

Professional Card (self employer)

(Permit to exercise an independent activity in Belgium, as a self employer + Visa)

You are welcome at the Belgian diplomatic missions and / or at the new Visa Application Centers of your jurisdiction..

Please note that there are two possibilities to go to work in Belgium:

- As an employee or researcher or trainee taking up employment, with a Work Permit.
- As a self employer: you want to set up your own company in Belgium. You will need for it a Professional Card AND a visa to go to Belgium.

→ It is advisable to make the application for your Professional Card first. Once you have confirmation that your card can be issued, please proceed with your visa application.

A/ Documents to provide for your request of Professional Card:

- 1) Two application forms "[Demande de carte professionnelle pour étranger](#)" or "[Aanvraag voor beroepskaart voor vreemdelingen](#)".
- 2) 3 Passport sized photographs.
- 3) Your curriculum vitae.
- 4) Certified copy of your qualification(s).
- 5) Documents confirming your professional activities e.g. creation of a company (published in the Moniteur Belge / Belgisch Staatsblad) or documents related to the purchase or rental of offices.
- 6) If applicable, a complete identity, telephone number and address of your associate in Belgium. State the family relationship with him (her) if any.
- 7) Professional references and letters of recommendation.
- 8) A letter describing and justifying the professional activity that you wish to exercise in Belgium.
- 9) A recent **Police Clearance Certificate** (not older than 6 months) for the past *1 year*. It is valid 6 months only from the date of issue. In case you resided in a foreign country during the last *1 year*, you should moreover submit a certificate issued by the relevant authorities of that foreign country ^(*).
- 10) Depending on circumstances, complementary documents may be demanded.

B/ Documents to provide for your Visa Application (Once you have confirmation that your card can be issued):

1) A valid passport: The passport should be valid at least 12 months when applying and should contain **at least one double blank page reserved for visas** (blank front and back) when applying for the visa.

2) Two application forms, signed and dated by the applicant.

3) A medical certificate (this is valid only for 6 months from date of issue). The specific form ([available here](#)) must be signed and stamped by one of the designated hospitals.

4) A recent **Police Clearance Certificate** (not older than 6 months) for the past *1 year*. It is valid 6 months only from the date of issue. In case you resided in a foreign country during the last *1 year*, you should moreover submit a certificate issued by the relevant authorities of that foreign country ^(*).

→ IF YOUR POLICE CLEARANCE CERTIFICATE PRESENTED FOR YOUR REQUEST FOR PROFESSIONAL CARD IS STILL VALID (6 MONTHS FROM ITS DATE OF ISSUE), PLEASE PROVIDE A COPY ONLY OF THAT SAME POLICE CLEARANCE CERTIFICATE.

5) Depending on circumstances, complementary documents may be demanded.

Notes:

(1) For visa fees, [click here](#). The visa-handling fee is non-refundable.

Application fee for the professional card: [click here](#). The application fee is non-refundable.

(2) All documents have to be produced in one original and three photocopies.

(3) An application file is to be constituted according to instructions from the Belgian Embassy/Consulate General. The Belgian Embassy/Consulate General submits your request of professional card to Federal Public Service Economy, SMEs, Self-employed and Energy and your request of visa to the Alien's Office of the Belgian Ministry of Interior. Please note that both decisions can take a few months.

(*) All official documents must be recent i.e. not older than 6 months, attested by local, competent authorities and then. In case the original certificates are in any of the local languages, then an official translation in English must be attached which must also be duly attested and legalized.

For further information concerning the Professional Card, please contact Ministry of the SPF Economy, PME, Middle Classes and Energy: www.mineco.fgov.be

