

## Procedures and Conditions for obtaining a Short Stay visa

<http://www.maec.es/en/MenuPpal/Consulares/ServiciosConsulares/InformacionaExtranjeros/Visados/Paginas/visas2010EN.aspx>

The procedures and conditions for obtaining a visa are set out in European Parliament and Council Regulation (CE) No. 810/2009, which establishes a Community Code on visas.

The short stay visa application must be submitted on a duly completed application form. (original and copy), which can be downloaded below or can also be obtained free of charge from Spanish Diplomatic Missions or Consular Offices abroad.

The visa must be applied for either in person or through a duly accredited representative in the Diplomatic Mission or Spanish Consular Office in the country where the applicant legally resides. If there is no [Diplomatic Mission or Consular Office](#) in a particular country, applicants can apply for the visa in the [Diplomatic Mission or Consular Office that represents Spain in that country](#).

When submitting the visa application, the established fee must be paid (generally €60).

For all other necessary requirements, please consult the Diplomatic Mission or Consular Office where the visa application is being made as these may vary according to the reason for the visit and the applicant's country of origin.

The maximum period for processing short stay (Schengen) visa applications is fifteen calendar days from the date the application is submitted. This period can be extended to a maximum of 30 calendar days in specific cases, especially if a more detailed examination of the application is required. By way of exception, in specific cases in which additional documentation is required, this period can be extended to a maximum of 60 calendar days.

If the visa is issued, it must be collected in person from the competent Diplomatic Mission or Consular Office, or collected by a duly authorized representative, within a period of one month from the date that notification is given of the award.

If the visa application is unsuccessful, the applicant will be notified via a standard form stating the reason the visa was refused. In this case, the applicant can file a judicial review appeal before the High Court in Madrid within a period of two months from the notification date or optionally, an appeal for review before the Diplomatic Mission or Consular Office within one month from the notification date.