



## **SELF-EMPLOYED WORK VISA**

### **OVERVIEW**

Visa for people aged 16 or over who seek to engage in self-employed activity in Spain.

To obtain a self-employed **work visa**, it is first necessary to obtain an initial residence and self-employed **work permit**. For this reason, the procedure comprises two stages.

### **HOW TO APPLY**

- **Stage I** - applying for a residency and self-employment authorisation:

In order to book an appointment for this authorisation, write us an email to [cog.edimburgo.vis@maec.es](mailto:cog.edimburgo.vis@maec.es) indicating the following details:

- Full name of the applicant.
- UK address and postcode.
- Type of visa the applicant will apply for.
- 3 dates when the applicant is available to submit the visa application.
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The application for stage I is submitted directly at the Consulate: **63 North Castle Street, EH2 3LJ, Edinburgh.**

**\*\*Only once the authorisation has been granted can the applicant proceed to Stage II\*\***

- **Stage II** - applying for the self-employed work visa:

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/>

The application for stage II is submitted directly at BLS centre: **6 Dock Place, Suite 1A, EH6 6LU, Edinburgh,**

### **FEES**

The fee for the residency and self-employment authorisation is comprised of the following charges:

- **790-052 fee form** (initial temporary residence permit): £9,45
- **790-062 fee form** ((self-employed work permit): £175,70

The fee for the visa application 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 CONSULATE GENERAL OF SPAIN 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.

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**”).

### STAGE I

#### CHECKLIST OF REQUIRED DOCUMENTS TO OBTAIN THE AUTHORISATION OF RESIDENCE AND SELF-EMPLOYMENT

**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. You must submit **2 forms** (available at BLS website), duly completed, dated and signed:

- **790-052 fee form** (initial temporary residence permit).
- **790-062 fee form** ((self-employed work permit).

The fees can be paid either at the Consular Office on the day of your appointment, or they can also be paid online, through the links to forms 790-052 and 790-062:

<https://sede.administracionespublicas.gob.es/pagina/index/directorio/tasa052>

<https://sede.administracionespublicas.gob.es/pagina/index/directorio/tasa062>

In this case, the proof of payment obtained from the same webpage must be attached.

\*Nationals of Ibero-American countries, nationals of the Philippines, nationals of Andorra, nationals of Equatorial Guinea, Sephardim, children and grandchildren of persons of Spanish origin, and foreigners born in Spain are exempt from paying the fee for self-employed work permits.

\*If a work permit is applied for in the Autonomous Community of Catalonia, the fee must be paid directly to that Autonomous Community.

**3. 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...).

**4. 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.

**5. Activity permits and licences.** List of permits or licences required for the installation, opening or operation of the planned activity or professional practice, indicating the status of the procedures for obtaining them. Certification of applications to the corresponding bodies must be attached.

**6. Professional training and qualifications.** documents accrediting the legally required training, and where applicable, qualifications, for the professional practice. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.

**7. Plan for the establishment or activity.** Plan for the establishment or activity to be carried out, indicating the planned investment, the expected return, and, where applicable, the jobs that will be created. Documents written in a foreign language must be submitted together with an official translation into Spanish.

**8. Financial means.** Documents accrediting that the applicant has sufficient financial means to carry out the planned investment, or a commitment by financial or other institutions to provide support. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.



## STAGE II

### CHECKLIST OF REQUIRED DOCUMENTS TO OBTAIN THE SELF-EMPLOYMENT WORK VISA

*Only once the authorisation has been granted can the applicant proceed to Stage II*

- 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 be valid at least for the duration of the planned stay 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](https://www.icao.int/Security/mrtd/Downloads/technical%20reports/annex_A-photograph_guidelines.pdf)
- 4. Proof of residence** in the consular district OR **proof of enrolment in a local educational centre** located within our jurisdiction. This must be provided in document form with your name and address visible (i.e. bills, bank statements, university correspondence etc..).
- 5. 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.
- 6. 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.
- 7. 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.**\*

#### DURATION OF APPLICATION

**Authorisation of residence and self-employment (Stage I):** The Consular Office will inform the applicant of the decision issued by the corresponding Delegation or Sub-delegation of the Government.

If the decision is favourable, the Consular Office will invite the applicant to submit a visa application.

**Self-employed work visa (Stage II):** The period for reaching a decision is 1 month as of the day after the submission date of the application, but this period may be extended if 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**

The visa will be valid for 90 days. Once in Spain, workers must register with the Social Security system within a period of 3 months and before beginning their employment activity. They must also apply for a Foreigner Identity Card at the Foreign Nationals' Office or the corresponding Police Station within a period of 1 month from their registration with the Social Security system.

**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: