



Humanitarian visa (article 9)

Embassy Check	Applicant Check	Doc. N°	Original / Copy	Description of the document
		1	Original	This checklist , with boxes ticked and documents in the sequence of this checklist.
		2	Copy	Print-out confirmation email , that you have an appointment for your visa application.
		3	Original + copy	Visa application form properly completed. Signed and dated on the last page of the form. The form can be printed after filling in the data on https://visaonweb.diplomatie.be/ .
		4	Original	Two recent passport-sized photos (3,5 * 4,5 cm with white background)
		5	2 sets of copies	Proof of contribution fee payment : check correct amount that is to be transferred to the Immigration Office in Brussels: IBAN: BE57 6792 0060 9235 BIC: PCHQBEBB Bank: BPOST NV, Muntcentrum (zonder nr.), 1000 Brussels Beneficiary: FOD Home Affaires Payment reference: Last Name_First Name_Nationality_Birthday (DDMMYYYY), (= birthday of the applicant)
		6	Original + copy	A passport with a validity of at least 12 months. Please make sure your passport has at least 2 double spare pages to affix the visa. Copy of bio-data pages (this includes the signature page), and copy of previous visa Schengen (if applicable)
		7	2 sets of copies	For Indonesian/Timor Leste nationals: copy of ID card For foreigners : residence permit: KITAS, KITAP, Visa Sosial Budaya, etc.
		8	Original + copy	Letter of motivation stating in details the arguments to apply for this visa, and why to Belgium (family situation, professional and socio-economic situation in country of origin, ties with the person to join in Belgium and/or reasons to come to Belgium). Letter must be dated and signed by applicant.
		9	Original + copy	Official copy of birth certificate issued < 6 months (with Apostille) See here for the procedure of Apostille.
		10	Original + copy	Proof of family relation (birth/marriage certificate) or copy of family member's passport if applicable (with Apostille) See here for the procedure of Apostille.
		11	Original + copy	Proof of civil status (Surat Keterangan Belum Menikah, Divorce act, Death Certificate of previous spouse, etc.) (with Apostille) See here for the procedure of Apostille.

		12	Original + copy	Proof of family member's regular and sufficient means of subsistence Attestation of family composition + salary slips of the last 12 months / last income tax statement for professionals / pensions / ... ¹
		13	2 sets of copies	Proof that family member has a health insurance policy covering medical costs in Belgium for him / her and the family (mutualiteit/mutuelle)
		14	2 sets of copies	Belgian Residence card (B-, C-, D-, F- of F+-card) or Belgian Identity card of the family member
		15	2 sets of copies	Proof of sufficient accommodation in Belgium Proof of registration of the rental contract; or proof of purchase
		16	Original + copy	Police record (with Apostille) only for applicants > 18 years See here for police record in Indonesia . See here for police record in Timor Leste . See here for Apostille.
		17	Original + copy	Medical certificate attesting absence of diseases that might endanger public health. The form must be signed and stamped by one of the designated doctors and is valid only 6 months from date of issue. See list of doctors . If signed by an non designated doctor, then has to be legalized .
		18	Original	Handling fee for Visa D: see the pdf in consular tariffs (handling fee is not refundable in case of withdrawing application or refusal)

¹ details on <https://dofi.ibz.be/fr/themes/faq/court-sejour/moyens-de-subsistance-suffisants/moyens-de-subsistance-personnels> (FR) or <https://dofi.ibz.be/nl/themes/faq/court-sejour/moyens-de-subsistance-suffisants/persoonlijke-bestaansmiddelen> (NL);

I HAVE BEEN INFORMED THAT:

- All copies has to be printed on A4 papers;
- My passport will be kept for the duration of the visa processing time;
- The documents have to be presented in either Dutch, French, German, or English. If in another language, they have to be translated by a sworn translator;
- Additional documents may be requested;
- My application will only be eligible for processing when the submitted file is complete;
- Original documents will be restituted at end of procedure.

FOR MINORS, a separate application needs to be submitted with all documents listed above (except marriage certificate).

If the child is from a previous partnership, additional document is to be submitted:

- if shared custody: an original official and legalized letter of consent from the other parent
- if sole custody: a legal and legalized document of sole custody.

Signature:

