



## TLSCONTACT VISA APPLICATION CENTRE– UNITED KINGDOM

### LIST OF DOCUMENTS

#### SINGLE PERMIT / WORK PERMIT CARD (ART. 9 AND 13)

<b>Long stay work permit (more than 90 days)</b>
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*If you intend to work for more than 90 days as an employee in Belgium, you must be in possession of a work permit and the appropriate visa.*

*Single application for work and residence permit.*

*A single, combined application procedure for both work and residence permit will be implemented as of 01.01.2019.*

*The single application procedure for work and residence permit has to be lodged by the employer himself at the regional office concerned.*

*According to the company's geographical location this will be one of the following regions:*

*Vlaams Gewest: <http://www.werk.be>*

*Région de Bruxelles-Capitale: <http://www.bruxelles.irisnet.be>*

*Région wallonne: <http://emploi.wallonie.be>*

*Deutschsprachige Gemeinschaft: <http://www.dglive.be>*

*The employer and the employee will be informed of the decision taken by the competent authority (either Region or Foreigners' Office).*

**Important:**

- 1. The employer has to deal directly with the competent region for lodging of the application and submission of the necessary documents.*
- 2. This entails that the Embassy is not involved in the process at any stage until a decision has been taken by the region and Foreigners' Office to grant a work and establishment permit. It is therefore useless to contact the Embassy regarding the procedure.*

*Only after the Single Permit has been granted (annex 46), the employee has to lodge his visa application containing the following documents:*



## **MANDATORY DOCUMENTS**

### **SINGLE PERMIT**

**Two duly completed and both signed VisaOnWeb application forms (2 signed copies)**

*The VisaOnWeb form with the bar code is available once the registration via [VisaOnWeb](#) is completed.*

*Please note that will be the only application form accepted.*

**Four (4) ID photos meeting the ICAO standards**

*Attached with a paper clip; In color;*

*Size 3.5cm X 4.5cm;*

*White plain background;*

*Less than 3 months old.*

**Passport (Original and 2 copies)**

- *A travel document where a visa can be issued with a minimum validity of 12 months (e.g.: a passport);*
- *With at least 2 blank pages (side by side);*
- *Not older than 10 years old from the first issue date.*

**Passport bio-page (Original and 2 copies)**

- Original and Copy of the **Passport bio-page**;*
- UK visa** page (equivalent of UK residence permit).*

**Annex 46 (authorization received from Belgium) (2 copies)**

*EXCEPTIONS: this procedure will not be applicable for the following cases:*

*Workers in an intra-corporate transfer*

*Au pair worker;*

*Researcher holding a hosting agreement;*

*For these categories of workers, the Work Permit procedure still applies (see below).*

**IMPORTANT REMARK:** *Guarantees for return (assessment of migration risk): the applicant is requested to provide as much information as possible to document his/her family background, professional and socioeconomic status, ownership of land or real estate (for instance: proof of family bonds with his/her country of origin, proof of regular income and stable source of revenues from the applicant and/or his/her partner, proof of property, etc.). This information is essential to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.*



## WORK PERMIT

**Two duly completed and both signed VisaOnWeb application forms (2 signed copies)**

The VisaOnWeb form with the bar code is available once the registration via [VisaOnWeb](#) is completed.

Please note that will be the only application form accepted

**Four (4) ID photos meeting the ICAO standards**

*Attached with a paper clip; In color;*

*Size 3.5cm X 4.5cm;*

*White plain background;*

*Less than 3 months old.*

**Passport (Original and 2 copies)**

- A travel document where a visa can be issued with a minimum validity of 12 months (e.g.: a passport);
- With at least 2 blank pages (side by side);
- Not older than 10 years old from the first issue date.

**Passport bio-page (Original and 2 copies)**

- Original and Copy of the **Passport bio-page**;
- UK visa page** (equivalent of UK residence permit).

**Proof of payment of the [contribution](#) fee to the Ministry (2 x Copies – 366 euros)**

**Work permit card (Original and copy)**

**[Certificate of good conduct](#) (Original and copy)**

If you are 18 years old and over, your original certificate of good conduct covering at least the last year. It must also be [legalized](#).

Please note that one can't submit an DBS certificate in lieu of an ACRO/Police Certificate.

**Original medical certificate (Original, Copy)**

(unless it was submitted already to the Belgian authorities then a photocopy) by a medical practitioner approved by the Belgian Embassy, London; For the list of medical practitioners approved by the Embassy of Belgium in London please click [here](#).

**Additional documents, even if not featured in the list above, may be required by the Embassy. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.**