

CHECKLIST: TELEWORKERS NATIONAL VISA

DD MM YY

Intended date of travel to Spain:

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Minimum documentation:

SL.	Documents	Yes	No
1	<b>Foreigner's Identity Number (NIE).</b> (without this number the applicant cannot start the process)		
2	<b>Passport</b> valid for at least 3 months and minimum 2 blank pages.		
3	1 recent color white background photographs <b>(not more than 6 months ) 3.5 cm x 4.5 cm</b>		
4	<b>1 National application form</b> completed in blue ink, capital letters, or printed online, duly signed		
5	<b>Copy of current passport (all pages).</b>		
6	<b>Valid resident permit/visa</b> (only for non-Thailand, Cambodia, Myanmar or Laos citizens)		
7	<b>Certificate of Criminal Record (only in the case of persons over 18 years of age)</b> Issued by the country or countries where the applicant has resided within the last five years, preceding the date of the visa application. It cannot be older than 6 months, unless the certificate itself specifies a longer expiration.		
8	<b>DEPENDANTS:</b> <b>Spouse:</b> Marriage certificate or civil partnership certificate. <b>Children:</b> Birth certificate. In the case of minors travelling with only one parent, consent letter or documents proving sole custody.		
9	Certificate from the company stating: a) 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. b) 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	Social Security: a) For employees: proof of application for registration of the company with the Spanish Social Security and proof of the worker's affiliation to the Social Security.  b) For self-employed workers: proof of affiliation to the RETA (Special Scheme for Self-Employed Workers).		
13	Proof of sufficient financial resources		
14	Criminal record certificate from the country or countries in which he/she has resided during the last two years + a declaration of no criminal record for the last 5 years must be submitted.		
15	Health insurance.		
16	Graduate or postgraduate degree from a university of recognized prestige, vocational training or business school of recognized prestige or 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.		
17	Proof of residence in the consular district		
18	Family: Marriage certificate (wife) or birth certificate (children)		

**Important Notes:**

- (1) All Foreign documents must be translated into Spanish by sworn translator in Spain.
- (2) All foreign documents must be dully legalized or apostilled, except official documents issued by a Member State of the European Union.

**This is not an exhaustive list. Applicants can be requested to submit additional documents. Alternatively, can be called at an interview if required by the Embassy.**

**The visa fees and the BLS Service fees are non-refundable.**

**All original documents must accompany with one photocopy.**

**Please help us save paper and space by presenting your documents printed in both sides and avoiding unnecessary and unrequired information and/or documents.**

**Declaration:**

I.....

Passport no: ....., voluntarily agrees to avail the services of BLS International (Thailand) Ltd. to apply for a Spain Visa.

BLS Staff:.....

Contact number Of the Applicant.....

Email ID of the applicant: .....

Signature of the Applicant: .....

Date:.....