



## Application for admission and residence 'to stay with a family member (specific situations)' (foreign national)

### To be filled in by the Dutch embassy or consulate

Application submitted at embassy/consulate: \_\_\_\_\_

Date

Day	Month	Year					

Name and initials embassy employee: \_\_\_\_\_

File password (if applicable): \_\_\_\_\_

Passport photo

size 35 x 45 mm  
(width x height)

*Please note!* If you have received a printed version of this information form, please check out the digital version, including direct links, on [www.ind.nl](http://www.ind.nl).

With this form, you apply for admission and residence in the Netherlands to stay with a family member. This family member is your sponsor. Your sponsor has the Dutch nationality, a Dutch residence permit and lives in the Netherlands or applies for admission and residence at the same time as you. You can only use this form if you are a foreign national staying outside the Netherlands. You can submit the application yourself if you are 12 years or older. If you want to submit an application for your minor child, you must have parental authority over your child. You submit the application to the Dutch embassy or consulate in the country of origin or the country of continuous residence.\* Please check the contact page of [www.netherlandsworldwide.nl](http://www.netherlandsworldwide.nl) to find out whether and how you can make an appointment for this.

\* In case there is no Dutch consulate or embassy in your country of origin or permanent residence, please turn to the nearest Dutch representation.

You can use this form to apply for admission and residence in the Netherlands if you:

- are the parent of a minor child (younger than 18 years) who has a temporary asylum residence permit.
- want to partake in family life with the sponsor on grounds of Article 8 of the ECHR.
- were adopted by the sponsor (the foreign decision regarding adoption still needs to be recognised by the Dutch Courts), or you have not yet been adopted but you have been welcomed into the sponsor's family for adoption. The sponsor lives in the Netherlands.
- were adopted into the family of the sponsor in the period that you and the sponsor lived abroad.
- are a related foster child of the sponsor.
- are a family member of the sponsor and the sponsor holds a residence permit for medical treatment.
- are a family member of the sponsor and the sponsor holds a residence permit on 'temporary humanitarian grounds' because he is in the terminal phase of an illness.
- are a family member of the sponsor and the sponsor is an under-age foreign national who holds a residence permit on 'temporary humanitarian grounds' due to a family supervision order by the juvenile court.
- are a family member of the sponsor and the sponsor is an under-age foreign national who holds a residence permit on 'non-temporary humanitarian grounds' due to a family supervision order by the juvenile court.

### Appointment at the Dutch embassy or consulate

Please take this application form, your passport photo and valid passport with you to the appointment at the Dutch embassy or consulate. Depending on your situation (see section '7 Means of evidence'), you should also bring the original copies of the marriage certificate, birth certificate or unmarried status declaration to your appointment. The embassy or consulate employee will register your application and fill out the information box above. You will also receive a confirmation letter with your registration number (V-number). Please keep this letter: you will need it later. After submitting the application to the embassy or consulate, you will receive this application form back.

If you give your consent to communication by e-mail (see section '9 Declaration of consent'), the embassy or consulate employee will provide you with a file password. This password will be written in the box at the top of the first page of this form. It is very important that you keep your password safe and it is strongly recommended that you keep a copy of this application form for your records.

### After the appointment

To be able to assess your application, the Immigration and Naturalisation Service (IND) in the Netherlands needs information from you. Please complete and send this form, with all the necessary documents mentioned in section '7 Means of evidence', to the IND within three weeks from the date of your application (see the date above). Please also enclose the confirmation letter you received from the embassy or consulate. If you do not send all the necessary documents, the assessment of your application will be delayed. If the IND does not receive the information and documents in time, your application will be rejected.

## 1 Your personal details

**Write in block letters**

1.1 V-number

*Please note!* It is imperative that your V-number is mentioned above. Without this number, your application can not be processed. The embassy or consulate will give you this number.

1.2 Dutch Citizen service number (if applicable)

*The Dutch Citizen service number (BSN) is a unique number for everyone who has dealings with the Dutch government.*

1.3 Name (as stated in the passport)

Surname \_\_\_\_\_

First names \_\_\_\_\_

1.4 Sex  Male  Female

1.5 Date of birth

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

1.6 Place of birth \_\_\_\_\_

1.7 Country of birth (as stated in the passport) \_\_\_\_\_

1.8 Nationality at birth \_\_\_\_\_

1.9 Current nationality

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1.10 Civil status

- unmarried
- married
- registered partnership
- divorced
- widow/widower

1.11 Home address

*Street*

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*Number*

---

*Postcode*

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*Town*

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*Country*

1.12 Telephone number

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1.13 E-mail

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1.14 Type of travel document

- National passport
- Diplomatic passport
- Service passport
- Official passport
- Special passport
- Other type of travel document, namely:

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1.15 Specifications of the travel document

*Travel document number*

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*Date of issue*

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

*Valid until*

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

*Issued by*

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**Only if the applicant is under 18 years of age (1.16 to 1.18)**

1.16	Name of legal representative of the applicant (parent or guardian)	Surname <hr/> First names <hr/>										
1.17	Address of legal representative of the applicant (parent or guardian)	Street <hr/> Number <hr/> Postcode <hr/> Town <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td></tr></table> Country <hr/> <hr/>										
1.18	Nationality legal representative of the applicant (parent or guardian)	<hr/>										

**2 Situation of your sponsor**

Does the family member you want to stay with already live in the Netherlands?

Yes  
> Please go to section '3 Details of your sponsor in the Netherlands (if applicable)' and fill in the details.

No. The family member I want to stay with applies for admission and residence at the same time as me.  
> Please go to section '4 Identification'.

**3 Details of your sponsor in the Netherlands (if applicable)**

3.1	V-number of your sponsor	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td></tr></table>										
3.2	Dutch Citizen service number of your sponsor (if applicable)	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td><td style="width: 10%; height: 15px;"></td></tr></table> <i>The Dutch Citizen service number (BSN) is a unique number for everyone who has dealings with the Dutch government.</i>										
3.3	Name of your sponsor (as stated in the passport)	Surname <hr/> First names <hr/>										

3.4 Sex of your sponsor  Male  
 Female

3.5 Date of birth of your sponsor *Day* *Month* *Year*  

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3.6 Place of birth of your sponsor \_\_\_\_\_

3.7 Country of birth of your sponsor  
(as stated in the passport) \_\_\_\_\_

3.8 Nationality at birth of your sponsor \_\_\_\_\_

3.9 Current nationality of your sponsor \_\_\_\_\_

3.10 Civil status of your sponsor  unmarried  
 married  
 registered partnership  
 divorced  
 widow/widower

3.11 Residence status of your sponsor  Dutch nationality  
 Privileged  
 Residence Permit, namely.  
 Paid employment  
 Study  
 Asylum  
 A residence permit other than as mentioned above  
 Waiting for the application for a residence permit to be dealt with  
 None

3.12 Address of the sponsor in the Netherlands *Street*  
\_\_\_\_\_  
*Number*  
\_\_\_\_\_  
*Postcode*  

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*Town*  
\_\_\_\_\_

3.13 Telephone number of your sponsor  

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3.14 E-mail of your sponsor \_\_\_\_\_

## 4 Identification

Please enclose the following documents with your application:

- A copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages.

*Are you younger than 18 years old and do you not have your own passport?*

Then you should submit a copy of the passport of your parent in whose passport you are registered. Make copies of all the pages with travel stamps as well. Do not copy empty pages.

In case your sponsor already resides in the Netherlands, you should also submit the following copies:

- copy of the page with identity details of the passport or identity card of the sponsor\*. Also copy the pages with travel stamps. Do not copy empty pages; or
- a copy of the front and back of a valid Dutch residence permit.

\* *Please note!* If your sponsor has Turkish nationality besides Dutch nationality, and you wish to appeal to the Convention between the European Union and Turkey, you must enclose a copy of one of the supporting documents below. The document must have been issued after your sponsor has obtained Dutch nationality:

- the page from the Turkish passport of your sponsor that contains the personal details and passport photo; or
- the Turkish identity card (Nüfus) of your sponsor; or
- a statement from the Turkish authorities confirming Turkish nationality of your sponsor.

## 5 Civic integration examination abroad

You want to apply for a regular provisional residence permit. Before you can apply for a regular provisional residence permit, you must first have passed the civic integration examination abroad or have or obtain an exemption from this. Go to the '[Civic integration examination abroad' appendix](#) and see 'The foreign national is exempt from the civic integration examination abroad' for the exemptions. See 'The foreign national relies on special individual circumstances' what proof is required in order to obtain an exemption. Please tick the applicable situation and enclose the proof with the application.

> *Please tick the applicable situation*

- You have passed all parts of the civic integration examination abroad (and the passed civic integration examination is still valid.** Go to the '[Civic integration examination abroad' appendix](#) and see 'Period of validity of examination' for information about the validity of the examination. Enclose with the application the results issued by the Education Executive Agency (DUO).
- You are exempt from the civic integration examination abroad.** Enclose with the application the '[Civic integration examination abroad' appendix](#) and the proof showing that you qualify for an exemption.
- You want to obtain an exemption from the civic integration examination abroad.** Enclose with the application the '[Civic integration examination abroad' appendix](#) and the proof required to obtain an exemption.

## 6 Declaration of intent to undergo a TB test

In order to obtain a residence permit, you must be prepared to undergo a tuberculosis (TB) test in the Netherlands and - if necessary - treatment. If you are granted a residence permit, you will actually have to undergo a TB test within three months after having received your residence permit.

When you are in the Netherlands, you should make a TB test appointment with the Municipal Health Service (GGD) in the area where you live or will be living (for further information visit the website [www.ggd.nl](http://www.ggd.nl)).

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.

*Please note!* 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’](#).

> *Please check either one of the following two boxes*

- 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.
- I do not need to undergo a TB test because I am a national of one of the countries listed in the appendix [‘Exemption from the obligation to undergo a tuberculosis \(TB\) test’](#).

## 7 Means of evidence

### Requirements of foreign means of evidence

Documents must be in Dutch, English, French or German. In case the documents are drafted in another language, you need to have these translated by an authorised translator. Send a copy of the original documents together with a copy of the translation.

> *Please tick the applicable situation*

#### **You are the parent of a minor child (younger than 18 years) who has a temporary asylum residence permit (347)**

Please enclose the following means of evidence with your application:

- a signed and completed appendix [‘Antecedents certificate’](#);
- the completed and signed appendix ‘the completed and signed appendix [‘Declaration by sponsor \(family and relatives\)’](#);
- means of evidence which shows that you are the parent of the child; and
- means of evidence of the income of the sponsor. Check the appendix [‘Proof of income’](#) for the documents required for your application.

*If the sponsor is already 18 years old or older, then you must also include:*

- evidence showing that a Dutch Court has appointed a guardian or curator in connection with the mental capacity of the sponsor.

#### **You want to partake in family life with the sponsor on grounds of Article 8 of the ECHR (334)**

*Please note!* If you want to submit an application to stay with your spouse or (registered) partner, or your parent, then you must submit an application to stay with your spouse or (registered) partner, or an application to stay with a parent. Please enclose the following means of evidence with your application:

- a signed and completed appendix [‘Antecedents certificate’](#) (only if you are 12 years of age or older);
- the completed and signed appendix ‘the completed and signed appendix [‘Declaration by sponsor \(family and relatives\)’](#);
- means of evidence showing the relationship pertaining to family law between you and the sponsor, for example a copy of a birth certificate; and
- means of evidence showing how your family life will be led with the sponsor.

*In case of ending the parental custody by the juvenile court, please enclose the following means of evidence with your application:*

- the decision of the juvenile court, which shows that the parental custody has ended and the report of the Council for Child protection (Raad voor de Kinderbescherming).

**☐ You were adopted by the sponsor (the foreign decision regarding adoption still needs to be recognised by the Dutch Courts), or you have not yet been adopted but you have been welcomed into the sponsor's family for adoption. The sponsor lives in the Netherlands. (350)**

Please enclose the following means of evidence with your application:

- a signed and completed appendix '[Antecedents certificate](#)' (only if you are 12 years of age or older);
- the completed and signed appendix 'the completed and signed appendix '[Declaration by sponsor \(family and relatives\)](#)';
- a copy of a permission in principle from the Ministry of Justice and Security - Central Authority for International Children's Issues;
- a copy of a declaration of approval in principle by name from the Ministry of Justice and Security - Central Authority for International Children's Issues, in case of an adoption from a non-Convention country. Or, a copy of a Statement of Approval from the Ministry of Justice and Security - Central Authority for International Children's Issues, in case of an adoption from a Convention country;
- a copy of a medical statement concerning your health, such as is meant in the Placement of Foreign Children for Adoption Act. This statement must have been issued by the country of origin and may not be more than 6 months old;
- a copy of the decision from the relevant competent authorities in the country of origin (for example, a decision from the Court in the country of origin), as well as a translation of this. This must show that the authorities in the country of origin have agreed to the adoption by the sponsor;
- means of evidence showing that your biological parent(s) renounce you (this Declaration of Consent can be evident from the above-mentioned decision).

*If you have been adopted by the sponsor and the foreign adoption decision was issued by a foreign institution that applied the Hague Adoption Convention (356), then you must enclose:*

- a statement of conformity.

**☐ You are a related foster child of the sponsor (352)**

*Please note!* The sponsor may only be a grandparent, brother, half-brother, sister, half-sister, sister in law, brother in law, uncle or aunt. Please enclose the following means of evidence with your application:

- a signed and completed appendix '[Antecedents certificate](#)' (only if you are 12 years of age or older);
- the completed and signed appendix 'the completed and signed appendix '[Declaration by sponsor \(family and relatives\)](#)';
- means of evidence of the income of the sponsor. Check the appendix '[Proof of income](#)' for the documents required for your application;
- a copy of the medical statement of your health that was issued by the country of origin. This statement may not be more than 6 months old;
- means of evidence showing that your parents or legal representatives are in agreement with your going to live with the sponsor in the Netherlands. If the law in the country of origin demands this, then the sponsor must also submit means of evidence which show that the authorities in the country of origin are in agreement with your staying with your sponsor's family;
- means of evidence concerning the relationship pertaining to family law between you and the sponsor (for example, a copy of a Dutch marriage booklet, a birth certificate or familial extract from the register of births, marriages and deaths);
- a written motivation of the exceptional circumstances of yourself and your relatives in the country of origin showing that your relatives are either not able to care for you or cannot care for you well enough;
- proof from an objective source showing that your family members in the country of origin are either not able to care for you or cannot care for you well enough (for example, a statement from a welfare institution, a statement from a doctor or a ruling from a judge);
- a copy of the declaration from the competent authorities that the authority governing you is with the sponsor, for example a guardianship certificate.



**☐ You were adopted into the family of the sponsor in the period that you and the sponsor lived abroad (355)**

Please enclose the following means of evidence with your application:

- a signed and completed appendix '[Antecedents certificate](#)' (only if you are 12 years of age or older);
- the completed and signed appendix 'the completed and signed appendix '[Declaration by sponsor \(family and relatives\)](#)';
- means of evidence showing that your prospective adoption parent(s) who have welcomed you into their family and who have raised and cared for you during the period that he/she lived abroad (including a copy from the public registers from the country in question);
- means of evidence showing that your parents or, if they have died or are living in an unknown place, the authorities in the country of origin before your arrival in the Netherlands have agreed to your departure and with your adoption (statement from your parents or statement from the authorities in the country of origin);
- means of evidence showing that you entered the Netherlands together with the sponsor.

**☐ You are a family member of the sponsor and the sponsor holds a residence permit for medical treatment (415 - 416 - 417 - 419)**

Please enclose the following means of evidence with your application:

- a signed and completed appendix '[Antecedents certificate](#)' (only if you are 12 years of age or older);
- the completed and signed appendix 'the completed and signed appendix '[Declaration by sponsor \(family and relatives\)](#)';
- means of evidence concerning the relationship pertaining to family law between you and the sponsor (for example, a copy of a Dutch marriage booklet, a birth certificate or familial extract from the register of births, marriages and deaths);
- means of evidence of the income of the sponsor. Check the appendix '[Proof of income](#)' for the documents required for your application;

*If you are a minor child of the sponsor, then you must also include:*

- means of evidence showing that the sponsor has rightful parental authority over you. If you were born during the marriage of your parents, then a birth certificate will suffice.

*If you are the parent of the sponsor, then you must also include:*

- means of evidence showing that you have parental authority over the sponsor (if the sponsor was born during the marriage, then a birth certificate will suffice).

**☐ You are a family member of the sponsor and the sponsor holds a residence permit on 'temporary humanitarian grounds' because he is in the terminal phase of an illness (570)**

Please enclose the following means of evidence with your application:

- a signed and completed appendix '[Antecedents certificate](#)' (only if you are 12 years of age or older);
- the completed and signed appendix 'the completed and signed appendix '[Declaration by sponsor \(family and relatives\)](#)';
- proof concerning the family relationship between you and the sponsor (for example, a copy of a marriage booklet, a birth certificate or familial extract from the register of births, deaths and marriages);

*If the sponsor is your minor child, please also enclose:*

- proof showing that you have parental authority over the sponsor. If the sponsor was born during your marriage, a birth certificate will suffice.

*If the sponsor is your parent, please also enclose:*

- proof showing that the sponsor has parental authority over you (if you were born during the marriage of your parents, a birth certificate will suffice).

- You are a family member of the sponsor and the sponsor is an under-age foreign national who holds a residence permit on 'temporary humanitarian grounds' due to a family supervision order by the juvenile court**

Please enclose the following means of evidence with your application:

- a signed and completed appendix '[Antecedents certificate](#)' (only if you are 12 years of age or older);
- the completed and signed appendix 'the completed and signed appendix '[Declaration by sponsor \(family and relatives\)](#)';
- proof concerning the family relationship between you and the sponsor (for example, a copy of a marriage booklet, a birth certificate or familial extract from the register of births, deaths and marriages);

*If the sponsor is your minor child, please also enclose:*

- proof showing that you have parental authority over the sponsor. If the sponsor was born during your marriage, a birth certificate will suffice.

- You are a family member of the sponsor and the sponsor is an under-age foreign national who holds a residence permit on 'non-temporary humanitarian grounds' due to a family supervision order by the juvenile court**

Please enclose the following means of evidence with your application:

- a signed and completed appendix '[Antecedents certificate](#)' (only if you are 12 years of age or older);
- the completed and signed appendix 'the completed and signed appendix '[Declaration by sponsor \(family and relatives\)](#)';
- proof concerning the family relationship between you and the sponsor (for example, a copy of a marriage booklet, a birth certificate or familial extract from the register of births, deaths and marriages);

*If the sponsor is your minor child, please also enclose:*

- proof showing that you have parental authority over the sponsor. If the sponsor was born during your marriage, a birth certificate will suffice.

## 8 Payment of fees

Before your application can be assessed, you must pay a fee. Please check [Fees: Costs of an application \(ind.nl\)](#) for the fee applicable to your situation. The application is free of charge for citizens of San Marino and Israel.

Please transfer the fee for the application to the bank account of the IND referred to below. Please quote the V-number, which you will receive from the Dutch embassy/consulate where you apply, as your payment reference.

Bank	ING
Account number	70.50.05.356
Name	Min. van Justitie en Veiligheid 601/IND LEGES Storting Bank
IBAN number	NL31INGB0705005356
SWIFT code	INGBNL2A
Address	Postbus 85449
Postcode	2508 CC
City	Den Haag

You must transfer the fee within three weeks after the date on top of this form (filled in by the Netherlands embassy or consulate). Your application will only be assessed when the whole amount has been received by the IND. Please check whether your bank deducts a fee from the amount being transferred.

If the assessment of your application shows that you do not qualify for a residence permit in the Netherlands, you will not receive a refund.

## 9 Declaration of consent (only if your sponsor not already lives in the Netherlands)

The IND will assess and decide on your application. If you wish communication with the IND to take place by e-mail (instead of by post), you must consent to this first.

> Please check either one of the following two boxes

- I agree that communication with the IND will take place by e-mail. I want the email address I provided above to be used for this (section 1.13). I access this email address on a regular basis.
- I do not agree that communication with the IND will take place by e-mail. I want correspondence to be sent to the address I provided above (section 1.11).

If you give your consent to communication by e-mail, the IND will send the decision on your application to your e-mail address. The message will be encrypted using the file password you received from the embassy or consulate employee. You can open the encrypted document in the email with this password. Therefore, it is very important that you keep your password safe and it is strongly recommended that you keep a copy of this application form for your records.

*Please note!* The IND accepts no responsibility for any email messages that fail to reach you or are delayed. The IND cannot guarantee the reliability of sending or receiving messages by email, or the confidentiality and integrity of email correspondence sent over the internet.

## 10 What will happen with your application?

After receipt of your application, your documents and fee, the IND will assess your application. You will be contacted by the IND if your payment or your documents are not received. You will also be informed once the assessment of your application has been finalised. If your application is granted, you will also receive information about the follow-up procedure.

*Please note!* If your sponsor already resides in the Netherlands IND will not contact you, but your sponsor instead.

## 11 MVV and residence permit

In case your application is granted you will receive an MVV (entry visa) from the Dutch embassy/consulate. When your application is granted you can make an appointment to collect your MVV via [www.netherlandsworldwide.nl](http://www.netherlandsworldwide.nl). The IND aims to have your residence permit ready within a few weeks following your arrival in the Netherlands. The IND will send you a letter indicating when you can collect your residence permit. For this, you have to make an appointment online at the IND desk stated in the letter.

11.1 Intended date of departure to the Netherlands

Day	Month	Year

11.2 Please indicate below where you will collect the residence permit:

- Amsterdam
- Den Bosch
- Den Haag
- Maastricht (MIC)\*
- Rotterdam
- Utrecht
- Zwolle

\*MIC – Maastricht International Centre

## 12 Registering in the Netherlands

You need your birth certificate (legalised and translated if necessary, please check [www.ind.nl](http://www.ind.nl)) for registering in the [Personal Records Database \(BRP\)](#) at your local municipality after arriving in the Netherlands. This is a mandatory procedure. When you are registered in the BRP, you will automatically obtain a [citizen service number \(BSN\)](#), unless you already have this.

## 13 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](http://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 my right of residence, within 4 weeks to the IND with the 'Notification form for family members and relatives'. I am aware that if I do not do this, it may affect my right of residence as foreign national. I know that I may incur an administrative fine. I know what my rights and obligations are.

13.1 I submit this form and \_\_\_\_\_ (number) of appendices/documents in evidence.

13.2 Name \_\_\_\_\_

13.3 Place and Date

*Place*

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

13.4 Signature \_\_\_\_\_

## 14 Submitting this form with the necessary documents

Sign and send the completed form, the appendices and the requested documents to the IND in the Netherlands by post. Never send any original documents. You must send clearly readable and full copies of the original documents. Do not use any staples or paperclips. Do not send any USB sticks, CD's, DVDs and suchlike. Put all the documents in a sufficiently stamped envelope. Send this to the following address:

**Immigration and Naturalisation Service (IND)**  
**P.O. Box 5**  
**9560 AA TER APEL**  
**The Netherlands**

### 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 organizations or persons. The IND also uses and stores data and shares them with other organizations. 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.