

Date: 28/06/2023

**The Netherlands - Tehran-VAC
Appointment Letter**

Number of Customers: 3

Group URN - NLIR26770078659



Appointment Details				
Customer Name	Reference Number	Passport Number	Appointment Date & Time	Appointment Category
SEYEDARASH MAHMOUDI	 NLIR26770078659/1	Z63101224	09/08/2023 10:45	Visiting Family and Friends
SEYEDEHVIAN MAHMOUDI	 NLIR26770078659/2	Z55994625	09/08/2023 10:45	Visiting Family and Friends
NRGAR JAFARI	 NLIR26770078659/3	J59769183	09/08/2023 12:45	Visiting Family and Friends

Your appointment has been confirmed for the date and time reflecting against your name and reference number. Please be available at the following address not more than 15 minutes before the appointed time.

The Netherlands - Tehran-VAC
4th Floor, Heravi Center, Heravi Square, Mosavi Street (Golestan 5), Tehran, Iran
Tehran,
Iran,

In order to prevent the spread of Coronavirus 19, following procedure will be implemented before visit VFS premise:

- Customer is required to put on mask at all time while being the VFS premise
- Customer will be have a temperature check before entering premise
- If the temperature will be ≥ 37.3 C, customer will be requested to return once condition has improved

If you arrive later than 15 minutes of your scheduled appointment, you are required to make a new appointment.

Important information:

- Service fee is non-refundable.
- There will also be an additional service fee of 26 Euro per application in addition to the Visa fees, which must be paid in cash at the time of your application.
- Applicants submitting their applications in a period of 59 months prior to the previous appointment are not obligated to record biometrics. However, technical errors may cause the possibility of previously recorded biometrics to be irretrievable. In this case, applicants will be recalled to provide biometric data, which may delay the overall processing period. Hence, applicants are therefore advised, on voluntary basis, to have their biometric recorded, notwithstanding the period of the last travel. Applications should be submitted in person (also babies and children) at Visa Application Centre.
- You must bring all documents that are required for your visa applications. If any documents are missing, your visa application will be processed with a delay or might be rejected. Use the checklist that applies to your situation. You can download the checklist per visa category from the https://clicktime.symantec.com/15fT94yrWeA1dnxJDL2GH?h_GAyhcaPNYO1SUCkMOJks8yKjTDkKW69nIYY5g7o2-Fc4=&u=https://visa.vfsglobal.com/irn/en/nld/ (select your visa category and see the tab "documents required").
- Please submit all documents as separate sheets (without pins and binders).
- **Appointments scheduled from 1400 Hrs. will be Prime Time Appointment and would be charged 40 Euros extra over and above the Service Fees.**

Passport Return by courier

Inside Tehran 10 Euro

Outside Tehran 14 Euro

Thank you.

The Netherlands - Tehran-VAC

For more visa information, please log on to the website - www.vfsglobal.com/Netherlands/Iran.

You can also contact the helpdesk at the below mentioned details.

Email ID : info.netherlandsiran@vfshelpline.com

Helpline Number : 982191/314213/008054

Payment Invoice

Transaction Date 28/06/2023 10:32:20 AM
Transaction Id GmshtyjwKSuewFqF
4nLvbjmqFnn0A/YGWrl zno
Transaction Amount IRR 21000000.00

Payment Details

SEYEDARASH MAHMOUDI

Service	Payment Mode	Payment Status	Units	Unit Price	Service Tax	Total
VFS Service Charge	Online payment by bank card	Paid	1	7000000.00	N/A	7000000.00

Sub Total : IRR 7000000.00

SEYEDEHVIAN MAHMOUDI

Service	Payment Mode	Payment Status	Units	Unit Price	Service Tax	Total
VFS Service Charge	Online payment by bank card	Paid	1	7000000.00	N/A	7000000.00

Sub Total : IRR 7000000.00

NRGAR JAFARI

Service	Payment Mode	Payment Status	Units	Unit Price	Service Tax	Total
VFS Service Charge	Online payment by bank card	Paid	1	7000000.00	N/A	7000000.00

Sub Total : IRR 7000000.00

Grand Total : IRR 21000000.00 (incl. of taxes and surcharge)

KEY MEASURES FOR YOUR HEALTH & SAFETY AT OUR VISA APPLICATION CENTRES

Our Visa Application Centres follow the highest health and safety standards based on the guidelines from WHO and local health authorities. We count on your cooperation and strict adherence to ensure a healthy and safe environment for you and our employees. After all, safety is our top priority



Temperature screening before entry, where applicable



Use of masks and gloves as required.



No-contact security screening.



Strict adherence to social distancing of 2 metres / 6 feet.



Regular sanitization of premises with disinfectants approved by WHO.



Regular disinfection of frequently touched surfaces.

Safety measures may vary across different regions and centres based on local health guidelines. For more information, please visit vfsglobal.com/customer-advisories. Watch this video to learn more about the health & safety measures implemented at our visa application centres & how you can prepare better before your visit.



Checklist for visa application | Family / private visit

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.

1. Application

1.1 A completed and signed Schengen [visa application form](#).

- Yes
- No
- Remarks

2. Travel Documents

2.1 A passport or other travel document.

- Yes
- No
- Remarks

2.2 A copy of all pages of the passport.

- Yes
- No
- Remarks

2.3 Travelling with minors (under 18)

The consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent. Obviously exceptions should be made to this if the single parent with whom the minor is to travel holds the parental authority alone.

- Yes
- No
- Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.



3. Other documents

3.1 Documents to be submitted by persons of specific categories of persons:

- Member of the Government, Parliament or a Constitutional body: Verbal Note, certificate of tenure or some other official document;
- Staff of an embassy, consulate, UN Agency representation office or official body of a Member State: certificate of tenure from the relevant embassy, consulate or representation office;
- Notary: appointing decree;
- Members of a profession, organised by a professional body (doctors, surgeons, dentists, pharmacists, lawyers, architects, and members of their family): certificate from the professional body;
- Judges: certificate of tenure from the Judiciary;
- High-ranking officials: Verbal Note or certificate of tenure from the relevant body;
- Academic (assistant, lecturer, senior lecturer, director, dean of faculty, rector): certificate of tenure from the higher education establishment;
- Officers of the Iranian army, Iranian police or other military bodies: Verbal Note or certificate of tenure from the relevant Administration;
- Journalists: Journalists' ID Card; certificate of employment from the publication or broadcaster;
- Sportsmen/sportswomen: certificate of the official Iranian sports organisation specifying date of enrolment and category (i.e. professional/amateur) and/or evidence of participation to national or international official competitions.

- Yes
- No
- Remarks

4. Evidence of legal residence

4.1 Non-Iranian nationals residing in Iran: Iranian residence permit, valid for at least three months after expiry of the requested visa.

- Yes
- No
- Remarks

5. Photo

5.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance.

See: [photo guidelines](#).

- Yes
- No
- Remarks



6. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

6.1 Travel reservation: flight tickets or flight reservations.

- Yes
- No
- Remarks

6.2 Evidence of accommodation and means of subsistence during the visit(s) to the territory of the Member States:

- A hotel reservation, or
 - Confirmation of accommodation and/or coverage of costs by the inviting/ sending entity or private individual [see proof of sponsorship form](#), or
 - Account statement from a bank in Iran for the last three months, or
 - Other proof of financial means available during the visit (international credit card, traveller's cheques, etc.)
-
- Yes
 - No
 - Remarks

6.3 Evidence of socio-economic stability (enabling assessment of the applicant's intention to leave the territory of the Member States area before expiry of the requested visa):

- All applicants: bank statements for the last three months and proof of ownership of property in Iran, if applicable;
- Shenasnameh (identity document with family record from the register office).
- Officials: act of appointment or certificate of tenure and last payslip;
- Employees: certificate of employment or recent employment contract + payslips for the last three months, certificate of affiliation to Tamin-e Ejtemaei (Social Security Organisation), Khadamat-e Darmani (Health Services Organisation) or equivalent, or letter of the employer explaining why this certificate is missing;
- Traders: proof of entry in the trade register (e.g. trade licence or declaration from official trade organisation) and proof of membership of Tamin-e Ejtemaei (Social Security Organisation), Khadamat-e Darmani (Health Services Organisation) or equivalent, if applicable;
- Directors or shareholders of Iranian companies: introduction letter signed by a legal representative of the company confirming the office or status of the applicant; proof of existence of the company in Iran (e.g. notice published on the Official Journal); proof of appointment if not mentioned on the Official Journal;
- Artists: proof of membership to one of the artist's official professional associations (e.g. House of Cinema, House of Photography, etc.) and/or proof of previous engagement in professional artistic activity (exhibitions, festivals, etc.) and certificate of affiliation to Tamin-e Ejtemaei (Social Security Organisation), Khadamat-e Darmani (Health Services Organisation) or equivalent, if applicable;
- Pensioners: proof of receipt of a retirement pension;



- Students or minors: evidence of the parents' social or employment status and, where applicable, school attendance certificate or student card;
- Un-employed persons: proof of adequate socio-economic status (e.g.: marriage certificate, family record book, documents confirming ownership of a property).

6.4 Purpose of travel: family or private visit

- Invitation from the host family, where applicable. [See proof of sponsorship form](#)
- For a family visit: proof of family ties (e.g. a Shenanameh (identity document with family record from the register office)).

- Yes
- No
- Remarks

7. Proof of health insurance

7.1 The insurance policy has been taken out in your name.

- Yes
- No
- Remarks

7.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- Yes
- No
- Remarks

7.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

- Yes
- No
- Remarks

8. Visa

8.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- Yes
- No
- Remarks



9. Payment

9.1 Payment of the visa fee.

- Yes
- No
- Remarks

Please be aware of the following:

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

List of documents to be presented by visa applicants from Iran according to the Commission Implementing Decision of 06-06-2016 by the European Commission, in conformity with the list of supporting documents.