



**BELGIUM/LUXEMBOURG -
CHECKLIST FOR
MARRIAGE IN BELGIUM**



Documents to be provided by all visa applicants must be in English, Dutch, French or German	YES	NO
<ul style="list-style-type: none"> • <u>Application form duly completed and signed.</u> <ul style="list-style-type: none"> - The application form should be fully filled in, signed (two times) and dated by the applicant. - The current QATAR address, local contact number and email address should be provided. 		
<ul style="list-style-type: none"> • <u>Age</u> Proof that both parties are aged over 21 (or over 18 if they cohabited for at least one year before the arrival in Belgium. 		
<ul style="list-style-type: none"> • <u>One recent passport size photograph</u> <ul style="list-style-type: none"> - One passport photo not older than 6 months with the required specifications. 		
<ul style="list-style-type: none"> • <u>Original passport with QATAR residence permit</u> <ul style="list-style-type: none"> ➤ All valid for at least three months after the date of expiry of the visa. ➤ The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 blank pages facing each other. ➤ The applicant needs to provide a photocopy of the identity page of the passport, the Qatar residence permit. 		
<ul style="list-style-type: none"> • <u>Language Preference Form:</u> <ul style="list-style-type: none"> ➤ The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated. ➤ If you choose to complete the application in English, please choose “no preference” Language preference form 		
<ul style="list-style-type: none"> • <u>Deed of Declaration of Marriage:</u> <ul style="list-style-type: none"> ➤ Marriage made by one of the future spouses or by both, in front of the civil status officer of the local administration where one of the future spouses is registered in the population register, the register of the foreigners or the register in waiting . (NB: this declaration must have been made within the six months preceding the visa application) 		
<ul style="list-style-type: none"> • <u>A history of the relationship:</u> <ul style="list-style-type: none"> ➤ Note on the relationship accompanied, if wanted, by supporting documents 		
<ul style="list-style-type: none"> • <u>Non-Criminal Record Certificate:</u> <ul style="list-style-type: none"> ➤ If you are aged over 18, a legalized certificate (2) attesting the lack of any convictions for crimes or offences under common law, together with a translation. - This certificate must be no be older than 6 months from date of issuance. 		

<ul style="list-style-type: none"> • <u>Proof that the future spouse residing in Belgium has an adequate house/apartment. This can be proven in different ways :</u> <ul style="list-style-type: none"> ➤ proof of title deed for the house/apartment he/she lives in, ➤ proof of a registered tenancy agreement for the house/apartment he/she lives in, 		
<ul style="list-style-type: none"> • Proof that that the future spouse residing in Belgium has a stable, regular and sufficient income to meet his/her own needs as well as the needs of the members of his/her family, and therefore avoid that they become dependent on the public authorities. The documents produced in order to prove this point must ideally cover the last 12 months and can be: <ul style="list-style-type: none"> ➤ last end of year tax certificate ➤ salary slips ➤ employment contract ➤ bank statements ➤ statements of salary of company managers (for ex. salary statement 281.20) ➤ statement of old-age pension ➤ proofs of active search for a job ➤ any document/ information allowing the Immigration Office to evaluate the financial situation of the ➤ person whom applicant will join (for ex.: the cost of the rent if this person rents a house/apartment, income from real estate, etc.), 		
<ul style="list-style-type: none"> • <u>Proof of sufficient means of support:</u> <ul style="list-style-type: none"> ➤ <u>Personal financial means:</u> <ul style="list-style-type: none"> • bank statements for at least the last three (3) months; please note that any print outs of bank statements should be stamped and signed by your bank, <i>and</i>: • Travelers' cheques, proof of purchase of foreign currencies, credit card, etc. covering the cost of the stay. <p>OR</p> <ul style="list-style-type: none"> ➤ Pledge of financial support from a sponsor, who can be either a Belgian citizen residing in Belgium or a foreign national authorised to reside in Belgium for an unlimited period. Please note that all documents below must be submitted: <ul style="list-style-type: none"> • Pledge of financial support (« annexe 3bis » / « bijlage 3bis »), signed by the sponsor and legalized by the local administration competent for the sponsor's place of residence ; • Copy of the sponsor's identity card; • Proof that the sponsor has been authorised to reside in Belgium for an unlimited period: copy of his/her residence permit; • Attestation of the sponsor's family composition ("Composition de Ménage" / 'Gezinssamenstelling') to be obtained at the local administration competent for his/her place of residence; • Proof of the sponsor's financial means: <ul style="list-style-type: none"> ▪ certified true copies of the salary statements of at least the last three (3) months or proof of the sponsor's income tax as provided by the competent authorities of FPS Finance in Belgium ('Avertissement Extrait de Role' / 'Aanslagbiljet – Personenbelasting') ▪ bank statements for at least the last thee (3) months 		
<input type="checkbox"/> <u>Flight reservation.</u>		
<ul style="list-style-type: none"> • <u>Travel insurance certificate insurance, showing the following:-</u> <ul style="list-style-type: none"> ➤ coverage of the cost of repatriation for medical reasons ➤ coverage of the costs of urgent medical attention and / or emergency hospital treatment ➤ coverage of the costs of death ➤ minimum coverage of € 30,000 ➤ validity for all Schengen countries ➤ confirmation that the insurance company has a partner in Europe ➤ Please, note that if the insurance certificate does not show all of the above, you are required to submit the policy documents with the relevant sections highlighted. <p>List Of Health Insurance</p>		

AT THE TIME OF COLLECTION OF THE VISA (IF GRANTED):

- ☐ **Actual flight ticket** (non-refundable and non-transferable)

DOCUMENTS SHOULD MEET THE FOLLOWING REQUIREMENTS:

- The documents presented must be **recent originals**, plus one (1) photocopy of each of the documents.
- Official foreign documents must be **legalised** or bear an **apostille**, unless a treaty provides for the exemption of the legalisation process.
- If the documents are not in French, Dutch, German or English, the documents must be **translated** into one of these languages by a certified translator. This translation must also be legalised as a separate document according to the procedure in place in the country where it has been made and subsequently by the Belgian embassy or consulate competent for this country/area.

Please note that, based on the content of the documents produced, **additional documents** may be required. These must be produced to the Embassy within a month. If not, the application file is definitively closed and the person concerned must introduce a new application if he/she still wishes to go. If extra documents are required, the applicant will normally be informed of this within a few days of the introduction of his/her application. In order to let the visa section work as efficiently as possible, the Embassy would be grateful if applicants could refrain from contacting the Embassy immediately after the introduction of their file and wait for a week to do so in case they have not heard from the Embassy by then.

The application file will be sent to the Immigration Office in Brussels (Chaussée d'Anvers/Antwerpsesteenweg 59B, 1000 Brussels, Tel.: +32 (0)2 793.80.00, helpdesk.dvzoe@dofi.fgov.be, <http://www.dofi.fgov.be>), which decides to grant the visa or not. The applicant can follow the handling of his/her file on this administration's website, under « où en est ma demande de visa / hoe zit het met mijn visumaanvraag » by keying in the name of the town where the embassy/consulate where he/she applied is located (Doha) and his/her file number.

The **consular tax** is paid in cash in Qatari Riyals at the time of application. It covers the handling of the application and cannot be refunded in any case (i.e. refusal, withdrawal of application, file closed because applicant didn't produce the required documents within a month).

Please note that when the applicant does not stay in a hotel (but, for example, stays at a private address), the applicant is required to **report him/herself at the municipality where (s)he is staying**.

IMPORTANT NOTICE: a visa (or authorisation of temporary residence) does not create a right to enter the Belgian territory. Its holder must keep with him/her all the documents that were produced in order to obtain the visa. The production of these documents may be required at the immigration control. Failing to produce them may result in a denial of entry.

Remarks: _____

Applicant's Signature: - _____

VFS Officer's Signature: - _____

