



WORK VISA

JAN 2026

OVERVIEW

Visa for people aged 16 and over who wish to work as employees in Spain (with a work contract). This visa covers seasonal work activities.

If you intend to work online, you should apply for a digital nomad visa.

In order to apply for an employee visa the applicant must have an **“Authorization of Initial Residence and employee work” (“Autorización de residencia inicial y trabajo por cuenta ajena”)** issued by the Delegation or Sub-delegation of the Government in the province in which the work will be carried out.



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 foreign OFFICIAL documents must be dully legalized/apostilled.
- 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 don't need to be legalized, but if the translation is made by other translators 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)**
- When necessary to assess the application, the Consular Office may request additional documents or data and may also 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 come to an end.



DOCUMENTATION REQUIRED IN ORDER TO APPLY FOR A WORK VISA WITH THE EMBASSY OF SPAIN

Required documents

1. National visa application.

Each applicant must complete and sign a visa application, filling in each of its sections. It can be filled out electronically or handwritten in capital letters. If the applicant is a minor, one of their parents or a duly accredited representative must sign the application.

2. Photograph. A recent, passport-size, colour photograph, taken against a light background, facing forward, without dark or reflective glasses, or any garments concealing the oval of the face.

3. Valid, unexpired passport. Original and a photocopy of the page or pages of the passport that contain biometric data. The passport must have a minimum validity period of ONE YEAR (in the case of a temporary contract, the validity period must cover the duration of the contract) and contain two blank pages. 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. Initial residence and employee work permit.

Authorization of Initial Residence and employee work" ("Autorización de residencia inicial y trabajo por cuenta ajena") issued by the Delegation or Sub-delegation of the Government in the province in which the work will be carried out.

5. Work contract.

A copy of the work contract stamped by the Foreign Nationals' Office.

6. 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 5 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 5 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 2 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.

7. Medical certificate.

Original and a copy of a medical certificate accrediting that the applicant does not suffer from any disease that could cause serious repercussions for public health pursuant to the 2005 International Health Regulations.

- This certificate must be issued within 90 days of submitting the visa application.
- This certificate must include a stamp from the issuing Medical Center, doctor's signature and doctor's License Number.
- The certificate must be written on letterhead paper from hospital/doctor's office or directly on the provided template. The recommended template can be found attached.
- The certificate must be signed by a Doctor (Physician), not by a Nurse Practitioner or a Physician Assistant.

The medical certificate must be in Spanish, or it must include the Spanish text, or it must be accompanied by an official or certified translation into Spanish. In the case of using the model from our website, the Spanish translation is not necessary.

Please include a photocopy (not notarized) of the medical certificate with your submitted documents.



This Consular Section does not provide information about medical centers that issue this certificate. The applicant may contact any public or private medical center duly accredited.

8. Proof of residence in the consular district. Indonesian KTP and KARTA KELUARGA or in case of foreigners KITAS or KITAP.

9. Proof of the representative's identity and capacity. If the applicant is a minor, it will be necessary to present originals and submit copies of the identity document or passport of one of their parents, as well as of the document constituting proof of kinship. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.

10. Payment of the visa fee. The visa fee is of an amount equivalent to 1.760.000 IDR. Citizens of Australia, Canada, Ethiopia, Mauritania, UK and US: the fee must be consulted with the Consular Office.

When necessary to assess the application, the Consular Office may request additional documents or data and may also ask the applicant to come in for a personal interview.

Procedure

This Consular Office is competent to accept visa applications from individuals residing in the consular district.

Who can apply for a visa: Visa applications must be submitted in person by the applicant, or by one of their parents if they are a minor. They may also be submitted through a duly accredited representative.

Visa application period: The visa application must be submitted within a period of 1 month, counted as of the day after the date on which the employer is notified of the favourable decision regarding the initial residence and employment permit.

Place of submission: The application must be submitted in person at the BLS Visa Application Center for Spain in Jakarta. More information and appointments at:

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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 of 1 month from the day after the application submission date, but this period may be extended if an interview or additional documents are requested.



Collecting the visa: The visa must be collected in person by the applicant or by their legal representative (if the applicant is a minor) within a maximum period of 1 month, counted as of the day after the date on which the favourable 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: If the contract is for one year, the visa will be valid for 90 days. Once in Spain, the worker must register with the Social Security system before beginning their work activity and apply for a Foreigner Identity Card at the Foreign Nationals' Office or the corresponding police station, within 1 month from their registration with the Social Security system.

If the work contract is for seasonal work, the visa will be valid for the entire period for which the applicant is authorized to reside and work in Spain, and it will not be necessary to apply for a Foreigner Identity Card upon arriving in Spain.