



# LIST OF DOCUMENTS

## FAMILY REUNION WITH A BELGIAN – ART 40 TER

- 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 ☐NO ☐

- 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 ☐NO ☐

- One passport photo not older than 6 months, compliant to ICAO standards

**ORIGINAL PASSPORT**YES ☐NO ☐

- 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 ☐NO ☐N/A ☐

- 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 ☐NO ☐

- 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 ☐NO ☐N/A ☐

- 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.

**PROOF OF RELATIONSHIP**YES ☐NO ☐

- Copy of the ID Card/residence permit AND passport of the person to be joined in Belgium
- 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.
- Children aged 18 years and over
  - A notarized and legalized birth certificate mentioning the name of both parents
- Children aged 21 years and over
  - A notarized and legalized birth certificate mentioning the name of both parents
  - Proof that the child is dependent on the person in Belgium

#### 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 SOVENCY OF THE PERSON TO BE JOINED

YES ☐

NO ☐

- Proof that the person being joined has stable, regular and sufficient means of subsistence: the proof must concern the last 12 months and the amount must meet his/her own needs and those of the members of his/her family and avoid them becoming a burden on the public authorities

#### 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