



## Return visa

A foreigner whose residence permit got lost, stolen or was forgotten, or whose residence permit has expired, can apply for a "return visa". Please send an email first to the embassy with the scans of document N° 6, 9, and 10 in order to be informed if you are eligible to apply this visa + obliged to pay the contribution fee or not.

Embassy Check	Applicant Check	Doc. N°	Original / Copy	Description of the document
		1	Original	This <b>checklist</b> , with boxes ticked and documents in the sequence of this checklist.
		2	Copy	Print-out confirmation <b>email</b> , that you have an appointment for your visa application.
		3	Original + copy	Visa <b>application form</b> properly completed. Signed and dated on the last page of the form. The form can be printed after filling in the data on <a href="https://visaonweb.diplomatie.be/">https://visaonweb.diplomatie.be/</a> .
		4	Original	Two recent passport-sized <b>photos</b> (3,5 * 4,5 cm with white background)
		5	2 sets of copies	Proof of <b>contribution fee payment</b> : check <a href="#">correct amount</a> 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 <b>passport</b> 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 <b>ID card</b> For foreigners : residence permit: KITAS, KITAP, Visa Sosial Budaya, etc.
		8a	Original + copy	<b>A. Residence permit lost, stolen or forgotten</b> <b>Proof of loss or theft</b> of the residence permit from local police or authorities; OR <b>Motivation letter</b> explaining why the residence permit was forgotten

		8b	2 sets of copies	<b>B. <u>Residence permit expired</u></b> <b>Motivation letter</b> explaining why you left Belgium and did not renew your stay permit and reason to go back to Belgium.
		9	2 sets of copies	Copy of the <b>residence permit</b> in Belgium
		10	2 sets of copies	Copy of <b>stamped pages on the passport</b> of exiting Belgium last time
		11	2 sets of copies	<b>Ticket</b> and/or boarding pass of last travelling back to Indonesia/Timor Leste.
		12	Original	Handling fee (to be paid at the time of the appointment with debit or credit card in Rupiah): <b>see the pdf in <a href="#">consular tariffs</a></b> (handling fee is not refundable in case of withdrawing application or refusal)

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;
- The visa processing time normally takes about 3 weeks;
- Original documents will be restituted at end of procedure.

Signature:

