**Checklist for Official Visit for Government Servant with Private Passport**

1. Application form should be filled at https://ezov.mzv.sk/e-zov/ printed and signed by **BLUE** pen only.
2. Sponsor letter from the Ministry.
3. Accommodation confirmation/Hotel in Slovakia and other Schengen countries if the applicant intended to travel to other Schengen countries.
   If the applicant will stay in the house of the inviting person, confirmation with notarization, Listu Vlastnictva and scan copy of the Slovak ID/Passport of the property owner is required.
4. Itinerary for the applicant intended to travel to other Schengen countries
5. Return Ticket reservation
6. 3 copies of recent photographs with white background (no edit, no filter etc.)
7. Train/bus ticket reservation from/to another city/country.
8. Travel insurance from the date of departure from Indonesia (original country) until the date of arrival in Indonesia which covering Euro 30.000/- or USD 50.000/-
9. Rekening** Koran for the last three months or the recent Bank Statement of the applicant and the sponsor if sponsored by the third party (information about the sponsorship needs to be included in the invitation or in the letter from the company). The sponsor can be company, parents, fiancée, etc.
10. Letter from the company/Institution confirming that the applicant is working in the company and the applicant will return to Indonesia once the trip completed. This kind of letter is necessary especially for Tourist, Business, official, seminar/conference and visiting a friend/family.
11. Parental consent signed in front of Indonesian public notary for minor if the kid travelling alone OR travelling with one of the parent only.
12. Copy of KTP and KK for Indonesian
13. Copy of valid permit resident for foreigner living in Indonesia.

** Rekening Koran for the last three months + including the month you submitted the application.