

WORKING PERMIT EXEMPTION VISA CHECKLIST

Name Applicant :	
Passport Number :	
Date Apply :	

D VISA

Document Required	Requirement	YES	NO	Reason
1. Visa Application Form	Fully filled and signed by the applicant. For minors: Signed by both parents or legal guardian.			
2. Proof of Residence	Indonesian: KTP + Kartu Keluarga Foreigners: KITAS or KITAP			
3. Passport	Valid for at least 1 year			
4. Passport Copy	Photocopy of the relevant data/information page			
5. Photograph	One recent passport-size color photo (white background)			
6. Police Clearance Certificate	Applicants 18+ Original and copy Apostilled/legalized Translated to Spanish Issued by BAINTELKAM Jakarta (Indonesian applicants) Additional clearance if residing >6 months in other countries in the last 5 years.			
7. Medical Certificate	Issued within last 90 days Signed and stamped by licensed physician Declaring applicant does not suffer from diseases that may pose a risk to public health (as per IHR 2005)			
8. EX-09 Form & Form 790-052	Approved EX-09 form Form 790-052			
9. Proof of Work Permit Exemption	Supporting documents depending on applicable category (Articles 9.1 – 9.9), such as Technicians and scientist, invited or hired by the Spanish authorities or public institutions whose purpose is to promote and develop a research promoted or majority owned by the above. Teachers, technicians, researchers and scientists invited or hired by a Spanish university. Managerial, teaching or research staff, from cultural or educational institutions, private or state-owned, with renowned reputation, officially recognized by Spain, that will carry out cultural or educational programs from the respective countries. Civil or military officials from Foreign States Administrations that come to Spain to perform activities under co-operational agreements with the Spanish Administration. Correspondents from foreign media who develop their journalistic activity in Spain, duly accredited by the Spanish authorities, as correspondents or special correspondents. Members of International Scientific Missions duly authorized by the relevant Spanish administration that will engage in studies or research activities programmed by an International organization or agency. Religious ministers and members of the Church hierarchy, faiths and religious communities, and professed religious of religious orders. Members from representative, governmental and administrative bodies of internationally recognized trade unions and business organizations, if the activity is limited to the exercise of these functions. Foreign minors in working age, under the guardianship of a child protection agency, for activities that, at the proposal of the entity, promote their social integration.			
10. Payment of fees				
11. Proof of Representative's Identity & Capacity	If submitted by a representative: Power of attorney + representative's ID If minor: Copies of parents' ID/passport + proof of relationship			

BLS Staff, Name and sign

Name & Sign of the Applicant
/Authorized representative