



WORK AND RESIDENCE VISA

- A Work and Residence Visa allows the holder to work in Spain, based on a previously signed work contract, the visa type is not suitable if you do not already have confirmed employment in Spain.
- The visa process takes approximately **1 week** from the date of appointment at the Consulate when all documents are presented. Dependent visas may take **1 to 2 months**.
- Once your visa is authorized, we will contact you by email, and **you (and all your family members if they are applying as your dependents)** will have to come **in person** to the Consulate General **within a month** with your passport and an itinerary of flight to Spain to collect your visa.

WHERE AND WHEN TO APPLY

- **The Consulate of Spain in San Francisco will consider applications for Visas by appointment only, and with one appointment per person. To schedule an appointment visit our [website](#).** Please note that you can **only** apply for your visa 90 days before your departure to Spain.
- Apply at this Consulate, if your permanent address is in: **Alaska, California** (excluding the counties of San Luis Obispo, Kern, San Bernardino, Santa Bárbara, Ventura, Los Angeles, Orange, Riverside, San Diego, and Imperial which are under the jurisdiction of the Consulate of Spain in Los Angeles), **Hawaii, Idaho, Guam, Montana, Nevada, Oregon, Washington or Wyoming**. For other States, please check our website for the [corresponding Consulate](#).
- You must apply in person at the Consulate. We do not accept mailed in applications. You must also come in person to the Consulate to collect your visa. We cannot send visas in the mail.

WHAT TO SUBMIT

The Consulate General of Spain in San Francisco has full authority to evaluate and request documents in addition to those initially submitted by the applicant. Submitting these documents does not guarantee automatic issuance of the visa. Under no circumstances will documents submitted during the visa application be returned to the applicant. We kindly advise you to always keep a copy for your own records.

Please submit the following documents:

1. **National visa application form, one original and one copy:** The application form must be completed either by hand or word processed, and duly signed. Make your copy once you have filled out the application form. Please use the international date format DD/MM/YYYY.
2. **Passport:** Original and one photocopy of the photo page. Your passport must be valid for at least one year and must contain at least two blank pages to affix the visa.
3. **Two passport size photos:** Recent photograph, on a white background, 2x2in, one per application form.
4. **Notification of work and residence permit approval** (*Comunicación De Concesión De Autorización De Trabajo Y Residencia*) **stamped by the Spanish Ministry of Labor** (*Ministerio de Trabajo e Inmigración*). This document cannot be **older than 30 days**.
5. **Application of residence and work permit** (*Solicitud De Permiso De Residencia Y Permiso De Trabajo Y Residencia*) stamped by the Spanish Ministry of Labor (*Ministerio de Trabajo e Inmigración*).
6. **Police Criminal Record certificate:** Must contain **fingerprint** search verification. Dated no older than three months before the application date. The certificate must be issued from either:
 - a) **State Department of Justice.** Original clearance letter form signed (from the States where you have lived during the past five years). It **must be legalized with the Apostille of The Hague Convention** from the corresponding **Secretary of the State**.
 - b) **FBI Records**, issued by the **US Department of Justice – F.B.I.** It **must be legalized with the Apostille of The Hague Convention** from the **US Department of State in Washington DC**.



You must also present a police record from any countries where you have lived for more than six months during the past five years, with the corresponding Apostille of The Hague and a certified translation into Spanish or English where applicable.

7. **Medical Certificate:** A recent doctor's statement with a certified translation in Spanish, dated no older than three months before the application date, on the doctor or medical center's letterhead, duly signed and stamped, indicating that *'the patient has been examined and found free of any contagious diseases according to the International Health Regulation 2005'*. Must be signed by an M.D. An example of this letter can be found on our [website](#).
8. **Evidence of Immigration Status in the US** NON-US PASSPORT HOLDERS ONLY: Provide original and copy of your Permanent Resident Card or a US Visa with I-20. Your document must be valid for the full duration of your stay in Spain and allow you to return to the US after your stay in Spain. The original document will be returned to you.

Please be advised that you might be requested to submit additional documents

SPOUSE

Please submit the following documents:

1. **National visa application form, one original and one copy:** Duly completed and signed.
2. **Passport:** Original and one photocopy of the photo page. Your passport must be valid for at least one year and must contain at least two blank pages to affix the visa.
3. **Two passport size photos:** Recent photograph, on a white background, 2x2in, one per application form.
4. **Form EX-01:** Form must be signed and filled out in print. Only available in Spanish. Fee payable at the Consulate.
5. **Form M790 C052:** Form must be signed and filled out in print. Only available in Spanish. Fee payable at the Consulate.
6. **Marriage certificate:** Cannot be older than 3 months at the date of your visa appointment, authenticated with the **Apostille of The Hague**, accompanied by a certified translation into Spanish.
7. **Police Criminal Record certificate:** Must contain **fingerprint** search verification. Dated no older than three months before the application date. The certificate must be issued from either:
 - a) **State Department of Justice.** Original clearance letter form signed (from the States where you have lived during the past five years). It **must be legalized with the Apostille of The Hague Convention** from the corresponding **Secretary of the State**.
 - b) **FBI Records**, issued by the **US Department of Justice – F.B.I.** It **must be legalized with the Apostille of The Hague Convention** from the **US Department of State in Washington DC**.

You must also present a police record from any countries where you have lived for more than six months during the past five years, with the corresponding Apostille of The Hague and a certified translation into Spanish or English where applicable.

8. **Medical Certificate:** A recent doctor's statement with a certified translation in Spanish, dated no older than three months before the application date, on the doctor or medical center's letterhead, duly signed and stamped, indicating that *'the patient has been examined and found free of any contagious diseases according to the International Health Regulation 2005'*. Must be signed by an M.D. An example of this letter can be found on our [website](#).
9. **Medical Insurance:** Proof of being in possession of public or private health insurance from an agency authorized to operate in Spain. You must be covered for the full duration of your stay in Spain by a policy which covers accidents, emergencies and all medical needs as stipulated by the National Health Service. Travel insurance is not sufficient; you must be insured as a temporary long stay resident. This proof must be accompanied by a certified translation in Spanish.
10. **Evidence of Immigration Status in the US** NON-US PASSPORT HOLDERS ONLY: Provide original and copy of your Permanent Resident Card or a US Visa with I-20. Your document must be valid for the full duration of your stay in Spain and allow you to return to the US after your stay in Spain. The original document will be returned to you.

Please be advised that you might be requested to submit additional documents



MINOR CHILDREN

Please submit the following documents:

1. **National visa application form, one original and one copy:** Duly completed and signed.
2. **Passport:** Original and one photocopy of the photo page. Your passport must be valid for at least one year and must contain at least two blank pages to affix the visa.
3. **Two passport size photos:** Recent photograph, on a white background, 2x2in, one per application form.
4. **Form EX-01:** Form must be signed and filled out in print. Only available in Spanish. Fee payable at the Consulate.
5. **Form M790 C052:** Form must be signed and filled out in print. Only available in Spanish. Fee payable at the Consulate.
6. **Birth certificate:** Cannot be older than 3 months at the date of your visa appointment, authenticated with the **Apostille of The Hague**, accompanied by a certified translation into Spanish.
7. **Medical Certificate:** A recent doctor's statement with a certified translation in Spanish, dated no older than three months before the application date, on the doctor or medical center's letterhead, duly signed and stamped, indicating that '*the patient has been examined and found free of any contagious diseases according to the International Health Regulation 2005*'. Must be signed by an M.D. An example of this letter can be found on our [website](#).
8. **Medical Insurance:** Proof of being in possession of public or private health insurance from an agency authorized to operate in Spain. You must be covered for the full duration of your stay in Spain by a policy which covers accidents, emergencies and all medical needs as stipulated by the National Health Service. Travel insurance is not sufficient; you must be insured as a temporary long stay resident. This proof must be accompanied by a certified translation in Spanish.
9. **Evidence of Immigration Status in the US** **NON-US PASSPORT HOLDERS ONLY**: Provide original and copy of your Permanent Resident Card or a US Visa with I-20. Your document must be valid for the full duration of your stay in Spain and allow you to return to the US after your stay in Spain. The original document will be returned to you.

Please be advised that you might be requested to submit additional documents

VISA FEES

- Please visit our website to check the most recent [visa fees](#)
- The Consulate can only accept visa payments in cash or money orders made payable to: "Consulate General of Spain in San Francisco". No personal checks or credit cards will be accepted.
- The visa processing fee will not be returned even if the visa is denied or cancelled

IMPORTANT INFORMATION

- Indicated documents must have a translation into Spanish. The Consulate cannot recommend the services of a specific translator. There are two acceptable options: contract the services of a sworn translator who is registered with the Spanish Ministry for Foreign Affairs, these translations do not require further authentication. Or, contract the services of a translator recognized in the US and subsequently have the translations notarized by a public notary. Both options are equally valid. You can find more information about translations [on our website](#).
- To **check the status** of your visa application, please visit: <http://sutramiteconsular.maec.es> and enter the code that will be provided to you on a printed receipt during your interview. No information will be given by telephone or email. When checking this page, "**resuelto**" means that your visa is ready to be picked from the Consulate in person.
- All long stay visas (over 180 days) are printed with a validity of only 90 days and you have to request an identity card *Tarjeta de Identidad Extranjero* within a month of entering Spain at *Oficina de Extranjería* or *Comisaría de Policía* of the province where the authorization has been processed.



The applicant will need to display the **passport with the visa and entry stamp** as well as the following documents:

- Official form (EX-17) card application available in <http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/index.html>
- Proof of fee payment
- A recent photograph in color, white background

- For information about acquiring the Apostille of The Hague Convention in the US, please visit: <https://travel.state.gov/content/travel/en/legal/travel-legal-considerations/international-judicial-assistance/authentications-and-apostilles/apostille-requirements.html>

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