

EMBASSY OF SPAIN IN AMMAN - SCHENGEN VISAS

We recommend persons wishing Schengen visas to apply at the Visa Application Centre (VAC)
 Building Name Housing Bank Complex First Floor near Ministry of Interior circle Amman Jordan.
 Phone number +962 6 5626066
 Website: <http://jordan.blsspainvisa.com>

| SN | BASIC REQUIEREMENTS | Yes | No |
|--------------------|---|-----|----|
| 1 | Completely filled and signed application form | | |
| 2 | Valid passport and copy. Copy of all pages including previous visas in expired/cancelled passports. | | |
| 3 | One passport size photograph (white background. Avoid white or bright clothes) | | |
| 4 | Applicants have to submit an insurance policy for the duration of the trip. In case there are two entries, the coverage should be from the date of entry of the first trip till the exit from the Schengen Area in the second trip. When an applicant has been granted multiple entry visa, insurance policy should be submitted for the first entry only; and, the applicant must sign a statement confirming being informed of the need to be in possession of an insurance policy whenever in the Schengen Area. The policy coverage value should be of at least 30,000 Euro (see list of companies accredited) | | |
| 5 | Proof of sufficient financial means . Bank statement + certificate from a bank in Jordan showing movements of the applicant's account for the last three months, signed and sealed by the bank | | |
| 6 | Work certificate including position, salary and date of starting the post and proof of registered business, if applicable | | |
| 7 | Valid hotel reservation/other kind of accommodation in Spain | | |
| 8 | Valid flight reservation | | |
| 9 | Copy of the valid annual Residence Permit and Work Permit for non-Jordanians. Third national exempt from residency rules should submit the appropriate document from the Jordan Authority | | |
| 10 | Payment of JD 48.600 per visa, in advance, non-refundable. Children aged 6- 12 the fee is JD 28.400. Children under 6 years old are exempted. | | |
| 11 | In case applicant wish to apply in the VAC, There is a service charge of JD 12.500 per application over and above the visa fees payable by all applicants in advance, non-refundable. | | |
| Invitations | | | |
| 1 | Official invitation issued by the Police Authorities of the place of residence in Spain. Original invitation should be submitted to the Embassy. Same is applicable for Portugal. | | |
| 2 | Letter of invitation from a Spanish company duly signed and sealed, showing the name and position of the signatory. Same is applicable for Portugal. | | |
| 3 | Fixed appointment from a Spanish doctor or hospital, with the slip of the advanced payment of the medical treatment. Also medical reports from a Jordanian doctor or hospital. | | |
| Notes | | | |
| 1 | Applicants may be called for interviews to assert purpose of travel and other relevant information. Applicants may be asked to present any other document that the Embassy might deem appropriate. | | |
| 2 | APPEALS: According to Schengen regulations, refused applicants may appeal the decision after signing the rejection notice. If no answer is received within 30 days, the application is considered to be refused. A second appeal may be lodged before the Spanish courts | | |

Applicant's name and signature: _____

Date _____

SO. VAC. Remarks: _____

SO. VAC. name and signature: _____

Date: _____

INSURANCE COMPANIES ACCREDITED TO THE EMBASSIES OF THE SCHENGEN STATES IN AMMAN

| SN | Company Name | SN | Company Name |
|----|---|----|--------------------------------------|
| 1 | American Life Insurante Co. (ALICO) | 11 | Delta Insurance Co |
| 2 | Al-Nisr Al-Arabi Insurance Co | 12 | Jordan Insurance Co |
| 3 | Arab German Insurance Co | 13 | Jerusalem Insurance Co |
| 4 | Arab Orient Insurance Co | 14 | Arab Jordanian Insurance Co |
| 5 | Euro Arab Insurance | 15 | Arab Life & Accidents Insurance Co |
| 6 | Jordan French Insurance Co. (JOFICO) | 16 | Gerasa Insurance Co |
| 7 | Middle East Insurance Co, Plc | 17 | The Islamic Insurance Co |
| 8 | Mideast Assitance International | 18 | Jordan International Insurance Co |
| 9 | The Arab Assureres | 19 | Solidarity / First Insurance Co |
| 10 | The United Insurance Co. Ltd | 20 | The National Ahlia Insurance Co. Ltd |
| 21 | Jordan Emirates Insurance Co (Al Safwa) | 22 | Willis Towers Watson Insurance Co. |

PROCEDURE

- A. Gather the documents
- B. Ask for an appointment to present them. Two possibilities:
1. In the VAC:
Tel. +962 65626066 from 9 am. to 3 pm. (Sunday-Thursday) except on public holidays or, Visit the website: <http://jordan.blsspainvisa.com> (**Schedule an appointment**), or, Email: info.AMM@blshelpline.com
Appointments are given for one or two days later
 2. In the Embassy:
Email emb.amman.vis@maec.es.
Note: Appointments are given for several weeks later
- C. An application is resolved within 15 days. In case additional documents were requested or an interview was set, the period to resolve the application could reach up to 60 days.
- D. Approximately three weeks later, track your application at the outsourcing office of BLS International (<http://jordan.blsspainvisa.com>), or enquire in person at the Embassy about the status of your visa.
- E. If your visa has been approved:
1. If you applied in the VAC, you shall receive your passport at the VAC from 3 to 5 pm, except on public holidays
 2. If you applied in the Embassy, bring your passport to the Embassy (from 9 to 11 am) and two days later collect your visa (8:30 to 9 am)

| |
|--|
| |
|--|