Embassy of the Kingdom of Belgium
in **Jakarta**

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Legal cohabitation visa

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: Beneficiary : SPF IBZ – OE – RECETTE IBAN : BE57 6792 0060 9235 BIC : GEBABEBB Bank: BNP Paribas Fortis, Warandeberg 3, 1000 Brussels 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, Autorização de Residência em Timor Leste, etc.
		8	2 sets of copies	**Chronologic proof of relationship** Attention! Please do not present the complete screenshots of your chat communications but do make a summary of your relation: when and how you first met, how often did you meet, time and activities shared together, … you can add some photos, details of previous travels, etc.
		9	Original + copy	Official copy of **birth certificate** issued < 6 months (with Apostille) See here for the procedure of Apostille.
		10	Original + copy	Certificate of **civil status** (Surat Keterangan Belum Menikah), issued < 6 months (with Apostille); See here for the procedure of Apostille.
		11	Original + copy	Divorce certificate or death certificate (with Apostille) of previous spouse in case of previous marriage (if applicable). If previous marriage was not muslim, Kutipan Akte Perceraian.

				If previous marriage was muslim, an Akta Cerai, translated, and legalized. For death certificate, Kutipan Akte Kematian. See here for the procedure of Apostille.
		12	2 sets of copies	Proof of travel **insurance** covering the cost of repatriation for medical reasons, urgent medical treatment and/or urgent hospitalisation or costs incurred in the event of your death while in the Schengen area. The insurance must be valid throughout all of the Schengen countries and must be valid for minimum 3 months. The minimum cover is EUR 30.000 List of insurance companies .
		13	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.
		14	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.
		15	2 sets of copies	**Belgian Identity Card/Residence card of the partner**
		16	2 sets of copies	**Birth certificate** of the partner in Belgium, issued < 6 months
		17	2 sets of copies	Certificate of **civil status** of the partner in Belgium, issued < 6 months
		18	2 sets of copies	Proof of partner'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
		19	2 sets of copies	**Proof of sufficient accommodation** in Belgium Proof of registration of the rental contract; or proof of purchase
		20	2 sets of copies	Proof that partner has a **health insurance** policy covering medical costs in Belgium for him / her and the family (mutualiteit/mutuelle)
		21	Original	Handling fee for Visa D: ***see the pdf in consular tariffs*** (handling fee is not refundable in case of withdrawing application or refusal)
For minor children: separate file with:				
		22	Original + copy	Document N° 2, 3, 4, 6, 7, 12, 14, 17, 18, 19 & 20
		23	Original + copy	**Birth certificate** issued < 6 months (with Apostille) See here for the procedure of Apostille.
		24	Original + copy	- Death certificate (Kutipan Akte Kematian, with Apostille) of the passed away parent; OR - If the parents are divorced and the applicant has the full custody of the child, the court decision regarding the custody, with Apostille; OR; - If the parents are divorced and have a shared custody, the court decision regarding the custody and parental consent from the biological father/mother, made by a notary, with Apostille.

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;
- Apostille procedure mentioned are for documents issued by Indonesia. For documents issued by Timor Leste, the document has to be legalized by Timorese Ministry of Foreign Affairs, then by the Belgian embassy in Jakarta. Please use this tool for legalization/Apostille of documents issued outside of our jurisdiction.
- 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 several months;
- Original documents will be restituted at end of process.

Signature: