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

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

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 **birth certificate of the minor** issued < 6 months (with Apostille) See here for the procedure of Apostille.
		9	2 sets of copies	Proof that you are accompanying or joining the Belgian minor (e.g. a plane or transport ticket, a joint accommodation in Belgium, …)

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: