Schengen Visa

General Information on a Short Stay Visa

Belgium is a Member State of the Schengen Agreement which came into effect on March 26, 1995.

In order to visit one or more of the Schengen states you have to obtain a so-called "Schengen visa". This visa is generally valid in all Schengen states for a stay of up to 90 days within a six-month period for tourism, visit or business, but not for employment purposes.

- **Where to Apply For a Short Stay Schengen Visa**

If you want to visit only one Schengen state, you have to apply at the Embassy of that state. If you want to visit two or more Schengen states, please apply at the Embassy of the country which is your **main destination**, defined by the length of stay or other criteria from that Embassy. If you intend to visit two or more Schengen states, but you have no main destination, meaning the duration of both visits is the same, you need to apply for your visa at the Embassy of the country which you intend to visit first (**first entry**).

- **How to Apply for a Short Stay Schengen Visa with the BELGIAN Embassy in Dublin**

You are required to lodge your application in person!

You have to be resident in Ireland. If you are not resident in Ireland, your application may be accepted and processed under certain circumstances determined by the Embassy. The processing time in that case might be longer.

Opening hours

Monday to Thursday from **09.00 to 13.00 by appointment only. Last visa application will be taken at 12.30.** To make an appointment, please use our **online appointment system** (via VisaOnWeb). The Embassy is closed on weekends, as well as on Belgian and Irish public holidays.

Processing time

It is strongly recommended that you apply **at least 2 weeks** before the planned journey. Please be advised that in certain cases, the processing may take longer. For more detailed information, please contact the Embassy.

Visa Handling Fee

The visa handling fee is **90 EUR and should be paid by card in the Embassy on the day of your appointment**. Please note this handling fee is **not refundable**.

If you are **married to an EU citizen** or one or both of your parents are EU citizens (for minors), the visa is **free of charge**. Please provide the Embassy with your marriage or birth certificate and your spouse's passport or your parent(s)' passport(s) as proof (both originals and copies).
€ 35,00 for citizens of Ukraine, Moldova, Albania, Serbia, Montenegro, Bosnia, North Macedonia, Kosovo, Georgia.
If you want your passport and visa posted to you, you have to provide a self-addressed and stamped envelope (registered mail).

NOTICE FOR MINORS

Minors (under 18) can only apply for a visa themselves, if they are at least 16 years old. For younger applicants, at least one parent must be present when the visa application is made.
In all cases of minor applicants, the following documents are required:
- Birth certificate (also stating the names of parents)
- Parents' passports and Irish "Certificates of Registration", if parents are non-EU nationals.
- Written consent of legal guardian(s) for the journey intended (signatures must be certified). Proof of guardianship must be provided.

Important Information:

- **The documents listed in the info sheets are only the basic documents to be submitted in all cases. Additional documents may be requested by the embassy. Also the applicant may be invited for an interview.**
- **Please note that the acceptance/processing of your application does not guarantee that your visa will be approved and issued.**
- **Holders of Schengen visas are still subject to immigration controls and are not guaranteed entry into any of the Schengen countries.**
- **False statements or attempts to provide the Embassy with fraudulent documents will result in the rejection of the visa application, i.e. the visa will not be issued. You may also be liable to prosecution under the law of the Schengen States!**
- **Please check on the status of your visa application by phone or e-mail on or after the date given upon application, before buying your ticket and making any financial commitments. The Embassy is not liable for any expenses incurred by the applicants!**
- **Please note that changes to your travel itinerary and/ or accommodation after submission of your application will not be taken into consideration.**

It is advisable to bring copies of the submitted documentation in your hand luggage as immigration authorities at the border might request to examine information regarding your stay in the Schengen territory.

Contact Details

Belgian Consulate general
Visa Section
1 Elgin Road
Ballsbridge
Dublin 4
Email: Dublin.visa@diplobel.fed.be
Website: https://ireland.diplomatie.belgium.be/en
*Note that visa-related questions **cannot** be answered by phone.*

Documents to be Submitted for Short Stay Visa (in both Originals and Copies):

Application form, completed and signed on the spot by the applicant in person.

Recent **photograph** (on a white background, 35mm x 45mm).

Your **fingerprints** will be taken when you apply (children under 12 are exempt).

Passport or Travel Document
Valid for at least three months after the planned date of return from the Schengen area. Please ensure that your passport has at least 4 blank pages!

Irish Certificate of Registration (GNIB card) (also known as Garda/ Green Card**),**
Valid for at least one month after the planned date of return from the Schengen area.

Return Ticket:
Upon application: itinerary/reservation printout (flight/ferry/rail/bus).
When collecting your visa: Return ticket (plane/ferry/rail/bus) must be **purchased and shown only when visa has been approved**. Please note that if you intend to **travel by vehicle** you need to submit: proof of ownership of the vehicle/vehicle registration, proof of motor insurance for the vehicle and a full driving licence.

Proof of current occupation in Ireland:
If you are **employed:** Your work permit and most recent pay slips. If you do not require a work permit: a letter from your employer or copy of work contract and your last 3 pay slips.
If you are **self-employed**: your company's registration certificate and a recent business printout available from the Companies Registration Office.
If you are a **student**: a recent letter from your university/college/school confirming your attendance/status, and, if applicable, proof of (part-time) employment.
If you are **retired**: your pension booklet.
If you are **unemployed:** letter from Social Welfare

Evidence that you have sufficient financial means
Bank statements of the last three months stating your name and address or sponsorship form/ letter of guarantee (annex 3bis) **in French or Dutch** signed by your host, obtainable from your host's local city hall (Administration Communale/ Gemeentebestuur) in Belgium + their family composition, last 3 payslips and copy of ID or residency card. Cash is not accepted as proof!

Proof of Medical Insurance Cover
The Embassy only accepts an individual or group travel insurance covering the costs for emergency treatment by a doctor or in a hospital and repatriation to your country of residence.
The insurance must be valid in all Schengen states for the duration of your stay and must have a minimum cover of 30,000 Euro (including repatriation) per person. For multiple-entry visas the insurance must cover the period of the first intended visit.
Please note that the "European Health Insurance Card" delivered by the Irish authorities is not sufficient proof of medical insurance cover, since it does not cover repatriation. You will therefore require additional insurance.

If you are travelling as a tourist:
Upon application: confirmed hotel/hostel/B&B reservation(s) covering the whole duration of your stay in Belgium and, if applicable, in other Schengen countries. A detailed itinerary for your trip (including details of tourist attractions, or other places you will visit, etc.)
When collecting your visa: Confirmation of full payment or credit card guarantee.
If you are visiting friends or family:
Invitation letter + Copy of ID or residency card
If you are travelling on business:
Letter from your employer in Ireland explaining in detail the nature and duration of your stay in Belgium and whether it concerns single or multiple entry; proof of board, lodging and other travel expenses including health insurance, if covered by your employer.
An **official letter of invitation from your business partner** is required. This letter must state and confirm the details given in the letter from your employer in Ireland and indicate cover of your travel expenses, if applicable. **Your counterpart and/ or the organiser of your trip in Belgium must be named and contact details given**.