



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

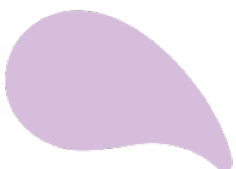
### Domestic servant (except categories of Art. 9 Royal Decree 09/06/1999)

#### Initial application

1. A photocopy of the identity card of the employer or his agent
2. A photocopy of every page of the worker's current passport
3. A photocopy of the document covering the stay, if the worker is currently staying in Belgium
4. A copy of the employment contract in accordance with Article 12 of the RD of 09/06/1999 (template in the appendix to the RD), duly completed, dated and signed by the employer and the worker
5. Attach an agreement (see template) signed by both parties regarding the flat-rate assessment of the fringe benefits according to the following rule:
  - € 0.55 for breakfast
  - € 1.09 for lunch
  - € 0.84 for dinner
  - € 0.74 for accommodation

(However, the fringe benefits can reach a maximum of 50% of the remuneration if the worker has a complete flat providing full autonomy and is fully fed. The Regional Employment Inspection will verify these conditions before the employment permit is granted.)

6. A written statement by the employer, in which he gives permission to enter his inhabited rooms to the officials charged with supervision pursuant to article 11/1 of the law and article 4 of the decree of the Government of the Brussels Capital Region dated 9 June 2016 determining the authorities responsible for the supervision and monitoring with regard to employment and determining the practical aspects for the functioning of these authorities
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. A commitment from the employer to have the worker and their family members join a recognised mutual insurance fund as soon as they have arrived in Belgium (see the residency law of 15/12/1980)

#### **Application for a renewal**

1. A photocopy of the identity card of the employer or his 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 copy of the employment contract in accordance with Article 12 of the RD of 09/06/1999 (template in the appendix to the RD), duly completed, dated and signed by the employer and the worker
5. Attach an agreement (see template) signed by both parties regarding the flat-rate assessment of the fringe benefits according to the following rule:
  - € 0.55 for breakfast
  - € 1.09 for dinner
  - € 0.84 for supper
  - € 0.74 for accommodation

(However, the fringe benefits can reach a maximum of 50% of the remuneration if the worker has a complete flat providing full autonomy and is fully fed. The Regional Employment Inspection will verify these conditions before the employment permit is granted.)

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 that the worker and their family members have joined a recognised mutual insurance fund (see the residency law of 15/12/1980)

