



## Appendix Passport photo form

### Passport photo and signature

A foreign national's passport photo and signature appear on their residence document (card). All foreign nationals from the age of 12 must provide their own signature on this passport photo form. It is important for the signature to be clearly visible. An unclear signature cannot be used. Foreign nationals under the age of 12 leave the signature box empty.

### Photo requirements

The passport photo must meet EU requirements. These photo requirements can be found on [www.government.nl](http://www.government.nl). Please note! A residence document cannot be prepared if the passport photo does not meet EU requirements.

### Instructions for completing personal details and signature

1. Complete in this passport photo form the foreign national's personal details (1 to 5).  
*Please note!* Complete the details in capital letters.
2. The foreign national from the age of 12 must provide their signature in the signature box (6). Use a pen with dark, preferably black ink.  
*Please note!* If the signature is not clearly visible, a residence document cannot be prepared.
3. Place the passport photo in the grey photo frame on the bottom right of this form.  
*Please note!* Never use paperclips, tape or staples as this will damage the photo.

### Send completed passport photo form to the IND:

Immigratie- en Naturalisatiedienst  
Bureau Documenten  
Postbus 49  
9560 AA Ter Apel

*Please note!* Only send to this address if you use the Passport photo form apart from the application form.

1 V-number (if known)

2 Name  
(as stated in the passport)

*Surname*

---

*First names*

---

3 Date of birth

*Day*      *Month*      *Year*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

4 Nationality

---

5 Home address

*Street*

---

*Number*

---

*Postcode*

---

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

*Town*

---

6 Signature  
Please place your signature in the box.  
Foreign nationals under the age of 12 leave the signature box empty.

7 Passport photo  
Please make sure that the passport photo is not folded when sending.



**Processing of personal data**

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On [www.ind.nl](http://www.ind.nl) you can read how the IND processes your data and which rights you have. You can also read how to use your rights.