

**TELEWORK (DIGITAL NOMAD) VISA CHECKLIST**

Name Applicant :	<b>D VISA (TELEWORK)</b>
Passport Number :	
Date Apply :	

Document Required	Requirement	YES	NO	Reason
<b>1. Visa Application Form</b>	Fully filled and signed by the applicant. For minors: Signed by both parents or legal guardian.			
<b>2. Photograph</b>	One recent passport-size color photo (white background)			
<b>3. Passport</b>	Valid for at least 1 year Photocopy of the relevant data/information page			
<b>4. Proof of Residence</b>	Indonesian: KTP + Kartu Keluarga Foreigners: KITAS or KITAP			
<b>5. Foreign Identification Number (N.I.E.) Certificate</b>	Certificate of Assignment of NIE (mandatory prior to visa submission)			
<b>6. Company Register Certificate</b>	Showing company incorporation date & business activity Company must have been active at least 1 year Apostilled Official Spanish translation required			
<b>7. Company Certificate</b>				
Employed workers:	Minimum 3 months seniority Income details Explicit authorization to work remotely from Spain			
Self-employed workers:	Minimum 3 months contractual relationship Proof relationship will continue at least 1 year Terms & conditions of remote professional activity			
<b>8. Proof of Financial Means</b>	Minimum amounts (2025 SMI = €1,184/month): * Applicant alone: 200% SMI = €2,368/month * First family member: +75% SMI = €888/month * Each additional family member: +25% SMI = €296/month			
Acceptable documents:	Employment contract Company income certificate Bank certificate & statements (last 6 months) Payslips			
<b>9. Police Clearance Certificate</b>	Country or countries of residence past 2 years. Original and copy Apostilled/legalized Translated to Spanish Issued by BAINTELKAM Jakarta (Indonesian applicants)			
<b>10. Responsible Declaration</b>	Declaration of no criminal record (last 5 years)			
<b>11. Health Insurance</b>	entities authorized to operate in Spain cover all risks insured by Spain's public health system for the entire duration of the authorization			
<b>12. Spanish Social Security Coverage</b>	Company registration in Spanish Social Security (employees), OR RETA registration / application (self-employed), OR Certificate of coverage under international Social Security agreement (if applicable)			
<b>13. Responsible declaration of the worker (or the company)</b>	commitment appears to comply with the obligations of the Spanish Social Security System.			
<b>14. Qualification/Experience Proof</b>	University degree / postgraduate / vocational training / business school, OR Minimum 3 years relevant professional experience			
<b>15. Proof of Representative's Identity &amp; Capacity</b>				
<b>16. Payment of visa fee</b>				
<b>17. ADDITIONAL DOCUMENTS FOR FAMILY MEMBER (IF APPLICABLE)</b>				
<b>17.1. Application documents for each family member</b>				
<b>17.2. Proof of family relationship</b>	Marriage certificate / birth certificate / registered or unregistered partnership proof Apostilled + Spanish translation			
<b>17.3. Proof of financial dependency</b>	Documents proving financial dependence (Children/Parents)			

BLS Staff, Name and sign

Name & Sign of the Applicant  
/Authorized representative