

Checklist for Official Delegation

- I. Supporting documents to be submitted by all applicants
- (1) Proof of residence in Uzbekistan
 - (2) Round trip ticket reservation
 - (3) Proof of financial means corresponding at least to the minimum amount required for each day of stay in a Member State:
 - Original bank account statement for the last 3 months (all applicants),
 - Internationally accepted credit card along with most recent credit card statement (all applicants)
 - Salary certificate indicating level of salary in last 12 months (if employed)
 - Confirmation of employer or educational facility about employment and position (if employed) or student status (if studying)
 - Labour history book (if employed)
 - Approval of employer or educational facility to take leave (if employed) or holidays (if studying)
 - Copy of trade register bulletin or licence (if company owner or self-employed)
 - Statement of payment of taxes (if company owner or self-employed)
 - Pension book (if retired), and/or
 - any other proof of financial means (e.g. proof of remittances, property rental contract, original certificate of sponsorship or other legal form of sponsorship if equally accepted by Member State, proof of scholarship or research grant, etc.)
 - (4) Confirmed proof of accommodation depending on the purpose of journey for the entire period of stay
 - (5) Proof of family ties in Uzbekistan (original passports of spouse and children, birth certificates of children, proof of marital status, etc.)
 - (6) Copy of the official invitation from the Member State or destination or an international organization.
 - (7) Verbal note from the relevant ministry or authority confirming that the applicant is a member of official delegation travelling to Member State to take part in an event stipulated in the invitation and indicating party that bears the responsibility for costs of the stay.

(8) Additional requirements for minors (under 18 years of age)

- Birth certificate of the applicant¹
 - Copies of passports of the parents²
 - Notarized consent of parent or legal guardian if the minor travels alone or with only one of the parents³.
 1. In case of child born out of wedlock, statement of registrar's office confirming the agreement of the father to be entered into the birth certificate
 2. One passport only in case of single parent or parent with sole parental custody (in the latter case, proof of sole parental custody must be also submitted)
 3. Exceptions will be made to this if the single parent with whom the minor is to travel holds the parental authority alone
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