



## TELEWORK (DIGITAL NOMAD) VISA

JAN 2026

### OVERVIEW

Before applying for a telework visa, it is necessary to obtain a N.I.E. (Número de Identidad de Extranjero / Foreigner Identity Number). Please check the procedure and the necessary documentation at: [emb.yakarta.sc@maec.es](mailto:emb.yakarta.sc@maec.es)

This visa is intended for nationals of third countries who travel to Spain to carry out a remote work or professional activity for companies located outside the national territory, through the exclusive use of computer, telematics and telecommunication media and systems.

This visa does **not** apply to citizens of the European Union or to those to whom European Union law applies.

In the case of exercise of a **labor activity**, the holders of a telework authorization of international character will only be able to work for companies located outside the national territory.

In the case of exercise of a **professional activity**, the holders of a telework authorization of international character will be allowed to work for a company located in Spain, as long as the percentage of the above-mentioned work does not exceed 20% of the total of his/her professional activity.

Qualified professionals may apply for a visa or telework authorization if they accredit being graduates or postgraduates from universities of recognized prestige, professional training and business schools of recognized prestige, or a minimum of 3 years of professional experience.

The following family members of the worker may also obtain a family visa:

- The spouse or unmarried partner.
- Children and adult children who are financially dependent on the worker and who have not created a family unit of their own.
- Relatives in the ascending line under the worker's care.

**FOREIGNERS WHO ARE LEGALLY IN SPAIN CAN APPLY FOR A TELEWORK RESIDENCE PERMIT DIRECTLY IN SPAIN, WITHOUT THE NEED FOR A PRIOR TELEWORK VISA. THE RESIDENCE PERMIT CAN BE VALID FOR A MAXIMUM OF THREE YEARS. IN CONTRAST, THE VISA HAS A MAXIMUM VALIDITY OF 1 YEAR.**

Foreigners who are legally in Spain means, among others:

- Foreigner that are legally in Spain without the need of a visa



- Foreigners that are legally in Spain with a visa (it can be any type of visa, e.g. tourist visa) during the period of the validity of the visa.

These foreigners can apply for the authorization of Residence to the UGECE (“Unidad de Grandes Empresas y Colectivos Estratégicos”, del “Ministerio de Inclusión, Seguridad Social y Migraciones” de España – “Large Companies and Strategic Groups Unit”, “Ministry of Inclusion, Social Security and Migration” of Spain). Please find more information on their **webpage**

<https://www.inclusion.gob.es/web/unidadgrandesempresas/teletrabajadores>

***Please note that, if you do not have (as a non-resident foreigner) an electronic certificate or CLAVE, you can interact and carry out all types of procedures with the Spanish administration through an authorized legal representative in Spain who will use a valid electronic certificate.***



## GENERAL INFORMATION

- The application must be submitted in person or by a duly accredited representative at the BLS Visa Application Center for Spain in Jakarta. The representative must provide proof of his/her identity through an original passport or identity document and provide an authorization letter signed by the applicant.

More information and appointments at:

<https://idn.blsspainvisa.com/>

- Kindly note that only applications from residents in Indonesia and Timor Leste will be accepted.
- Residents in other countries must apply for their visas at their country of residence.
- All submitted documents must be originals and copies of those. At the end of the procedure, original documents will be delivered back to the applicant and the copies will be kept with the file at the Embassy.
- All documentation in a foreign language must be translated into Spanish:
- You may find a sworn translator in Spain here:  
<https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Paginas/Buscador-STIJ.aspx>
- The translations made by a sworn translator in Spain do not need to be legalized, but if other translators make the translation it must be legalized by the Embassy/Consulate of Spain in the country where the document was issued.
- **Translated documentation Bahasa Indonesia into Spanish will be legalized by the Embassy. Legalization fee will be applied. (More information at [emb.yakarta.sc@mae.es](mailto:emb.yakarta.sc@mae.es))**
- When necessary to assess the application, the Consular Office may request additional documents or data and may ask the applicant to come in for a personal interview. Please check said contact details are correct and accurate.
- No information will be provided about the status of the visa before the process has ended.

## VERY IMPORTANT

- It is **Absolutely necessary to apply for the NIE in advance** of the visa application, to avoid delays in the resolution of the application. More information and appointments at [emb.yakarta.sc@maec.es](mailto:emb.yakarta.sc@maec.es)



## DOCUMENTATION REQUIRED IN ORDER TO APPLY FOR TELEWORK (DIGITALNOMAD) VISA WITH THE EMBASY OF SPAIN

**1. National Visa application form** Each applicant, or their representative, must complete a visa application form, filling in each of its sections and sign the visa application.

*Please do not forget to fill out numbers 17 (your address, email and telephone number), 21 (intended date of entry), 23 (address in Spain), 24 -25 (NIE) and 27 (complete information about the employer or company) on the application form.*

**2. One photo:** Glued or clipped (not stapled) onto visa application form. Photo specifications: Passport-size, color photograph, recent (taken within the last 6 months to reflect your current appearance), printed on matte/glossy paper, taken against a white, light, clear, uniform background, facing forward, without dark or reflective glasses, or any garments concealing the applicant's full oval of the face.

Photos with a dark background or with objects or people that can be seen behind your head will not be accepted. Photographs of babies must not show any part of the adult holding them.

The photo should meet the requirements pictured here, against a white background.

**3. Valid, unexpired passport: Original and photocopy** of the page or pages of the passport that contain biometric data. **The passport must be valid** for at least of one year after the intended date of departure to Spain, with at least two blank page to affix the visa. Passports issued more than 10 years ago will not be accepted.

**If the passport does not meet the requirements, it must be renewed before applying for the visa.**

**4. Proof of legal residence in the consular demarcation** Indonesian KTP and KARTA KELUARGA or in case of foreigners KITAS or KITAP. Copy of the complete passport

**5. BLANCO**

**6.- Foreign Identification Number (N.I.E.):** Certificate of Assignment of N.I.E.

**7. Company's Register certificate** (or equivalent body in the country) showing the date of Constitution of the company and the type of activity performed. This certificate must prove real and continuous activity for at least 1 year of the company or group of companies with which the worker maintains a labor or professional relationship.

This document must be apostilled and submitted together with an official translation into Spanish.

**8.- Company certificate**, reflecting:



- If the worker is **employed**: Seniority of the worker in the company (at least 3 months), the worker's income, and explicit permission from the company for the worker to carry out his/her job remotely from Spain.
- If the worker is **self-employed**: Length of the contractual relationship, as well as the terms and conditions under which the worker will exercise the professional activity remotely. The documentation must prove that the worker has had a professional relationship with one or more companies not located in Spain for at least the last three months before the date of the application, that the professional relationship will continue for at least 1 year while working remotely from Spain, as well as the terms and conditions under which the professional activity will be carried out remotely.

This document must be submitted in Spanish or accompanied by a translation to Spanish.

**9.- Financial means:** Documents proving sufficient own financial means, or accrediting a regular source of income for the teleworker and, where applicable, for the family members accompanying them.

The minimum monthly required amount varies each year and is calculated according to Spain's Minimum Inter-professional Salary (SMI). The SMI in 2025 is 1.184€. For the year 2025, the minimum monthly required amounts are as follows:

- If applicant is applying alone: 200% of monthly IMS = 2.368€ per month (approx. \$ 2500).
- For the first accompanying family member: 75% of monthly IMS = 888€ per month (approx. \$950) must be added.
- For each additional family member: 25% of monthly IMS =196€ per month (approx. \$315) must be added.

These amounts can be accredited, among others, with a contract, certificate of the company, etc.

#### **10. Criminal background check certificate.**

Applicants of legal age (18 years old and older) must submit the original and a photocopy (not notarized) of their criminal background check certificate(s) issued by their country or countries of residence for the past 2 years.

Once this document has been issued, it must be:

- First: Apostilled/Legalized

**In case of Indonesian Police Record:**



The Embassy of Spain only will accept Indonesian police records issued by the “Badan Intelijen Keamanan” (BAINTELKAM) in Jakarta (address: JL. Trunojoyo 3 – Kebayoran Baru – Jakarta 12110) in Indonesian and English languages.

The Embassy will not admit neither legalize Indonesian police records issued by organizations other than the abovementioned.

Once the Indonesian Police Record has been issued, it must have the Apostille of La Hague issued by the Ministry of Law and Human Rights (KEMENKUMHAM).

**In case of Timor Leste Police Record:**

It must be legalized by Ministry of Justice of Timor Leste after that, it must be legalized by Ministry of Foreign Affairs of Timor Leste and finally by the Embassy of Spain in Jakarta.

- Second: All the documentation must be translated into Spanish.

If the applicant has spent more than 6 months (more than 180 days) during the last 2 years in another country (outside the Indonesia, Timor Leste or Spain), an additional criminal background check from every country of residence must be provided. The criminal background checks must be authenticated with the The Hague Apostille, unless it is issued by an EU member state. The criminal background check issued by an EU authority does not need to be apostilled to be accepted. If the country in which the applicant has lived in the past 5 years does not subscribe to The Hague Convention of 1961, the background check must be authenticated by the Ministry of Foreign Affairs of the issuing country and then by the Consulate of Spain in this country. The background check must be accompanied by an official translation into Spanish (if the original is not written in Spanish).

Please submit an original and a copy of all documents: Criminal background check, Apostille and official translation.

**11. Responsible Declaration** (original and a photocopy) of the absence of criminal records in the countries where you have resided during the previous 5 years.

**12.- Health insurance:** Proof of having public or private health insurance arranged with an insurance company authorized to operate in Spain.

The insurance entity must be registered in the list of insurance and reinsurance entities of the General Directorate of Insurance and Pension Funds of the Ministry of Industry, Commerce and Tourism.

A registry of insurance entities authorized to operate in Spain can be found at the following link: <https://rrpp.dgsfp.mineco.es/>

The insurance must cover all risks insured by Spain's public health system for the entire duration of the authorization.



The health insurance must not have a deficiency, copayment, or coverage limit, that is, it must cover all of the medical, hospital and out-of-hospital expenses, preventive, diagnostic, treatment and rehabilitation assistance that are carried out in health centers as well as urgent health transport. Travel insurance is not accepted.

**It is not necessary to present a health insurance certificate if coverage by the Spanish public Social Security system is proven.**

**13.- Proof of coverage in the Spanish Social Security system.** It can be one of the following documents:

- Proof of registration of the company in the Spanish Social Security System, or;
- Proof of registration (or having requested registration) of the teleworker as a Self-Employed worker (RETA: Régimen de Trabajadores Autónomos de la Seguridad Social española) in the Spanish Social Security System.

***Please note that, if you do not have (as a non-resident foreigner) an electronic certificate or CLAVE, you will not be able to make the electronic registration request or obtain the above-mentioned proof. In this case, you can obtain it through an authorized legal representative in Spain who will use a valid electronic certificate to interact and carry out all types of procedures with the Spanish administration.***

**8. Foreigner's Identity Number (NIE).** If you do not have a NIE, you must apply for it at the Embassy by sending an email to [emb.yakarta.sc@maec.es](mailto:emb.yakarta.sc@maec.es)

**9. Certificate from the company stating:**

- For Employed worker: the worker's seniority in the company (must not be less than three months) and the company's authorization for the worker to work remotely.
- For self-employed workers: the seniority of the contractual relationship (must not be less than three months) and the terms and conditions under which the remote working activity is to be carried out.

**10. Responsible declaration** (from the company or the self-employed worker) stating the commitment to comply, prior to the start of the work or professional activity, with social security obligations.

**11. Company's Register certificate** (or equivalent body in the country) showing the date of incorporation of the company (must not be less than one year old) and the type of activity carried out.

**12. Documentation regarding Spanish Social Security**

**Proof of having applied for registration of the company with the Spanish Social Security (in the case of employees) or proof of having applied for registration of the worker with the Social Security (RETA) in the case of self-employed workers.**



- For employees: Proof of having applied for registration of the company with the Spanish Social Security.
- For self-employed workers: proof of affiliation to the RETA (Special Scheme for Self-Employed Workers).

The requirement to register with the Social Security may be replaced by importing the entitlement from the country of origin when there is an international Social Security agreement with Spain. In this case, the Social Security of the country of origin must issue a certificate of applicable legislation for teleworkers, based on said agreement, providing temporary coverage in Spain. This circumstance must be included in the responsible declaration.

**Important: only some countries issue the aforementioned certificate of coverage for teleworkers. It is recommended that you consult the international agreements on Security:**

<https://www.seg-social.es/wps/portal/wss/internet/InformacionUtil/32078/32253?changeLanguage=es>

**13. Proof of sufficient financial resources, in the following amounts:**

Documentary proof of financial means. Financial means must be at least 200% of the monthly Spanish national minimum wage (SMI) In the case of family members: For the first family member they must prove additional financial means of at least 75% of the Spanish minimum wage. For each additional applicant, 25% of the Spanish national minimum wage is required. In 2025 the Monthly Spanish minimum wage is 1,184.00 Euros/month, 16,576.00/year.

In order to prove the above-mentioned resources, any means of proof are acceptable: work contract, bank certificate and statements of the last six months, payslips etc.

**14. Original and a copy of the graduate or postgraduate degree from a university of recognized prestige, vocational training or business school of recognized prestige.**

Alternatively, documents attesting to a minimum of three years of professional experience in functions analogous to those of the position to be performed as an international teleworker. The experience must be comparable to the required qualification and relevant to the performance of the work or professional relationship at a distance that is authorized.

In order to exercise a regulated profession, the homologation of the qualification required for its exercise must be accredited.

If there are doubts about the equivalence of a vocational training degree in the Spanish educational system, the accreditation of the validation of the degree may be required before the competent educational authority.

**A visa for teleworking may not be granted when the conditions of the application coincide with those of the visa for intra-company transfer.**

**15. Health insurance.** Original and a copy of the certificate of public or private health insurance contracted with an insurance company authorised to operate in Spain. The insurance company must be registered in the list of insurance and



reinsurance companies of the Directorate General of Insurance and Pension Funds of the Ministry of Industry, Trade and Tourism:

<https://dgsfp.mineco.gob.es/es/Entidades/Paginas/rrpp.aspx>.

The insurance must cover all risks insured by the public health system in Spain.

It is not necessary to present the health insurance if coverage by the Spanish public health insurance system is proven. If an international Social Security agreement applies that allows the teleworker insured in another State to carry out his/her activity in Spain, instead of the health insurance, a certificate of entitlement to coverage issued by the competent institution of the State in whose Social Security system he/she is insured must be presented.

#### **16. Payment of the visa fee**

The visa fee is 1,760,000 IDR. It must be paid in cash when submitting the application.

**17. Proof of the identity and capacity of the representative.** If the submission of the visa application through a representative is authorised, a copy of the representative's identity card or passport and the power of attorney or document proving representation shall be submitted. The originals shall be shown at the time of submission of the application.

#### **18. Required documents for family members of the teleworker:**

For each family member accompanying the investor, the following must be submitted:

- All the required documents specified in sections 1, 2, 3,4,,5,, 7, 8 and 11. Where applicable, those specified in section 6 also. In the case of minors, the visa application must be signed by one of their parents or by a duly accredited representative.
- **Documents proving family relationship with the investor:**
  - Birth certificate, marriage certificate issued by the civil registry, certificate of registration as an unmarried couple.
  - In case of an unregistered couple with a stable emotional relationship equivalent to a registered couple: notarized declaration stating that you are an unregistered unmarried couple with an stable emotional relationship equivalent to a registered couple, and any other document proving the unregistered partnership with the applicant for at least 1 year, for evaluation.
  - In case of adult children (18 y.o. and older): Documents proving financial dependence, the adult child's civil status and that they continue to form part of the family unit. It can be certificates of disability, of single status, of cohabitation at the same address, of studies, etc.
  - In case of relatives in the ascending line (65 y.o. and older parents): documents proving financial dependence and that they form part of the family unit.



MINISTERIO DE ASUNTOS  
EXTERIORES, UNIÓN  
EUROPEA Y COOPERACIÓN

EMBAJADA DE ESPAÑA  
YAKARTA

Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.

**THE CONSULAR ADMINISTRATION HAS FULL AUTHORITY TO EVALUATE AND REQUEST MORE DOCUMENTS THAN THOSE SUBMITTED BY THE APPLICANT. THE LATTER IS HEREBY INFORMED THAT SUBMITTING THE AFOREMENTIONED DOCUMENTS DOES NOT GUARANTEE AUTOMATIC ISSUANCE OF VISA. BE ADVISED THAT ADDITIONAL REQUIREMENTS MIGHT BE REQUESTED**



## PROCEDURE

This Consular Office is competent to accept visa applications from legal residents in our consular jurisdiction (Indonesia and Timor Leste).

- **Who can apply for a visa:** Visa applications must be submitted in person by the applicant, or by one of their parents if the applicant is a minor. They may also be submitted through a duly accredited representative.
- **Place of submission:** The application must be submitted by appointment only to the BLS Spain Visa Application Center for Spain in Yakarta.

### BLS – SPAIN VISA APPLICATION CENTER, YAKARTA

Unit No. 805, Lantai 08, Menara Thamrin,

Jalan MH Thamrin Kav. 03, Jakarta Pusat,

Jakarta 10250, Indonesia

Email: [info.jkt@blshelpline.com](mailto:info.jkt@blshelpline.com), [feedback.jkt@blshelpline.com](mailto:feedback.jkt@blshelpline.com)

Phone number: +62 213 117 2169

Please be sure that you have already all the required documents before scheduling an appointment, as only complete applications with all the requirements will be admitted.

To find more information and schedule an appointment at BLS Spain Visa Application Center in Yakarta, please contact BLS Spain Visa Application Center

**Rectifying the application:** The Consular Office may ask the applicant to submit any missing documents, or to provide additional documents or data that are necessary for a decision regarding the application. The applicant may also be called in for a personal interview.

**Decision period:** The legal period for reaching a decision is 10 days as of the day after the submission date of the application, but this period may be extended when an interview or additional documents are requested.

### Collecting the visa:

If the applicant prefers to collect the visa in person: The visa can be collected in person by the applicant or by their representative within a maximum period of 1 month, counted as of the day after the date on which the favorable decision is notified. The Consular Office will inform the applicant regarding the procedure for the return of the passport and any other original documentation.

**Visa refusal:** Visa refusals will always be notified in writing, setting forth the grounds on which the decision adopted was based.

**Appeals:** If a visa is refused, the applicant may submit an appeal for reconsideration to this Consular Office within 1 month of the day following the date on which notification of the refusal is received. An application for judicial review may also be filed with the High Court of Justice of Madrid within the 2-month period beginning the day after the date on which the applicant receives notification of the visa refusal or of the dismissal of the reconsideration appeal.



**Validity period of the visa:** The visa is valid for a maximum of 1 year, unless the work period is shorter, in which case the visa will have the same validity as this period.

The telework visa is sufficient title to stay and work remotely in Spain during its period of validity, so it is not necessary for the worker to obtain the Foreigner Identity Card (TIE, Tarjeta de Identificación de Extranjero).

However, the teleworker (and accompanying family) may apply for a TIE at the corresponding Police Station. In this case, please check the requirements for teleworkers before applying for the TIE. One of the requirements is the “Initial Residence Authorization”. That means, before applying for the TIE, the teleworker (and accompanying family) must apply for an Initial Residence Authorization from the UGECE (“Unidad de Grandes Empresas y Colectivos Estratégicos” del “Ministerio de Inclusión, Seguridad Social y Migraciones” de España – “Large Companies and Strategic Groups Unit” of the “Ministry of Inclusion, Social Security and Migration” of Spain”). Please find more information on their website

<https://www.inclusion.gob.es/web/unidadgrandesempresas/>

The TIE is renewable, in case the required conditions persist, and it is possible to initiate the TIE renewal procedure within 60 days before the expiration of the card.