



MINISTERIO DE ASUNTOS EXTERIORES Y  
COOPERACIÓN

CONSULATE GENERAL OF SPAIN EN CHICAGO

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<http://www.exteriores.gob.es/consulados/chicago>

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WORK VISA

The visa process takes **10 days** from the day the application and all documents are submitted. Due to the number of applications received by this Consulate, we recommend you schedule an appointment (**appointments are free of charge**) as soon as you have all the required documents.

DOCUMENTS TO SUBMIT TOGETHER WITH THE APPLICATION

All documents to be submitted in original form + 1 copy.

1. **National visa application form:** application form signed and filled in, in legible print.
2. **Original Passport and ID** (plus 1 photocopy of both): Valid passport for a minimum of 1 year, with at least one blank page to affix the visa. Your passport may remain at the Consulate. Please provide proof of residency by means of a copy of US Driver's license or US State ID or Voter's Registration Card.
3. **One recent passport sized photo:** (White Background, 2x2") glued to the form.
4. **Notification of work and residence permit approval** (COMUNICACIÓN DE CONCESIÓN DE AUTORIZACIÓN DE TRABAJO Y RESIDENCIA) **stamped by the Ministry of Labor** (Ministerio de Trabajo e Inmigración) in Spain. This document cannot be **older than 30 days**.
5. **Criminal History Information/Police Background Check.** Must be verified by **fingerprints**. It cannot be older than 3 months from the application date. The certificate must be issued from : **FBI Records**, issued by the **US Department of Justice – F.B.I. Legalized with the Apostille of the Hague Convention** by the **US Department of State in Washington DC**.

Local Police background check will not be accepted.

You must also get a police record from the countries where you have lived during the last 5 years.

- Translated into Spanish by a certified translator

For the Apostille of The Hague Convention in the US, please visit:

<http://travel.state.gov/content/travel/english/legal-considerations/judicial/authentication-of-documents/notarial-and-authentication-apostille.html>

6. **Medical Certificate (not applicable to applicants under law 14/2013 of September 27<sup>th</sup>)** A recent doctor's statement (not older than 3 months in doctor's or medical center's letterhead) indicating that *the applicant (identified by Passport's First and Last name) has been examined and found free of any contagious diseases according to the International Health Regulation 2005*. Signed by a M.D.

Follow our template:

<http://www.exteriores.gob.es/Consulados/CHICAGO/es/ServiciosConsulares/Serviciosconsularesenchicago/Documentos/documentosvisados/medicalcertificate.pdf>

7. If you are not picking up your passport and visa in person, you should include an **Express Mail envelope self-addressed and with prepaid stamps** from the **US Postal Service (only)**, so your passport and visa can be returned by mail. **We only accept one envelope per visa applicant.**

Once the visa is approved, the Consulate will do one of the following:

- Return applicant's passport inside the Express Mail envelope. Applicant can check the status of the shipment by tracking the envelope at [www.usps.com](http://www.usps.com).
- If the applicant didn't provide an envelope, we will send the applicant a written confirmation email using the email address applicant gave to obtain the appointment.

**THE CONSULATE DOES NOT TRACK MAIL, OR ANSWER EMAILS ASKING FOR VISA STATUS**

**(DOWNLOAD AND FILL OUT THE DISCLAIMER FORM HERE (MUST BE PRESENTED WITH APPLICATION))**

8. **Evidence of Immigration Status in the US, for non US passport holders only:** Please provide a Permanent Resident Card or a US Visa with I-20,

• Please, be advised that additional requirements may be requested.

## SPOUSE AND MINOR CHILDREN

The **spouse** must submit the same documents as the **Non-lucrative visa** applicant, together with a marriage certificate. (Original issued in the last 6 months + photocopy)

The **minor children** must submit the same documents as the **Non-lucrative visa** applicant, together with an original birth certificate (original issued in the last 12 months + photocopy), except the **Criminal History Information/Police Background Check**.

**Marriage** and/or **Birth certificates legalized** with the **Apostille of the Hague Convention** from the corresponding **Secretary of the State** and *translated into Spanish* by a certified translator.

## VISA FEES

- Please visit our website to check the most recent visa **fees**.
- We only accept money orders. No personal checks, no credit cards.
- The processing fee will not be returned even if the visa is not granted or cancelled.

## IMPORTANT NOTICE AFTER ARRIVAL IN SPAIN: Please read carefully

- No later than 30 days after applicant's arrival in Spain, applicant must request a Residence Card (Tarjeta de Residencia) at the Subdelegación del Gobierno (Oficina de Extranjeros).
- Documents to be submitted when applying for a Residence Card:
  - Original Medical Certificate.
  - Original Criminal History Information/Police Background Check.