



WORK PERMIT TYPE B
Au pair youth
(art. 9,14° Royal Decree 09/06/1999)

This list contains the application documents for an employment permit for a foreign employee, valid for the Brussels Capital Region.

Please fill in these documents following the instructions, and send back the entire file and this letter.

- 1) Application form "Authorisation for the employment of a foreign au pair youth":
⇒ filled in, signed and dated by the employer or his/her authorized representative;

! In any case a natural person, legally residing in Belgium !

Please note that at least one of the members of the host family must be a child younger than 13 years of age at the beginning of the stay of the young au pair.

- 2) A photocopy of the identity card of the employer or his/her authorized representative;
- 3) An original (see model attached) of the placement agreement, duly filled in, dated and signed by both parties;
- 4) An attestation issued by the educational institution in the land of origin of the au pair youth stating that either the au pair youth is in the possession of a degree giving him/her access to higher education, or - if he/she does not possess such a degree - that he/she has attended school at least until the age of 17 (if necessary a translation must be added);
- 5) A medical certificate, in accordance with the model attached, issued by a doctor of his/her choice (attention: if the person resides abroad, it must be a doctor assigned by the Belgian diplomatic or consular officials abroad). This document is valid for 3 months.
- 6) A family composition of the host family, delivered by the communal authorities;
- 7) A written commitment stating that the youth will benefit from health insurance during his/her stay in Belgium;



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- 8) A copy of the complementary insurance contract covering the risks for medical, pharmaceutical and hospitalisation costs in case of accidents or illness (for instance: ISIS insurance, DKV, ...);
- 9) A registration certificate proving that the au pair youth is taking classes or will take classes in an institution that teaches one of the languages of the Region, the knowledge of which he/she is perfecting, and three-monthly certificates proving he/she is regularly attending class;
- 10) A photocopy of all pages of the passport of the au pair youth and a photocopy of the declaration of arrival if the person concerned is already in Belgium;
- 11) A certificate of good character for all members of the host family older than 18 years of age living under the same roof;
- 12) The proof that day care is provided for the children under the age of six (6), for the period corresponding to the maximal duration of the stay of the au pair youth;
- 13) The proof that the au pair youth has a basic knowledge of the daily language spoken in the host family (for instance: a copy of the study certificate proving that the youth has taken classes in this language) or the commitment of the youth to acquire this basic knowledge immediately after his/her arrival in Belgium by taking an intensive language course;
- 14) When change of host family:
 - the attached information sheet, filled in and signed by the person concerned, and signed and dated by the Mayor of the commune where he/she resides;
 - a photocopy of the residence permit;
 - a photocopy of the work permit.

You can always contact us to obtain further information.