

WORKING IN BELGIUM – PROFESSIONAL CARD

Foreign workers wishing to pursue a self-employed activity in Belgium must be in possession of a professional card, in other words the authorization of the competent Region to pursue self-employed activities in Belgium.

Since 1 January 2015 the Regions are competent for issuing professional cards. The competent Region is the region where the professional activity will be established. If different localities are concerned the company's headquarters will serve as reference.

The application for a professional card is made to the Belgian consulate competent for the applicant's place of stay or residence abroad, which passes it on to the competent Region.

IMPORTANT

Before submitting the visa application, all foreign official documents must be legalized consecutively by the Ministry of Foreign Affairs of the country that issued the documents and by the Embassy of Belgium. For more information on legalization check: <http://diplomatie.belgium.be/nigeria/>

All files must consist of one set of original documents + 2 complete sets of clear, legible photocopies of every original document submitted (passport included).

When you apply for this type of visa an additional fee to Home Office has to be paid. Please check the list 'extra fee' to find out the correct amount. The additional fee has to be paid **before** submission of the visa application.

REQUIRED DOCUMENTS

- ❖ Proof of payment of the additional fee to Home Office Brussels.
- ❖ A travel document (e.g. national passport) valid for at least 12 months, in which a visa can be affixed.
- ❖ Two visa application forms duly completed, signed and accompanied by two recent passport photos bearing a true likeness to the applicant.
- ❖ Your original professional card issued by the competent Belgian authority.
- ❖ An extract from your judicial record or police clearance issued not more than six months prior to the date of application attesting the lack of any convictions for crimes or offences under common law. This document has to be legalized.
- ❖ A medical certificate filled out by a Belgian Embassy approved medical doctor issued not more than six months prior to the date of application. Please check the list of approved medical practitioners.

Documents should be arranged in the above order and be followed by their copies in the same order.

Additional documents may be requested by the Embassy and applicants may also be invited for an interview.

The above mentioned type D visa is a national long stay visa and requires registration in the Belgian population registers on arrival.

A complete file does not necessarily guarantee the issuance of a visa. Furthermore an incomplete file often results in a visa refusal.

RECOMMENDATION

Consult the website of the competent authorities for any additional information relating to the professional card (procedure to obtain a professional card, etc.):

La Région Wallonne (professionalcard@spw.wallonie.be)

La Région de Bruxelles-Capitale (<http://www.werk-economie-emploi.irisnet.be>)

La Région Flamande (beroepskaart@vlaanderen.be)

For more detailed information regarding visa (different types of visa, documents to be presented, conditions, exceptions, processing times, etc) please consult the website of the Federal Public Service Home Affairs - Immigration Office: www.dofi.fgov.be