



Info

Visa and passport Visa et passeport Visum en paspoort

With this letter, we want to give all foreign staff and participating groups all the necessary information needed to come to Belgium. We explain you which administrative actions you'll have to take in order to cross borders.

What do I need? *A visa, a passport or is an ID sufficient?*

On the website of the Belgian Federal Public Service www.diplomatie.be you can find out which documents you need to come to Belgium. Choose <Travel> – <Visa for Belgium>.



Passport

With your passport, you can prove your identity and nationality. If you need a passport, there are some conditions that you must consider:

- Any passport should be valid for another 3 months longer than the planned stay (at least until 08/11/09).
- You must present documents proving the purpose of your trip and the circumstances of the planned stay. The organization of Flamboree will send you a confirmation of registration when we received a completed registration form, the full participation fee is paid and when we have received confirmation that you are member of a youth association recognized by WOSM or WAGGGS.
- You must present documents proving that you have sufficient means of subsistence, covering both the duration of your stay and your return journey. This may be: a return ticket, proof of payment, etc.

Collective passport

Especially for groups (and perhaps also for staff) it can be interesting to apply for a collective passport. The conditions can be found below. Ask more information about this collective passport at your local authority office or at the Belgian embassy in your country. With this collective passport, you can also apply for a collective visa.

- The group must comprise at least 5 and no more than 50 persons.
- The identity of the members and their place of residence must be mentioned in the passport.
- All group members should have the same nationality.
- All group members must also have a personal identity card (with photo).
- There must be a group leader with an individual passport, responsible for keeping the collective passport.
- If your nationality requires a visa, there should be one included in the collective passport.
- The group has to arrive together, stay together during the stay and leave as a group.

Visum

You should apply for your visa in person at the relevant Belgian embassy or consulate in your country of residence. On <http://www.diplomatie.be/en/addresses/abroad/websites.asp> you can find an overview of all websites of Belgian embassies.

Documents

When applying for a visa to enter Belgium, you will need a number of documents. In all likelihood this will be next set of documents, but definitely check with your local embassy:

- Passport that is at least 6 months valid
- Completed visa application forms
- Letter of invitation
- Prove of sufficient means of subsistence (+ possibly a pledge of financial support)
- Proof of transport arrangements (only needed when visa is granted)
- 3 recent photographs



Letter of invitation

The organization of Flamboree shall, for all those who need it, make up an official and personal invitation letter. However, to be able to make up this invitation letter, we need information (eg passport number and expiration date). For this, we have created a passport form. The form can be downloaded from www.flamboree.be and will automatically be delivered by mail to all groups and staff who need a visa.

We therefore ask anyone who needs an invitation letter, to fill in this form as soon as possible and return it to us at info@flamboree.be. The invitation letter will then be prepared and sent by post to the staff member or contact person of the group.

If necessary, a pledge of financial support will be added to the invitation letter.

Notice

Start your preparations for your visa application well in advance. In the worst case, the application can take up to 4 months!

Young people and minors

Minors travelling alone or with persons other than their parents require a statement of authorisation to travel signed by both parents or by a legal guardian. This statement must be authenticated by the local authorities.

There are no fixed procedures or forms to give parental authorisation when travelling with minors. Generally, it is assumed that a child with an identity card or passport, has the consent of the parents. Please contact your local authorities to ensure.

NSO Confirmation

All Flamboree participants and staff must be part of a group of scouts or guides which is member of an association recognised by WOSM or WAGGGS (cfr. joining conditions).

Every participating group and staff has to send us a proof of membership. Please ask your association to send us a confirmation that you are a member. A model of a Confirmation Request can be found on our website (www.flamboree.be > Registration > Confirmation WOSM/WAGGGS).

Documents

To deliver you (or your group) a confirmation of registration, we need the following:

- Completed registration form
- Payment of the full participation fee
- NSO Confirmation

To deliver you (or your group) a letter of invitation and pledge of financial support, we need the following:

- Passport form
- Proof of insurance securing against personal physical accidents, repatriation and civil liability.

All documents shall be delivered to us on info@flamboree.be.

Take along during your trip

- ID card, passport and/or visa (personal or collective)
- Parental consent if you travel with minors
- Return ticket

Want to know more?

Interesting websites

www.diplomatie.be

www.flamboree.be

Any questions? Contact us, we're glad to help!

Flamboree 2009 - Scouts en Gidsen Vlaanderen vzw

Lange Kievitstraat 74 · 2018 Antwerpen · Belgium

info@flamboree.be

tel. +32(0)3 231 16 20

fax +32(0)3 232 69 92

Peter Vermaele & Joke Van Roy

Responsables visa applications

secretariaat@flamboree.be