



**WORK AND RESIDENCE PERMIT VISA FOR A FIXED PERIOD**

**DOCUMENTS REQUIRED**

1. 2 [National visa application](#) forms, duly filled out, signed by the person in whose name the visa will be issued and 2 recent passport size photographs in colour and with white background attached to the form.
2. Payment of Visa fees must be done only through demand draft in favour of CONSULATE GENERAL OF SPAIN, MUMBAI. Two photocopies of demand draft must be submitted.
3. In case of representatives, power of attorney. A photocopy of the same must be submitted.
4. Passport with a minimum validity of 1 year and photocopy of all pages of the same.
5. [Police Clearance Certificate](#) issued by the competent authorities of the country where the applicant has resided in the last 5 years prior to the submission of the visa application, legalised+authenticated or apostilled.
6. [Medical certificate](#) issued by any registered medical practitioner updated.
7. Original resolution authorizing RESIDENCE AND WORK of the applicant. This document must be submitted before this Consulate General within **ONE MONTH** from the date of notification by the Spanish authorities to the employer. TWO photocopies of the same must be submitted.
8. Original work contract, signed by the Foreigners Office (Oficina de Extranjería). A photocopy of the same must be submitted.
9. Personal appearance of the foreign national employee, for the signing of the contract before the Consular Office.
10. Agreement to return signed by the employee. 3 copies.



### **OTHER REQUIREMENTS AND OBSERVATIONS**

**TRANSLATION:** [Sworn translation](#) to Spanish from source language if the original documents are in a regional/foreign language (except passports and economic proof documents).

**PHOTOCOPIES:** Kindly note that for each original document presented a photocopy of the same must be submitted. The photocopies must be made after legalising the translations and/or the documents.

**INTERVIEWS:** At any time during the visa application procedure, this Consulate General may require the personal appearance of the applicant, and if considered necessary, conduct a personal interview.

**THIS CONSULATE GENERAL MAY REQUEST FOR ANY ADDITIONAL DOCUMENTATION.**