



## Checklist for **PROFESSIONAL CARD** **(Article 9)**

It is essential that your file contains the following:

***Two sets of 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.***

### **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 pages when applying for the visa.

Please provide one copy of the passport (the empty pages don't need to be copied).

### **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.

### **Application form**

Two (2) application forms duly filled in, signed and dated by the applicant.

This form is available free of charge online or at VFS and the Embassy. You complete it in English, French, Dutch, or German.

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

### **Photo**

Two (2) recent (no more than 6-months old) passport size photographs (dimensions: 35 by 45 mm) should be affixed to the application form (but not glued).

### **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.

### **Medical Certificate**

An original [medical certificate](#) attesting that you are not carrying any of the diseases which might endanger public health. This certificate must be no older than 6 months from the date of issuance. The specific form must be signed and stamped by an [approved doctor](#).

### **Non-Criminal Record Certificate**

For applicants of 18 and over, an official certificate attesting to the lack of any convictions for crimes or offences under common law.

An original national Police Clearance (Name check. No fingerprints are required).

In Australia: "National Police Clearance Certificate-Name Check", issued by the Australian Federal Police. Use this link: <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>

In New Zealand: "Criminal Record Check" from the Ministry of Justice. Use this link: <https://www.justice.govt.nz/criminal-records/get-your-own/>

This document has to be legalized by means of an [Apostille](#). You can obtain the Apostille from the Department of Foreign Affairs and Trade in Australia / Department of Internal Affairs in New Zealand (or the relevant government institution in other countries).

This certificate must be no older than 6 months from date of issuance.

### **Professional card application**

Two (2) copies of the completed application form.

Two (2) sets of the supporting documents.

A credit card authorization for payment of the application for a professional card.

Consult the website of the competent authorities for information on the application for a Professional card.

*Flanders/Vlaams Gewest:* <https://www.vlaanderen.be/en/professional-card-for-foreign-entrepreneurs>

*Wallonia/Région Wallonne:* <https://emploi.wallonie.be/en/home/travailleurs-etrangers/carte-professionnelle.html>

*Brussels/Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest:* <https://economy-employment.brussels/professional-card>

*German speaking community/Deutschsprachige Gemeinschaft:*

<http://www.dqlive.be>

**The documents drawn up abroad in a language other than Dutch, French, German or English are to be translated in accordance with the original by an official 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.**

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@diplobel.fed.be](mailto:canberra@diplobel.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.