

SPAIN EMPLOYEE VISA

Visa for people aged 16 and over who wish to work as employees in Spain (with a work contract). This visa covers seasonal work activities.

In order to apply for an employee visa, the applicant must have an “**Authorization of Initial Residence and employee work**” (“Autorización de residencia inicial y trabajo por cuenta ajena”) issued by the Delegation or Sub-delegation of the Government in the province in which the work will be carried out.

REQUIRED DOCUMENTS

1. **One Application form** ( **National Visa Application form**): Each applicant must complete and sign a national visa application, filling out every section. It can be filled out electronically or handwritten in capital letters. If the applicant is a minor, one of their parents or a duly accredited representative must sign the application.

2. **One photo (Photo service available at Center)**: Glued or clipped (not stapled) onto visa application form. Photo specifications: Passport-size 2 X 2, color photograph, recent (taken within the last 6 months to reflect your current appearance), printed on matte/glossy paper, taken against a white, light, clear, uniform background, facing forward, without dark or reflective glasses, or any garments concealing the applicant's full oval of the face.

Photos with a dark background or with objects or people that can be seen behind your head will not be accepted.

3. **Valid, unexpired passport**: The passport must be valid for at least the requested time of stay and must contain at least two free pages for visas. Passports issued more than 10 years ago will not be accepted. If the passport does not meet the requirements, it must be renewed before applying for the visa.

4. **Proof of legal residence in the United States: Non-U.S. citizens** must also submit proof of legal residence in the United States: A photocopy of the **valid U.S. long term visa** or a **notarized copy of the U.S. Resident Card**. Green card will be checked during the appointment.

B1/B2 visa holders do not qualify to apply for a visa at this Consular Office. They must apply for a visa in their country of residence or country of origin.

5. **Proof of residence or study in the consular district**: The applicant must be a legal resident or be enrolled in in-person studies in a center within our consular jurisdiction (Washington, D.C., Maryland, Virginia, West Virginia and North Carolina).

Residence must be proved by one of the following, valid documents: **U.S. Driver's license, State ID, University Student ID**. The original document will be checked during the appointment

6. **Initial residence and employee work permit**: Authorization of Initial Residence and employee work” (“Autorización de residencia inicial y trabajo por cuenta ajena”) issued by the Delegation or Sub-delegation of the Government in the province in which the work will be carried out.

7. **Work contract:** It is not mandatory to submit a copy of the work contract to apply for the visa. However, the applicant can add a copy of the work contract for clarification.

8. **Criminal record check certificate.** Applicants of legal age (18 years old and older) must submit the original and a photocopy (not notarized) of their criminal background check certificate(s) issued by their country or countries of residence for the past 5 years.

- The criminal background check must be issued by the **U.S. Department of Justice – Federal Bureau of Investigation (FBI)**. We do not accept State or Local Police Background Check.
- The background check must be issued within the **6 months** preceding the submission of the visa application.
- The background check must be authenticated with **The Hague Apostille**. We do not accept background checks without the Hague Apostille. **The Apostille must certify the signature on the Criminal Background check**, not other signatures. We do not accept apostilles that certify the signature of a local notary that stamps a seal on the criminal background check.
- The criminal background check will not be accepted if it has been altered or damaged in any way, including damage caused by removing staples.
- The background check must be accompanied by an official translation into Spanish by a sworn/certified translator (the translation does not need an Apostille and the Apostille does not need a translation).

If the applicant has spent more than 6 months (more than 180 days) during the last 5 years in **another country** (outside the USA or Spain), an additional criminal background check from every country of residence must be provided. The criminal background checks must be authenticated with the The Hague Apostille, unless it is issued by an EU member state. The criminal background check issued by an EU authority does not need to be apostilled to be accepted. If the country in which the applicant has lived in the past 5 years does not subscribe to The Hague Convention of 1961, the background check must be authenticated by the Ministry of Foreign Affairs of the issuing country and then by the Consulate of Spain in this country. The background check must be accompanied by an official translation into Spanish (if the original is not written in Spanish or does not include the text in Spanish).

9. **Medical certificate.** Original and a copy of a medical certificate accrediting that the applicant does not suffer from any disease that could cause serious repercussions for public health pursuant to the 2005 International Health Regulations.

- The certificate must be issued in the 3 months preceding the submission of the visa application.
- The certificate must include a stamp from the issuing Medical Center, doctor's name and signature, doctor's License Number and date of expedition.
- The certificate must be signed by a Doctor (Physician), not by a Nurse Practitioner or a Physician assistant.
- The certificate must be written on letterhead paper from hospital/doctor's office or directly on the provided template.
- The recommended model can be found here:  [MEDICAL CERTIFICATE](#).
- If the certificate does not include the text in Spanish, an official or certified translation into Spanish is required. In the case of using the bilingual model from our website, the Spanish translation is not necessary.
- Please include a photocopy of the medical certificate with your submitted documents.

10. Proof of the representative's identity and capacity. If the applicant is a minor, it will be necessary to present originals and submit copies of the identity document or passport of one of their parents, as well as of the document constituting proof of kinship. Foreign documents must be legalized or apostilled and, where applicable, must be submitted together with an official translation into Spanish.

11. PAYMENT MODE: Debit card only (No money order, credit card or cash accepted)

12. Disclaimer form: Please find template here ( [DISCLAIMER.pdf](#))

Fees from January 1, 2026:

- U.S. citizens: \$190
- Citizens of Australia, Canada, Ethiopia, Mauritania, and the UK: The fee will be consulted with the Spain Embassy consular office.
- All other citizens: \$106

Visa fees are revised quarterly according to current exchange rates and can be subject to changes.