

EMBASSY OF SPAIN IN AMMAN - SCHENGEN VISAS

We recommend persons wishing Schengen visas to apply at the Visa Application Centre (VAC)
 Abdallah Ghosheh Str. Alisawi Bldg. 2nd floor. Opposite McDonald's, Amman, Jordan.
 Phone number +962 6 585 95 50
 Website: <http://jordan.blsspainvisa.com>

SN	BASIC REQUIEREMENTS	Yes	No
1	Completely filled and signed application form		
2	Valid passport and copy. Copy of the pages including previous visas. For a married woman, a copy of the page where the name of the husband and the included children appear		
3	One passport size photograph (white background. Avoid white or bright clothes)		
4	Proof of compliant travel medical insurance covering the period of stay with a value 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	Reservation of hotel/other kind of accommodation in Spain		
8	Flight reservation		
9	Copy of the valid Annual Residence Permit and Work Permit for non Jordanians. National exempted from residency rules should, submit the appropriate document from the Jordan Authority		
10	Payment of JD 45.00 per visa, in advance, non-refundable. Children aged 6- 12 the fee is JD 26.25. Children under 6 years old are exempted.		
11	In case applicant wish to apply in the VAC, There is a service charge of JD 11.59 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			
	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.		

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	Yarmouk Insurance and Reinsurance Co
10	The United Insurance Co. Ltd	20	The National Ahlia Insurance Co. Ltd

PROCEDURE

- A. Gather the documents
- B. Present them in the VAC:
 Tel. +962 6 585 95 50 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
- C. Go in person to the office. Your application will be checked. Your finger prints as well as your digital photograph will be taken
- D. Approximately three weeks later, track your application, enquire in person or email, about the status of your visa.
 Visit the website: <http://jordan.blsspainvisa.com> (**Track your application**)
- E. If your visa has been approved: you shall receive your passport at the VAC from 3 pm to 5 pm, (Sunday-Thursday) except on public holidays.