



D-Visa Retirement

Your application must contain all supporting documents in the order indicated below. Please print this “checklist” and add it to your application file. Incomplete applications may result in delays or refusal. Visa fees are not refundable.

<input type="checkbox"/>	1. Visa application form + 1 copy: Duly completed online and signed. Signature must be notarized when mailing application.
<input type="checkbox"/>	2. Passport not older than 10 years: Valid for at least 15 months from the date of departure from Belgium. Passport must contain at least 2 empty side-by-side pages. + 2 copies of the passport picture page.
<input type="checkbox"/>	3. Two recent color photos: American or European passport-size, less than 6 months old with white background.
<input type="checkbox"/>	4. Visa fee : see consular fee schedule under consular services.
<input type="checkbox"/>	5. Proof of payment of the administrative fee + 1 copy: Must be paid through international wire transfer to the Immigration Office in Belgium. For instructions and amounts, see: Fee IBZ (bosa.be) . Note that the applicant’s name must be mentioned in addition to the exchange rate if the euro amount is not included.
<input type="checkbox"/>	6. Cover letter + 1 copy: personal statement explaining why you wish to reside in Belgium with an overview of your significant ties with Belgium (e.g. frequent visits, friends/relatives, possession of property, assets, etc.).
<input type="checkbox"/>	7. Nationwide FBI criminal history record: Required for all applicants over the age of 18. Records must remain in sealed envelope and cannot be older than six months. Criminal history records from FBI-approved channelers are accepted. If you lived outside of the US during the entire past year : a criminal history record with the same conditions from that country.
<input type="checkbox"/>	8. Medical certificate (PDF) + 2 copies: Only the official model enclosed is accepted. It cannot be older than 6 months. For a list of affiliated physicians, click here . If you choose an unaffiliated physician, the doctor's signature must be notarized. The document must thereafter be apostilled .
<input type="checkbox"/>	9. Proof of sufficient available funds and/or income + 1 copy: Proof of sufficient means may include Social Security benefits, bank statements covering at least the past 6 months, income from real estate properties, etc.
<input type="checkbox"/>	10. Letter(s) of reference + 1 copy: Letter(s) from Belgian citizens or residents, with full name, address and contact information, explaining/confirming your close ties with Belgium.
<input type="checkbox"/>	11. Prepaid and pre-addressed envelope (optional) to return your passport. Shipments with a tracking number are highly recommended. The diplomatic post is NOT responsible for lost packages. Note that Washington and New York do not use FedEx.