



KINGDOM OF BELGIUM  
Federal Public Service  
**Foreign Affairs,  
Foreign Trade and  
Development Cooperation**

## Checklist for **FAMILY REUNION with a MINOR Belgian citizen** (Art. 40ter)

For foreigners of third countries who want to reunite with a Belgian child (who has not used its right to free movement – Directive 2004/38/EC)

It is essential that your file contains the following:

***Your entire visa application (application form and supporting documents), plus any original documents that are to be returned to you, such as your original police and medical certificate.***

### **Application form**

One (1) application form duly filled in, signed and dated by the applicant.

This form is available online. You may complete it in English, French, Dutch, or German.

Please follow the link to the application form in [VisaOnWeb](#).

### **Photo**

One (1) recent (no more than 6-months old) passport size photograph (dimensions: 35 by 45 mm) should be affixed to the application form (but not glued).

### **Copy of Visa**

For non-Australian/New Zealand passport holders only: one copy of your residence permit or of your visa for Australia/New Zealand. Submit your up-to-date VEVO details for Australia or VisaView details for New Zealand.

### **Passport**

A valid passport:

- should have been issued within the previous 10 years;
- should be valid for more than 12 months;
- should contain at least 2 empty facing pages when applying for the visa.

### **Administrative fee**

The applicant has to provide the proof of payment of the [Administrative fee](#) at the submission of his/her application. If this is not the case, the visa application is not admissible. The administrative fee needs to be paid directly to the Home Affairs Office in Brussels.

<b>Copy of Belgian ID Card (both sides) or passport of the child to be joined in Belgium</b>
<b>Proof of relationship to the minor child</b>
An original birth certificate mentioning the name of both parents, legalized by means of an <u>Apostille</u> .
<ul style="list-style-type: none"> <li>- In case the parents are divorced: an original divorce decree mentioning to whom of the parents full custody was entrusted, with Apostille</li> <li>- In case of shared custody, an original authorization letter from the parent who will not live in Belgium with the child, stating that the child can permanently leave</li> <li>- In case the child was adopted, an original adoption certificate with Apostille</li> <li>- In case a parent has deceased: an original death certificate with Apostille</li> </ul>
If the child is registered in the Belgian national register, only a copy of the birth certificate is required.
<b>Proof of Belgian nationality of the child</b>
If the child is registered in the Belgian national register, no further proof is required.
<b>Proof of joining child in Belgium or travelling together to Belgium</b>
<p>One of the following:</p> <p>Proof that the applicant and the child are travelling to Belgium, such as flight bookings with the travelers names on them.</p> <p>OR</p> <p>Proof that the child already lives in Belgium and the applicant is going to join the child.</p>

**Documents drawn up in a language other than English, Dutch, French or German are to be translated by an official translator. The translation must be legalized with an Apostille, or in line with the procedure laid down in the country of origin, and then by the competent Belgian consulate or Embassy.**

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 applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

If you have any questions regarding this checklist please email the Embassy at [canberra@dipobel.fed.be](mailto:canberra@dipobel.fed.be).

#### Disclaimer

This checklist comprises all documents that are part of my visa application. I understand that the Embassy will decide on my visa application based on these documents only. I also understand that in exceptional cases additional documents may be requested by the Embassy, even documents that do not feature on this list at all.