

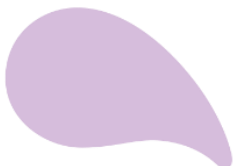


Documents to be provided to apply for a work permit type B (employment for a maximum of 90 days)

Volunteer under European Voluntary Service (Art. 9,4 Royal Decree 09/06/1999)

Initial application

1. The application form for authorisation to employ a **volunteer** of foreign nationality for a maximum of 90 days (host entity in Belgium): completed, signed and dated by a person from the host entity or an agent (natural person legally resident in Belgium)
2. A photocopy of the identity card of the person from the host entity or his agent
3. A photocopy of every page of the worker's current passport
4. A photocopy of the document covering the worker's stay, if they are in Belgium
5. A medical certificate in accordance with Article 14 of the Royal Decree of 09/06/1999 (template in appendix). This document is valid for 3 months. If the certificate has been produced outside the European Economic Area, it must be drawn up by a doctor approved by the country's Belgian Embassy or Consulate.
If the person in question has been legally residing in Belgium for at least 2 years, this medical certificate is no longer required.
6. The voluntary work agreement signed by the volunteer and the host entity and containing:
 - a) the description of the voluntary work programme
 - b) the duration of the voluntary work programme, which cannot exceed 12 months
 - c) the volunteer's employment and supervision conditions
 - d) the volunteering hours
 - e) the resources available to cover the volunteer's subsistence and accommodation costs for the duration of the voluntary work and the amount of pocket money they will be given during this period.
7. Proof that the volunteering programme in which the volunteer is participating has been approved as part of the European Voluntary Service



Renewal

The duration of the voluntary work programme may not exceed 12 months and may only be extended, where applicable, if the total duration of occupation does not exceed 12 months. For a renewal that would result in total employment of more than 90 days, refer to the document on applications via the single procedure.

1. The application form for authorisation to employ a **volunteer** of foreign nationality for a maximum of 90 days (host entity in Belgium): completed, signed and dated by a person from the host entity or an agent (natural person legally resident in Belgium)
2. A photocopy of the identity card of the employer or his agent.
3. A photocopy of the document covering the worker's stay in Belgium
4. The voluntary work agreement signed by the volunteer and the host entity and containing:
 - a) the description of the voluntary work programme
 - b) the duration of the voluntary work programme, which cannot exceed 12 months
 - c) the volunteer's employment and supervision conditions
 - d) the volunteering hours
 - e) the resources available to cover the volunteer's subsistence and accommodation costs for the duration of the voluntary work and the amount of pocket money they will be given during this period.
5. Proof that the volunteering programme in which the volunteer is participating has been approved as part of the European Voluntary Service
6. A photocopy of the worker's previous work permit

