Embassy of the Kingdom of Belgium in
HELSINKI

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Self-employed Visa – List of required documents

Context : If you are a Third Country National and wish to set up a company in Belgium, you need to apply for a professional card by one of the three competent Regions depending on where you plan to set up your activity (Brussels-Capital, Flanders or Wallonia).

If you hold a valid residence permit from Finland, Estonia, Denmark, Sweden, Norway or Iceland, you need to compose your file according to the information provided by the competent Region (Brussels-Capital, Flanders, Wallonia) and send your file to the Embassy of Belgium in Helsinki (Embassy of Belgium, Kalliolinnantie 5, 00140 Helsinki, Finland). We recommend a registered letter with tracking code for your valuable documents or a sending by courier (such as DHL, FedEx, UPS, etc.). We take care of forwarding your file to the competent Region in Belgium for the handling of your application.

If you receive a positive decision from the Regional administration and if you want to stay in Belgium for more than 90 days, you also need to apply for a long term D visa at the Embassy in Helsinki. After your visa has been issued, you can travel to Belgium to pick up your professional card at the *Guichet d'Entreprise/Ondernemingsloket* mentioned on the professional card application form and register at the municipal administration of your place of residence in Belgium.

Needed standard documents for a D type visa application. It is mandatory to send them as separate pdf documents. Any other form (photograph etc) will be rejected.

☐Enclosed visa application form

☐Enclosed language form

☐Enclosed notice "willingness to integrate"

☐2 recent identity photos in colour, standard size 35 x 45 mm with light and uniform background. Please note your name on the back side of the photos

☐National passport valid at least 12 months & containing at least two empty visa pages – please prepare copies of the identity page + issued visas

☐Copy of your valid residence permit in FIN/SWE/NOR/ISL/DNK/EST

☐Enclosed less than 6 months old medical certificate that has to be filled out by a doctor

- Issuing doctor
  FIN/SWE/NOR/ISL/EST: any doctor of your choice
  DNK: the advised doctor on the back side of your yellow health insurance card (please provide a copy of this card)

- Apostil legalization by a notary public required in all other countries than DNK and EST that have a bilateral agreement with Belgium

☐Police clearance certificate from your current country of residence FIN/SWE/NOR/ISL/DNK/EST. Requirements: recent max 6 months, issued directly in English/Dutch/French/German or provided with a translation by a sworn translator into one of these languages. Apostil legalization by a notary public required for extracts and translations from NOR and ISL

☐Positive decision from the competent Region concerning your professional card

☐Receipt of payment: Visa handling fee 250 EUR. The net value should arrive without charges to the embassy account:

Beneficiary: Embassy of Belgium in Helsinki
IBAN: FI68 1722 3000 0002 49
BIC: NDEAFIHH
Please add a clear message such as: visa application + name of the applicant

Citizens of Morocco, Israel, San Marino, Japan and Turkey are exempted from the visa handling fee

☐Receipt of payment: Visa contribution fee 242 EUR

Beneficiary: SPF Intérieur, Office des étrangers, boulevard Pacheco 44, 1000 Bruxelles
IBAN: BE57 6792 0060 9235
BIC: PCHQBEBB
A message to the payment must be added in the following format:
Surname First Name Nationality Date of Birth (DDMMYYYY)

More information on the website of the Belgian Immigration Office: Fee | IBZ

We advise you to read the information carefully and check that you do not fall into any of the few categories of exemption (Turkish citizens who are exempted from the contribution fee, long term residents with special status in another EU country who pay 198 EUR, etc.)

The application is only considered admissible with a proof of the paid fees.