EMBASSY OF SPAIN IN HANOI

VISA FOR MEMBERS OF FOREIGN DIPLOMATIC AND CONSULAR MISSIONS IN SPAIN AND THEIR ACCOMPANYING RELATIVES AND DOMESTIC SERVICE STAFF

REQUIRED DOCUMENTS

1) National visa application form, attached with a passport-type photo
2) **Passport** valid for at least one year. An A4 photocopy of all passport pages containing information (visas, stamps, etc.) must be provided.
3) **Note Verbale from the Ministry of Foreign Affairs of the sending State** (Verbal Notes from Embassies are not accepted), indicating the following data and points:
   - Name and surname of the applicant
   - Date of birth
   - Place of birth
   - Nationality
   - Type of passport
   - Passport number
   - Type of requested accreditation (diplomatic or consular, technical-administrative, consular staff, service staff, etc.)
   - Category (Counsellor, Attaché, etc.)
   - Tasks to be carried out
   - Person in the diplomatic or consular Mission to be replaced (or indication that it is a newly created position)
   - Family or employment relationship: parent, child, spouse/registered partner, domestic service)
   - Expected travel date

   In the case of visa application of the personnel of intergovernmental bodies with offices in Spain, it is necessary to present the Note Verbal issued by the corresponding inter-governmental body.
4) **In the case of spouse/ civil union partner**: certificate of marriage or of registration/recognition of partnership
5) **In the case of underaged children:**
   a. **Birth certificate** of the child
   b. **Written** consent of both parents, accompanied by a copy of their identity card/passport. If this consent is not signed before the consular official of the Embassy of Spain, it must be granted before a notary, with consular legalization/apostille and accompanied by a translation into Spanish.
6) **In the case of parents (***first level of consanguinity or affinity to the principal applicant, or to their spouse or registered partner***):** proof of economic dependence on the principal applicant, proof that they reside at the same address as the principal applicant, and confirmation that they will not engage in any type of professional activity during their stay in Spain**.**
7) **In the case of adult descendants** (*aged 18 to 25*): documentary evidence of their single status, economic dependence on the principal, residence at the same address as the

principal, **and** full-time enrollment in a higher education institution in Spain.

8) **In the case of disabled descendants of any age:** evidence of their disability status and their dependence on the principal, or on the principal's spouse or civil union partner.
9) **In the case of domestic service** (*the principal must have been accredited in Spain within the preceding 6 months*): labor commitment indicating the monthly salary that must be, at least, the minimum salary established according to Spanish legislation. For exact information on the quantity established for each year's IPREM, you are kindly requested to visit the following website: https://www.exteriores.gob.es/DocumentosAuxiliaresSC/Vietnam/HANOI%20%28E%29/SMI.pdf.

IMPORTANT:

- The visa application must be presented personally by the visa applicant.
- Documents not written in Spanish/English or French must be translated into one of these languages
- FAMILY MEMBERS ELIGIBLE TO APPLY FOR AN ACCREDITATION VISA:
  - Spouse or partner in a civil union formally registered or recognized in the accreditation holder's home state
  - Children under 18 years of age of the accreditation holder or their spouse or civil union partner
  - **Unmarried** children between 18 and 25 years of age of the accreditation holder or their spouse or civil union partner, provided that the following are documented: status of being single; economic dependency, residence in the accreditation holder's household in Spain, and full-time enrollment in a higher education institution in Spain (with supporting documentation required)
  - Children of any age who, due to a disability, are dependent on the accreditation holder or their spouse or civil union partner
  - Ascendants (parents, grandparents, etc.), provided that economic dependency and residence in the accreditation holder's household in Spain are documented, and that they do not engage in any gainful employment or income-generating activities.

GENERAL INFORMATION ON NATIONAL VISAS (download of national visa application form, fees, procedures, etc): kindly visit this link.