



Application for the purpose of residence of 'employment as essential start-up personnel' (sponsor) - PILOT

Read the explanation before you start to fill out the form.

For whom is this form intended?

The 'employment as an essential start-up personnel' regulation allows starting, innovative companies (start-up companies) based in the Netherlands to attract essential personnel from abroad. This regulation is introduced as a pilot with a duration of 4 years.

The conditions a company must meet to benefit from this regulation as a start-up company are available at www.ind.nl.

With this form, the residence permit for employment as essential start-up personnel can be applied for by

- the start-up company (the sponsor);
- an authorised representative of the start-up company.

Renewal of the residence permit

If you, as a sponsor, want to submit an application for renewal of the residence permit for an essential start-up employee, please use the form: [Application for extension of residence permit for work-related purposes of residence \(sponsor\)](#).

The foreign national who wants to submit the residence permit for employment as essential start-up personnel also uses another form, namely: [Application for the purpose of residence of 'employment as essential start-up personnel' \(foreign national\) - PILOT](#).

Family members of the employee

The employee may come to the Netherlands together with family members. The employee or the employee's family member applies for the residence permit to stay with the employee. An [application for the purpose of residence of 'family members and relatives'](#) should be used for this purpose.

How do you fill out this form?

This form comprises different appendices; which appendices you need to fill out depends on your own situation. Only submit your application once you have completed filling out this form, signed and you have gathered together all the requested documents and evidence. If your application is incomplete, the IND will be unable to assess your application properly.

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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.

Would you like more information?

Then visit the IND website at www.ind.nl. You can also contact the IND by telephone via 088 043 04 30 (normal charges apply). From abroad you can call +31 88 043 04 30.

1 What is the situation of the foreign national

> Please tick the applicable situation and follow the instructions

1. **The foreign national has a valid residence permit in the Netherlands and you want to change the residence permit (as well as renewing the period of validity of the residence permit) to a different purpose of residence.**

- You want to submit an application for changing the purpose of residence of your residence permit.
> Proceed to 3 'Tuberculosis'

2. **The foreign national is in the Netherlands or resides abroad and wants a residence permit and the foreign national is a national of Australia, Canada, Japan, New Zealand, the United States of America, South Korea, Monaco, Vatican City, the United Kingdom, the EU/EEA countries or Switzerland.**

- You want to submit an application for a regular residence permit.
> Proceed to 3 'Tuberculosis'

3. **The foreign national resides abroad and his nationality is one for which a regular provisional residence permit (mvv) is required (a nationality other than the nationalities mentioned under 2).**

A regular provisional residence permit is a visa with which the foreign national can enter the Netherlands for a stay of longer than 90 days. After entry in the Netherlands with a valid regular provisional residence permit, the foreign national can obtain a residence permit.

- You want to submit an application for a regular provisional residence permit and a residence permit (a procedure for 'entry and residence').
> Proceed to 2 'Place of collection of regular provisional residence permit and date of entry'

4. **The foreign national resides in the Netherlands and you want to submit an application. The nationality of the foreign national is one whereby you will need a Regular Provisional Residence Permit (MVV) (a nationality other than the nationalities mentioned under 2). The foreign national usually need a Regular Provisional Residence Permit (MVV) in order to apply for residence in the Netherlands. In exceptional circumstances mentioned in the appendix 'Exemption from requirement for Regular Provisional Permit, this is not necessary. Follow the instructions below if you think that one of the exceptional circumstances apply to the foreign national.**

- You want to submit an application for a residence permit (without a regular provisional residence permit). > Go to the appendix 'Exemption from the requirement to apply for a regular provisional residence permit' and see which exceptions there are to the requirement to apply for a regular provisional residence permit.

Please indicate below which situation applies.

The foreign national is applying for an exemption from the requirement to apply for a regular provisional residence permit because:

- the residence permit of the foreign national has expired;
- the foreign national is residing as a family member with someone who had a privileged status;
- the foreign national worked on a Dutch seagoing vessel or in a mining installation on the continental shelf for 7 years or longer;
- the foreign national qualifies for a residence permit as a bordercrossing service provider
- the foreign national is a victim of or witness reporting human trafficking;
- the foreign national is unable to depart from the Netherlands because this is contrary to Article 8 of the ECHR;
- another reason, namely:

> Proceed to 3 'Tuberculosis'

2 Place of collection of regular provisional residence permit and date of entry

The foreign national can collect the mvv at the Dutch embassy or Dutch consulate in the country of origin or country of continuous residence*.

If the foreign national resides in the country of continuous residence, please include with the application:

- a copy of his residence document; or
- a copy of proof that the foreign national has applied for residency in that country and that he is allowed to await that application there.

*The country of continuous residence is the country where the foreign national is allowed to reside because he:

- has a residence permit in that country that is still valid for at least three months; or
- because he has applied to stay in that country and he is allowed to await that application there.

If no Dutch embassy or Dutch consulate is available, then you need to collect the regular provisional residence permit in the nearest country where an embassy or consulate is available.

NB! The foreign national must collect the regular provisional residence permit from the Embassy or Consulate where he sat the civic integration examination abroad. The foreign national can travel to the Netherlands with this regular provisional residence permit.

2.1 Town and Country

Town

Country

Expected date of entry of the foreign national

NB! Indicate the date on which the foreign national expects to enter the Netherlands. This date will be held to be the commencement date of the residence permit. If you do not fill in a date here, then the IND will use as commencement date of the residence permit the day after that on which the foreign national collected the regular provisional residence permit.

2.2 Expected date of entry

<i>Day</i>	<i>Month</i>	<i>Year</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3 Tuberculosis

You want to apply for a residence permit in the Netherlands on behalf of a foreign national. The foreign national may need to undergo an examination and treatment for tuberculosis (TB). This depends on the situation.

> *Please tick the applicable situation*

- The foreign national does not need to undergo a TB test because he has a valid residence permit in the Netherlands.
- The foreign national does not need to undergo a TB test because he was born in the Netherlands and he has not changed the location of his principal place of residence since birth.
- The foreign national does not need to undergo a TB test because he is a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'.

The foreign national has a different nationality and:

- has already undergone a TB test in the Netherlands. Enclose an original and recent 'TB test referral form' with the application. This form is the proof that the foreign national has undergone a TB test in the Netherlands. This form may not be more than 6 months old; or
- has not yet undergone a TB test in the Netherlands. Then you should complete the 'Declaration of intent to undergo a TB test' appendix and send this together with the application. The foreign national must sign this appendix him/herself.

If the foreign national is in the Netherlands, then an appointment should be made for the test with the Municipal Health Service (GGD) in the area where he/she lives or will be living (for further information visit the website www.ggd.nl). Take the appendix 'TB test referral form' with you to the Municipal Health Service (GGD). The Municipal Health Service (GGD) will then send the form to the IND.

4 Means of evidence

Requirements of foreign means of evidence

You must gather together the means of evidence before submitting your application. You may be required to submit foreign means of evidence together with this application, for example a foreign marriage certificate. Your personal situation and the purpose of residence determine which foreign means of evidence you will need to include.

Language

All foreign means of evidence must be compiled in Dutch, English, French or German. Is this not the case? Then you must have the means of evidence translated by a translator who has been sworn in by a District Court. Submit (a copy of) the translation and (a copy of) the means of evidence together with the application form. If you have the means of evidence translated in a foreign country and therefore not by a translator who has been sworn in by a District Court, then you are required to have the translation legalised or to have an apostille stamp provided by the competent authorities in the country of issue.

Official foreign means of evidence

Official foreign means of evidence must be issued and legalised by the competent authorities of the country that issued the means of evidence. In some countries the document must then also be legalized by the Dutch embassy or the Dutch consulate in the country in question. In 'apostille countries' an apostille, issued by the competent local authorities, is sufficient. If no Dutch embassy or consulate is available in that country, the document must be legalised by the Dutch embassy or consulate responsible for that country. Official foreign means of evidence include, for example, birth certificates and marriage certificates. Having these means of evidence legalised or provided with an apostille stamp can take a long time. You should start several months in advance of submitting your application with having documents legalised or provided with an apostille stamp in the country of origin. For more information about legalisation or apostille requirements for documents per country and any exceptions to these requirements, you can telephone the 'Public Information Service', telephone number 1400. You can also visit the website www.rijksoverheid.nl.

Financial means of evidence

Financial means of evidence must be verified by an authorised independent external expert affiliated with a relevant professional body.

Special facts and circumstances

If you think special facts and circumstances may apply, that have to be considered when assessing your application, you have to provide a written declaration. You have to substantiate this declaration with as many (official) means of evidence as possible.

If you submit special circumstances in the context of Article 3.6ba, first paragraph, of the Aliens Decree, you must only submit these circumstances if this concerns your first application submitted in the Netherlands.

Employment as essential start-up personnel (478)

Please enclose the following means of evidence with your application:

- the completed and signed appendix 'Declaration by sponsor (employment)';
- an employment contract indicating the nature of the work and the salary;
- a contract signed by the start-up company and the essential staff member indicating the form, the percentage, and the conditions of the employee participation and the associated participation scheme;
- an anonymised printout of the end-of-year payslip that is not older than 3 months at the time the application is assessed;
- evidence of the employee participation.

There are several options:

Shares:

- the company's Articles of Association;
- the Shareholders' Agreement; and
- the Shareholders' register.

Share options:

- the company's articles of association; and
- option agreement.

Depository receipts for shares held in a Trust Office Foundation:

- Articles of Association of the company that has certified shares;
- Articles of Association of the Trust Office Foundation
- Trust Conditions of the Trust Office Foundation; and
- Register of the depository receipt holders.

Share in the profits of a limited partnership:

- Partnership Agreement.

- evidence that the company is a start-up and innovative company with scalable business activities (see also section 6.8 of this form):

a. *With regard to the organisation of the company:*

- CVs of its incorporators, management board members or executive directors, and the essential personnel;
- diplomas and references of its incorporators, management board members or executive directors, and the essential personnel, or other proof of knowledge and/or competencies;
- proof of registration of the company in the Commercial Register of the Chamber of Commerce.

b. *With regard to the growth of the company*:*

- company documentation, e.g., a business plan, demonstrating:
 - that the company is innovative and shapes scalable business activities;
 - what activities or steps the company is taking to achieve growth;
 - which essential role the prospective employee will play within the company in order to achieve growth.

c. *With regard to the financing of the company**:*

- the latest financial statements, including (opening) balance sheet, P&L account, and notes;
- agreements with/guarantees by financiers and/or audit opinions and/or bank statements and substantiating financial forecasts consisting of projected balance sheets, P&L accounts, and cash flow statements;
- VAT, corporation tax, and income tax returns and decisions
- if available and applicable: term sheets and/or letters of intent from financiers for future financing rounds if mentioned in the financial projections.

* Please note! Suppose you have an ongoing agreement with a facilitator, or the supervision agreement expired no more than 18 months ago, and the facilitator is still demonstrably and actively involved in your start-up company. In that case, you only need to provide company documentation that demonstrates the essential role that the prospective staff member will play within the company to achieve growth. Company documentation demonstrating that the company is innovative with scalable business activities and what steps the company is taking to achieve growth do not need to be attached.

** Please note! Suppose you can prove that you have a financing agreement of at least € 100,000 with an investor or a Dutch bank. In that case, you do not have to submit any evidence about the financing of the company.

5 Biometric information, Antecedents certificate appendix and signature

- The foreign national must have his fingerprints and facial image (passport photo) taken to determine his identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature of the foreign national. See the appendix Fingerprints, passport photo and signature.
- Fill out the Antecedents certificate appendix and submit this appendix together with your application.

6 Details of the start-up company

Write in block letters

6.1 Company name

6.2 Name of contact person

6.3 Postal address

Street

Number

P.O. box (if applicable)

Postcode

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Town

6.4 Telephone number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.5 E-mail

6.6 Chamber of Commerce number

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- 6.7 Has the start-up entrepreneur made use of the start-up regulation in the past? (This is the case if the entrepreneur applied for and received a residence permit for the purpose of residence 'Start-up' working on a self-employed basis).
- Yes If so, fill in the V-number of the start-up entrepreneur below:
- | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
- No
- 6.8 Was the first residence permit for employment as essential start-up personnel issued for this company in the preceding three-year period?
- Yes. The means of proof to demonstrate that the company is a start-up and innovative company with scalable business activities do not need to be provided with the application, except for company documentation that shows the essential role the prospective employee will play within the company to achieve growth (see section 4 Means of evidence).
- No.

7 Details of the authorised representative (if applicable)

You must provide authorisation to submit this application. This also applies to a facilitator associated with the start-up company. If the authorized representative is a lawyer, no authorisation needs to be submitted.

- 7.1 Name company _____
- 7.2 Name authorised representative _____
- 7.3 Name contact person _____
- 7.4 Postal address
- | | | |
|---------------|--|---------------|
| <i>Street</i> | | <i>Number</i> |
| _____ | | _____ |
| _____ | | |
- P.O. box (if applicable)*
- _____
- Postcode*
- | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
- Town*
- _____
- 7.5 Telephone number _____
- 7.6 E-mail _____

8 Details of the essential start-up employee (foreign national)

8.1 Name (as stated in the passport) *Surname*

First names

8.2 Sex Male Female

8.3 Day of birth

<i>Day</i>	<i>Month</i>	<i>Year</i>

8.4 Place of birth

8.5 Country of birth (as stated in the passport)

8.6 Nationality

8.7 Civil status unmarried (single or living together) married registered partnership divorced widow/widower

8.8 Home address *Street*

Number

Postcode

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Town

8.9 Telephone number

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8.10 E-mail

8.11 Position of the start-up staff member

8.12 Gross monthly salary (Excluding vacation pay) €

9 Location where the residence permit is collected

Please indicate below the IND Desk where the foreign national will collect the residence permit:

- Amsterdam Goes 's-Hertogenbosch (Den Bosch) Den Haag
 Maastricht Zwolle

The foreign national can also collect his residence permit at an Expatcenter (NB. Some Expatcenters charge a fee for this service. To collect the residence permit you must make an appointment):

- Amsterdam Den Haag Eindhoven Enschede
 Groningen Maastricht Rotterdam Utrecht
 Wageningen

10 Identification

Please enclose a copy of the passport of the foreign national (only the identity details and stamped pages). Do not copy empty pages.

11 Signing

Signing this form will bring you rights and obligations. If you do not know what these rights and obligations are, then visit the website www.ind.nl.

- ✓ I declare I have completed this form truthfully.
- ✓ I know that the personal details supplied will be processed in connection with the Aliens Act 2000 and will be passed on to authorities that need these personal details for that purpose.
- ✓ I will pass on any changes to my situation which will affect the right of residence of the foreign national, without delay to the IND. I am aware that if I do not do this, it may affect my position as sponsor or the position of right of residence of the foreign national. I know that I may incur an administrative fine.
- ✓ I know what my rights and obligations are.
- ✓ I have enclosed the signed appendix 'Declaration by sponsor (employment)'.

11.1 I submit this form and _____ (number) of appendices/documents in evidence.

11.2 Name _____

11.3 Place and date *Place* _____

<i>Day</i>	<i>Month</i>	<i>Year</i>

11.4 Handtekening _____

12 Submitting the application and payment

You have gathered all the means of evidence necessary for the application.
Proceed to the appendix: "Submitting and paying for the application (by the sponsor)".



Appendix Antecedents Certificate

Who should complete this appendix?

Pursuant to Articles 3.77, paragraph 11 and 3.86, paragraph 18 of the Aliens Decree, every foreign national aged 12 years or older must complete this appendix.

Please note! This statement consists of 2 pages. You must complete **both** pages.

1 Declaration of the foreign national

On this form you fill in whether you have ever committed a crime or a criminal offence. These are crimes committed in the Netherlands and criminal offences committed outside the Netherlands. You must answer the questions with *Yes* or *No*. Not completing the form truthfully or failing to report is a criminal offence. This can lead to a sanction. Your answers may have consequences for your application or for a residence permit that you have previously received.

> *Please tick the applicable situation*

Are you currently being prosecuted for committing a crime in the Netherlands? Or for committing a criminal offence abroad? Yes No

Have you ever been sentenced to a fine, community service, penalty order by a public prosecutor, custodial measure or imprisonment or have you accepted an out-of-court settlement for committing a crime in the Netherlands? Or have you ever been convicted of committing a criminal offence abroad? Yes No

Have you ever committed a crime, or have you been involved in a crime as referred to in Article 1F of the 1951 Geneva Convention on Refugees? Like a murder, war crime, genocide, terrorist crime or crimes against humanity? Yes No

Have you received an entry ban from one of the countries of the EU/EEA or Switzerland?* Yes No
Or a measure similar to an entry ban?

* *This is a ban on travel to the Netherlands, the EU / EEA or Switzerland.*

Have you submitted incorrect data during earlier residence procedures in the Netherlands? Yes No

Have you ever stayed illegally in the Netherlands? Yes No

> *Have you ticked Yes for one or more questions? Then explain why.*

2 Signature of the foreign national

- ✓ I have completed this form truthfully.
- ✓ I know that the IND can reject my application or withdraw my residence permit if I have ever been convicted of committing a crime.
- ✓ If something changes in my situation through which my statements on this form are no longer correct, I will notify the IND as soon as possible. I do this within four weeks after the change in my situation.

2.1 V-number (if known)

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2.2 Name

2.3 Date of birth

<i>Day</i>	<i>Month</i>	<i>Year</i>

2.4 **Place and date** *Place*

<i>Day</i>	<i>Month</i>	<i>Year</i>

2.5 **Signature**

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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



Appendix Fingerprints, passport photo and signature

Please do not enclose this appendix with the form!

For every new application you submit, the IND needs your photo, signature and fingerprints. The IND uses these biometric details to establish your identity and make your residence document. We do not need new biometrics in the following situations:

- Your biometrics have been taken at an IND desk or embassy abroad less than 6 months ago.
- You apply for a Foreign Nationals Identity Document (Type W and Type W2). Your biometrics have been taken at an IND desk or embassy abroad less than 5 years and 3 months ago. With a Foreign Nationals Identity Document you show that you are allowed to be in the Netherlands because you are waiting for a decision on your application. The IND then reuses old biometric details.

In all cases, the foreign national must bring a valid passport (this can also be a foreign national passport or a refugee passport) or ID card of the EU, EEA or Switzerland.

Situation: application starts when the foreign national is abroad

1. Entry and Residence procedure

- The sponsor (in the Netherlands) will have submitted the application for a residence permit for the foreign national (who is still abroad).
 - When taking the basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints. The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.
 - If the foreign national does not have to take a basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints when collecting the Regular Provisional Residence Permit (mvv). The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.

2. Application for a Regular Provisional Residence Permit (mvv) by the foreign national

- The foreign national has submitted the application for a Regular Provisional Residence Permit to the Dutch embassy or the consulate in the country of origin or long-term residence.
 - When submitting the application, the employee of the Dutch embassy or consulate makes a scan of the passport photo and takes the fingerprints. The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.

3. Application for temporary Regular Residence Permit for persons who do not require a Regular Provisional Residence Permit

- If an application is submitted in the Netherlands by a (recognised) sponsor for a foreign national who does not require a Regular Provisional Residence Permit, then the foreign national must go to an Immigration and Naturalisation Service (IND) desk immediately after arrival in the Netherlands. The Immigration and Naturalisation Service (IND) employee will make fingerprints and a passport photo and the foreign national will be required to place his signature. You have to make an online appointment via the website www.ind.nl.

Situation: application starts when the foreign national is in the Netherlands

1. The application is submitted by post

- The foreign national or sponsor sends the application by post to the IND. He will then receive a letter from the IND. This letter states whether the foreign national must have his fingerprints taken and that he must have a passport photo taken and place his signature. For this, the foreign national makes an appointment online at an IND desk. The addresses and opening times of the IND desks can also be found on www.ind.nl. If the application form notes that the foreign national will collect the residence permit at an expat centre, then he can also have a passport photo and his fingerprints taken there. Please check www.ind.nl for how to make an online appointment. The addresses and opening hours of the Expat Centres can be found at www.ind.nl.

2. The foreign national submits the application in person

- The foreign national submits the application personally at the IND desk. A passport photo is made at the desk and fingerprints are taken if necessary. The foreign national must also place his signature there. The application can only be submitted to the IND desk by appointment. To make an appointment, visit www.ind.nl.

Processing of personal data

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Appendix Declaration of intent to undergo a TB test

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months after having received your residence permit. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

Enclose the completed and signed declaration of intent with your application before you make an appointment with the Municipal Health Service. In doing so, you declare that you are prepared to undergo a TB test and, if necessary, TB treatment. For the appointment with the Municipal Health Service, you must complete the referral form as much as possible (part 1) and take it with you.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EU residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

1 Details of foreign national to be tested (the applicant)

Write in block letters

1.1 Application for a permit for the purpose of work, learning while working or study? Yes No

1.2 V-number (if known)

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1.3 Name (as stated in the passport) *Surname*

First names

1.4 Sex Male Female

1.5 Date of birth

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Day Month Year

1.6 Place of birth

1.7 Country of birth (as stated in the passport)

1.8 Nationality

1.9 Civil status unmarried (single or living together) married registered partnership divorced widow/widower

1.10 Home address *Street*

Number

Postcode

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Town

1.11 Details passport

Number

Country

Valid from (date)

Day	Month	Year

To (date)

Day	Month	Year

1.12.1 Do you have a spouse or (registered) partner?

- No
> Go to 2 'Signing'
- Spouse
> Please complete the requested details below
- Registered) partner
> Please complete the requested details below

1.12.2 Name (as stated in the passport)

Surname

First names

1.12.3 Sex

- Male
- Female

1.12.4 Nationality

1.12.5 Home address

Street

Number

Postcode

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Town

2 Signing

- ✓ I hereby declare that I am prepared to cooperate in a tuberculosis test and any treatment.
- ✓ I am aware of the fact that I must undergo a TB test within three months after the residence permit has been received. If I fail to do so, this might have consequences for my right of residence in the Netherlands.

2.1 Name of foreign national

2.2 Place and date

Place

Day		Month		Year		

2.3 Signature of foreign national

2.4 Name in case of legal representative

2.5 Place and date

Place

Day		Month		Year		

2.6 Signature of legal representative

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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



Appendix TB test referral form

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months after having received your residence permit. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

In order to undergo the TB test, you must make an appointment with the Municipal Health Service. For this appointment, you must complete the referral form as much as possible (part 1) and take it with you.

Please complete the referral form before you make an appointment with the Municipal Health Service. See also www.ggd.nl for information about the Municipal Health Service. The completed form signed by the Municipal Health Service, showing that you underwent a TB test, must have been received by the IND from the Municipal Health Service within three months after having received your residence permit.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EC residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

1.10 Details passport

Number

Country

Valid from (date)

Day		Month		Year			

To (date)

Day		Month		Year			

1.11.1 Do you have a spouse or (registered) partner?

No

Spouse

> Please complete the requested details below

(Registered) partner

> Please complete the requested details below

1.11.2 Name (as stated in the passport)

Surname

First names

1.11.3 Sex

Male

Female

1.12.4 Nationality

1.12.5 Home address

Street

Number

Postcode

--	--	--	--	--	--	--	--

Town

2 Statement by physician from the Municipal Health Service

The undersigned, employed by the Municipal Health Service as a physician, states that he/she has, for the State Secretary for Justice and Security, tested the foreign national referred to in this form for tuberculosis (in the respiratory organs) under the below number.

> *The physician from the Municipal Health Service completes this section (part 2)*

2.1 Name of Municipal Health Service _____

2.2 Name of physician _____

2.3 Test number and date *Test number* _____

2.4 Place and date

Day	Month	Year						

Place _____

Day	Month	Year						

2.5 Signature of physician _____

> *The Municipal Health Service sends this completed and signed statement to the Immigration and Naturalisation Service. Use the address that applies to the situation of the foreign national.*

2.6 Submit form Did the foreign national submit an application for the residence purpose of work, scientific researcher, highly skilled migrant, work experience, seasonal labour or study?

Yes	No
Immigratie-en Naturalisatiedienst Postbus 5 9560 AA Ter Apel	Immigratie-en Naturalisatiedienst Postbus 17 9560 AA Ter Apel

Processing of personal data

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Appendix Exemption from the obligation to apply for a regular provisional residence permit and special situations

Do not enclose this appendix with the form!

Usually, you will need a regular provisional residence permit (in Dutch: machtiging tot voorlopig verblijf; hereinafter MVV) in order to apply for residence in the Netherlands. You do not apply for a MVV in the Netherlands, but in your country of origin or in the country where you may reside for more than 90 days under a residence permit (your country of continuous residence).

Sometimes, you do not require an MVV. These situations are mentioned and explained below. Please read all situations first. Then tick in the application form the situation that applies and enclose the requested documents with the application form.

1. Your residence permit has expired

The validity of your residence permit is stated in your residence document. If you have been unable to extend the validity of your residence permit or to change the restriction in time, you must state the reason for this in a separate letter. Enclose this letter and as many pieces of evidence and documents as possible with your application in order to substantiate your story.

2. For health reasons, you are unable to apply for an MVV in your country of origin

If you are in the Netherlands and, for medical reasons, it is not wise for you to travel to your country of origin, you do not have to apply for an MVV. You have to prove this with certain pieces of evidence and documents. You must enclose all the means of evidence mentioned in the Appendix 'Explanation and means of evidence medical circumstances', which you can find on www.ind.nl. Read the appendix carefully and follow the instructions.

The IND asks the independent physician from the IND's Medical Advisors Office (Bureau Medische Advisering or BMA) for advice about your medical situation. If you do not submit all the requested details, then BMA cannot advise and the IND can not assess whether your medical situation is grounds for exemption from the MVV requirement.

3. You have a valid residence permit issued in a Schengen country

You do not require an MVV if:

- you have a valid regular residence permit* issued in a Schengen country**; and
- a recognised sponsor has applied for your residence permit; and
- you meet the requirements for the purpose of residence.

Your family members also do not need to have an MVV if:

- they already had a residence permit to stay with you in the other Schengen country; and
- their application for a residence permit is submitted by a recognised sponsor.

* Do you have a residence permit for asylum? Then you do need an mvv.

** Visit www.netherlandsworldwide.nl to find out which countries belong to the Schengen area.

4. You are residing as a privileged family member of a staff member of a foreign diplomatic or consular post accredited in the Netherlands who has (had) a privileged status

Your family member qualifies for a permanent residence permit him/herself. If you are residing as a family member with someone having a privileged status and you currently also have a privileged status yourself, you do not require an MVV. This only applies if you and the family member you are residing with have submitted an application for a permanent residence permit simultaneously.

5. You have resided in the Netherlands on the grounds of a special privileged status as an accredited member of an international organisation or you have resided in the Netherlands as his/her family member.

6. You worked on a Dutch seagoing vessel or in a mining installation on the continental shelf for 7 years or longer

If you can demonstrate that you worked on a Dutch seagoing vessel or on the continental shelf for 7 years or longer, you do not require an MVV. Please enclose the proof hereof with this application.

7. You have Turkish nationality and you worked legally in the Netherlands over the past year.

If you have Turkish nationality and you have worked legally in the Netherlands for the same employer in the past year, you do not need an MVV. This only applies if you want to continue to work as an employee for the same employer in the Netherlands.

8. You are the spouse, registered partner or minor child of a Turkish employee. You have been admitted to the Netherlands with this employee and have lived together with this employee continuously for three years

If you have been admitted to the Netherlands as the spouse, registered partner or minor child of a Turkish employee and you have legally lived with this employee in the Netherlands for three years, you do not need an MVV.

9. You are the child of a Turkish worker and you completed vocational training in the Netherlands

If you are the child of a Turkish employee, who has been legally employed in the Netherlands for at least three years, and you have completed a vocational training course in the Netherlands, you do not need an MVV.

10. You come under the scope of Decision 1/80 or the Additional Protocol. There are special individual circumstances that prevent you from applying for an MVV. You meet all other conditions for granting the residence permit

Indicate the special, individual circumstances in a separate letter. Enclose the letter and the means of evidence showing the special circumstances with the application form.

11. You are the spouse, registered partner or child of a Turkish employee or a Turkish self-employed person. You want to stay in the Netherlands with that Turkish employee or Turkish self-employed person and there are special and individual circumstances. If you have to leave the Netherlands to apply for an MVV, the Turkish employee or self-employed person is forced to go with you due to these special and individual circumstances

Indicate the special, individual circumstances in a separate letter. Enclose the letter and the means of evidence showing the special circumstances with the application form.

12. You were born in the Netherlands, you are 12 years of age or younger and you did not move the location of your principal residence outside the Netherlands

A child aged 12 or younger, born in the Netherlands and forming part of the family of the sponsor (who did not move the location of his principal residence outside the Netherlands either) does not require an MVV. The parent(s) must lawfully reside in the Netherlands.

13. You qualify for a residence permit with the purpose of residence 'cross-border service provision'.

You do not need an MVV if you qualify for this residence permit.

14. You are a victim of or witness reporting human trafficking

If you are a victim of or witness reporting human trafficking, you must report to the police. You may be entitled to a residence permit based on this report. You are not obliged to submit a separate application for this. In that case, you do not need an MVV.

15. You do not have a residence permit and you are a victim of or witness reporting human trafficking. You cannot or will not file a report or collaborate in another way with the criminal investigation and prosecution of the human trafficker because of important reasons.

If you do not have a residence permit, are a victim of or witness reporting human trafficking and you cannot or will not file a report or collaborate in another way with the criminal investigation and prosecution of the human trafficker because of important reasons. You do not need an MVV if you qualify for a residence permit with the purpose of stay "temporary humanitarian" for these reasons.

16. You do not have a residence permit and you have fallen victim to (or might fall victim to) honour-related violence or domestic violence.

You do not need an MVV if you qualify for a residence permit with the purpose of stay "temporary humanitarian" for these reasons.

17. You are a minor child of a person who has a residence permit on temporary humanitarian grounds in connection with human trafficking or honour-related violence or domestic violence

If you are the minor child of someone who has a residence permit on temporary humanitarian grounds, as referred to above, and you are staying in the Netherlands with this parent, then you may be eligible for exemption from the requirement for an MVV.

18. You are unable to depart from the Netherlands

If you are not to blame for being unable to depart from the Netherlands, because you do not have a valid passport and, for valid reasons, you cannot be put into the possession of alternative travel documents, you do not require an MVV.

19. You are a minor child and you actually resided in the Netherlands for at least three years

You do not require an MVV if you:

- are under age;
- actually resided in the Netherlands for at least three years;
- are of school age; and
- intend to reside with a Dutch citizen or a sponsor with lawful residence.

20. You are unable to leave the Netherlands because this is contrary to Article 8 of the ECHR

You believe that you are unable to leave the Netherlands because it is an interference on your family or private life as set out in Article 8 of the ECHR. Enclose the following evidence with your application:

In case of an appeal for protection of your family life:

- evidence showing the relationship pertaining to family law between you and the sponsor, for example a copy of a birth certificate; and
- evidence showing how you conduct your family life with the sponsor.

In case of an appeal for protection of your private life:

- evidence showing your connections with the Netherlands and which also shows the intensity of these connections.

21. You want to reside with your Dutch minor child of whom you are the only carer parent

If you are the only carer parent of a Dutch minor child who you have to support and who must leave the European Union if no residence permit is granted to you, you do not require an MVV.

22. You resided in another EU country as a holder of a European Blue Card and you apply for an European Blue Card in the Netherlands

You do not need to have an MVV if you apply for a European Blue Card in the Netherlands and you have stayed in another EU country as a holder of the European Blue Card for at least 12 months (mobility), or have stayed in another EU country as a holder of a European Blue Card for at least six months after such stay (subsequent mobility).

23. You resided as a family member with a holder of a European Blue Card in another EU country

Please enclose with this application the documentary evidence showing the nature and duration of the residence in the other EU country.

24. You are the victim of human trafficking and you are unwilling or unable to file a report of this or collaborate in another way with the criminal investigation and prosecution of the human trafficker in connection with serious threats, and/or a medical or psychological limitation and/or you being a minor.

You do not need an MVV if you can show that you are unable or unwilling to file a report or collaborate in another way with the criminal investigation and prosecution of the human trafficker in connection with serious threats, and/or a medical or psychological limitation and/or you being a minor. You are required to prove this by means of the following evidence:

- a statement from the police showing that there are indications that you are the victim of trafficking in human beings.

Add at least one of the three following statements:

- a statement from the police showing that you cannot be expected to collaborate in the criminal proceedings because of serious threats here in this country from the trafficker in human beings; or
- a dated and signed written declaration, not older than six weeks, from a medical practitioner, including:
 - the medical practitioner's name, address and registration number under the medical practitioner in the Individual Healthcare Professions Register (BIG), or the Netherlands Institute of Psychologists register;
 - which medical symptoms you have;
 - the effect of your medical symptoms for the collaboration in the criminal proceedings.

a statement from the police or Royal Netherlands Marechaussee (KMar) stating that you, in connection with being a minor, can not be expected to collaborate with the criminal proceedings. This statement contains detailed and specific comments on your individual situation, addressing the consequences of you being a minor for the collaboration in the criminal proceedings. You will only assumed to be a minor based on identifying documents, or when established by the IND (as described in paragraph C1/2.2 of the Aliens Act Implementation Guidelines).

25. You have been a victim of work-related exploitation without a right of residence or you have been employed as a minor without a right of residence and you are eligible for a residence permit under a restriction related to temporary humanitarian grounds or you are the minor child under his/her authority..

There is a criminal investigation or investigation for prosecution of the former employer of the foreign national, or a trial of the former employer before the court. The foreign national cooperates with the investigation. If the criminal investigation or investigation for prosecution has already been completed, there must be a wage claim procedure before the subdistrict court as referred to in Section 23(5) of the Foreign Nationals Employment Act (in Dutch: Wet Arbeid Vreemdelingen or Wav).

26. You have a long-term residence permit in another EU country.

Your family members do not need to apply for an MVV either. However, these family members must have lived with you in the other EU country.

27. You have a residence permit as a researcher under Directive (EU) 2016/801 in another EU country. You come to do research in the Netherlands on the basis of long-term mobility.

Your family members do not need to apply for an MVV either. However, these family members must have lived with you in the other EU country.

28. You have temporary protection and you qualify for a temporary regular residence permit with a purpose of residence related to seasonal work, work as an employee, work as a highly skilled migrant or work as a self-employed person.

29. You are a minor foreign national. You are eligible for a 'humanitarian temporary' or 'humanitarian non-temporary' residence permit because you have been put under supervision by the juvenile court

Your family members who qualify for a residence permit to stay with you, also do not need to apply for an MVV

30. Other

You want to apply for a regular residence permit and do not have a valid or correct MVV. If none of the other grounds for MVV exemption apply to your situation, you may be able to obtain a residence permit without an MVV only if special and individual circumstances apply. Explain in a separate letter why it is not possible for you to apply for an MVV in your country of origin or country of continuous residence. State all special and individual circumstances that should be included in the assessment. Are you applying for a residence permit to stay with a family member? Please also indicate who your family members are. State whether they have the right of residence in the Netherlands and any special circumstances of these family members. Enclose the letter with the application form.

31. How do you submit the application?

If you rely upon one of the exemptions from the MVV-requirement, you must submit the application immediately at the counter. Submitting an application to an Immigration and Naturalisation Service (IND) counter is by appointment only. Information about making appointments can be found on the website www.ind.nl. You will receive an invitation letter after making the appointment.



Appendix Proof of income

Do not enclose this appendix with the form!

This list shows indicates which means of proof of income are needed to assess the application. The application form indicates the person of whom you must enclose proof of income with your application. The proof of income must be enclosed as a copy.

Please note! The IND may check the correctness of your wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).

1. You have or your (registered) partner has an employment contract that is valid for at least 1 year at the time of the application; or

You (the foreign national) will work as an employee (in the context of an EU action programme or an International Agreement to which the Netherlands is party)

- Your current employment contract(s) and/or appointment approval(s);
- The completed and signed Appendix/Appendices employer's declaration which must not be older than 3 months;
- Payslips over the past 3 months.

Please note: If you regularly earn more than evidenced by your employment contract due to irregular income (e.g. overtime), attach your pay slips for the past 12 months

If you are paid by a third party from a Personal Budget:

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB).

2. You are applying for a residence permit for residence as a family member or relative, a residence permit for long-term residents EC, or a permanent regular residence permit.

Both conditions under A and B must apply to your situation. If this is not the case, you must enclose the evidence as indicated under one of the other categories.

You or your (registered) partner

- A. have/ has, at the time of the application, income from paid employment at least 6 months, but less than 1 year; or will receive a benefit under the Unemployment Insurance Act (WW) or Sickness Benefits Act (ZW) for at least 6 months, but less than 1 year; and
 - B. have/has in the 12 months prior to the application only received income from paid employment or a benefit under the Unemployment Insurance Act (WW) or Sickness Benefits Act (ZW).
- At least 1 of the following means of proof:
 - Your current employment contract(s) and/or appointment approval(s), showing that you have work; or
 - A statement from the employer (for example the employment agency) showing that the income from paid employment will be available for another six months;
 - The completed and signed Appendix/Appendices employer's declaration which must not be older than 3 months;
 - Over the past 12 months:
 - all salary slips; and
 - the annual income statement; and
 - the (temporary) employment contract(s) and/or appointment approval(s); or
 - all specifications of unemployment and sickness benefits.

3. You have or your (registered) partner has an employment contract that is valid for less than 1 year at the date the IND receives the application

- Your current employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
 - all annual income statements; and
 - all (temporary) employment contract(s) and/or appointment approval(s); and
 - confirmation(s) of benefits awarded and specification(s) of benefits received.

4. You or your (registered) partner work(s) as a temporary agency worker or under an on-call contract, seasonal work contract, zero hours contract or other contract with a deferred duty of performance

- Your current (temporary) employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
 - all annual income statements; and
 - all (temporary) employment contract(s) and/or appointment approval(s); and
 - confirmation(s) of benefits awarded and specification(s) of benefits received.

5. You or your partner have a residence permit for the employment as an essential start-up employee

- an employment contract indicating the nature of the work and the salary;
- a contract signed by both parties (company and essential staff member) indicating the form, the percentage, and the conditions of the employee participation and the associated participation scheme.

6. You are or your partner is a researcher pursuant to Directive (EU) 2016/801, it concerns the following proof

- if you receive sponsor funds: a sponsor agreement showing the amount of the sponsor funds and the duration of the sponsor agreement; or
- if you receive periodic payments in order to pay for the stay in the Netherlands: a proof of these payments; or
- if you receive a grant or stipend: proof showing the amount and the start and end date of the grant or stipend; or
- if you have paid work abroad: a copy of an employment contract with the current employer abroad; or
- if you become employed by the research institution: a copy of the employment contract that must be signed by both you and the research institution.

7. You have or your (registered) partner has a (supplementary) benefit

- The letter from your benefits agency granting your benefit;
- The most recent specification of benefits received.

8. You are or your (registered) partner is director-major shareholder of a company

- The official documents showing your interest in the company (ownership percentage);
- A copy of your employment contract (or contracts if you have several jobs). Please note: if you are a sponsor and you do not have an employment contract with the B.V., you are regarded as a self-employed person and you must enclose the supporting documents belonging to a self-employed person;
- An original and completed Appendix employer's declaration, bearing a date, signature of the employer and company stamp (not older than 3 months);
- Details over the three months preceding the date of your application, showing that a monthly salary was paid (payslips, bank statements);
- Proof that the withheld wage tax was transferred by the company to the Tax and Customs Administration (bank statements).

9. You are or your (registered) partner is self-employed

- The Appendix declaration of income of self-employed person with the requested appendices, completed and signed by you and (for example) a registered accountant, accountant, accounting consultant, a tax consultant from the Tax Consultants Federation, a tax consultant from the Tax Consultants Association or an accountant with a BECON number from the Tax and Customs Administration.

If you are paid by a third party from a Personal Budget:

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB)

If you are self-employed under the Dutch-American Friendship Treaty or the Dutch-Japanese Trade Treaty:

- Documentary evidence that you have invested a substantial capital in your company/enterprise. For a sole proprietorship, general partnership (VOF), limited partnership (CV) or private limited liability company (BV) a minimum capital of € 4,500 applies. For a public limited company (NV) a capital investment of at least €11,250 applies.

10. You have or your (registered) partner has an income from own funds

- A tax statement of the year preceding this application for residence permit.
- the most recent final assessment income tax as issued to you by the Tax and Customs Administration;
- the most recent provisional assessment income tax, only if you have applied for it and have received it from the Tax and Customs Administration; and/or
- documentary evidence showing the own funds at the time of submitting the application.

Exemption from the means requirement

In the situations below, the IND assesses whether you qualify for exemption from the means requirement.

1. You submit an application for the purpose of residence as a family member or relative. The sponsor has reached the state pension age (AOW).

When processing your application, the IND will assess whether the sponsor has reached the state pension age.

2. You submit an application for the purpose of residence as a family member or relative. The sponsor is permanently and fully unable to work

The sponsor receives a WAO, WAZ or Wajong benefit

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work);
- The most recent specification of benefits received (of at least one year after the confirmation of benefits awarded);
- The most recent reassessment;
- A letter from the benefits agency stating the date of reassessment.

The sponsor receives benefit under the WIA or the Wet Wajong

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work);
- The most recent specification of benefits received;
- The most recent reassessment.

The sponsor is permanently incapacitated for work but does not receive a WAO, WIA, WAZ, Wet Wajong or Wajong benefit.

- A statement from the Municipal Health Service, company doctor or medical examiner, showing that you are fully incapacitated for work, for how long you have been incapacitated for work and the expected duration of the incapacity for work.

The sponsor has a wsw indication

- Proof of a valid wsw indication.

The sponsor has an indication of a job agreement (indicatie banenafspraken) for at least 2 years on the basis of the act 'Wet banenafspraken en quotum arbeidsbeperkten'

- An indication job agreement (banenafspraken) issued by the UWV.

3. You submit an application for the purpose of residence as a family member or relative. The sponsor receives social assistance benefit and is permanently exempted from the obligation to accept work

- All decisions over the past 5 years and any correspondence with the municipality showing that the sponsor is exempted from all obligations to work
- Proof showing that a labor integration is not to be expected within one year.

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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



Appendix Submitting and paying for the application by the sponsor

Do not enclose this appendix with the form!

Below, you can read how you can submit and pay for the Entrance and Residence Procedure (TEV procedure), the application for a residence permit (without a regular provisional residence permit) or a change to the restriction on the residence permit. *Please note!* If the foreign national relies on an exemption from the requirement to apply for a regular provisional residence permit you cannot send the application by post. In that case, the foreign national must always submit the application to the IND Desk in person. Please visit www.ind.nl for the ways you can contact the IND.

Submitting the Entrance and Residence Procedure (TEV procedure), a residence permit without a regular provisional residence permit or a change to the restriction on the residence permit

You send the application form, the appendices and the requested evidence to the IND by post. Never send any original evidence. You must send clearly readable and full copies of the original evidence. Do not use any staples or paperclips. Do not send any USB sticks, CDs, DVDs and suchlike. Put all evidence in a sufficiently stamped envelope. Send your application to the following address:

Application for an economic purpose of residence (work, study, for example)

**Immigratie- en Naturalisatiedienst
Postbus 5
9560 AA Ter Apel**

Application for a social purpose of residence (family formation or family reunification, for example)

**Immigratie- en Naturalisatiedienst
Postbus 16
9560 AA Ter Apel**

How do you pay?

An application is not free of charge. The costs depend on the purpose of the residence applied by you. After the IND has received your application, you will receive a letter stating the amount and the manner in which you have to pay (unless you use a direct debit collection) (*direct debit collection is not available for private persons, non-recognised sponsors, recognised sponsors relating to 'exchange' established in another Member State of the EU, EEA or Switzerland and applications for recognition as sponsor*). Here, you can find no information about the costs or any exemption from having to pay fees. Please visit www.ind.nl if you want to know the costs beforehand. If the assessment of your application shows that you do not qualify for the residence permit applied for, you will not receive a refund.

What happens with your application?

If you have submitted your application to the IND and paid the related costs, the IND will assess your application. If your application is incomplete, the IND will be unable to properly assess your application. If you fail to make a payment or timely payment or submit an incomplete application, the handling of your application will be delayed. You will be informed in writing once your application has been handled. If your application is granted, you will also receive a letter with information about the follow-up procedure.

Providing correct information

Providing incorrect information or withholding relevant information may lead to withdrawal of the permit. If punishable offences are observed, the IND reports this to the police.

V-number

A V-number is a unique number, which is used for identification of a foreign national by the IND and cooperating organisations (such as the Aliens Police). The number is listed in the correspondence which the foreign national or sponsor receives from the IND and other organisations and is also printed on the residence document itself.

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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



Appendix Submitting and paying for the application for an extension

Do not enclose this appendix with the form!

Submitting the application for an extension

You send the application form, the appendices and the requested evidence to the IND by post. Never send any original evidence. You must send clearly readable and full copies of the original evidence. Do not use any staples or paperclips. Do not send any USB sticks, CDs, DVDs and suchlike. Put all evidence in a sufficiently stamped envelope. Send your application to the following address:

Application for an extension for an economic purpose of residence (work, study, for example)

**Immigratie- en Naturalisatiedienst
Postbus 5
9560 AA Ter Apel**

Application for an extension for a social purpose of residence (family formation or family reunification, for example)

**Immigratie- en Naturalisatiedienst
Postbus 9
9560 AA Ter Apel**

Application for medical circumstances

**Immigratie- en Naturalisatiedienst
Postbus 1
9560 AA Ter Apel**

How do you pay?

Applying for an extension of the validity of a residence permit is not free of charge. The costs depend on the purpose of the residence applied by you. After the IND has received your application, you will receive a letter stating the amount and the manner in which you have to pay. This form contains no information about the costs or any exemption from having to pay fees. Please visit www.ind.nl if you want to know the costs beforehand. If the assessment of your application shows that you do not qualify for the residence permit applied for, you will not receive a refund.

What happens with your application?

If you have submitted your application for an extension to the IND and paid the related costs, the IND will assess your application. If your application is incomplete, the IND will be unable to properly assess your application. If you fail to make a payment or timely payment or submit an incomplete application, the handling of your application will be delayed. You will be informed in writing once your application has been handled. If your application is granted, you will also receive a letter with information about the follow-up procedure.

Providing correct information

Providing incorrect information or withholding relevant information may lead to withdrawal of the permit. If punishable offences are observed, the IND reports this to the police.

V-number

A V-number is a unique number, which is used for identification of a foreign national by the IND and cooperating organisations (such as the Aliens Police). The number is listed in the correspondence which the foreign national or sponsor receives from the IND and other organisations and is also printed on the residence document itself.

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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



Appendix Declaration by sponsor (employment)

Please read the explanation on page 3

1 Details of sponsor

Write in block letters

1.1 Name of company/institution
(if applicable)

1.2 Chamber of Commerce
registration number

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1.3 Name
(as stated in the passport)

Surname

First names

1.4 Sex

- Male
 Female

1.5 Where you keep the records of
the foreign national?

Street

Number

Postcode

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Town

Processing of personal data

The [IND privacy statement](#) explains how the IND handles your data.

Statement due to European sanctions against Russia and Belarus

- 1.6 Is your company a subsidiary of a parent company? Yes Skip to question 1.7
If the company is a sole trader, then tick 'No' No Continue with section 2
- 1.7 Is the parent company Russian or Belarussian? Yes Skip to question 1.8
 No Continue with section 2
- 1.8 Is the parent company in Russia or Belarus on the European sanctions list? (see www.sanctionsmap.eu) Yes Skip to question 1.9
 No Continue with section 2
- 1.9 Is your company under control or owned by the parent company in Russia or Belarus? Yes
 No
Please see the text below for a more detailed explanation of control or ownership.

When does ownership or control exist?

This follows from the European Sanctions Guidelines ([pdf \(europa.eu\)](http://pdf.europa.eu)) under 55a and 55b:

Ownership: The criterion to be taken into account when assessing whether a legal person or entity is owned by another person or entity is possession of more than 50% of the proprietary rights of an entity or having a majority interest in it.

Control: The criteria to be taken into account when assessing whether a legal person or entity is controlled by another person or entity, alone or pursuant to an agreement with another shareholder or other third party, could include, inter alia):

- a. having the right or exercising the power to appoint or remove a majority of the members of the administrative, management or supervisory body of such legal person or entity;
- b. having appointed solely as a result of the exercise of one's voting rights a majority of the members of the administrative, management or supervisory bodies of a legal person or entity who have held office during the present and previous financial year;
- c. controlling alone, pursuant to an agreement with other shareholders in or members of a legal person or entity, a majority of shareholders' or members' voting rights in that legal person or entity;
- d. having the right to exercise a dominant influence over a legal person or entity, pursuant to an agreement entered into with that legal person or entity, or to a provision in its Memorandum or Articles of Association, where the law governing that legal person or entity permits its being subject to such agreement or provision;
- e. having the power to exercise the right to exercise a dominant influence referred to in point (d), without being the holder of that right;
- f. having the right to use all or part of the assets of a legal person or entity;
- g. managing the business of a legal person or entity on a unified basis, while publishing consolidated annual accounts;
- h. sharing jointly and severally the financial liabilities of a legal person or entity or guaranteeing them.

If any of these criteria are satisfied, it is considered that the legal person or entity is controlled by another person or entity.

2 Details of foreign national

Write in block letters

2.1 Name
(as stated in the passport)

Surname

First names

2.2 Sex

Male

Female

2.3 Date of birth

Day Month Year

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2.4 Place of birth

2.5 Country of birth
(as stated in the passport)

3 Signing by sponsor

I declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for the following foreign national for whom a residence permit is applied for.

3.1 Place and date

Place

Day Month Year

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3.2 Signature

Explanation

If you apply for a residence permit for a foreign national, you are the sponsor. This comes with responsibilities. As a sponsor, you must ensure that the foreign national meets the conditions for a residence permit. Not only when applying for a residence permit, but also afterwards. If the foreign national can no longer lawfully reside in the Netherlands, you, as sponsor, are responsible for the foreign national leaving the Netherlands.

Obligation to provide information

You are obliged to report changes to the IND within 4 weeks if they could have an effect on the residence permit. Please use the 'Notification form for labour-related residence purposes', which you can download from www.ind.nl. The form lists the changes you need to report to the IND.

Duty to keep records

You are obliged to collect and store any relevant information about the foreign national. You can find the data you are obliged to store in the Aliens Regulations. You must store this documentary evidence up to 5 years after you are no longer the sponsor of the foreign national. The IND can request data at any time in order to assess whether you have complied with your obligations.



Appendix Exemption from the obligation to undergo a tuberculosis (TB) test

Do not enclose this appendix with the form!

If you have the nationality of one of the countries on this list, you do not have to undergo a tuberculosis (TB) test.

Albania	Grenada	Panama
Algeria	Guatemala	Paraguay
Andorra	Guyana	Poland
Antigua and Barbuda	Honduras	Portugal
Argentina	Hong Kong (SAR)	Qatar
Armenia	Hungary	Romania
Australia	Iceland	Russia
Austria	Iran	Rwanda
Azerbaijan	Iraq	Samoa
Bahamas	Ireland	San Marino
Bahrain	Israel	Saudi Arabia
Barbados	Italy	Serbia
Belarus	Jamaica	Seychelles
Belgium	Japan	Singapore
Belize	Yemen	Slovakia
Benin	Jordan	Slovenia
Bosnia and Herzegovina	Kazakhstan	Solomon Islands
Brazil	Kosovo	South-Korea
Brunei	Kuwait	Spain
Bulgaria	Latvia	Sri Lanka
Burkina Faso	Lebanon	St Kitts & Nevis
Cape Verde	Libya	St Lucia
Canada	Liechtenstein	St Vincent and the Grenadines
Chile	Lithuania	Sudan
China	Luxembourg	Suriname
Colombia	Macao (SAR)	Sweden
Comoros	Maldives	Switzerland
Costa Rica	Mali	Syria
Croatia	Malta	Tadjikistan
Cuba	Mauritania	Taiwan
Cyprus	Mauritius	Togo
Czech Republic	Mexico	Tonga
Denmark	Moldova	Trinidad and Tobago
Dominica	Monaco	Tunisia
Dominican Republic	Montenegro	Turkey
Ecuador	Morocco	Turkmenistan
Egypt	Netherlands	Ukraine
El Salvador	New Hebrides	United Arab Emirates
Estonia	New Zealand	United Kingdom
Fiji	Nicaragua	United States of America
Finland	Niger	Uruguay
France	Niue	Uzbekistan
Galapagos Islands	North-Macedonia	Vanuatu
Georgia	Norway	Venezuela
Germany	Oman	
Greece		

