

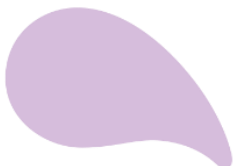


Documents to be provided to apply for a single employment permit (employment for more than 90 days but less than 12 months)

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

Initial application

1. A photocopy of the identity card of the person from the host entity or their agent
2. A photocopy of every page of the worker's current passport
3. A photocopy of the document covering the worker's stay, if they are in Belgium
4. If the accommodation is provided by the host entity, proof that for the duration of their stay, the volunteer will have accommodation that offer decent living conditions, in accordance with housing legislation (see residency law of 15/12/1980)
5. The voluntary work agreement signed by the volunteer and the host entity and containing:
 - a) the description of the volunteer work programme
 - b) the duration of the voluntary work programme, which cannot exceed 12 months
 - c) the volunteer 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.
6. Proof that the volunteer work programme in which the volunteer is involved has been approved by the European Volunteer Service
7. Proof of payment of the fee (see the residency law of 15/12/1980)
8. If the worker is aged 18 or over, an extract of the police records or equivalent document, certified, issued by the country of origin or the country of last residence of the worker and dated less than six months ago, declaring that the worker has not been sentenced for crimes or common law offences.
This document must be drawn up in French, Dutch, German or English. Any translation must be carried out by a sworn translator. (see the residency law of 15/12/1980)
9. A medical certificate dated less than six months ago, showing that the worker is not suffering from any of the diseases listed in the appendix of the law of 15/12/1980 (see Article 61/25-2, §1, paragraph 2, 5° of the residency law of 15/12/1980):
 - diseases subject to quarantine as stated in the International Health Regulations of the World Health Organisation, signed in Geneva on 23 May 2005;
 - active or progressive tuberculosis of the respiratory tract;



- other infectious diseases or contagious parasitic diseases if, in Belgium, they are the subject of protection provisions applying to nationals

A [template](#) is available on the Immigration Office website (*Guide to procedures/the medical certificate*).

10. Proof that the worker has health insurance covering all the risks in Belgium to themselves and members of their family (see the residency law of 15/12/1980)

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.

1. A photocopy of the identity card of the person from the host entity or their agent
2. A photocopy of the first page of the worker's current passport
3. A photocopy of the document covering the worker's stay in Belgium
4. If the accommodation is provided by the host entity, proof that for the duration of their stay, the volunteer will have accommodation that offer decent living conditions, in accordance with housing legislation (see residency law of 15/12/1980)
5. The voluntary work agreement signed by the volunteer and the host entity and containing:
 - a) the description of the volunteer work programme
 - b) the duration of the voluntary work programme, which cannot exceed 12 months
 - c) the volunteer 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.
6. Proof that the volunteer work programme in which the volunteer is involved has been approved by the European Volunteer Service
7. Proof that the worker has health insurance covering all the risks in Belgium to themselves and members of their family (see the residency law of 15/12/1980)

