



EMPLOYEE VISA

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.

The process must start in Spain with the company requesting the working authorization from the Foreign Office in the region where the work contract will take place.

The approval of this working authorisation is mandatory in order to submit your visa application.

HOW TO APPLY

All visa appointments of the Consulate General of Spain in Edinburgh will be booked only via BLS International Edinburgh web: <https://uk.blsspainvisa.com/edinburgh/>

Your non lucrative visa application must be submitted in person at BLS centre in Edinburgh on the day of the appointment, along with the rest of the required documents detailed in this checklist.

BLS centre address: **6 Dock Place, Suite 1A, Edinburgh, EH6 6LU.**

FEES

The fee for the visa application process is comprised of the following charges:

- **BLS fee:** £ 14.55
- **Visa administration fee**, to which the Principle of Reciprocity will be applied:
 - UK citizens: £409
 - Other nationalities:
<https://www.exteriores.gob.es/Consulados/edimburgo/es/Consulado/Documents/TASAS%20CONSULARES%202023.pdf>

Fees must be paid at the moment of submission, in cash or by card.

If you decide to cancel your application, or your application is refused, you will not be refunded the price of the visa application process.



TERRITORIAL JURISDICTION OF THE SPANISH GENERAL CONSULATE IN EDINBURGH

Your visa application will be accepted only if your place of residence falls within of our consular jurisdiction.

Our jurisdiction comprises of:

Scotland and Scottish Isles

Northern Ireland

And the following English counties:

Cleveland, Cumbria, Durham, Northumberland, Tyne & Wear and Tees Valley (Redcar and Cleveland, Stockton on Tees, Hartlepool, Darlington and Middlesbrough).

CONDITIONS OF APPLICATION

An appointment does not guarantee a visa. This Consulate General is not responsible for the expenses of the intended travel and will not accept any expenses claim in the event of a visa refusal.

Photocopies of all original documents must be provided at the time of application. Screenshots will not be considered.

Your application, passport and visa fees will be forwarded to the Consulate General of Spain in Edinburgh.

When necessary to assess the application, the Consulate General may request additional documents or information, and may also ask you to come in for a personal interview.

Due to data protection regulations, we will not provide information on the status of a visa over the phone or by email. You will need to wait to be notified within the established timeframes (see section “**DURATION OF APPLICATION**”).

LIST OF REQUIRED DOCUMENTS

- 1. Valid, unexpired passport.** The original and a photocopy of the page/s of the passport that contain biometric data must be submitted. The passport must have a minimum validity period of 1 year and contain two blank pages. Passports issued more than 10 years ago will not be accepted.
- 2. One completely filled and signed National Visa Application Form.**
- 3. A recent passport size colour photograph** taken in the last 6 months, which meets the ICAO specifications: https://www.icao.int/Security/mrtd/Downloads/technical%20reports/annex_A-photograph_guidelines.pdf
- 4. Proof of residence** in the consular district: This must be provided in document form with your name and address visible (i.e. bills, bank statements etc...).
- 5. For non-British citizens: UK residence permit.** It can be either in form of Visa stamped on the applicant's passport or a Residency Card. Holders of a UK C-visit Visa are not eligible for applying through our Consulate.



6. Medical (Health) Certificate signed and stamped by a registered doctor. This Certificate must literally state that you, the Applicant, “does not suffer from any illness which represents a risk or a danger to the public according to the International Health Regulations of 2005”.

The document must be legalised by the Hague apostille and officially translated into Spanish.
If this certificate is issued in Spain, the legalisation and translation are not required.
This certificate should be issued within three months prior to submitting the application.
The Consulate does not provide or require a specific template for the medical certificate.

7. Certificate of Good Conduct (only in the case of persons over 18 years of age), issued by the country or countries where the applicant has resided in the past five years.

Only the ACRO police certificate is valid for the UK. The disclosure Scotland certificate is not accepted for visa purposes.

The police certificate must be translated by a Sworn Translator and legalised with the Hague Apostille if the country is a signing member of the Hague Convention. If the country is not a signing member, the document must be verified by the Spanish Consulate in the country of issuance.

This certificate should be issued within six months prior to submitting the application, unless the certificate itself specifies a different expiration date.

8. Work contract stamped by the Foreign Nationals' Office.

9. Initial residence and employee work permit signed by the employer.

*The approval of this work permit is mandatory in order to submit your visa application.

10. Public or private medical insurance arranged with an insurance company authorised to operate in Spain, which covers the entire period of stay and all types of healthcare without limitations, co-payments or deductibles.

11. In order to have your passport delivered, the following options are available:

A pre-paid Special Delivery envelope for up to 500 g. provided by the applicant from the Post Office; or a BLS Guaranteed courier service, provided by BLS the day of your appointment.

SWORN TRANSLATIONS AND LEGALISATIONS

All foreign public documents must be legalized or apostilled to be valid in Spain and, where applicable, must be submitted together with an official translation into Spanish.

The Hague Apostille is a simplified procedure that has the same purpose as legalization and is applied between the States party to the Convention of 5 October 1961, which abolished the requirement to legalize foreign public documents.

- In order to obtain more information about the procedure of the Hague Apostille legalisation, you can visit the British government website in charge of this type of legalisation.



- Translations can be done by a sworn translator registered in Spain. You can find a registered sworn translator at our website:
<https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Paginas/Traductores-Interpretes-Jurados.aspx>

*The document should be legalised first and then translated afterwards. The Hague Apostille does **not** need to be translated, **nor** does the translation need to be legalised. **It is only the original documents that need legalising and translating.***

OUTSTANDING DOCUMENTS

Make sure you have all the documents detailed in this checklist ready the day of your visa appointment.

Your visa application may not be accepted if more than two required documents of this checklist are missing on the day of your appointment. If the application is not accepted, a new appointment will be required.

In the event that the ACRO certificate and/or the medical certificate are missing the day of your appointment, **you must post them to BLS** as soon as you obtain them **legalised and translated**, along with its photocopies and a copy of your passport as a reference.

DURATION OF APPLICATION

The period for reaching a decision is 1 month from the day after the application submission date, but this period may be extended when an interview or additional documents are requested.

PASSPORT WITHDRAWAL WHILE THE VISA IS IN PROCESS

During the visa processing time the passport is secured in the Consulate General.

Passports can be withdrawn during this period if a signed written request is forwarded to the Consulate **through BLS**. The passport will then be returned via **BLS**, within 1 working day. No passports can be withdrawn directly from the Consulate.

Once you no longer require your passport, it should be sent back to BLS as soon as possible in order to finish the visa process. If you remove your passport towards the end of your visa application, it can cause short delays to your obtaining your visa, yet we will continue processing the application even whilst the passport has been withdrawn. **We do require the passport in order to issue the visa at the end of the process**, if your application has been successful.

Alternatively, on the day of your appointment, if you will require your passport for any reason (e.g. upcoming travel, form of identification), you are allowed to keep your passport with you, as long as you have presented the physical passport at your appointment. When you no longer require the passport, you must send it back as soon as possible to Consulate General (to the attention of the Visa Department) in order to continue the application process. Retaining the passport can cause short delays to obtaining your visa. If you would like to select this option please let the staff member know during the appointment.

You **must be in United Kingdom** when receiving your visa.



AFTER OBTAINING THE VISA

If your stay does not exceed 6 months, the visa will be valid for the entire stay and it will not be necessary to obtain a Foreign Identity card (TIE - Tarjeta de Identidad de Extranjero). This visa will appear as a sticker inside your passport.

If the duration of your stay is for longer than 6 months, the visa will be valid for 90 days. This period indicated on your Visa sticker is the time you have to enter Spain and once there you must apply for a Foreigner Identity Card (TIE), at the Foreign Nationals' Office or the Police Station of the province in which the permit was processed. You can find more info on the following website:

<http://www.interior.gob.es/web/servicios-al-ciudadano/extranjeria/regimen-general/tarjeta-de-identidad-de-extranjero>

Remember: your passport **needs** to be stamped when you get to the border. Otherwise, the TIE could be refused and so could your legal right to stay in Spain.

SIGNATURES and AGREEMENT

1. For Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE.

I HAVE COMPLETED THIS APPLICATION TOGETHER WITH BLS STAFF AND I AM AWARE THAT NOT SUBMITTING ANY OF THE REQUIRED DOCUMENTS MAY LEAD TO REFUSAL OF VISA APPLICATION.

2. For BLS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

Applicant's name:

Signature:

Date:

Checked by (BLS staff):

Signature:

Date: