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

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Family reunion visa - article 40 with a Belgian citizen (adult)

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	Original + copy	Official copy of **marriage certificate** (with Apostille), issued < 6 months If issued in Indonesia: Buku Nikah or its legalized copy (for muslims) or Kutipan Akte Pernikahan (for other religions) See here for the procedure of Apostille.
		9	Original + copy	Divorce certificate or death certificate of previous spouse in case of previous marriage (if applicable) (with Apostille). If previous marriage was not muslim, Kutipan Akte Perceraian. If previous marriage was muslim, an Akta Cerai. For death certificate, Kutipan Akte Kematian. See here for the procedure of Apostille.
		10	2 sets of	**Identity Card of the Belgian spouse**

			copies	
		11	2 sets of copies	Proof that spouse has a **health insurance** policy covering medical costs in Belgium for him / her and the family (mutualiteit/mutuelle)
		12	2 sets of copies	**Proof of sufficient accommodation** in Belgium Copy of rent contract, site description, certificate from MyRent, bank certificates relating to the mortgage loan, or certificate of payment of property tax
		13	2 sets of copies	Proof of spouse'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
		14	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]
FOR MINORS: Separate file with additional documents				
		15	Original + copy	Official copy of **birth certificate** (Kutipan Akte Kelahiran) issued < 6 months (with Apostille) See here for Apostille.
		16	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.

[1]Spouse and their direct descendant(s) are exempted from paying this fee

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 up to several months;
- Original documents will be restituted at end of process.

Signature: