Brussels, 11.3.2025

C(2025) 1434 final

ANNEX

ANNEX

to the

Commission Implementing Decision

amending Implementing Decision C(2020) 34 as regards the operational instructions for filling in and affixing visa stickers

ANNEX

'Filling in and affixing visa stickers

I. **Filling in visa stickers**

The following entries shall be inserted in the visa sticker:

1. Section for the photograph (corresponding to point 1 of the Annex to Council Regulation (EC) No 1683/95[1]):

   The visa holder's photograph, in colour, shall be integrated in the space reserved for that purpose on the visa sticker in accordance with ICAO Doc 9303, part 7.

   For the quality of the portrait, the ICAO technical report on portrait quality (Reference Facial Images for MRTD) version 1.0 April 2018 applies.

2. "VALID FOR" heading (corresponding to point 9 of the Annex to Council Regulation (EC) No 1683/95):

   This heading indicates the territory in which the visa holder is entitled to travel.[2]

   This heading shall be completed in one of the following ways:

   (a) When a uniform visa is issued, this heading is filled in using the words "Schengen States" in the language of the issuing Member State;

   (b) When a visa with limited territorial validity is issued pursuant to Article 25(1) of Regulation (EC) No 810/2009 of the European Parliament and of the Council[3] (the Visa Code), the name(s) of the Member State(s) to which the visa holder's stay is limited shall be entered using the codes set out below:

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[1] Council Regulation (EC) No 1683/95 of 29 May 1995 laying down a uniform format for visas, OJ L 164, 14.7.1995, p.1.
[2] For holders of long stay visas, this heading is without prejudice to the provisions of Article 21(2a) of the Convention implementing the Schengen Agreement, as amended by Regulation (EU) No 265/2010 of the European Parliament and of the Council of 25 March 2010 amending the Convention Implementing the Schengen agreement and Regulation (EC) 562/2006 as regards movement of persons with a long-stay visa (OJ L 85, 31.3.2010, p.1).
[3] Regulation (EC) No 810/209 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (Visa Code) (OJ L 243, 15.9.2009, p. 1).

BE	BELGIUM	MT	MALTA
BG	BULGARIA	NL	NETHERLANDS
CZ	CZECH REPUBLIC	AT	AUSTRIA
DK	DENMARK	PL	POLAND
DE	GERMANY	PT	PORTUGAL
EE	ESTONIA	RO	ROMANIA
GR	GREECE	SI	SLOVENIA
ES	SPAIN	SK	SLOVAKIA
FR	FRANCE	FI	FINLAND
HR	CROATIA	SE	SWEDEN
IT	ITALY	IS	ICELAND
LV	LATVIA	LI	LIECHTENSTEIN
LT	LITHUANIA	NO	NORWAY
LU	LUXEMBOURG	CH	SWITZLERAND
HU	HUNGARY		

(c)   When a visa with limited territorial validity is issued pursuant to Article 25(3) of the Visa Code, one of following options shall be used, privileging the shortest one:

– entry of the codes for the Member States concerned;

– entry of the words "Schengen States", followed in brackets by the minus sign and the codes of the Member States for whose territory the visa is not valid;

– in case the "valid for" field does not allow for entering the codes for all the Member States (not) recognising the travel document concerned the font size of the letters used shall be reduced.

(d)   When a long stay visa is issued[4], the heading shows the name of the Member State issuing the visa.

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[4] In accordance with Article 18(1) of the Convention implementing the Schengen Agreement, as amended by Regulation (EU) No 265/2010.

3. "FROM ... UNTIL" heading (corresponding to point 10 of the Annex to Council Regulation (EC) No 1683/95):

This heading indicates the period of validity of the visa.

The first date on which the visa holder may enter the territory for which the visa is valid shall be written as below, following the word "FROM":

– the day is written using two digits, the first of which is a zero if the day in question is a single digit;

– horizontal dash;

– the month is written using two digits, the first of which is a zero if the month in question is a single digit;

– horizontal dash;

– the year is written using two digits, which correspond with the last two digits of the year.

For example: 05-12-27 = 5 December 2027.

The date of the last day of the authorised stay is entered in the same way after the word "UNTIL". The visa holder must have left the territory for which the visa is valid by midnight on that date.

The maximum validity of a short stay visa is five years. The maximum validity of a long stay visa is one year.[5]

When a multiple airport transit visa is issued, the visa's validity is calculated as follows: first date of departure plus six months.

4. "DURATION OF STAY ... DAYS" heading[6] (corresponding to point 10 of the Annex to Council Regulation (EC) No 1683/95):

This heading indicates the number of days during which the visa holder may stay in the territory for which the visa is valid. The stay may be continuous or, depending on the number of days authorised, spread over several periods between the dates mentioned under point 3, if the visa allows for multiple entries.

The number of days authorised is written in the blank space between "DURATION OF STAY" and "DAYS", in the form of two digits, the first of which is a zero if the number of days is less than 10.

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[5] In accordance with Article 18(2) of the Convention implementing the Schengen Agreement, as amended by Regulation (EU) No 265/2010.
[6] This heading is not relevant for long stay visas.

The maximum number of days that can be entered under this heading is "90". The number of days cannot exceed the period of validity of the visa entered under point 3.

A short stay visa valid six months or more allows for stays of up to 90 days in any 180-day period. When the total validity of the visa is six months or more (i.e. the dates entered in the "from …. until" heading under point 3 are six months or more apart), "90" shall be entered.

When an airport transit visa is issued, this field shall be filled in by "00".

5. "TYPE OF VISA" heading (corresponding to point 11 of the Annex to Council Regulation (EC) No 1683/95):

This heading specifies the type of visa as follows:

A: airport transit visa

C: short stay visa

D: long stay visa

6. "PASSPORT NUMBER" heading (corresponding to point 11 of the Annex to Council Regulation (EC) No 1683/95):

The number of the travel document to which the visa sticker is affixed shall be entered.

In case the person to whom the visa is issued is included in the travel document of a spouse, parental authority or legal guardian, the number of the travel document of that person shall be entered.

If the visa sticker is affixed to the separate sheet[7], the number to be entered under this heading is <u>not</u> the number of the travel document but the number (six digits) printed on the separate sheet.

7. "NUMBER OF ENTRIES" heading (corresponding to point 11 of the Annex to Council Regulation (EC) No 1683/95):

This heading shows the number of times the visa holder may enter the territory for which the visa is valid, i.e. it refers to the number of stays which may be spread over the entire period of validity, see also points 3 and 4. For airport transit visas, this heading shows the number of permitted airport transits.

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[7]   Council Regulation (EC) No 333/2002 of 18 February 2002 on a uniform format for forms for affixing the visa issued by Member States to persons holding travel documents not recognised by the Member State drawing up the form, OJ L 53, 23.2.2002, p. 4.

The number of entries or airport transits may be one, two or more. This number is written on the right hand-side of the pre-printed part, using "01", "02" or the abbreviation "MULT", where more than two entries are authorised.

When the total validity of a short stay visa is six months or more (i.e. the dates entered in the "from …. until" heading under point 2 are six months or more apart), "MULT" shall be entered.

8. "ISSUED IN ... ON ..." heading (corresponding to point 12 of the Annex to Council Regulation (EC) No 1683/95):

    This heading gives the name of the authority that issued the visa and its location. The date of issue shall be indicated after "ON". The date shall be written in the same way as described in point 3.

9. "SURNAME, NAME" heading (corresponding to point 13 of the Annex to Council Regulation (EC) No 1683/95):

    The first surname in the "surname" box followed by the first first name in the "first name" box of the visa holder (as indicated in the travel document) shall be written in that order. The surname and first name shall be separated by a comma (,). It shall be verified that the surname and first name indicated in the travel document and which are to be entered under this heading and in the section to be electronically scanned are the same as those indicated in the visa application form.

    If the number of characters of the surname and first name exceeds the number of spaces available, the excess characters shall be replaced by a dot (.).

    In cases where the applicant only has one name, this name shall be written once under this heading. It shall not be followed by a comma or any other entry.

10. Entry to be added in the "REMARKS" section (corresponding to point 14 of the Annex to Council Regulation (EC) No 1683/95):

    When a visa is issued in representation of another Member State: "R/[Code of represented Member State]"

11. Machine-readable zone (MRZ) (corresponding to point 15 of the Annex to Council Regulation (EC) No 1683/95):

    The MRZ shall comply with the standards as set out in ICAO Doc 9303 and Council Regulation (EC) No 1683/95.

    In addition the following positions shall be filled in as follows:

29	Territorial validity	a) For LTV visas, insert the letter T.
		b) For uniform and long stay visas insert the filler <.
30	Number of entries or airport transits	1, 2, or M
31-32	Duration of stay	a) Short stay: insert the number of days as written in the visual inspection zone (see point 4).
		b) Long stay: <<
33-36	Start of validity	The structure is MMDD without any filler.

12. Visual digital seal (corresponding to point 16 of the Annex to Council Regulation (EC) No 1683/95):

A digital seal shall be printed in this area in accordance with Commission Implementing Decision C(2020) 2672[8].

II. Affixing visa stickers

1. The issuing authority shall affix the visa sticker to the first page of the travel document that contains no entries or stamps.

2. The sticker shall be aligned with and affixed to the edge of the page of the travel document. The machine-readable zone of the sticker shall be aligned with the edge of the page.

3. When the applicant's travel document is not recognised by the issuing Member State, the uniform format for the separate sheet for affixing visas is used for affixing the visa.

4. If the issuing authority stamps the affixed visa, the stamp shall be placed in such a manner that it extends beyond the sticker onto the page of the travel document or the separate sheet for affixing a visa, without intruding into the MRZ or the visual digital seal. If the issuing authority signs the visa, the signature shall be placed in the same manner.

5. In the case of extension of visas, the same practices as the ones described in points 1 through 4 shall apply.'

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[8] Commission Implementing Decision C(2020) 2672 final of 30.4.2020 introducing a digital seal on the uniform format for visas.