



# Application for the purpose of residence of 'exchange' (recognised sponsor) Private exchange and voluntary service in the context of the European Solidarity Corps

## 1 Who can submit this application?

> *Please tick the applicable situation*

You can only use this form if you have been recognised as sponsor by the IND or are the authorised representative of the recognised sponsor. You can use this form in order to submit an application for one of the following purposes of residence:

- Private exchange (403)
- Voluntary service in the context of the European Solidarity Corps (645)

> *Please tick the applicable situation*

It concerns an application for the following procedure::

- Procedure for Entry and Residence: the young person taking part in the exchange still resides abroad and is obliged to apply for a regular provisional residence permit
- Procedure for a regular residence permit: the young person taking part in the exchange is not obliged to apply for a regular provisional residence permit and resides in the Netherlands or still abroad.
- Changing the residence permit (together with extending the validity of the residence permit): the young person taking part in the exchange already has a residence permit and wants to change his residence permit to the purpose of residence of Private exchange or voluntary service in the context of the European Solidarity Corps.

## 2 Details of the recognised sponsor

*Write in block letters*

2.1	Name of exchange organisation	<hr/>
2.2	IND client number (if known)	<b>1-</b>
2.3	Name of contact person	<hr/>
2.5	Telephone number of contact person	
2.6	E-mail contact person	<hr/>
2.7	Chamber of Commerce number	

**3 Details of the young person taking part in the exchange** *Write in block letters*

3.1 V-number (if known) 

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3.2 Citizen Service Number (if known) 

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

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*First names*  

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3.4 Sex  Male  Female

3.5 Date of birth 

<i>Day</i>		<i>Month</i>		<i>Year</i>						
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3.6 Place of birth 

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3.7 Country of birth (as stated in the passport) 

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3.8 Nationality 

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

3.10 Details passport *Number*  

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*Country*  

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*Valid from (date)*

<i>Day</i>		<i>Month</i>		<i>Year</i>						
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*to (date)*

<i>Day</i>		<i>Month</i>		<i>Year</i>						
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4.9 Home address

Street

Number

Postcode

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Town

## 4.2 Details of the principal person 2 of the host family (if applicable)

*Write in block letters*

4.10 Citizen Service Number (if known)

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4.11 Name  
(as stated in the passport)

Surname

First names

4.12 Sex

- Male  
 Female

4.13 Date of birth

Day	Month	Year

4.14 Place of birth

4.15 Country of birth  
(as stated in the passport)

4.16 Nationality

4.17 Civil status

- unmarried (single or living together)  
 married  
 registered partnership  
 divorced  
 widow/widower

4.18 Home address

Street

number

Postcode

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Town

## 5 Details of the volunteers' programme in the context of the European Solidarity Corps (if applicable)

Copy the details from the agreement signed between the exchange organisation and the young person taking part in the exchange.

5.1 Duration of the volunteers Programme

5.2 Number of hours the volunteer will spend on voluntary service

5.3 In case of extension Start and End date

from

Day	Month	Year				

to

Day	Month	Year				

## 6 Statement on conditions

> Please tick

I state the following:

General:

- By completing this form, the exchange organisation will present itself as sponsor for the above young person taking part in the exchange as referred to in Article 2a of the Aliens Act.  Yes  No
- The young person taking part in the exchange did not pay any deposit to a (Dutch or foreign) intermediary agency or exchange organisation.  Yes  No
- The young person taking part in the exchange did not sign any contract with a host family or a (Dutch or foreign) intermediary agency or exchange organisation under which he/she is obliged to pay money or a fine as a sanction for failing to comply with one or more stipulations of this contract.  Yes  No
- The young person taking part in the exchange will not carry out any tasks for persons who are in need of more special care, which requires specific skills  Yes  No
- The young person taking part in the exchange has filled out and signed the antecedents certificate.  Yes  No
- In the antecedents certificate the young person has stated that he or she has no antecedents.  Yes  No  
> If the antecedents certificate is not signed and / or if the young person has not declared that he or she has no antecedents, then enclose the antecedents certificate to the application.
- The young person taking part in the exchange intends to undergo (if necessary) a TB test within 3 months after having arrived in the Netherlands (only applicable in case of first admission).  Yes  No
- The young person taking part in the exchange has an adequate health insurance policy  Yes  No

### **Only if it concerns a young person taking part in the exchange who wants to stay in the Netherlands in the context of the European Solidarity Corps:**

- An agreement has been concluded between the exchange organisation and the young person taking part in the exchange, including:  Yes  No
  - a description of the volunteers programme;
  - specification of the duration of the voluntary service and the number of hours the volunteer will spend on the voluntary service;
  - specification of the funds available to cover the costs of living and accommodation and the minimum amount of allowance for the duration of the stay;
  - specification of the conditions for work placement and supervision.

### **Only if it concerns a young person taking part in exchange:**

- The timely departure of the young person taking part in the exchange is reasonably Guaranteed  Yes  No
- The young person taking part in the exchange has not been a holder of a residence permit under a restriction connected with an exchange before  Yes  No
- The host family comprises at least 2 persons  Yes  No
- The principal person(s) of the host family lawfully reside in the Netherlands  Yes  No
- The young person taking part in the exchange has not performed any work for the host family before  Yes  No

## 7 Entry date (if a regular provisional residence permit is required)

The expected date on which the young person taking part in the exchange will enter the Netherlands

> Please tick the applicable situation and complete

7.1 This date will be the start date of the residence permit  Entry date unknown

Entry date:

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

## 8 Place of collection of regular provisional residence permit

(only if the young person taking part in the exchange enters with a regular provisional residence permit)

Dutch embassy or consulate in the country of origin (or country of continuous residence).

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

8.1 Town

8.2 Country

## 9 Location where the residence permit is collected

Please indicate below the location where the young person taking part in the exchange will collect the residence permit

Please indicate below the location where the au pair will collect the residence permit

- Amsterdam  's-Hertogenbosch (Den Bosch)  Den Haag  
 Maastricht (IND Service Point)  Zwolle

## 10 Signing by sponsor

10.1 Name \_\_\_\_\_

10.2 Place and date *Place* \_\_\_\_\_

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

10.3 Signature (by a person authorised for this purpose) \_\_\_\_\_

## 11 Means of evidence and documents

Please enclose the following documents with this form:

- A copy of the young person's passport (only the identity details and stamped pages).
- The completed appendix direct debit collection.

Procedure for a regular residence permit, the foreign national resides in the Netherlands and has a nationality whereby he will need a Regular Provisional Residence Permit:

- A copy of a valid residence permit issued by another Schengen member state\*.

\* Visit [www.NetherlandsWorldwide.nl](http://www.NetherlandsWorldwide.nl) to find out which countries belong to the Schengen area.

If the antecedents certificate is not signed and / or if the young person has not declared that he or she has no antecedents:

- The antecedents certificate.

## 12 Biometric information (fingerprints, passport photo) and signature

The young person taking part in the exchange 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 young person taking part in the exchange. See the appendix Fingerprints, passport photo and signature.

## 13 Submitting the application and payment

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

### 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.





## 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 

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2.3 Date of birth 

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

2.4 **Place and date** *Place* 

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

2.5 **Signature** 

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## 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](http://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](http://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](http://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](http://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](http://www.ind.nl).

### **Processing of personal data**

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## 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](http://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](http://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](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.



Please note! If you do not agree with this withdrawal, you can have it reversed. Please contact your bank for this within 8 weeks. Ask your bank for the conditions. The IND does not accept a form that is not filled out completely or illegibly. (Version 2018b)

## Appendix Direct debit collection

(One time authorisation - SEPA)

Complete and sign the form. Do so for each foreign national separately. (Direct debit is only available for recognised sponsors and their authorised representatives. This paying method is not available for applications for recognition as sponsor.) IND debits your account for legal fees to be paid within three months stating the ID and reference of the collecting officer.

(Debit collection takes place per foreign national and per procedure). If assessment of the application shows that the foreign national does not qualify for the requested residence permit, you will not be reimbursed. See for current fees: [www.ind.nl/fees](http://www.ind.nl/fees)

### 1 Details of collecting officer

1.1	Name	Immigration and Naturalisation Service
1.2	Postal address	PO Box: 5 Postcode: 9560 AA Town: Ter Apel Country: Netherlands
1.3	ID Collecting Officer	NL77ZZZ507204570001
1.4	Authorisation Reference	(future) invoice number of the application

### 2 Details of the bank account from which the fees are debited

> The IND only accepts authorisations for Euro accounts (SEPA).  
Fill in the details of the paying party and not the details of the bank.

2.1	Name account holder	
	Street	
	Number	
2.2	Postal address	
	Postcode	
	Town	
2.3	IBAN	
2.4	BIC	

### 3 Details of the foreign national

		Surname as stated in the passport
3.1	Name	
		First names
3.2	Date of birth	
		Day
		Month
		Year

## 4 Signing

By signing this form, you authorise IND to send a once only direct debit collection order to your bank to debit your account for the legal fees to be paid. By signing this form you also authorise the bank to debit your account once only according to the order by IND.

4.1	Name																																					
4.2	Place and date	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 55%; border-bottom: 1px solid black;"></td> <td style="width: 5%;"></td> <td style="width: 10%; text-align: center; border-bottom: 1px solid black;">Day</td> <td style="width: 5%;"></td> <td style="width: 10%; text-align: center; border-bottom: 1px solid black;">Month</td> <td style="width: 5%;"></td> <td style="width: 10%; text-align: center; border-bottom: 1px solid black;">Year</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>			Day		Month		Year																													
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