parent listed on the birth certificate, a legalized custody order proving guardianship must be submitted.</li><li>- If a parent lives abroad, the consent must be authenticated by the Italian Consulate in the country of residence.</li><li>- Original child growth/weight chart.</li></ul> |



**NOTE: Please also note that the submitted documentation will be subject to review by this Office.**

**ALL documents MUST be submitted at the Embassy at the time of application.**

**Incomplete applications may result in significant delays in visa processing or even a refusal.**

**The submission of false or forged documents will result in automatic refusal and a report to the authorities.**