

Authorization not to appear in person

NAME:

Your request not to appear in person at this Consulate is hereby approved based on the following conditions:

1) Your application will be delivered by an authorized courier in a sealed envelope bearing an electronic tracing number, accompanied by a pre-paid return envelope to be picked up by the same courier. It is understood that we are dealing directly with you, NOT with the courier, your travel agent or any visa agency. Any dealings between you and any of the above mentioned is solely your responsibility and choice. The Consent to Handing over your Passport to your Courier must accompany your application.

2) Payment to be made solely by guaranteed bank cheque (for exact amounts see our web site www.ctcons.com)

3) You submit in the following order the documents listed below (that will considerably speed up the examination of your application):

3.1. A detailed itinerary with the indication of the exact numbers of days to be spent in each Schengen country (In order to apply for a Schengen visa at the Italian Consulate you must have an itinerary, issued by your travel agent, showing that Italy is the country where - during your trip - you are going to stay the longest)

3.2. Copy of your ticket

3.3. Copy of a document showing your permanent address and postal code (once that we are sure that your visa has to be issued by the Italian Authorities, we have to determine which Italian Diplomatic Mission is competent. In South Africa Italy has one Embassy (Pretoria) and three Consulates (Johannesburg, Durban and Cape Town). The Italian Consulate in Cape Town can only accept applications by legal residents within its jurisdiction (postal code from 4900 to 8999). As in South Africa there is not such thing as a residence certificate, we therefore ask you to produce any document showing your legal address + postal code (water or telephone bill, car registration...)

3.4. Passport + 1 copy: your passport must be accepted by Schengen countries and be valid for a period of at least 3 months beyond the applicant's last day of stay abroad.

3.5. Application form signed in front of a Commissioner of Oaths

3.6. Letter of introduction:

- a. If you are an employee you must have a letter from your employer (See facsimile)
- b. If you are self-employed you must have a letter of introduction from your Accountant, Bank, Bar, Association... depending on the nature of your business
- c. If you are retired your pension slip or a letter from the Company that manages your retirement
- d. If you are a student a letter from your school/university
- e. If you are a housewife any of the documents listed at a) b) c) in your husband's name as if he were the applicant
- f. The Consulate reserves the right to ask additional documents if necessary

3.7. Proof (receipt) that you have purchased foreign currency. If you are planning to use your credit card have a letter from your credit card company/bank stating availability of funds for the intended duration of your stay (For exact amounts see appropriate chart available from our web site www.ctcons.com)

3.8. Accommodation: Copy of your reservation or receipt of your paid tour. If an Italian or a legal resident of Italy invites you, the appropriate invitation letter (for facsimile see our web site at www.ctcons.com) along with copy of his/her Italian I.D.

3.9. Copy of your travel medical insurance

3.10. If you are traveling with a minor:

a) Make sure you have a Full Birth Certificate of the minor. The full birth certificate is the one bearing the names and I.D. numbers of both father and mother. If you have a certificate that contains only the name of the child, please apply at the competent branch of the Home Affairs for an Unabridged Birth Certificate.

b) Make sure have the appropriate Application Form for Minors signed by both parents in front of a Commissioner of Oaths

3.11. If you are married to an Italian or an E.U. citizen simply just attach to your application form copy of your spouse's passport and copy of your marriage certificate. The visa will be issued free of charge.

Non-compliance with what requested above will result in refusal of your application.
FOR FURTHER INFORMATION VISIT OUR WEB SITE AT WWW.CTCONS.COM

Cape Town,

Please sign for acceptance of conditions and attach original to your application:

REQUEST FOR AUTHORIZATION NOT TO APPEAR IN PERSON

I the undersigned

_____ passport n. _____

(see attached photocopy)

hereby request the Italian Consulate in Cape Town to waive the requisite of appearing in person at their Offices located at #2 Grey's Pass, GARDENS – 8001 for the following reason(s) (mark appropriate box):

I am presently resident at:

Address 1 _____

Address 2 _____

City _____

Postal Code _____

which is located at _____ Kilometers from Cape Town. Find attached photocopy of my

_____ (type of document) as a proof of residence.

I have previously been issued Schengen Visas (see attached photocopies).

Other:

Find attached, as proof of what above stated, the following document(s):

My passport will be delivered to the Italian Consulate in Cape Town by

Private Courier (ex. DHL) Agent Other

Name _____

Address _____

City _____

Tel _____

FAX _____

Please contact me at:

E-mail _____

Tel _____

FAX _____

I will not hold the Italian Consulate in Cape Town responsible for the loss of the above said passport.

Signed.....

Date: _____

Clear Form