

Filing an application for a single employment permit (employment of more than 90 days)

Specialised technician - 6 months at most (Art. 9, 9 Royal Decree 09/06/1999)

Initial application

1. The application form for an employment permit for more than 90 days for a specialised technician of foreign nationality – Single permit: completed, **signed and dated by the agent** (natural person legally resident in Belgium), **AND signed by the worker**
2. A photocopy of the identity card of the 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 copy of the supply contract that proves that the installation the specialised technician just set up, activated or repaired was produced or delivered by their employer established abroad
6. A note clarifying the sector and field of activity of the employer established abroad, seconding their worker
7. A copy of the employment contract binding the technician to their employer abroad, together with a copy of the mission order or letter, signed by the employer and specifying the duration of the secondment as well as the working conditions and payment for the duration of the secondment, to which will be attached the version translated by a sworn translator, where applicable
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 payment of the fee (see the residency law of 15/12/1980)



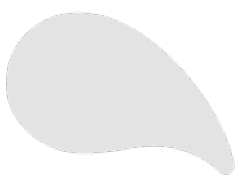
10. If the worker is aged 18 or over, an extract of the police records or equivalent document, certified, issued by the country of origin or the country of last residence of the worker and dated less than six months ago, declaring that the worker has not been sentenced for crimes or common law offences.
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)
11. 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*).

12. 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. The application form for an employment permit for more than 90 days for a specialised technician of foreign nationality – Single permit: completed, **signed and dated by the agent** (natural person legally resident in Belgium), **AND signed by the worker**
2. A photocopy of the identity card of the agent
3. A photocopy of the first page of the worker's current passport
4. A photocopy of the document covering the worker's stay in Belgium
5. A copy of the employment contract binding the technician to their employer abroad, together with a copy of the mission order or letter, signed by the employer and specifying the duration of the secondment as well as the working conditions and payment for the duration of the secondment, to which will be attached the version translated by a sworn translator, where applicable
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. A photocopy of all the pay slips for the entire period of the work permit that is expiring



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)

Where to send or submit the application form?

Postal address

Brussels Economy and Employment - Direction Migration économique
Boulevard du Jardin Botanique 20 - 1035 Bruxelles

Counters

Work Permit - CCN (Brussels North station)
Rue du Progrès 80 - 1035 Bruxelles

Contact us

T +32 (0)2 204 13 99 - travail.eco@sprb.brussels - www.workpermit.brussels

