



Checklist for **AU PAIR (Article 9)**

It is essential that your file contains the following:

You must lodge the original documents, plus two (2) photocopies of these documents. The originals will be returned to you.

Passport + copy

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 ID

One copy of your identity card or of your residence permit (for foreigner)

Application form

Two (2) application forms fully filled in, signed (two times: at the point nr 37 AND on the last page!) and dated by the applicant.

This form is available free of charge from consulates. You complete it in French, Dutch, German or, if you do not have a command of any of the national languages, ideally in English.

Any person appearing in your travel document must complete a separate application form. Minor children must submit an application form signed by a person with parental authority or by a legal guardian;

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

Photo

Three (3) recent (no more than 6-months old) passport size photographs (35x45) in color, preferably biometric type with white background should be affixed to the application form.

Language Preference Form

The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated.

Please find it here: [FR](#) – [NL](#) – [DE](#)

If you choose to complete the application in English, please choose “no preference”.

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. **While making international wire transfers (SWIFT), applicant must choose 'OUR' which means, applicant pays all the charges (including charges of the beneficiary) such as all transfer fee and payable amount. Proof of bank payment must clearly state the code "our".**

Medical Certificate

A [medical certificate](#) attesting that you are 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 a [recognized hospital](#).

Non-Criminal Record Certificate

If you are aged over 18, a certificate attesting to the lack of any convictions for crimes or offences under common law + Apostil, together with a translation+ Apostil (see footnote). This certificate must not be older than 6 months from the date of issuance.

Work Permit

Your original work permit obtained by the Belgium-based employer, or his representative, from the regional employment service which covers the employer's place of business.

The documents drawn up abroad in a language other than Dutch, French or German are to be translated in accordance with the original by a sworn 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 acknowledges that he has provided the documents here above marked as submitted and that he has been informed that some other documents might be requested by the Belgian Embassy / Consulate General.

Please note that our Consulate may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above harmonized list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.