



**BELGIUM - CHECKLIST FOR
PROFESSIONAL CARD
-ARTICLE 9-**



It is essential that your file contains the following:

***The original documents, plus two (2) photocopies of these documents.
The originals will be returned to you.***

Documents to be provided by all visa applicants must be in English, Dutch, French or German	YES	NO
<ul style="list-style-type: none"> • Application form duly completed and signed. <ul style="list-style-type: none"> - The application form should be fully filled in, signed (two times) and dated by the applicant. - The current UAE address, local contact number and email address should be provided. 		
<ul style="list-style-type: none"> • One recent passport size photograph <ul style="list-style-type: none"> - Three passport photos not older than 6 months with the required specifications. 		
<ul style="list-style-type: none"> • Original passport with UAE residence permit <ul style="list-style-type: none"> - All valid for at least three months longer than the intended stay or in the case of multiple journeys, the date on which you intend to leave the Schengen Zone for the last time. - The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages. - The applicant needs to provide a photocopy of the identity page of the passport, the UAE residence permit. 		
<ul style="list-style-type: none"> • Language Preference Form <ul style="list-style-type: none"> - The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated - If you choose to complete the application in English, please choose “no preference” Language preference form 		
<ul style="list-style-type: none"> • Administrative fees <ul style="list-style-type: none"> - The applicant has to provide the proof of payment of the administrative fees at the submission of his/her visa application. If this is not the case, the visa application is not admissible. 		
<ul style="list-style-type: none"> • The authorization from the Federal Public Service Economy, SMEs, Self-Employed and Energy for an issuance of a professional Card (mainly sent by e-mail to applicants and Embassy) 		

<ul style="list-style-type: none"> • Medical Certificate <ul style="list-style-type: none"> - A medical certificate attesting that you are not carrying any of the diseases which might endanger public health. This certificate must not be older than 6 months from the date of issuance. The specific form must be signed and stamped by one of the accredited doctors. 		
<ul style="list-style-type: none"> • Non-Criminal Record Certificate <ul style="list-style-type: none"> - If you are aged over 18, a legalized certificate attesting the lack of any convictions for crimes or offences under common law, together with a translation. - This certificate must not be older than 6 months from date of issuance. 		

Please note

1. Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in. The Consulate may request additional documents during the examination of an application which are not mentioned in the above list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.
2. The documents drawn up abroad in a language other than English, Dutch, French or German are to be translated in accordance with the original by a **sworn translator**. The translation must be legalized as a separate document in line with the procedure laid down in the country of origin, and then by the competent Belgian consulate or Embassy (1). http://diplomatie.belgium.be/en/services/legalisation_of_documents
Documents issued by local authorities of the UAE must be legalized by Ministry Foreign Affairs of the UAE and afterwards by the Belgian Consulate. Translations by our [recognized translators](#) can be legalized by the Belgian Consulate directly.

Remarks: _____

Applicant's Signature: - _____

VFS Officer's Signature: - _____