



CONSULADO GENERAL DE ESPAÑA  
MANILA

**Residence visa with work permit  
exception**

**PROCEDURE:**

1. Complete the documents required. Put all the documents in 1 large brown envelope (with the applicant's surname, name and contact number written in bold letters on the upper left corner of the envelope).
2. The applicant must come personally on the appointment date and must pay the visa fee upon submission of the application.
3. Always include 1 photocopy of items no.3, 4, 5, 6, 7, 8 and 9. Three (2) photocopies of item 1.

**REQUIREMENTS:**

1. Duly accomplished **National** application form.
2. One (1) recent passport-size photos with white background (to be pasted on the application form)
3. Valid passport (with validity of at least 6 months).
4. **1 photocopy** of the data page of the valid passport.
5. Duly accomplished application form EX – 09.
6. Duly accomplished **790 tax form (code 052)**.
7. **Documents proving the work permit exception.** If religious, certificate from the Spanish Ministry of Justice declaring that:
  - a. The Religious Order or Entity is registered in the “Registro de Entidades Religiosas”.
  - b. The applicant is a member of the Religious Order or Entity and that the activities to be carried out by the applicant are strictly religious or in accordance with the objectives of the Religious Order or Entity.
  - c. That the Religious Order or Entity will assume all financial obligations of the applicant while in Spain.
8. **Medical Certificate** (done at any DOH accredited hospital or clinic) indicating the non-existence of diseases that may have a serious effect on public health, according to International Sanitary Regulations of 2005 (authenticated by the Department of Foreign Affairs and a validity of 3 months from date of issuance). The document has to be translated into Spanish.
9. **NBI Clearance** (National Bureau of Investigation) authenticated by the Department of Foreign Affairs (validity is 6 months from date of issuance). Must present Police/NBI Clearance from the places of residence within the last 5 years, authenticated by the corresponding authorities. The document has to be translated into Spanish.

**NOTE: OTHER DOCUMENTS NOT INDICATED MAY BE REQUIRED**

**Important Reminder:**

FOR SECURITY REASONS, CELLPHONES AND BAGS ARE NOT ALLOWED INSIDE THE CONSULATE GENERAL. THEREFORE IT IS ADVISED NOT TO CARRY ANY DURING YOUR VISIT. IN CASE VISITORS COME WITH A BAG OR CELLPHONE TO THE CONSULATE PREMISES, THEY WILL HAVE TO LEAVE THEM OUTSIDE. THE CONSULATE GENERAL WILL NOT BE HELD LIABLE FOR ANY LOSS OF OR DAMAGE TO PERSONAL BELONGINGS.