



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

Excluding categories in Art. 9 Royal Decree 09/06/1999

Initial application

1. The application form for an employment permit for maximum 90 days for a worker of foreign nationality (employer in Belgium or abroad): completed, signed and dated by the employer or their representative (natural person legally resident in Belgium)
2. A photocopy of the identity card of the employer 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. A copy of the employment contract in accordance with Article 12 of the Royal Decree of 09/06/1999 (template in the appendix of the RD), duly completed, dated and signed by the employer and the worker.

If the application is for a secondment, also attach:

7. 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
8. A declaration signed by the employer specifying the duration of the secondment and the employment and payment conditions during the secondment
9. 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



Application for a renewal

1. The application form for an employment permit for maximum 90 days for a worker of foreign nationality (employer in Belgium or abroad): completed, signed and dated by the employer or their 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. A copy of the employment contract in accordance with Article 12 of the Royal Decree of 09/06/1999 (template in the appendix of the RD), duly completed, dated and signed by the employer and the worker.
5. A photocopy of all the pay slips for the entire period of the work permit that is expiring
6. A photocopy of the worker's previous work permit

If the application is for a secondment, also attach:

7. A declaration signed by the employer specifying the duration of the secondment and the employment and payment conditions during the secondment
8. 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
9. Proof of inscription on the Limosa register for the past period

