



Application replacement or renewal of a foreign nationals document

Nederlandse versie

Dit aanvraagformulier is ook verkrijgbaar in het Nederlands.
Kijk op www.ind.nl om dit formulier te downloaden.

First read the notes on this page and the following page before you complete the form.

Why use this form?

You can use this form to apply for a new foreign nationals document.
You can only use this form if:

- Your foreign nationals document, w-document or w2- document has been lost, stolen or damaged. You need to replace the foreign nationals document;
- You have a permanent regular residence permit or a Permanent Residence Document for Nationals of the Union and the period of validity of the current foreign nationals document is about to expire. You need to renew the foreign nationals document;
- You have the nationality of one of the EU Member States, EEA Member States or of Switzerland. You have a permanent residence permit of a Permanent Residence Document for Nationals of the Union and the period of validity of the current document is about to expire. You can renew the foreign nationals document. However, this is not obligatory;
- Your foreign nationals document contains incorrect personal details, for example the wrong name, date of birth, place of birth or nationality. You first need to change the details in the Municipal Personal Records Database in the municipality where you live;
- Your foreign nationals document contains other incorrect details.

In which cases can you not use this form?

You cannot use this form in the following cases:

- You have an EU document (other than the residence document Permanent Residence Document for Nationals of the Union) and you have the nationality of one of the EU Member States, EEA Member States or of Switzerland. You want to replace/renew your EU document because the period of validity of the document is about to expire. Do not use this form in such cases. You no longer need a residence document. Under certain conditions you may be eligible for the residence document Permanent Residence Document for Nationals of the Union. You can find further information about this on the website www.ind.nl.
- You have an EU document (other than the residence document Permanent Residence Document for Nationals of the Union) and you are staying with someone with the nationality of one of the EU Member States, EEA Member States or of Switzerland. You want to replace/renew your EU document because the period of validity of the document is about to expire. Do not use this form in such cases. Instead you should use the form 'Application for Verification against EU Law (certificate of lawful residence)'. Under certain conditions you may be eligible for the residence document Permanent Residence Document for Nationals of the Union. You can find further information about this on the website www.ind.nl.

Countries that belong to the European Union (EU) are: Belgium, Bulgaria, Cyprus, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Republic of Ireland, Italy, Croatia, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Czech Republic, United Kingdom and Sweden.

Countries that belong to the European Economic Area (EEA) are: Liechtenstein, Norway and Iceland.

How do you complete this form?

This form comprises several different appendices; which appendices you need to complete depends on your situation. Only submit your application once you have fully completed this form, signed and collected together all the necessary documents and items of evidence. If your application is incomplete then the Immigration and Naturalisation Service (IND) will not be able to assess your application properly.

Minor children

If the foreign nationals document of a minor child needs to be replaced or renewed, or if it is damaged, then you can complete this form on his/her behalf. Where reference is made in the form to 'you' or 'the applicant' then this refers to the child. Complete a separate form for each child. Answer all the questions on behalf of the child. If the child is 12 years old or older, then he/she can sign the form him/herself. If the child is younger than 12 years old, then the section '5: Previous history' does not require completing.

How do you submit this application?

Send the form to the Immigration and Naturalisation Service (IND). Only submit the application once this form is fully completed and signed, therefore not in parts. Send all the required documents together with your application. If you are requesting the replacement of your foreign nationals document, then you should send your application as soon as possible to the Immigration and Naturalisation Service (IND). If you are requesting renewal of the foreign nationals document, then you should send your application to the Immigration and Naturalisation Service (IND) at least 8 weeks before the date on which the foreign nationals document expires. Assessment of the application and making the foreign nationals document takes several weeks to complete. You are obliged to have a valid foreign nationals document with you at all times in the Netherlands. If the police ask to see your foreign nationals document, then you must be able to show it to them. If you are unable to do so, then you may incur a fine. If you do not have a valid foreign nationals document, then you may incur problems at your work or in relation to benefit payments.

Application costs (charges)

There may be costs attached to applications for replacement or renewal. There is no information relating to these costs or the possible exemption from administrative charges included in this form. If you would like to know more about these costs before submitting a form, details of this can be found on the website 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 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. 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 applicant (the permit holder)

WRITE IN BLOCK LETTERS

You can find the V-number cited in previous correspondence from the IND or on your previous residence permit

1.1 V-number

1.2 Citizen Service Number (if known)

1.3 Name
Surname as stated in the passport

First names

1.4 Sex and Date of birth Male Female Day Month Year

1.5 Place of birth

1.6 Country of birth

1.7 Nationality

1.8 Home address Street Number

Postcode Town

1.9 Civil status unmarried married registered partnership divorced widow/widower

1.10 Telephone number

1.11 E-mail

2

Replacement or renewal?

2.1 Indicate the reason why you want a new foreign nationals document

> Please tick the applicable situation

Replacement of the foreign nationals document due to loss or theft (720)

Replacement of the foreign nationals document because it is damaged (721)

Replacement of the foreign nationals document because it contains incorrect personal details (721)
Please note! If there are changes to your personal details and you have not yet passed these on to your local municipality, then you must do so as soon as possible. The IND always uses your personal details as they are registered with your local municipality. It is very important therefore that your local municipality has your correct personal details. Indicate below which details are incorrect.

Replacement of the foreign nationals document because it contains incorrect details (721)
Indicate below which details are incorrect

Renewal of the foreign nationals document (permanent residence permit or Permanent Residence Document for Nationals of the Union) because the period of validity is about to expire (721)

> Indicate here which details are incorrect

Application

replacement or renewal of a foreign nationals document
Immigration and Naturalisation Service
Ministry of Justice and Security

- 2.2 Indicate the type of document you are applying for
- > Please tick the applicable situation
- Regular residence permit > Continue further with 3 and complete the rest of the form
 - Evidence of legitimate stay (EU/EEA) (other than the residence document *Permanent Residence Document for Nationals of the Union*); are you a family member of a person with an EU/EEA nationality or Swiss nationality? Please note! Only choose this option if you want to replace your residence document in connection with theft, loss or incorrect details. On page 1 under "In which cases can you not use this form?" you can read what you should do in other situations. > Continue further with 3 and complete the rest of the form
 - Residence document
 - Permanent Residence Document for Nationals of the Union > Continue further with 3 and complete the rest of the form
 - Asylum residence permit (721) > Continue further with 4 and complete the rest of the form
 - W-document (782) > Continue further with 5 and complete the rest of the form
 - W2-document (781) > Continue further with 5 and complete the rest of the form

3 Identification

Enclose together with your application a copy of the pages of your valid passport on which your personal details and the period of validity of the document are recorded. As citizen of the EU/EEA or Swiss you can enclose a copy of your valid ID card instead of your passport. If the application relates to a minor child, then enclose with the application a copy of the pages of your valid passport on which your personal details, the period of validity of the document and the addition of your child are recorded in the document.

4 Municipal administration

The IND checks the details recorded in the municipal administration.

5 Antecedents certificate

> Indicate the situation which applies to you since the issue of your current residence document

- I declare that:
- I have never been sentenced to a term of imprisonment or measure restricting liberty due to committing a crime;
 - I have never been sentenced to carry out unpaid work for public service or a community punishment order due to committing a crime;
 - I have never had an unconditional fine imposed on me due to committing a crime;
 - I have never accepted a fixed penalty notice due to committing a crime;
 - I have never received a punishment order due to committing a crime;
 - I am not subject to prosecution at the present time due to committing a crime;
 - I have never been responsible for one of the following categories of acts as meant in Article 1F of the Geneva Convention on Refugees of 1951: a crime against peace, a war crime, a crime against humanity, a serious non-political crime (for example, murder or terrorism), or acts contrary to the objectives and principles of the United Nations (for example, acts of terror); and
 - I understand that conviction of a crime may lead to refusal of residence or termination of residence.
- I am unable to make the above declaration for the following reason(s):

Please note!

You do not have to complete this antecedents certificate if you (the permit holder):

- submit an application for replacement, or
- if you are 12 years or older, or
- if you are a national of the EU or EEA or Switzerland, or
- if you have Belgian or Luxembourgian nationality.

In other cases if you do not complete this antecedents certificate truthfully, then this may have consequences for your right of residence.

6 Declaration on main residence

Have you been outside the Netherlands for more than 6 months, since the release of your residence document?

- No Yes > Give details about your stay abroad.

7 Report of loss or theft

Enclose a copy of the report of loss or theft together with your application. In case of the loss or theft of a foreign nationals document you must report this at the nearest police station. It must be clearly stated in the official report that this involves the loss or theft of your foreign nationals document. A report that is filed with the local police abroad must be compiled in Dutch, English, French or German. If this is not the case, then you are required to have the report translated by a translator who has been sworn in by a district court and enclose a copy of the translation together with official report and your application.

Finding the residence document again after report of theft/loss

Did you report the theft/loss to the police? This makes the residence document permanently invalid. You then always have to apply for replacement. Even when you find the residence document again, you can no longer use it. You must hand in this residence document to the IND. You can do this at an IND Desk. For example, when you collect the replacement residence document. Or, you can send the document, that you found again, to the following address: Immigratie- en Naturalisatiedienst, Bureau Documenten Postbus 7025, 8007 HA Zwolle

8 Copy of the current document

Enclose a copy of the front and back of your current document together with your application, even if this document is damaged. In the case of loss or theft, then you are not required to enclose a copy of the document.

9 Biometric details (fingerprints and passport photo) and signature

You need to allow your fingerprints to be taken and also a passport photo for the purpose of establishing your identity. The biometric details are also needed for making a residence document. In addition, your signature is also needed. Fingerprints are made of applicants of 6 years old and older. Every applicant from 12 years old and older is required to provide his/her own signature. In the appendix 'Fingerprints, passport photo and signature' you can read how to give biometric details.

Citizens of the EU, EEA and Switzerland

If you are a citizen of the EU, EEA or Switzerland then your fingerprints will not be taken and these will not appear on your residence document. However, your residence document will include your passport photo and signature. You can use the photo card appendix for this purpose. The appendix includes instructions for use. You can also choose to go to an Immigration and Naturalisation Service (IND) desk to make a passport photo and to place your signature. You need to make an online appointment for this. Please check www.ind.nl for how to make an online appointment. You can also find the addresses and opening times of the Immigration and Naturalisation Service (IND) desks on the website www.ind.nl.

> Please tick the applicable situation

- I understand that IND needs my fingerprints, passport photo and signature for making a residence document.
- I am a citizen of the EU, EEA or Switzerland. I understand that the IND needs my passport photo and signature for making a residence document.

10 Signature by the applicant (the permit holder)

I declare I have completed this form truthfully. I understand that the personal details included in the form will be processed under the implementation of the Aliens Act 2000 and will be passed on to authorities that need these details for that purpose. I will inform the Immigration and Naturalisation Service (IND) without delay of any changes to my situation (and to the situation of the child) that relate to the right of residence.

I am submitting this form together with _____ (number) appendices/items of evidence.

10.1 Name

10.2 Place and Date

Place _____ Day _____ Month _____ Year _____

10.3 Signature

11 Submitting and sending the application

- > If you need to enclose the photo card appendix, place your colour passport photo and signature on the photo card appendix, which is enclosed with this application form. Your passport photo may not have been used previously for a residence document, it must be a good likeness and comply with the requirements for Dutch passports. These requirements can be found at www.rijksoverheid.nl (*Welke eisen stelt de overheid aan mijn pasfoto voor mijn paspoort of identiteitskaart?*)
- > Check that you have fully completed this form.
- > Check that you have signed this form.
- > Enclose all the requested appendices, items of evidence and documents together with your application. Do not use any staples or paper clips!
- > Send your application to the IND.

For the purposes of residence:

- working as an employee or self-employed person;
- study; exchange; au pair;
- residence as researcher or highly skilled migrant;
- residence with a family member with a residence permit as researcher or highly skilled migrant or work or study, then you should send the application to:

Immigratie- en Naturalisatiedienst

Postbus 5

9560 AA Ter Apel

In all other cases send the application to:

Immigratie- en Naturalisatiedienst

Postbus 9

9560 AA Ter Apel



Do not enclose this appendix with the form!

In order to be able to make a residence document, the Immigration and Naturalisation Service (IND) need the fingerprints, passport photo and signature of the foreign national. How can the foreign national submit these?

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.

This can be done while still abroad, by means of the Entry and Residence procedure

- The sponsor (in the Netherlands) will have submitted the application for Regular Provisional Residence Permit for the foreign national (who is still abroad).
 - If a positive decision is given, then the foreign national can collect the Regular Provisional Residence Permit from the Dutch Embassy or Consulate in his/her country of origin or long-term residence. When collecting the Regular Provisional Residence Permit, the foreign national must take a new (and not previously used) passport photo with him/her. This 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.
 - The employee at the Dutch Embassy or the Consulate will take fingerprints and the foreign national will also be required to sign the document.
- The foreign national has submitted the 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 foreign national must take a new (and not previously used) passport photo with him/her. The employee at the Dutch Embassy or the Consulate will also take the fingerprints and the foreign national will be required to sign the document.

When abroad, 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) counter 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 sign the document. You have to make an online appointment via the website www.ind.nl.

Appendix

Fingerprints, passport photo and signature

Applying for a first residence permit in the Netherlands or changing the purpose of residence

- The foreign national or sponsor submits the application in writing (and sends the application by post to the Immigration and Naturalisation Service (IND)). The foreign national must go the Immigration and Naturalisation Service (IND) desk within 2 weeks after receiving a confirmation letter in order to have his/her fingerprints and passport photo taken. Please check www.ind.nl to make an online appointment. There, you will also find addresses and opening hours of the IND desks. If the application form notes that the foreign national will collect the residence permit at an expat centre, then he/she can also have a passport photograph and his/her fingerprints taken there. Please check www.ind.nl for how to make an online appointment. There, you will also find addresses and opening hours of the IND desks. The addresses and opening hours of the Expat Centres can be found at www.ind.nl.
- The foreign national must submit the application immediately at the counter. A passport photo and the fingerprints will be taken at the counter. The foreign national will also be required to sign the document. Submitting an application to an Immigration and Naturalisation Service (IND) counter is by appointment only. Information about making appointments can be found on the website www.ind.nl.

Application for extension of a residence permit, a permanent residence permit or an application for renewal or replacement of a residence document

- The foreign national or sponsor submits the application in writing (and sends the application by post to the Immigration and Naturalisation Service (IND)). The foreign national must go the Immigration and Naturalisation Service (IND) desk within 2 weeks after receiving a confirmation letter in order to have his/her fingerprints and passport photo taken. You will have to make an online appointment first. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website www.ind.nl.

N.B. From 1 March 2014, if the foreign national (e.g. in the context of a previous application) has had biometric features (10 fingerprints and a passport photo) taken, the foreign national does not need to provide these details (at an IND desk) again. This does not apply if the foreign national has reached the age of 6, 12 or 18 in the intervening period. The IND could invite the foreign national for gaining biometric details again, if the previously used passport photo is an insufficient similarity of the foreign national or if the photo and/or fingerprints taken previously are of an insufficiently high quality.

Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On www.ind.nl you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



This appendix may only be used for children younger than 6 years and Union citizens and nationals of the EEA and Switzerland.

Appendix Passport photo form

The passport photo and signature

The passport photo and signature of the foreign national is stated on the residence document (card). Each person from the age of 12 must place his or her own signature in this passport photo form. It is important for the signature to be clearly visible. Any unclear signatures cannot be used.

The foreign national's passport photo, which you have to place in this passport photo form, must meet the following requirements:

- The passport photo is in color.
- The passport photo may not have been used for a residence document before and must bear a clear resemblance;
- The passport photo must meet the Dutch passport requirements. These requirements can be found at www.rijksoverheid.nl (*Welke eisen stelt de overheid aan mijn pasfoto voor mijn paspoort of identiteitskaart?*)

Please note! No residence document can be issued to you if your passport photo does not meet the Dutch passport requirements.

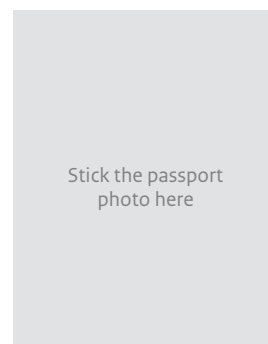
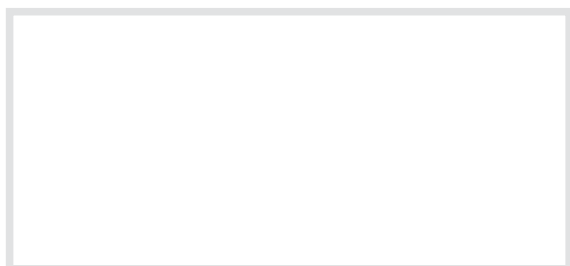
Instruction enter personal data and signature

1. Complete in this passport photo form the foreign national's personal details (1 to 5).
Please note! Complete in capital letters
2. Have the foreign national place a signature in the signature box on the lower left side (6). Use a pen with dark, preferably black ink.
Please note! If the signature is not clearly visible, a residence document can not be issued.
3. Stick the passport photo with glue in the grey photo frame on the lower right side.
Please note! Never use paperclips or staples, the passport photo will damage hereby.

Send this passport photo form to the IND:

Immigratie- en Naturalisatiedienst
Postbus 7025
8007 HA Zwolle

1.	First name(s) and surname	_____	
		Street	Number
2.	Home address	_____	
		Postcode	Town
3.	Date of birth	_____	
		Day	Month Year
4.	Nationality	_____	
5.	V-number		
6.	Signature	_____	



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