



# LIST OF DOCUMENTS

## FAMILY REUNION – ART 10 BIS

APPLICANTS WHO WANT TO REUNITE WITH FOREIGNERS OF THIRD COUNTRIES (NON-EU)  
WHO HAVE THE RIGHT TO STAY IN BELGIUM FOR A LIMITED PERIOD OF TIME

- It is essential that the file contains the original documents, plus two (2) photocopies of these documents. The originals will be returned to the applicant
- Applicants who cannot enclose all documents from the list should consider adding alternatives or explain the reasons for not providing them
- During the examination of the application the Embassy may request additional documents which are not mentioned in below list and may call the applicant for an interview
- Documents issued by local authorities must be legalized by the Ministry Foreign Affairs and afterwards by the Belgian Embassy
- Any documents submitted in languages other than English, French, Dutch or German will not be considered
- Applicants are hereby informed that submission of the below-mentioned documents doesn't guarantee automatic issuance of a visa
- In principle, the processing time varies between 1-3weeks. If the visa application has to be submitted to the Home office in Brussels for decision, then the processing time will be approximately between 1-6 months
- Processing time differs from case to case. Therefore, in order to avoid delays, it is advisable to apply well in advance before the departure date
- Applicants have the possibility to apply for a visa already six months in advance and at least 15 days before the travelling date
- An incomplete file will most probably lead to a visa refusal
- Visa fees are non-refundable

### Remarks

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Applicant's signature: \_\_\_\_\_

VFS Officer's signature: \_\_\_\_\_

APPLICATION FORM	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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- Irrespective of age, each individual requires a separate application form, printed from <https://visaonweb.diplomatie.be/>
- The application form should be fully filled in, signed on both pages (two times) and dated by the applicant.
- For children under 18 years, the application form should be signed by a person with parental authority or by a legal guardian.
- The current address, local contact number and email address should be provided.

PHOTO	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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- One passport photo not older than 6 months, compliant to ICAO standards

ORIGINAL PASSPORT	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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- The residence permit and the passport should be valid for at least three months longer than the intended stay or, in case of multiple journeys, the date on which the applicant intends to leave for the last time
- The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages
- Copies of previous Schengen visas (from the past 3 years only)
- Copies of entry and exit stamps to Schengen zone (from the past 3 years only)
- Copies of other respective countries' visas could be provided (UK, USA, Canada, Japan, Australia,...)

PARENTAL AUTHORIZATION (ONLY FOR MINORS)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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- Minors travelling alone or with persons other than their parents need a declaration of authorization to travel, signed by both parents or a legal guardian. This declaration must be legalized by the local authorities, then by the Embassy
- Minors travelling with one of their parents need written permission from the other parent. In this case too, the declaration must be legalized by the local authorities, then by the Embassy

LANGUAGE PREFERENCE FORM	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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- The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated
- If it chooses to complete the application in English, he/she must choose "no preference"

PROOF OF PAYMENT OF THE ADMINISTRATIVE FEE	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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- The applicant has to provide the proof of payment of the administrative fees at the submission of his/her visa application (unless exempted). If this is not the case, the visa application is not admissible.

MEDICAL CERTIFICATE	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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- A medical certificate attesting that the applicant is not carrying any of the diseases which might endanger public health. This certificate must not be older than 6 months from the date of issuance. The specific form must be signed and stamped by one of the accredited doctors.

**NON-CRIMINAL RECORD CERTIFICATE**YES ☐ NO ☐ N/A ☐

- A certificate attesting to the lack of any convictions for crimes or offences under common law. This certificate must be no older than 3 months from date of issuance and duly legalized
- In case the applicant resided in a foreign country in the 3 months before applying, he/she should moreover submit a certificate issued by the relevant authorities of that foreign country, duly legalized by the Belgian Embassy abroad.

**COPY OF ID/RESIDENCE PERMIT OF THE PERSON TO BE JOINED**YES ☐ NO ☐

- A copy of the identity card of the Belgian or a copy of the residence permit AND passport of the foreigner (Card A, B, C, D, F, F+ or H).

**PROOF OF RELATIONSHIP**YES ☐NO ☐

- For spouses
  - The original marriage certificate along with its translation (If necessary) in the notarized and legalized form
  - A birth certificate of the applicant
  - In case of divorce or widowhood: a notarized and legalized certificate of divorce/death of the spouse
- For children under 18 years of age
  - A birth certificate mentioning the name of both parents along with its translation (If necessary) in the notarized and legalized form
  - In case the parents are divorced: a true certified, notarized and legalized copy of the divorce decision mentioning to whom of the parents the full guardianship was entrusted, together with a notarized and legalized authorization from the parent, stating that the child can permanently leave with a copy of the parent ID;
  - In case the child was adopted: a notarized and legalized adoption certificate;
  - In case a parent has deceased: a notarized and legalized death certificate of the deceased parent.

**PROOF OF SUFFICIENT ACCOMODATION**YES ☐NO ☐

- Proof that the party being joined has sufficient accommodation: this evidence can be done either by a copy of the property's title assigned to his/her principal residence, or by a copy of a registered lease contract concerning his/her principal residence.

**PROOF OF INCOME FOR THE PERSON TO BE JOINED**YES ☐NO ☐

- Personal bank statements from the last 12 months showing regular income (salary, pension, etc...)
- If the applicant is the owner of a company or a partner, he/she can submit the bank statement of the company with a letter from the bank proving he/she is a signatory on the bank account. Bank statements should not be credit card statements
- If there is not enough balance on the checkings account, applicants should additionally provide bank statements of the savings accounts for the last 12 months. - The bank statements must show the applicant's name, and be stamped and signed by the bank's representative
- Cash is not accepted as a proof of funds
- For retired persons: proof of pension or other regular income

- An original certificate of family composition of the person to be joined, issued by his/her municipality in Belgium
- Please highlight the regular income on the bank statements

**MUTUAL INSURANCE COMPANY**

**YES** ☐

**NO** ☐

- Proof that the person to be joined is affiliated to a Mutual Health Insurance Company (*Mutualiteit / Mutualité*) covering the risks for himself/herself