



Application for admission and residence to work (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.

With this form, you apply for admission and residence in the Netherlands for working purposes. You can only use this form if you are a foreign national staying outside the Netherlands. 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 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 for different residence permits to work:

- Paid employment.
- Work experience within the context of a studies on mbo level.
- Work experience within the context of a studies on hbo/wo level.
- Work experience after graduation at hbo/wo level.
- Work experience for employment purposes (apprentice).
- Work experience within the framework of the Young Workers Exchange Program.
- Work experience within the framework of an EU action programme:
 - within the context of a studies on hbo/wo level.
 - after graduation at hbo/wo level.
 - within the context of a studies on mbo level.
 - work experience for employment purposes (apprentice).
- Paid employment as non-privileged soldier or as non-privileged civilian personnel.
- Paid employment on a Dutch seagoing vessel.
- Waiting for recovery from illness and resumption of paid employment on board a Dutch seagoing vessel or mining installation on a continental shelf.
- Looking for paid employment on board a Dutch seagoing vessel or mining installation on a continental shelf.
- Paid employment in a mining installation on a continental shelf.
- Cross-border service provision.
- Labour on grounds of a Headquarters Agreement.
- International Trade Regulation.
- Intra-company transferee other than Intra Corporate Transferee under Directive ICT 2014/66/EU)

- Carrying out work as a spiritual counsellor
- Supply of goods to a foreign company.
- Supply of goods from a foreign company.
- Seasonal labour.
- Employment as essential start-up personnel.

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. 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 '7 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 '5 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		

1.6 Place of birth

1.7 Country of birth (as stated in the passport)

1.8 Nationality at birth

1.9 Current nationality

1.10 Civil status

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

1.11 Home address

Street

Number

Postcode

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

Town

Country

1.12 Telephone number

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

1.13 E-mail

1.14 Type of travel document

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

1.15 Specifications of the travel document

Travel document number

Date of issue

Day *Month* *Year*

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Valid until

Day *Month* *Year*

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

Issued by

5 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 choose the purpose of residence and check either one of the following boxes

A **Paid employment (370)**

Only when a Single Permit* is not required.

Please enclose the following means of evidence with the application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- an employer's declaration; and
- a copy of the employment contract showing that the foreign national will be carrying out paid employment.

* A Single Permit is a permit that entitles the foreign national to stay and work in the Netherlands. The Single Permit combines the residence permit and the TWV. For further information visit [Work | Immigration and Naturalisation Service \(IND\)](#)?

B **Paid employment (GVVA 370)**

Only when a Single Permit is required. Please enclose the following means of evidence with your application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- an employer's declaration;
- a copy of the employment contract showing that the foreign national will be carrying out paid employment;
- the completed and signed appendix '[Gegevens arbeidsplaats](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens toekomstig woonadres in Nederland](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens vacaturevoorziening](#)' (only available in Dutch).

In case of employment in art and culture:

- the completed and signed appendix '[Gegevens musicus/artiest in topsegment](#)' (only available in Dutch).
- Please note!* In case of employment in art and culture the appendix '[Gegevens vacaturevoorziening](#)' is not required.

C **Work experience within the context of a studies on mbo level (GVVA 643)**

Work experience within the context of a studies on hbo/wo level (GVVA 523)

Work experience after graduation at hbo/wo level (GVVA 523)

Please enclose the following means of evidence with your application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- the completed and signed appendix '[Gegevens toekomstig woonadres in Nederland](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens arbeidsplaats](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens \(over noodzaak\) van lerend werken \(stagiair\)](#)' (only available in Dutch).

D **Work experience for employment purposes (apprentice) (GVVA 643)**

Please enclose the following means of evidence with your application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- the completed and signed appendix '[Gegevens toekomstig woonadres in Nederland](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens arbeidsplaats](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens \(over noodzaak\) van lerend werken in het kader van arbeid \(praktikant\)](#)' (only available in Dutch).

E **Work experience within the framework of the Young Workers Exchange Program (GVVA 404)**

Please note! To be eligible for this purpose of residence, you must have Canadian nationality.

Please enclose the following means of evidence with your application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- the completed and signed appendix '[Gegevens toekomstig woonadres in Nederland](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens arbeidsplaats](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens \(over noodzaak\) van lerend werken \(stagiair\)](#)' (only available in Dutch);
- means of evidence showing you are enrolled in a regular educational programme, or graduated at hbo (higher vocational) or university level no more than 12 months ago.

F **Work experience within the framework of an EU action programme**

within the context of a studies on hbo/wo level (523)

after graduation at hbo/wo level (523)

within the context of a studies on mbo level (643)

Please enclose the following means of evidence with your application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- a statement of the educational institution that the traineeship will take place within the framework of an EU action programme;
- a scholarship statement;
- the completed and signed appendix '[Gegevens \(over noodzaak\) van lerend werken \(stagiair\)](#)' (only available in Dutch), completed with a trainee agreement;
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)'.

work experience for employment purposes (apprentice) (643)

Please enclose the following means of evidence with your application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- means of evidence showing that the employment will take place within the framework of an EU action programme;
- a scholarship statement;
- the appendix '[Gegevens \(over noodzaak\) van lerend werken in het kader van arbeid \(praktikant\)](#)' (only available in Dutch), completed and signed by the employer, completed with a trainee agreement and a return statement;
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)'.

G **Paid employment as non-privileged soldier or as non-privileged civilian personnel (460)**

Please enclose the following means of evidence with the application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- a copy of your proof of military identification that was issued by the country which posted you;
- a copy of the Travel Order or an equivalent document.

H **Paid employment on a Dutch seagoing vessel (372)**

Please enclose the following means of evidence with the application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- a copy of your employment contract;
- an employer's declaration; and
- means of evidence of your employment history, showing that you have worked for at least 7 years on board a Dutch seagoing vessel or a mining installation on a continental shelf. Examples of these means of evidence include a copy of your seaman's book or an employment contract. Is there a break in the employment history? Then you must submit means of evidence showing the duration and reason for this break. Did you receive benefit payments during this period? Submit means of evidence of this as well.

I **Waiting for recovery from illness and resumption of paid employment on board a Dutch seagoing vessel or mining installation on a continental shelf (381)**

Please enclose the following means of evidence with the application:

- a signed and completed appendix '[Antecedents certificate](#)';
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- a copy of your employment contract;
- a decision of benefits to be awarded by the benefits agency showing that you will receive benefits on grounds of the Sickness Benefits Act (ZW).
- specification of benefits received/benefits slip showing the level of the benefits.

J **Looking for paid employment on board a Dutch seagoing vessel or mining installation on a continental shelf (382)**

Please enclose the following means of evidence with the application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- means of evidence of your employment history, showing that you have worked for at least 7 years on board a Dutch seagoing vessel or a mining installation on a continental shelf. Examples of these means of evidence include a copy of your seaman's book or an employment contract. Is there a break in the employment history? Then you must submit means of evidence showing the duration and reason for this break. Did you receive benefit payments during this period? Submit means of evidence of this as well;
- a decision of benefits to be awarded by the benefits agency showing that you will receive benefits on grounds of the Unemployment Insurance Act (WW); and
- specification of benefits received/benefits slip showing the level of the benefits.

K **Paid employment in a mining installation on a continental shelf (383)**

Please enclose the following means of evidence with the application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- a copy of your employment contract; and
- an employer's declaration.

L **Cross-border service provision (500)**

Choose this option if you do not have an EU/EEA nationality, but do live and work in an EU/EEA country and will be carrying out temporary services under assignment from an employer in the Netherlands. Please enclose the following means of evidence with the application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- a copy of your residence permit and of your work permit showing that you have a right of residence in the country of your employer and that you are allowed to perform work there as an employee of your employer.
- a copy of the employment contract with the employer for whom you will be providing services in the Netherlands temporarily.

M **Labour on grounds of a Headquarters Agreement (509)**

Please enclose the following means of evidence with the application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- a declaration from the Ministry of Foreign Affairs showing that you fall under the scope of the Headquarters Agreement between the International Criminal Court and the Host Country or that the you fall under the scope of the letter of 21 December 2007 from the Permanent Representative of the Kingdom of the Netherlands and the United Nations concerning the Seat of the Special Tribunal for Lebanon.

N **International Trade Regulation (425)**

Please enclose the following means of evidence with the application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- the decision of the Employee Insurance Agency showing that your employer is admitted to the International Trade Regulation;
- means of evidence showing your registration at the Employee Insurance Agency (UWV).

O **Intra-company transferee other than Intra Corporate Transferee under Directive ICT 2014/66/EU) (GVVA 519)**

Please enclose the following means of evidence with the application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- the completed and signed appendix '[Gegevens toekomstig woonadres in Nederland](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens arbeidsplaats](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens concernoverplaatsing](#)' (only available in Dutch).

P **Carrying out work as a spiritual counsellor (GVVA 642)**

Please enclose the following means of evidence with the application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- a copy of the employment contract with your employer;
- the completed and signed appendix '[Gegevens arbeidsplaats](#)' (only available in Dutch);
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- the completed and signed appendix '[Gegevens geestelijk bedienaar](#)' (only available in Dutch);
- if the institution is not registered in the Commercial Register because this is not mandatory. Please enclose with your application: the surname, first names, date of birth, place of birth, nationality, citizenservice number and the position of all company directors or legal person;
- if the organisation is a religious organisation that forms part of an umbrella organization. Please enclose details indicating the legal form and articles of association with your application;
- an employer's declaration containing a description of the nature of the work showing the religious or ideological nature of the activities;
- a declaration of compliance with fiscal obligations (Verklaring betalingsgedrag nakoming fiscale verplichtingen). This declaration is issued by the Netherlands' Tax and Customs Administration (Belastingdienst);
- financial statements of the closed financial year approved by an accountant; or a report of findings from an accountant about the continuity and solvency of the organization; or a bank statement;
- a copy of the proof showing that you have passed the civic integration examination abroad. This does not apply if your work exclusively refers to work as a contemplative, board member or as an internal official at a religious or ideological organisation. See the appendix 'Basic Civic Integration Examination Abroad'.

Q **Supply of goods to a foreign company (GVVA 388) Supply of goods from a foreign company (GVVA 389)**

Please enclose the following means of evidence with the application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- a copy of the employment contract;
- the completed and signed appendix '[Gegevens arbeidsplaats](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens bij levering door of aan een buitenlands bedrijf](#)' (only available in Dutch);
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)'.

R **Seasonal labour (GVVA 644)**

Please enclose the following means of evidence with your application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- a copy of the employment contract;
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- the completed and signed appendix '[Gegevens arbeidsplaats](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens toekomstig woonadres in Nederland](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens vacaturevoorziening \(only available in Dutch\)](#)'.

S **Employment as essential start-up personnel (478)**

Please enclose the following means of evidence with your application:

- a copy of your passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages;
- a signed and completed appendix '[Antecedents certificate](#)';
- an employment contract indicating the nature of the work and the salary;
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- a contract signed by you and the start-up company 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.

Depositary 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 depositary 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 5.8 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.

6 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.

7 Declaration of consent

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.

8 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.

9 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. 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.

9.1

Intended date of departure to the Netherlands

Day	Month	Year

9.2

Please indicate below where you will collect the residence permit:

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

*MIC – Maastricht International Centre

10 Registering in the Netherlands

You need your birth certificate (legalised and translated if necessary, please check 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.

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 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.

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

11.2 Name _____

11.3 Place and Date *Place* _____

Day	Month	Year

11.4 Signature _____

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