



**Consular Section**  
**EMBASSY OF THE REPUBLIC OF ANGOLA**  
Brussels - Belgium

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**WORK VISA**

**Required formalities and documents to obtain a work visa,  
pursuant to new law No. 2/07 of 31 August**

**DOCUMENTS REQUIRED**

- 1. Application form**
  - Available at the Consular Section in Brussels or at the website of the Embassy ([www.angolaembassy.be](http://www.angolaembassy.be)).
  - Please fill in **black ink** and in **block letters**.
  
- 2. Visa application letter**
  - Drafted by the employer.
  
- 3. Two identification photos**
  - Recent, in colour, without sunglasses.
  
- 4. Medical certificate from the country of residence**
  - **Accompanied by the respective sworn translation into Portuguese** (\*).
  
- 5. Passport**
  - Valid (1 year)
  - With three (3) blank pages
  - Photocopies of the main pages and, where appropriate, the visas obtained for Angola.
  
- 6. Residence certificate**
  - Issued by the Municipal Administration of the area of residence, valid for 3 months.
  - **Translated into Portuguese by a sworn translator.**



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**7. Criminal Record Certificate**

- Issued by the Municipal Administration of the area of residence, or by the Federal Public Service Justice.
- **Translated into Portuguese by a sworn translator.**

**8. Sworn Statement**

- Drafted by the employee, undertaking to respect the legislation in force in Angola.
- **Accompanied by the respective sworn translation into Portuguese (\*)**.

**9. Proof of travel insurance**

- Issued by an insurance company
- **Mandatory particulars**
  - the name of the beneficiary(ies)
  - the policy number
  - the expiry date
  - worldwide coverage
  - the type of risks covered, namely medical and repatriation expenses.
- **Accompanied by the respective sworn translation into Portuguese (\*)**.

**10. Employment Contract**

**11. Curriculum vitae**

- **Accompanied by the respective sworn translation into Portuguese (\*)**.

**12. Diplomas and qualifications certificates**

- Copies of these documents.
- **Accompanied by the respective sworn translation into Portuguese (\*)**.

**13. Opinion of the Ministry with competence over the granting of work visas**



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**14. Documents relating to the employer** - certified copies of

- the company's Licence
- the *publication in the "Official Gazette"*
- the company's *Charter*, i.e. the authorisation to conduct commercial operations
- the D.A.R. [*Documento de Arrecadação de Receitas*] (*Revenue Collection Document*)

**15. Fees**

- €300

<b>IMPORTANT NOTES</b>
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All documents must be submitted upon request and all incomplete applications shall be rejected.

Any misrepresentation and/or document forgery shall be punishable under legislation in force in the Republic of Angola.

**(\*) The translations** must be done by a duly sworn translator. In work visa applications, aside from the signature and stamp of the translator on the translations, certification of the respective signatures, by one of the following entities, is also required:

1. Service des Légalisations du Tribunal de Première Instance:

Rue aux Laines n° 25 - 1000, Brussels. Phone: 02 508 73 30. Working hours: 9:00 a.m. to 12:00 p.m. - overnight certification - free.

2. Service des Légalisations du SPF Justice:

Boulevard de Waterloo, n° 115 - 1000, Brussels. Phone: 02 542 65 61 – 542 65 62 – 542 69 02. Working hours: 9:00 a.m. to 11:45 a.m. – 2:00 p.m. to 4:00 p.m – immediate and free certification.

3. Service des Légalisations du SPF Affaires Étrangères:

Rue des Petits Carmes n° 27 - 1000, Brussels. Phone: 02 501 87 85 – 501 88 16 – 501 89 00. Working hours: 9:00 a.m. to 12:30 p.m. – 1:30 p.m. to 3:30 p.m.

Fees 20 Euros per document - immediate certification.