

## Appointment booking process for applicants

Dear Applicants!

Please find below the process description on how to join the Verified applicant queue and book an appointment to submit your visa application in Poland VAC.

### Step 1. Create and activate your personal VFS account

Create a [personal VFS account](#) by providing the required information. Activate your account using the activation link sent to your email address, then log in to your account.

Please note that only verified email domains may be used to create an account at our website.

### Step 2. Selection of VAC and visa category

After logging in, select the appropriate VAC and the required appointment visa category and sub-category.

### Step 3. Completion of applicant details and Facial Verification

Complete all mandatory steps in the system, including entering your personal information by [uploading the photo](#) of the bio page of your passport and successfully completing the liveness check and facial verification process. All information must be completed accurately to proceed with the appointment booking and your visa application submission.

Each applicant must book an appointment individually, except for family groups (spouses, minor children). In case of group registration of family members, one adult member of the group would need to pass the liveness check / facial verification process. Minor applicants (under 18 y.o.) are exempted from Facial verification.

Passport photo upload is required for every applicant. Please note that when visiting the Visa Application Center on group appointment it is necessary to provide proof of family relationship.

### Step 4. Verified applicant queue confirmation

Once all required steps have been completed, your application will be automatically added to the VFS Verified applicant queue. You will receive an email confirming your Verified applicant queue registration and providing your VFS Verified applicant queue registration number. Please keep this confirmation for your records.

### Step 5. Waiting period

Based on slots availability provided to us by the respective Consular post we shall release them to you.



**Until appointment slots become available no action is required from your side. You will be notified by email once appointment slots are available to book.**

Please note that if booking of an appointment for document submission becomes no longer relevant to you during the waiting period, you may cancel your queue application at any time via your online VFS account or contact us to assist you.

### Step 6. Notification of available appointment slots

When appointment slots are released, you will receive an email from VFS informing you that appointment booking is open. You must complete the booking process within 48 hours of the time you receive this notification. The number of applicants invited to select a date and time will always correspond to the number of available slots.

### Step 7. 48-Hour booking window

If you book your appointment within 48 hours, your booking will be confirmed. If no booking is made within this time frame, your data will be removed from the Verified applicant queue, requiring you to go through the Verified applicant queue registration again from step 2.

### Step 8. Appointment confirmation

After successfully booking as per your convenient date, time and preferred city, you will receive an email with an Appointment Confirmation Letter attached indicating the date and time and other details of your application submission. Please ensure that you bring this confirmation with you on the day of your visit along with all other visa related documents to the Poland Visa Application Centre.