

Filing an application for a work permit type B

Au pair (Art. 9,14° Royal Decree 09-06-1999)

Initial application

1. The application form for an employment permit for an au pair of foreign nationality: completed, signed and dated by the employer.

In any case a natural person lawfully residing in Belgium.

Note that at least one of the members of the host family needs to be a child younger than 13 at the start of the au pair's period of residence.

2. A photocopy of the identity card of the hosts
3. An original copy of the employment contract, duly completed, dated and signed by both parties (standard template attached to the Royal Decree dated 09/06/1999)
4. A photocopy of the certificate giving the au pair access to higher education in their country of origin (photocopy of the diploma) or the proof that they have attended school at least until they were 17 (copy of the certificate). In both cases, a translation must be attached.
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.
6. A family composition of the host family, delivered by the municipal administration
7. A photocopy of the additional insurance contract covering the risks with regard to medical, pharmaceutical and hospitalisation costs in case of an accident or illness
8. A school enrolment document proving that the au pair takes or will be taking lessons at a school teaching one of the languages of the Region, for which the au pair is coming here to improve their fluency
9. A photocopy of all the pages of the passport of the person in question **or** a photocopy of his residence permit in Belgium
10. The certificates of good conduct for all members of the host family and any person older than 18 living under the same roof



11. The proof for the children younger than six that their daycare has been arranged for a period that corresponds with the maximum duration of the au pair's stay
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In case of a change of family

- A photocopy of the residence document of the person in question.
- A photocopy of the work permit of the person in question

Also all the other documents mentioned from point 1 to point 11 (except point 5)

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

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