



## Application for verification against EU law family member of the EU citizen

### ***Please note!***

Please print the form in **A4 format** and in **actual size**. You must send this cover page with the application. This prevents delays in processing your application!

*Please read the explanation before you start to fill out the form.*

### **Filling-in instructions**

In order to be able to assess your application quickly and carefully in terms of content, the Immigration and Naturalisation Service uses scanning software with which your application is recorded in the immigration administration system. To support this, this form is equipped with a number of features, including a barcode and so-called "adjustment fields" in the corners of each page. The following is important for a good scan of your application:

1. When filling out this form, use only an HB pencil or pen with black or blue ink.
2. Write only in the space provided behind or below each question. Do you need more space? Then add a separate page on which you state your personal data and indicate to which question the added text belongs.
3. When you are presented with a choice where you have to choose between different answer options, keep the following instruction.

Check the box of your choice (as with "b")

☐ a... ☒ b... ☐ c... ☐ d...

You want to change your choice? Then make the box of your first choice completely black and then tick the desired box.

☐ a... ☒ b... ☐ c... ☒ d...

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



## Nederlandse versie

Dit aanvraagformulier is ook verkrijgbaar in het Nederlands. Kijk op [www.ind.nl](http://www.ind.nl) om dit formulier te downloaden

## EU citizens

A citizen of the European Union is someone who has the nationality of one of the Member States of the European Union (EU). Nationals of the member states of the European Economic Area (EEA) as well as nationals of Switzerland have the same rights as citizens of the European Union.

EU Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Germany, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Spain and Sweden.

EEA Member States: Liechtenstein, Norway, and Iceland.

## Why this form?

You are a family member of an EU / EEA or Swiss citizen and you wish to live together with your family member in the Netherlands. You do not have an EU / EEA or Swiss nationality yourself. You can use this form to submit an application for verification against EU law to obtain an EU residence document for the purpose of staying with an EU citizen (your sponsor).

You can also use this form if your (marital) relationship with an EU citizen has ended and the validity of your current EU residence document has expired.

You are required to submit an application for verification against EU law. You must be able to prove that you have legal residence in the Netherlands and for what purpose. The residence document is valid for a maximum of five years.

During the processing of your application, the IND also checks whether the EU citizen with whom you are staying, meets the conditions for lawful residence in the Netherlands.

## Family members of Dutch nationals

### *Dutch nationals and EU law*

A Dutch national can only derive rights from EU law if the Dutch national has made use of the free movement of persons within the EU. [Here](#) you can read when Dutch citizens can invoke EU law after returning to the Netherlands.

If you are going to live with a Dutch citizen who is subject to EU law, you can use this application form to apply for verification of EU law.

If the Dutch national can not derive rights from EU law, you cannot use this application form.

On [www.ind.nl](http://www.ind.nl) you can read about the conditions and how to apply for a residence permit as a family member.

### *Caring parent, (half) brother or (half) sister of a minor Dutch child*

If you want to stay with a minor Dutch child as a caring parent, (half)brother or (half)sister, you cannot use this application form.

[Here](#) you can read about the conditions and how to apply for the residence document.

## Documentary evidence

Make a clearly legible **copy** of all documents and supplementary supporting documents on A4 paper. Do not use other sizes of paper. On every copy, write your V-number or client number (if you know this), or otherwise your personal details.

## Foreign documents

Official foreign supporting documents must be issued and legalised by the competent authorities of the country that issued the supporting document. In some countries the document must then also be legalised by the Dutch embassy or the Dutch consulate in the country in question. In 'apostille countries' an apostille issued by the competent local authorities is sufficient. If no Dutch embassy or consulate is available in that country, the document must be legalised by the Dutch embassy or consulate responsible for that country. Official foreign supporting documents include, for example, birth certificates and marriage certificates. Having these supporting documents legalised or provided with an apostille stamp can take a long time. You should start several months in advance of submitting your application with having documents legalised or provided with an apostille stamp by the competent authorities in the country of origin.

For more information about legalisation or apostille requirements for documents per country and any exceptions to these requirements, you can telephone the Dutch government's public information service on 1400. You can also visit the website [www.rijksoverheid.nl](http://www.rijksoverheid.nl).

#### **Language of the documents to be enclosed**

All documents must be drawn up in Dutch, English, French, or German. If this is not the case, you must have your document(s) translated by a translator who has been sworn in as a translator by the Dutch court and enclose the translation(s) of the document(s) with the application. If you did not have the document(s) translated in the Netherlands by a translator who has been sworn in as a translator by the Dutch court, but abroad, not only the document, but also the translation must have been legalised or provided with an apostille stamp by the competent authorities of the issuing country.

#### **Children (minors)**

If you are the parent or representative of a child who is a minor, you can also fill in this form on your child's behalf. Where the form refers to 'you' or 'the applicant', the child is meant. Please answer all questions on behalf of the child and enclose all the required evidence and documents.

#### **Application costs (fees)**

Applying for a residence document costs money. After the IND has received your application, it will send you a letter containing the amount of fees and information on how to pay. You cannot pay in any other way or in instalments. Do not send any money together with your application. If you fail to pay, your application will not be handled. This form does not include any information about the charges or a possible exemption from paying fees. If you want to know in advance what fees you will have to pay, please visit [www.ind.nl](http://www.ind.nl). If the assessment of your application shows that you do not qualify for the residence document applied for, you will not receive a refund.

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

To create a residence document, the IND needs your passport photo, fingerprints and signature. Fingerprints are taken from applicants aged 6 years and older. Every person of 12 years and older must put their own signature.

To collect your biometric data, you must both go to an IND desk. Please do so as soon as possible after you have received an acknowledgement of receipt from the IND. Please make an appointment online for this. Visit [www.ind.nl](http://www.ind.nl) to find out how you can make an appointment online.. Please make an appointment online for this. Visit [www.ind.nl](http://www.ind.nl) to find out how you can make an appointment online. If the IND does not have your biometric data, no residence document can be produced and issued to you. It is therefore important that you go to an IND desk for this. You will find the addresses and opening times of the IND desks at [www.ind.nl](http://www.ind.nl).

#### **What happens to your application?**

If your application is not complete it cannot be assessed properly. Non-payment or overdue payment and the submission of an incomplete application may slow down the handling of the application. The IND must make a decision on your application within 6 months. You will receive a written notice when the handling of your application has been completed. When your application is granted, you will receive a letter with information about where you can pick up your residence document.

#### **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.

#### **Do you need more information?**

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

## 1 Details of the applicant

Write in block letters

1.1	V-number (if known)	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																
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1.3	Name (as stated in the passport)	<p>Surname</p> <hr/> <p>First names</p> <hr/>																
1.4	Sex	<p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p>																
1.5	Date of birth	<table><tr><td colspan="2">Day</td><td colspan="2">Month</td><td colspan="3">Year</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Day		Month		Year											
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1.6	Place of birth	<hr/>																
1.7	Country of birth (as stated in the passport)	<hr/>																
1.8	Nationality	<hr/>																
1.9	Civil status	<p><input type="checkbox"/> unmarried (single or living together)</p> <p><input type="checkbox"/> married</p> <p><input type="checkbox"/> registered partnership</p> <p><input type="checkbox"/> divorced</p> <p><input type="checkbox"/> widow/widower</p>																
1.10	Home address	<p>Street</p> <hr/> <p>Number</p> <hr/> <p>Postcode</p> <hr/> <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Town</p> <hr/>																
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1.12	E-mail	<hr/>																

## 2 Details of the EU citizen

*Write in block letters*

2.1	V-number (if known)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																
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2.12	E-mail	<hr/>																
2.13	Purpose of stay in The Netherlands	<input type="checkbox"/> work in employment/ for an employer <input type="checkbox"/> work as a self-employed person <input type="checkbox"/> study <input type="checkbox"/> other (you have sufficient income to live on: such as pension, inheritance, alimony, benefit from abroad, own assets are, or income or money from another person)																

### 3 Personal details of authorised representative

If you wish, someone else may fill in and sign this form for you. You must give official permission for this. This is called authorising. You authorise someone with the [Authorisation declaration](https://ind.nl/en/authorisation) on [ind.nl/en/authorisation](https://ind.nl/en/authorisation). Send the declaration with the application. Have you already authorised this person? Or is the authorised person a lawyer who lives and works in the Netherlands? Then submitting this declaration is not required.

3.1 Is someone else submitting this application for you?

- ☐ Yes  
☐ No → go to question 4

3.2 Is this authorised representative your lawyer?

- ☐ Yes → go to question 3.3  
☐ No. No authorisation yet? Use the [Authorisation declaration](https://ind.nl/en/authorisation) on [ind.nl/en/authorisation](https://ind.nl/en/authorisation).  
→ only fill in 3.3 and go to question 4

3.3 Surname authorised representative

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First names authorized  
representative

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3.4 Name law firm

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3.5 Surame contact person (if different  
from the authorised representative)  
Firstnames contact person

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3.6 Postal address

*Street*

*Number*

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*P.O. box (if applicable)*

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*Postcode*

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*Town*

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3.7 Telephone number

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3.8 E-mail

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## 4 Purpose of stay in the Netherlands

Please state below the specific reason for applying for a certificate of lawful residence and follow the related instructions below. Tick the most important reason. You may not tick more than one reason for your stay. If you tick more than one reason, your application will only be assessed on the reason ticked first. For each reason it is explained which supplementary evidence you can enclose. You may also enclose other supporting documents to prove that you meet the conditions.

### 4.1 You are a family member of an EU citizen who is not a Dutch national. You are not an EU citizen yourself.

☐ **You are the spouse or (registered) partner of an EU citizen who is not a Dutch national. You are not an EU citizen yourself. (740 - 741 - 746 - 747 - 748 - 753 - 754 - 755 - 760)**

Please submit a **copy** of the following documents and supplementary evidence with your application.

- Evidence showing the income of the EU citizen. See section 5 of this form for the supporting documents to submit for each source of income.

*You are married or have a registered partnership*

Please also enclose a **copy** of the following.

- The document issued by the competent authorities showing your marriage or registered partnership. (See the explanation under 'Foreign documents' on page 2 and 'Language' on page 3 of this form). Is your marriage or registered partnership registered in the Personal Records Database (BRP) at your town hall (in Dutch: gemeente) in the Netherlands? If so, you do not have to enclose a copy of the document.

*If you are in a relationship, you must prove that you have a long-term relationship with the EU citizen.*

Please also enclose a **copy** of the following.

- Supporting documents showing that you have a long-term relationship with the Union citizen. These documents show that you have already or recently kept a joint household while living together for at least six months. If you did not live together in the Netherlands, you can show this by providing proof that you lived together abroad. For this you can enclose the following documents: proof of registration in a municipal administration, rental contracts, purchase contracts for a joint home, joint bank statements.
- The Appendix 'Declaration of Relationship for Partner of EU Citizen' completed in full and signed by you and the EU citizen.

*You are in a relationship and have lived together for less than six months, or have not lived together.*

Please also submit **copies** of as many of the following supporting documents as possible that apply to your situation.

- The Appendix 'Declaration of Relationship for Partner of EU Citizen' completed in full and signed by you and the EU citizen.
- Supporting evidence showing the duration of the joint household and cohabitation. Examples are proof of registration at the same address, rental contracts, purchase contracts of a joint home, joint bank statements.
- Supporting evidence showing that you have lived together in the Netherlands or abroad in the past. Examples are proof of registration in a municipal administration, rental agreement, purchase contract.
- Supporting evidence showing why you are not (temporarily) living together. Examples are work locations that are far apart, children from previous relationships who you want to live close to, studying in another city.
- The birth certificate(s) of the child(ren) born from your relationship and proof that you are jointly caring for your child(ren).
- Supporting evidence showing joint financial commitments, major joint purchases or joint properties. Examples are a mortgage, joint debts and joint bank accounts.
- Supporting evidence showing that you care for each other.
- Supporting evidence of emotional ties, for example caring for someone from your partner's family.
- Supporting evidence showing the frequency of contact with each other. Examples are airline tickets, hotel bills, photographs and proof of contact via apps.
- Other supporting evidence showing that you maintain a durable relationship with the EU citizen.

- ☐ **You wish to continue your residence after breaking off a (marriage) relationship. You were the spouse or (registered) partner of an EU citizen and the period of validity of your EU residence document has expired. You are not an EU citizen yourself (740 - 741- 746 - 747 - 748 - 753 - 754 - 755 - 760 - 761)**

Please submit a **copy** of the following documents and supplementary evidence with your application:

- Evidence showing when your relation ended or your marriage was dissolved;
- Evidence showing that you are employed and/or have sufficient means to support yourself.

- ☐ **You are (grand)child under the age of 21 of a EU citizen or of his/her spouse, partner or registered partner. You are not an EU citizen yourself (742 - 749 - 756)**

*Please note!* A child or grandchild of the unmarried partner (so not a registered partner) of an EU citizen only qualifies for residence under EU Law if this child is under 18 years of age. This situation is also subject to additional conditions.

Please submit a **copy** of the following documents and supplementary evidence with your application:

- The document showing the family relationship (see the explanation 'Foreign documents' on page 2 and 'Language' on page 3 of this form);
- Evidence showing the income of the EU citizen. See section 5 of this form for the supporting documents to submit for each source of income.

- ☐ **You are 21 years or older and you are the child or grandchild of an EU citizen or his/her spouse or (registered) partner. You are not an EU citizen yourself do not originate from the EU (743 - 750 - 757); or**

- ☐ **You are a family member in the ascending line (parent or grandparent) of an EU citizen or of his/her spouse or (registered) partner. You are not an EU citizen yourself (744 - 751 - 758)**

Please submit a **copy** of the following documents and supplementary evidence with your application:

- The document showing the family relationship (see the explanation 'Foreign documents' and 'Language').
- Evidence showing that you received material support from the EU citizen in your country of origin or former residence;
- Evidence, for example a declaration issued by the competent authority, showing you received material support to provide in your basic needs in your country of origin or country of former residence because of your financial and personal situation.
- Evidence showing the income of the EU citizen. See section 5 of this form for the supporting documents to submit for each source of income.

- ☐ **You are a caring parent for a minor who is an EU citizen. You are not an EU citizen yourself (744 - 751)**

Please submit a **copy** of the following documents and supplementary evidence with your application:

- The birth certificate of your child, or if the familial relationship between you and the child is not evident from the birth certificate, copies of other evidence showing the familial relationship, for example evidence of adoption;
- Evidence showing that you have legal custody of your child;
- Evidence showing that you can support your child financially to prevent you and your child have to make use of general resources;
- Evidence showing that you are actually taking care of your child; and
- Evidence showing that your child lives with you.



**☐ You are a family member other than a parent, grandparent, child or grandchild of an EU citizen. You are not an EU citizen yourself (745 - 752 - 759)**

Please submit a **copy** of the following documents and supplementary evidence with your application:

- The document showing the family relationship (see the explanation 'Foreign documents' on page 2 and 'Language' on page 3 of this form);
- Evidence showing the income of the EU citizen. See section 5 of this form for the supporting documents to submit for each source of income;
- Evidence, for example a declaration issued by the competent authority, showing you require material support to provide your basic needs in your country of origin, or country of former residence, because of your financial and personal situation; or
  - A declaration issued by the competent authority showing that you lived with your sponsor while you were staying in your country of origin, or country of former residence; or
  - A declaration issued by the competent authority showing that you require personal care from your sponsor for serious health reasons.

**4.2 You are a family member of a Dutch national. You are not an EU citizen**

- See 'Family members of Dutch nationals' on page 2

**☐ You are a non-EU family member relative of a Dutch national (761)**

You must have lived with your family member for a consecutive period of at least three months in another EU Member State. You must have lived there as a family. *Please note!* In addition, additional conditions apply to non-EU family members of Dutch nationals who return to the Netherlands from the United Kingdom:

- the Dutch citizen must have been resident in the UK before or on 31 December 2020; and
- you already had family life with the Dutch national before or on 31 December 2020 and you continued this family life together after returning to the Netherlands.

When submitting your application, enclose copies of as many of the following supporting documents as possible, that apply to your situation:

- A document showing your family relationship with the Dutch national;
- A copy of your EU residence document and that of your Dutch sponsor (or if applicable, a copy of your sponsor's proof of lawful residence) issued by the other EU Member State or Switzerland.  
If you do not have these supporting documents, please enclose other supporting documents showing your lawful residence in that country. You must prove that you lived there together with the Dutch national;
- Proof of registration and deregistration for you and your Dutch family member in the place of residence in the other Member State;
- Employment contract(s), salary statements, annual income statement(s) and / or other income details of employment for yourself and / or your family member in the other Member State;
- If you or your family member have/has worked as a self-employed person in the other EU Member State: proof of registration in the Commercial Register, balance sheet, profit or loss accounts, company results;
- Tax returns and assessments;
- Proof that you and your Dutch family member have been medically insured in the other country and proof that the health insurance has been paid.
- Doctors' and dentists' bills.
- Diplomas and / or certificates of (integration) courses and training courses that you and your family member have followed in the other Member State.
- Proof that you and your family member have paid your fixed costs in the other EU Member State.  
Did you live in the other Member State for a longer period? Then send supporting documents for the last 3 months that you lived as a family in the other EU Member State.  
For example, proof of payment of:
  - rent/ mortgage for your home with the corresponding rental and / or purchase agreement(s).
  - annual statements showing your gas / energy usage or other energy bills.
  - invoices from television and internet providers.
  - (detailed) telephone bills from the other EU member state.
  - invoices from newspaper or other subscriptions that you have taken out.
  - other bills showing that you and your Dutch family member actually lived in the other EU member state.

- all bank statements for you and your Dutch family member for at least the last three months of your stay in the other EU member state. In particular those showing all debit card transactions making it clear that you and your Dutch family member did the daily shopping in the other EU member state.

The statements must also show what the bank account (IBAN) number is (only the last four digits need to be visible) and in whose name or names the bank account is.

- bank cards on which the last four digits of the bank account number (IBAN) must be visible.
- If you and / or your Dutch family member had a car: proof that the car was registered in the other EU member state with a number plate from that country, or a document proving that after your stay in the other EU member state you had the car registered in the Netherlands (again) with a Dutch number plate.
- In the case of a child / children, for example: declarations/invoices for pregnancy and birth, declarations / invoices for childcare, the child's development booklet, school reports for your child(ren), declarations / payments for sports associations, part-time employment in the other EU Member State. If the child / children did not live with you, you must state in a separate annex why the child did not live with you, with whom the child lived and why the child lived with that person(s). If possible, please support your explanation with documents.
- If you and /or your Dutch family member continued to work in the Netherlands during your stated stay in the other EU member state: proof of commuting (for example, public transport route cards or proof of payment at petrol stations).
- If you and / or your Dutch family member did not work in the other EU Member State or in the Netherlands, please substantiate how you have provided for your living in the other EU Member State and / or whether you looked for work (for example, proof of benefits received, registration at employment office or employment agencies, invitations to apply for work, job applications, etc.)
- Other evidence showing that you and your Dutch family member had your main residence in another Member State.
- If you lived outside the EU for an uninterrupted period of six months or longer prior to your return to the Netherlands: supporting documents about the period, the reason and in which country you were living.

## 5 Supporting documents income EU citizen

You must enclose supporting documents showing that the EU citizen with whom you are staying (still) has sufficient income to prevent you and the EU citizen from becoming a burden on public funds during the stay in the Netherlands. Below you will find an overview of the evidence you can enclose with the application depending on your source of income.

➤ **Paid employment**

- The 'Appendix Employer's declaration' completed and signed by the employer; or
- An employment contract showing that the EU citizen works in the Netherlands.

➤ **Work on a self-employed basis**

- A proof of registration in the Commercial Register of the Netherlands Chamber of Commerce; and
- A proof showing that the EU citizen works on a self-employed basis in the Netherlands such as:
  - A balance sheet, profit or loss account;
  - Monthly statements of business results; or
  - If the above-mentioned supporting documents are not yet available, a statement or forecast prepared by an accountant or financial adviser.

➤ **Student**

- The original proof of enrolment at the educational institution;
- Own statement of the EU citizen that he/she has sufficient means. You can use 'Appendix Declaration of sufficient means of existence' for this purpose.

➤ **Other**

- Supporting documents showing that you have sufficient means of existence, so that you do not have to rely on the public funds in the Netherlands.

The source from which this income comes (e.g. inheritance, alimony, real estate, employment outside the Netherlands, a foreign benefit, pension, own assets) is not important. You must have free disposal to the financial means or the right to (periodic) payment thereof. Whether free disposal actually exists will be assessed by the IND on a case-by-case basis.

## 6 Signature of the applicant

- ✓ I am applying for verification against EU Law and for the issue of a certificate of lawful residence for me/my child/the child I legally represent.
- ✓ I declare that I have completed this form truthfully.
- ✓ I know that for the purpose of implementing the Aliens Act 2000, the completed personal details will be processed and passed on to the institutions that require these details for this purpose.
- ✓ I will immediately inform the IND of any changes in my situation or the situation of the child that relate to the right of residence.

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

6.2 Name \_\_\_\_\_

6.3 Place and date *Place* \_\_\_\_\_

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

6.4 Signature \_\_\_\_\_

## 7 Identification

Please submit with your application.

*Of you:*

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

*From the EU citizen:*

- A copy of the page with identity details of the passport or identity card.

## 8 Submitting the application

- The IND needs a passport photo, fingerprints and signature of the foreign national to prepare a residence permit. See the appendix Passport photo, fingerprints and signature
- Please check whether you have fully completed the form and the required appendices.
- Please check you have signed the form.
- Please make sure that you have enclosed all the necessary appendices and **copies** of documents and supplementary evidence with your application. All information must be on paper (A4 format). Do not send original documents. Do not use staples or paper clips! Do not send USB sticks, CDs or DVDs.

Send the completed form and all requested documents in one envelope to:

Immigratie- en Naturalisatiedienst  
Postbus 16  
9560 AA Ter Apel

## 9 After submitting your application

*Your application is being processed*

You will receive a letter stating that the IND has received your application. In this letter you will also read information about making an online appointment at the IND desk for taking biometric data and placing a residence endorsement sticker in your passport.

The IND needs the biometric data to create your residence document.

With the residence endorsement, you can prove that you are allowed to stay and work in the Netherlands while your application is being processed..

*Positive decision on your application*

In case of a positive decision on your application, you will be informed by letter. You can then make an appointment online to collect your EU residence document at the IND desk..



## 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**

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 Employer's declaration

*Please note! Not completing this employer's declaration truthfully may be considered a crime (such as forgery) and may lead to filing a police report.*

One copy must be completed and signed for each employer. The application form states when and of which person(s) you must enclose the employer's declaration with your application.

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

### 1 Details of employee

**Write in block letters**

1.1 V-number (if known)

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

1.2 Name  
(as stated in the passport)

Surname

First names

1.3 Sex

- ☐ Male  
☐ Female

1.4 Date of birth

Day	Month	Year

1.5 Place of birth

1.6 Country of birth  
(as stated in the passport)

1.7 Nationality

1.8 Home address

Street

Number

Postcode

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

Town



## 2 Details of company/institution

Write in block letters

2.1	Name company/institution										
2.2	Chamber of Commerce number										
2.3	Withholding tax number										
2.4	Visiting address	Street									
		Number									
		Postcode									
		Town									

## 3 Employment details

Write in block letters

3.1	Position of employee										
3.2	Date of employment	Day		Month		Year					
3.3	Nature of the employment	<div><input type="checkbox"/> Permanent employment contract</div> <div><input type="checkbox"/> Temporary employment contract</div> <div><input type="checkbox"/> On-call contract<div><input type="checkbox"/> Zero hours contract</div><div><input type="checkbox"/> Contract with minimum-maximum hours</div><div><input type="checkbox"/> On-call contract with preliminary agreement</div></div> <div><input type="checkbox"/> Contract with an employment agency</div> <div><div>ABU</div><div><input type="checkbox"/> Fase A</div><div><input type="checkbox"/> Fase B</div><div><input type="checkbox"/> Fase C</div></div> <div><div>NBBU</div><div><input type="checkbox"/> Fase 1</div><div><input type="checkbox"/> Fase 2</div><div><input type="checkbox"/> Fase 3</div><div><input type="checkbox"/> Fase 4</div></div>									
3.4	Is there a provision in the employment contract that wages do not have to continue to be paid if there is no work?	<div><input type="checkbox"/> No</div> <div><input type="checkbox"/> Yes</div>									



3.5 Employment period

> Please tick the applicable situation and fill in

3.5.1 ☐ Temporary employment contract

from

Day	Month	Year

up to and including  
(last day of employment contract)

Day	Month	Year

3.5.2 ☐ Permanent employment contract

from

Day	Month	Year

3.6 Is there a trial period?

☐ No

☐ Yes, up to and including:

Day	Month	Year

3.7 Working hours per week

Hours per week by contract

--	--

Hours per week actually

--	--

3.8 Gross salary (excluding holiday allowance)

☐ Per month, or

☐ Per 4 weeks

All amounts rounded to whole euros

€						
---	--	--	--	--	--	--

3.9 Wage for social security purposes (excluding holiday allowance)

☐ Per month, or

☐ Per 4 weeks

All amounts rounded to whole euros

€						
---	--	--	--	--	--	--

3.10 Net salary (excluding holiday allowance)

☐ Per month, or

☐ Per 4 weeks

All amounts rounded to whole euros

€						
---	--	--	--	--	--	--

3.11 Holiday allowance

		%
--	--	---

3.12 Period of residence in the Netherlands (maximum of 3 years)

Date of entry

Day	Month	Year

**Only for the International Trade Regulation**

up to and including

Day	Month	Year

## 4 Signing by employer

I declare that the above employee is employed by the above company/institution. I have completed this form truthfully.

4.1 Name \_\_\_\_\_

4.2 Position \_\_\_\_\_

4.3 Telephone number 

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

4.4 Place and date *Place* \_\_\_\_\_

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

4.5 Signature and stamp of company/institution *Signature* \_\_\_\_\_

*Stamp of company/institution*

--

### Processing of personal data

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



## Appendix Declaration of Relationship for Partner of EU Citizen

*Please note!* Falsely filling in the Declaration of Relationship for Partner of EU Citizen constitutes a punishable offence which will be reported to the police in all cases.

Only fill in this declaration if you are applying for a certificate of lawful residence for residence with your partner who is a national of the EU, the EEA, or Switzerland. Fill in and sign the declaration and submit it together with your application.

### Details of the foreign national (the applicant)

*Write in block letters*

*The V-number can be found in previous correspondence from the IND or on your previous residence permit*

1.1 V-number (if known)

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

1.2 Name

*Surname*

(as stated in the passport)

*First names*

1.3 Sex

- ☐ Male  
☐ Female

1.4 Date of birth

Day		Month		Year			

1.5 Place of birth

1.6 Country of birth

(as stated in the passport)

1.7 Nationality

1.8 Civil status

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



1.9 Home address

Street

---

Number

---

Postcode

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

Town

1.10 Declaration

Please tick which of the 3 situations below applies to you

The applicant declares:

- ☐ that the citizen of the EU is his/her life partner and that he/she has maintained a long-term relationship with the citizen of the Union since his/her arrival in the Netherlands, and for this purpose conducts a joint household and actually lives together at the above address, starting from:

Day	Month	Year

- ☐ that the citizen of the Union is his/her life partner and that he/she had already maintained a long-term relationship with the citizen of the EU before his/her arrival in the Netherlands, ran a joint household and actually lived together, starting from:

Day	Month	Year

- ☐ that he/she maintains a long-term with the citizen of the EU starting from:

Day	Month	Year

but do not live together.

And

The applicant declares:

- ☐ that he/she immediately informs the Immigration and Naturalisation Service about the termination of his/her long-term relationship with the citizen of the EU.
- ☐ that he/she also informs the Immigration and Naturalisation Service of any other important changes in this context.

## Details of the citizen of the EU (the partner)

*Write in block letters*

2.1 Name  
(as stated in the passport)

*Surname*

*First names*

2.2 Sex

- ☐ Male  
☐ Female

2.3 Date of birth

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

2.4 Place of birth

2.5 Country of birth  
(as stated in the passport)

2.6 Nationality

2.7 Civil status

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

2.8 Home address

*Street*

*Number*

*Postcode*

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

*Town*

## 2.9 Declaration

Please tick which of the 3 situations below applies to you

The citizen of the EU declares :

- ☐ that the applicant is his/her life partner and that he/she has maintained a long-term relationship since his/her arrival in the Netherlands and for this purpose conducts a joint household with him/her and actually lives together with the applicant at the above address starting from:

Day		Month		Year			

- ☐ that the applicant is his/her life partner and that he/she had a long-term relationship with him/her before the applicant's arrival in the Netherlands and ran a joint household and actually lived together with the applicant starting from:

Day		Month		Year			

- ☐ that that he/she maintains a long-term with the applicant starting from:

Day		Month		Year			

but do not live together.

## 3 Signing

I have filled in this form truthfully.

### 3.1 Place and date

Place

---

Day		Month		Year			

### 3.2 Signature of the foreign national

---

Signature of the citizen of the EU

---

### **Processing of personal data**

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## Appendix Declaration of sufficient means of existence

Only fill in this declaration if you are submitting a registration form for the purpose of stay 'study'. Enclose the completed and signed declaration with your registration form.

### 1 Your personal details

*Write in block letters*

1.1 Name  
(as stated in the passport)

*Surname*

*First names*

1.2 Sex

- ☐ Male  
☐ Female

1.3 Date of birth

Day		Month		Year			

1.4 Nationality

> *Please tick*

- ☐ Hereby I declare to have sufficient means of existence in order to prevent that I and my family members from depending on public resources during the stay in the Netherlands.

### 2 Signature

I have filled in this form truthfully.

2.1 Place and date

*Place*

Day		Month		Year			

2.2 Signature

*Signature*

#### Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or



persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On [www.ind.nl](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.