



WORK VISA

DOCUMENTATION REQUESTED

Application must be presented with prior appointment only.

The application must be personally submitted by every applicant.

Kindly provide exact number of photocopies as requested.

Only photocopies of the passport and application form must be stapled. Do not staple the originals or photocopies.

- Application for National Visa duly filled in, **preferably printed online**, and signed by the applicant in blue ball point ink. Two photocopies of the duly filled application form. Correct and complete postal address, email address, and telephone number must be provided in the form.
- In case of minor applicants, the national visa form must be duly filled in/ printed online and signed by both the parents in blue ball point ink.
- Three recent photographs (35-45 mm) not more than six months old, of the applicant with white background must be affixed on each application form.
- Applicable visa fee.
- Original resolution issued by the competent "Delegación del Gobierno" where the applicant will be working, authorizing temporary residence and work permit. One photocopy of resolution must be attached.
- One copy of the contract on basis of which the initial authorization of temporary residence and work permit has been approved, with the stamp of the "Oficina de Extranjería".
- Police clearance certificate (only for applicants above 16 years) issued by the competent authorities of the country. The document must be issued within last three months, at the time of submission and must bear the stamp of Apostille of Hague (if applicable) or the due legalizations. Two photocopies of this document must be attached.
- Criminal Record Certificate issued by the country/countries, only if the applicant has resided in another country during last five years. This document must be issued within last three months, at the time of submission and must be duly legalized by the Ministry of Foreign Affairs in the country and the Embassy of Spain in that country or bear the stamp of Apostille of Hague. Two photocopies of this document must be attached.
- Medical Certificate issued by a registered medical practitioner stating that "the applicant is not suffering from any disease that can have repercussions any on the public health in accordance with the International Sanitary Act 2005". This document must be issued within last three months, at the time of submission and must bear the stamp of Apostille of Hague. Two photocopies of this document must be attached.
- Translation of Police clearance certificate, Medical certificate, Criminal record clearance certificate into Spanish by a sworn translator "traductor jurado".
- Passport of the applicant with at least two blank pages, which should be valid for at least four months at the time of submission of the application. Two photocopies of all the pages of the present passport must be submitted.
- One photocopy of the bank draft.
- If the applicant is not a national of India, Sri Lanka, Bhutan, Nepal or the Maldives, a proof of his/her legal residence in any of these countries (Residence permit).



MINISTERIO
DE ASUNTOS EXTERIORES
Y DE COOPERACIÓN

LEGALIZATIONS AND SWORN TRANSLATIONS

(Applicable for marriage certificates, birth certificates, death certificates, divorce deeds, adoption deeds, medical certificates, police clearance certificates)

Documents issued by Indian authorities must bear the stamp of Apostille of Hague. This stamp is issued by Ministry of External affairs, India. All these documents must be, then, translated into Spanish by a sworn translator "traductor jurado" only.

Documents issued by the authorities in Nepal, Sri Lanka, Bhutan and Maldives must be legalized by the Ministry of Foreign Affairs of the issuing country and by the Consulate of Spain in that country. All these documents must be, then, translated into Spanish by a sworn translator "traductor jurado" only.

(Please note that this is not an exhaustive list. The Embassy/Consulate reserves the right to request additional documentation or personal appearance of the applicant. This information will be provided only once the application has been submitted and reviewed.)