



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.

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).

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 pages when applying for the visa.

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

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 aged 18 and over, an original National Police Certificate:

In Australia: "National Police Clearance Certificate-Name Check", issued by the AFP.

Use this link:

<https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>

You need to opt for a hard copy police check (name check only-no fingerprints).

In New Zealand: "Criminal Conviction Information" issued by the Ministry of Justice.

Use this link: <https://www.justice.govt.nz/criminal-records/get-your-own/>

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

This document has to be legalized by means of an **Apostille**.

The police check is not to be notarized by a Notary Public.

In Australia you can obtain the Apostille from the Department of Foreign Affairs and Trade.

Please note that in Australia the apostille can only be placed on a hard copy police check.

In New Zealand you obtain the Apostille from the Department of Internal Affairs in Wellington.

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-etranagers/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.

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.