



Request for a professional card

If you wish to work in Belgium as a self-employed person, you must first obtain a professional card ("carte professionnelle/beroepskaart"). Once you have obtained this professional card, you can apply for a visa at the Embassy.

Where to obtain the professional card?

If the applicant is officially resident in Belgium, the applicant must address the relevant region.

If the applicant is officially resident in Italy (certificate of residence, delivered by the Italian municipality, not older than 6 months and a valid Italian permit of stay), the applicant must introduced this request for a professional card at this Embassy.

For more information about the professional card, please click [here](#)

Each application must contain the following documents :

	Type of document	Description of the document
1	Application form for a professional card	to be downloaded from the website of the competent region. Filled in and signed. The heading 'D': information concerning the stay must remain blank, this will be completed by the Embassy. For 'Vlaanderen', click here For 'Brussel', click here For 'Wallonie', click here
2	ICAO -compliant passport photo	format 45x35mm, good quality, color gloss prints, less than 6 months old, plain white or light grey background, face looking directly at the camera and not tilted in any direction
3	Proof of full payment of the administration costs of 140€	to be transferred to the account of the Belgian Embassy in Rome prior to sending your professional card application. Payment information: Bank: UNICREDIT S.p.A. Beneficiary: Ambasciata del Belgio (recettes consulaires) IBAN: IT72L0200805170000030066859 BIC : UNCRITM1113 Communication : <ul style="list-style-type: none">• Name and surname of the applicant (exactly as mentioned on the passport)• Nationality• Date of birth: DD-MM-YYYY

4	Copy of your valid passport/travel document	the page with your name and the expiry date and a copy of all the pages containing visa and entry-exit stamps. Empty pages don't need to be copied. A valid passport/travel document: - must be issued less than 10 years ago - is valid for at least 12 more months at the moment you introduce your request.
5	Copy of your valid Italian residence permit	front and back side. Your Italian resident permit needs to be valid.
6	A recent certificate of residence	delivered by the Italian municipality maximum 6 months ago – attention: a statutory declaration "autocertificazione" will not be accepted
7	A criminal record certificate	'Certificato Generale del Casellario Giudiziale', delivered less than 6 months old; you can obtain this document from all courts "tribunale" in Italy.
8	A letter of motivation	
9	Curriculum vitae	
10	Various documents regarding the planned professional activity in Belgium	eg status, financial plan, balance sheet, impact on local employment, marketing studies,...
11	Opening balance	proof of sufficient opening balance to start a professional activity in Belgium
12	Proof of opening a Belgian current account	if it's not possible, please provide a statement from the bank explaining the reason

IMPORTANT INFORMATION:

- The request for a professional card with all required documents needs to be send first by email to rome.visa@diplobel.fed.be
- Professional card applications can only be officially submitted in person at our office in Rome after having obtained an appointment
- Additional documents may be requested.
- The professional card application will only be eligible for processing when the submitted file is complete.
- The Belgian embassy has no competence in the decision of the professional card. The application is send to the competent region for decision. Please contact the competent Belgian region for information about the processing time and progress of your application once the embassy has transferred it.