



## **Documents to be provided to apply for a single employment permit (employment for more than 90 days)**

### **Foreign airline company or tourism office - Management position - Secondment (Art. 9,12 and 9,13 Royal Decree 09/06/1999)**

#### **Initial application**

1. A photocopy of the identity card of the 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. A photocopy of the employment contract binding the worker to their employer abroad, to which will be attached the version translated by a sworn translator, where applicable
5. A declaration signed by the employer specifying the duration of the secondment and the employment and payment conditions during the secondment
6. A copy of the document issued by the foreign social security institution stating that that country's social security legislation continues to apply during residence in Belgium where an international agreement on social security exists or, in the absence of such an international agreement, a document from the National Social Security Office in Belgium stating that the worker cannot be subject to Belgian social security
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 15/15/1980 (see 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**

1. A photocopy of the identity card of the 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. A declaration signed by the employer specifying the duration of the secondment and the employment and payment conditions during the secondment
5. A copy of the document issued by the foreign social security institution stating that that country's social security legislation continues to apply during residence in Belgium where an international agreement on social security exists or, in the absence of such an international agreement, a document from the National Social Security Office in Belgium stating that the worker cannot be subject to Belgian social security
6. A photocopy of all the pay slips for the entire period of the work permit that is expiring
7. A photocopy of the individual account after one full calendar year of work by the worker
8. Proof of inscription on the Limosa register for the past period
9. 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)

