



APPLICATION AND DOCUMENTATION GUIDELINES

These guidelines are intended to aid Accredited Agents with the compilation of complete and correct application packs, prior to submission at the Malta Residency Visa Agency.

In case of conflicting views between these **Application and Documentation Guidelines** and the pertinent legislation, it is S.L. 217.18 that prevails.

All parts of each application form should be completed in full or marked “N/A” if not applicable.

All declarations should be clearly marked, and additional information provided as instructed under each respective section.

Certified true copies of original documentation and translations require the appropriate apostille/legalisation.

All forms must be signed in blue ink.

The latest forms are the ones uploaded on the Malta Residency Visa Agency portal www.mrva.eu

Section 1

1	Covering letter A covering letter from the accredited agent introducing main applicant and specifying the reason why he/she is interested in obtaining residency in Malta.	Original
2	Power of Attorney A Power of Attorney (POA) document signed by main applicant, witness and Accredited Agent, empowering the latter to act on behalf of main applicant in terms of the Programme. The following points must be included in the POA: <ol style="list-style-type: none">1. date of POA;2. details of main applicant i.e. full name, passport number and country of issuance and residing address;	Original / certified true copy

	<ol style="list-style-type: none"> 3. details of accredited agent being appointed attorney i.e. full name, ID Card number and residing address; 4. validity to cover full duration of application process, from submission of application pack to collection of residence certificates and residence cards. 5. signature of grantor; and 6. details of witness i.e. full name and signature, passport number and country of issuance 	
3	<p><u>Form MRVP6 – Clearance Form</u></p> <p>Form MRVP6 should be completed for main applicant and each dependant over the age of 12 and any benefactors and/or donors. This form should be filed for all dependants at the beginning of the application pack. A copy of the biometric data page of all passports held by each individual must be attached to this form. A copy of the passport biometrics data page for minors under 12 years of age should also be filed at the beginning of the application pack, sans MRVP6</p>	Original
4	<p><u>Form MRVP1 – Application Form</u></p> <p>Form MRVP1 should be completed for main applicant only.</p> <ul style="list-style-type: none"> • The Commissioner for Oaths witnessing the completion of Form MRVP1 should provide all relevant details as instructed on the form itself. • The Commissioner for Oaths should sign, stamp and date Form MRVP1. • Each page of this form must be initialled by main applicant and the Commissioner for Oaths • Only the latest version of the Form will be accepted upon submission of file. <p><u>Form MRVP4 – Dependant Declaration</u></p> <p>Form MRVP4 is required for every dependant.</p> <ul style="list-style-type: none"> • Part B and Part C are to be filled in and signed by the parent(s)/legal guardian(s) for every minor dependant. 	Original

5	<p>Verification documents (where applicable):</p> <p>In cases where the other biological parent is not part of the application but shares custody of the child, this parent is required to sign the MRVP4 of the minor dependant and submit a certified true copy of all the pages of his/her valid passport as a means of verification.</p> <p>If the parent does not hold a valid passport, an affidavit signed in front of a Commissioner for Oaths must be provided</p>	Certified true copy
6	<p>Award of custody/guardianship (where applicable)</p> <p>In cases where a court/legal judgement would have been given on the custody/guardianship of a minor dependant, the relative documentation must be provided with the application pack.</p> <p>For example, if a parent would have been given sole custody, the court/legal ruling granting such sole custody, must be attached.</p>	Certified true copy
7	<p><u>Form MRVP2 - Personal Details</u></p> <p>This form should be filled in by main applicant and all dependants.</p> <p>Part C – Source of Funds and Wealth should be filled in by main applicant and, where applicable the benefactor, only .</p> <p>In the case of minor dependants, this Form should be signed by the parent(s)/legal guardian(s) of the minor included in the application.</p>	Original
8	<p><u>Form MRVP3 - Medical Report and Questionnaire</u></p> <p>This form should be submitted for main applicant and all dependants.</p> <p>In the case of minor dependants, Part C of this form should be signed by the parent(s) or legal guardian(s) of the minor included in the application.</p> <p>The examining physician is required to complete Part D of the form. A final evaluation (Field D.13) must always be completed with all relevant details included.</p> <p>In accordance with the instructions provided on the form itself, the examining physician must ask the applicant to provide a</p>	Original form & certified true copies of supporting documents.

	<p>government-issued document which contains photographic identification i.e. passport biometrics data page. The examining physician must certify that the individual being examined is the one appearing on the identification document presented and complete the form by:</p> <ul style="list-style-type: none"> • annexing a copy of this identification document to the form; • certifying that the individual examined is the person shown on the annexed copy by providing a written statement; • signing, stamping and dating the annexed copy; and completing the declaration found on page five (5) of the form. 	
9	<p>Evidence of due diligence process (Know Your Customer)</p> <p>Evidence of due diligence checks conducted by the accredited agent are required. Documentation must be submitted in the following order:</p> <ol style="list-style-type: none"> 1. original covering letter signed and stamped by accredited agent confirming that due diligence checks have been conducted on main applicant and all dependants who, on date of application, are over the age of 14. Any positive and/or adverse findings should be listed in this letter accordingly. Likewise, confirmation of due diligence data-source findings should also be provided. 2. Certified true copies of any additional background checks conducted. 	<p>Original Letter & certified true copies of supporting documents</p>

10	<p>Statement of Source of Funds & Wealth – for main applicant only (to be submitted if not part of Form MRVP2)</p> <p>This statement must be signed and dated by main applicant and, where applicable the benefactor, and should:</p> <ul style="list-style-type: none"> - provide a list of his/her present source/s of income, including details of all businesses owned, whether in part or in whole, Including any documentary evidence as applicable; - state his/her estimated total net worth; - provide a comprehensive and complete declaration of how he has accumulated his stated total net worth by listing the main types of acquisitions/dispositions and events which have led to its accumulation. 	Original statement
11	<p>Bank statements – for main applicant, and where applicable the benefactor, only</p> <p>Bank statements of the account in the name of main applicant from which funds such as the initial fee and the final contribution fee for this MRVP application are being remitted, covering a minimum of the previous three (3) months, are required.</p> <p>Bank statements must either be original, certified true copy of the original, or bank-generated statements that are printed either by the bank or by the applicant himself/herself.</p>	Original or certified true copy
12	<p>Evidence of business ownership – for main applicant and benefactor only (where applicable)</p> <p>Documentary evidence of all businesses owned, in part or in whole, is required upon submission of the application pack. Certified true copies of the following documents, or their jurisdictional equivalent, are required for businesses owned:</p> <ul style="list-style-type: none"> • certificate of incorporation; • memorandum and articles of association; • share register; • register of directors. <p>Depending on the jurisdiction, documents can, at times, be titled in a different manner but would still hold jurisdictional equivalency.</p>	Certified true copies

	When this occurs, a declaration is required stipulating such differences in titles.	
13	<p>Evidence of employment – for main applicant and benefactor only (where applicable)</p> <p>This section should be completed when main applicant selects the “not self-employed” option.</p> <p>Documentary evidence of employment is required upon submission of the application pack. Certified true copies of one of the following documents, is required:</p> <ul style="list-style-type: none"> • extract of employment contract; • payslips; • copy of tax returns; • employer reference letter. 	<p>Originals or certified true copies.</p>
14	<p>International passports</p> <p>Certified true copies of all pages of international passports or laissez-passer (if applicable) are required for main applicant and all dependants including minors.</p> <p>Ensure that the MRZ code present on the data page is clear and legible.</p> <p>In case any individual included in the application holds more than one international passport, certified true copies of each passport in accordance with the above guidelines must be provided.</p>	<p>Certified true copies</p>
15	<p>Identity cards</p> <p>Required for main applicant and all dependants.</p> <p>Certified true copies of the applicant's identity card or its jurisdictional equivalent (i.e. internal passport) are required. If the applicant holds multiple citizenships, certified true copies of the identity cards from each country where one holds citizenship is required.</p> <p>In the case of a country which does not issue identity cards, issues an identity card only once a certain age is reached, or an identity card is not mandatory, a written explanation must be provided in</p>	<p>Certified true copies</p>

	Part D of Form MRVP1.	
16	<p>Residence permits</p> <p>Required for main applicant and all dependants.</p> <p>Certified true copies of any permanent or temporary residence permit/card valid at the time of application is required. If an applicant holds multiple residence permits/cards, certified true copies of each permit should be submitted accordingly.</p>	Certified true copies
17	<p>Birth certificates</p> <p>Required for main applicant and all dependants.</p> <p>Original, original extract or a certified true copy of the original birth certificate, bearing the required apostille/legalisation, must be submitted. It is important to ensure that such documents are apostilled/legalised and translated correctly in line with Section 4 below.</p> <p>In case where one does not have a birth certificate, an equivalent might also be accepted provided that a declaration letter is also submitted clearly detailing and stating why applicant cannot acquire or submit his/her birth certificate.</p>	Original/ original extracts or certified true copies
18	<p>Change of name document/s (where applicable)</p> <p>In the event that main applicant and/or any of his/her dependants has/have undergone an official name/surname change, an original, original extract or a certified true copy of the original, bearing the required apostille/legalisation, is required. It is important to indicate name changes in the respective application forms. It is also important to ensure that such documents are apostilled/legalised and translated correctly in line with Section 4.</p>	Original/ original extracts or certified true copies
19	<p>Military Records (where applicable)</p> <p>If main applicant and/or any of his/her dependants, has served in the armed forces of any country, received any military training, or has been part of any other military/paramilitary organisation, certified true copies of the original records or certificates must be provided in accordance with declarations made in Form MRVP1</p>	Certified true copies

	and Form MRVP4 respectively.	
20	<p>Marriage certificates (if applicable)</p> <p>This certificate is required for each married couple included in the application.</p> <p>Original, original extract or certified true copy of the original, bearing the required apostille/legalisation of the last marriage certificate is required when submitting the application.</p> <p>It is important to ensure that such documents are apostilled/legalised and translated correctly in line with Section 4 below.</p>	<p>Originals/original extracts or certified true copies</p>
21	<p>Divorce certificates (if applicable)</p> <p>A divorce certificate is required for all divorces of any individual included in the application, irrespective of the current marital status of the individual. If an individual has been divorced more than once, divorce certificates for all divorces must be provided.</p> <p>Original, original extract or certified true copy of original, bearing the required apostille/legalisation of all divorce certificates per person are required when submitting the application.</p> <p>It is important to ensure that such documents are apostilled/legalised and translated correctly in line with Section 4 below.</p>	<p>Originals/ original extracts or certified true copies</p>
22	<p>Documentary evidence of residential address abroad</p> <p>Documentary evidence of the permanent residential address abroad currently held by main applicant is required.</p> <p>Documentation must not be older than 6 months on the date of submission of application pack and could include: a residence certificate from the municipal/local authorities; a utility bill; a statement from a recognised credit institution; correspondence from a central or local government authority to be stamped and dated by the municipality.</p> <p>It is important to ensure that such documents, both originals and</p>	<p>Original / certified true copy</p>

	copies, are apostilled/legalised and translated correctly in line with Section 4 below.	
23	<p>Police certificate/certificates of conduct</p> <p>All applicants aged 14 and over at the time of application submission must provide an original police conduct certificate as issued by the competent national/federal authorities in the country of origin and in the country or countries of residence where the applicant has resided for a period of more than 6 months during the last 10 years.</p> <p>Police certificates must be in original, less than 6 months old upon submission of application and certified by the national/federal police system of the relevant country.</p> <p>Any police conduct certificates which are not in the English language should be translated accordingly. In certain countries, police authorities will only send the certificate directly to other foreign institution requesting it. In such cases, the certificate should be sent to the following address:</p> <p>Malta Residency Visa Agency (MRVA) Clock Tower, Level 1, Tigné Point Sliema TP01 Malta</p>	Original
24	<p>Affidavit of dependency</p> <p>Main applicant must provide an affidavit of dependency for each dependant over 18 years of age on date of application. The affidavit must declare that that at the time of application, the said dependant is not economically active and is principally dependant on main applicant, hence satisfying the requirements for dependency as stipulated in the Regulations.</p> <p>This document is to be submitted and is a requirement for applications wherein the MRVP1 was signed, as from 1st November, 2018.</p>	Original / certified true copy



Section 2

Format/document preparation

When presenting an application pack, it is highly recommended that all forms and supporting documents are placed in labelled punched plastic sleeves (**one per form/document**). A coloured plastic divider before each applicant in file is required, however not before each document. A note per plastic sleeve is required, detailing which document is enclosed.

The plastic sleeves should then be filed within an A4 arch lever file with a spine pocket, thus reducing the risk of misplaced documentation and ensuring easier access to specific documents.

The A4 arch lever file should display the name of the accredited agent and main applicant in a clear manner in the spine pocket.

An index of the documents being submitted in the file is to be included within the covering letter enclosed.

The recommended filing order is detailed below and should be repeated for each person included within the application pack. It is important to keep in mind that certain documents apply only to main applicant and not to spouse and/or other dependants and vice versa. Any additional information applicant may wish to provide can also be included within the application pack at the end of each applicant's section in the file (e.g. curriculum vitae, property register...).

The order of the applicants' documentation in the file should be as follows:

1. main applicant;
2. spouse;
3. children according to age (starting from the eldest);
4. main applicant's parents (starting from the eldest);
5. spouse's parents (starting from the eldest);
6. main applicant's grandparents (starting from the eldest);
7. spouse's grandparents (starting from the eldest).

Section 3

Recommended filing order

1.	Covering letter
2.	Power of Attorney
3.	Form MRVP6 and the biometric data page of main applicant and all dependants over the age of 12 and any/all donors/benefactors
4.	A biometrics data page for all dependants under the age of 12
5.	Form MRVP1 or Form MRVP4 (declaration dependant) as applicable
6.	Verification documents if parent of minor is not an applicant but has signed his/her form
7.	Form MRVP2 (personal details)
8.	Form MRVP3 (medical report and questionnaire)
9.	Evidence of due diligence process
10.	Statement of source of funds and wealth
11.	Bank statements
12.	Evidence of business ownership (if applicable)
13.	Evidence of employment (if applicable)
14.	International passport/s
15.	ID Cards (or jurisdictional equivalent)
16.	Residence permits
17.	Birth certificates
18.	Change of name document/s (if applicable)
19.	Military records (if applicable)
20.	Marriage certificate
21.	Divorce certificate(s) (if applicable)
22.	Evidence of residential address abroad
23.	Police certificates/certificates of conduct
24.	Affidavit of dependency (if applicable)
25.	Award of custody/guardianship (if applicable)
26.	Other supporting documentation
27.	Divider for next applicant with printed name

Section 4

Apostille/legalisation of foreign public documents, translations and affidavits

The following section provides details on apostille/legalisation and translation requirements, together with important points relating to affidavits.

Apostille/legalisation of foreign public documents, translations and affidavits		
	Guidelines	Document format
	<p>Apostille/legalisation of foreign documents</p> <p>All official public documents such as birth, marriage, divorce, change of name, and police certificates not produced on high-security paper, require apostille/legalisation. Any certification must be either:</p> <p style="padding-left: 40px;">a) apostilled according to The Hague Convention of 5 October 1961, abolishing the Requirement of Legalisation for Foreign Public Documents;</p> <p>or</p> <p style="padding-left: 40px;">b) in case of jurisdictions which are not signatories to The Hague Convention, legalisation of the certification must be sought from the relevant government department and counter-legalised by the Maltese diplomatic mission accredited to the country of origin of the document.</p> <p>A certified true copy of an apostilled/legalised document is also acceptable. However, if the certifier is a foreigner, his signature must again be legalised/apostilled accordingly.</p> <p>Police certificates are accepted only in original. The certificate will require a further apostille or legalisation unless submitted from the following jurisdictions: EEA, EU, Australia, New Zealand, USA, Canada.</p>	<p>Original or certified true copies</p>
	<p>Translations (where applicable)</p> <p>Any documents not in the English language (including certifications or stamps) must be accompanied by an official translation into English.</p> <p>Translations must be prepared by a professional translator (officially accredited by a court of law), a government agency, an international organisation or a similar official institution.</p>	<p>Original or certified true copies</p>

	<p>Kindly note that the translator should include, in a clear and legible format, the date, their full name, capacity and designation in which they are acting, residential or business address, telephone number and email address and website.</p> <p>If the translation is prepared by a company whose sole or main business is doing professional translations, paper bearing the company letter-head should be utilised thus providing all details relevant to the firm who produced the translation. The translation must be signed and stamped by at least one authorised signatory of the translating company.</p> <p>If the translation is done abroad, the signature of the translator must be legalised/apostilled accordingly.</p>	
	<p>Affidavits</p> <p>Whilst it is essential that the affidavit must be witnessed by a legal professional empowered to do so within the jurisdiction in which the affidavit is being taken, other important aspects should also be considered.</p> <p>An affidavit should:</p> <ul style="list-style-type: none"> • provide all relevant details of the <i>affiant</i> (the person making the affidavit), including identification/passport number, address, contact details, etc; • include clear and understandable information/statements; • be dated and should include the relevant details of the professional signing it, that is, their full name, their capacity and designation in which they are acting, their residential or business address, telephone number and email address; • have all pages initialled by the affiant and the professional witnessing the signature, bound together and in the event that it is prepared in a language which is not English, be translated, prepared and submitted in accordance with this section. 	<p>Original</p>