



## Application replacement or renewal of a foreign nationals document

### Nederlandse versie

Dit aanvraagformulier is ook verkrijgbaar in het Nederlands.  
Kijk op [www.ind.nl](http://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, except Croatia. 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](http://www.ind.nl).
- You have an EU document (other than the residence document Permanent Residence Document for Nationals of the Union) and you have Croatian nationality, or 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](http://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](http://www.ind.nl).

### Personal Data Protection Act

The Immigration and Naturalisation Service (IND) is obliged under the Personal Data Protection Act to inform you that the Immigration and Naturalisation Service (IND) is the organisation that processes the details of your request or application. The Immigration and Naturalisation Service (IND) does this in order to be able to handle your request or application. If you have any questions about the processing of these details, you can put these in writing and send your letter to the Immigration and Naturalisation Service (IND), PO Box 17, 9560 AA

Ter Apel. You can also request a summary of the details about you that have been processed from the same address. Following that request, you can ask for your personal details to be amended, to be removed or to be protected.

### 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 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 (if known)

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  
> Please tick the applicable situation  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  
> Please tick the applicable situation  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); do you have Croatian nationality or 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  
 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

### Please note!

Only complete this 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.

If you do not complete this antecedents certificate truthfully, then this may have consequences for your right of residence.

- 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):

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## 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.

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## 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 do not need to make an appointment for this. You can find the addresses and opening times of the Immigration and Naturalisation Service (IND) desks on the website [www.ind.nl](http://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	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; height: 20px;">Place</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: center;">Day</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: center;">Month</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: center;">Year</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> </table>	Place		Day		Month		Year				
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](http://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 scientific researcher or highly skilled migrant;
- residence with a family member with a residence permit as scientific 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. No appointment needs to be made for this. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website [www.ind.nl](http://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](http://www.ind.nl) if you need to make an 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](http://www.ind.nl) if you need to make an 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](http://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](http://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 then go to the Immigration and Naturalisation Service (IND) counter within 2 weeks in order to have his/her fingerprints and passport photo taken. No appointment is necessary for this purpose. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website [www.ind.nl](http://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.





Only complete this declaration if you apply for a residence permit for residence with or for your unmarried partner.

## Appendix Declaration of relationship

### 1 Details of sponsor (the partner)

1.1 Name Surname as stated in the passport  
|  
First names  
|

1.2 Sex and Date of birth > Please tick the applicable situation  Male  Female Day Month Year  
|

1.3 Place of birth  
|

1.4 Country of birth  
|

1.5 Nationality  
|

1.6 Home address Street Number  
|  
Postcode Town  
|

1.7 Civil status > Please tick the applicable situation  unmarried  married  registered partnership  divorced  widow/widower  
|

### 2 Details of foreign national

2.1 V-number (if known) |

2.2 Name Surname as stated in the passport  
|  
First names  
|

2.3 Sex and Date of birth > Please tick the applicable situation  Male  Female Day Month Year  
|

2.4 Place of birth  
|

2.5 Country of birth  
|

2.6 Nationality  
|

2.7 Home address Street Number  
|  
Postcode Town  
|

> Please tick the applicable situation

2.8 Civil status  unmarried  married  registered partnership  divorced  widow/widower

### 3 Declaration

The sponsor and the foreign national declare that they maintain an exclusive relationship and that they are running (or will be running) a joint household, and that they have been (or will be) cohabiting at the address mentioned under 1.6, from:

3.1 Date

Day	Month	Year

If you are not living together because your partner does not yet live in the Netherlands, please provide the expected date of arrival in the Netherlands)

The sponsor and the foreign national both declare that they will notify the Immigration and Naturalisation Service within 4 weeks if their exclusive relationship ends. Please use the 'Notification form for family members and relatives', which you can download from [www.ind.nl](http://www.ind.nl).

### 4 Signing

I have completed this form truthfully.

4.1 Name

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4.2 Place and date

Place	Day	Month	Year

Signature of foreign national

Signature of sponsor

4.3 Signature

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#### Please note!

If the declaration of relationship is not completed truthfully, this will constitute an offence, which will be reported in all cases.





## Appendix Employer's declaration

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

1.1	V-number (if known)	<input type="text"/>
		<small>Surname as stated in the passport</small>
1.2	Name	<input type="text"/>
		<small>First names</small>
		<small>&gt; Please tick the applicable situation</small>
1.3	Sex and Date of birth	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="text"/>
		<small>Day Month Year</small>
1.4	Place of birth	<input type="text"/>
1.5	Country of birth	<input type="text"/>
1.6	Nationality	<input type="text"/>
1.7	Home address	<input type="text"/>
		<small>Street Number</small>
		<input type="text"/>
		<small>Postcode Town</small>
		<input type="text"/>

### 2 Details of company/institution

2.1	Name company/institution	<input type="text"/>
2.2	Withholding tax number	<input type="text"/>
		<small>Street Number</small>
2.3	Visiting address	<input type="text"/>
		<small>Postcode Town</small>
		<input type="text"/>

### 3 Employment details

3.1 Position of employee \_\_\_\_\_

3.2 Date of employment  
 Day Month Year  
 \_\_\_\_\_  
 > Please tick the applicable situation

3.3 Nature of the employment  
 Fixed employment    Temporary contract    On-call contract    Ongoing temporary work  
 > Please tick the applicable situation

3.4 Employment period  
 Indefinite period    Definite employment > Enter the period (from (date), to (date) below  
 Day Month Year Day Month Year  
 \_\_\_\_\_  
 > Please tick the applicable situation

3.5 Is there a provision for continued payment of wage during the term of the contract if there is no work?  
 No    Yes

3.6 Is there a trial period?  
 No    Yes, until 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 the nearest full euro

3.9 Wage for social security purposes (excluding holiday allowance)  
 Per month, or    Per 4 weeks   € \_\_\_\_\_  
 All amounts rounded to the nearest full euro

3.10 Net salary (excluding holiday allowance)  
 Per month, or    Per 4 weeks   € \_\_\_\_\_  
 All amounts rounded to the nearest full euro

3.11 Holiday allowance  
 \_\_\_\_\_ %

> You only have to complete 3.12 for the International Trade Regulation

3.12 Period of residence in the Netherlands (maximum of 3 years)  
 From Day Month Year \_\_\_\_\_ (= date of entry)  
 To 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 Day Month Year  
 \_\_\_\_\_  
 Signature Stamp

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



Do not enclose this appendix with the form!

## Appendix Proof of income

This list shows the proof of income the IND needs in order to assess the application. The application form shows the person(s) of whom you must enclose proof of income with your application. This usually concerns you (the sponsor) and your (registered) partner. The proof of income must be enclosed as a copy.

*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).*

**If you or your (registered) partner has an employment contract that is valid for at least 1 year at the time of the application; or  
If you (the foreign national) will work as an employee (in the context of an EU action programme or an International Agreement to which the Netherlands is party)**

- Your current employment contract(s) and/or appointment approval(s)
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Payslips over the past 3 months

*Only if you regularly earn more money than evidenced by your employment contract (for example due to overtime)*

- Payslips over the past 12 months

*If you are paid by a third party from a Personal Budget*

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB)

**If you or your (registered) partner has an employment contract that is valid for less than 1 year at the time of the application**

- Your current employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- When applying for a stay as a family member or relative:  
Over the past 12 months:
  - all salary slips; and
  - the annual income statement; and
  - the (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received
- When applying for another purpose of stay:  
Over the past 3 years:
  - all salary slips; and
  - all annual income statements; and
  - all (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received

**If you or your (registered) partner work as a temporary agency worker or under an on-call contract, seasonal work contract, zero hours contract or other contract with a deferred duty of performance**

- Your current (temporary) employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
  - all salary slips; and
  - all annual income statements; and
  - all (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received

**If you or your partner are a scientific researcher pursuant to Directive 2005/71/EC, it concerns the following proof**

- if you receive sponsor funds: a sponsor agreement showing the amount of the sponsor funds and the duration of the sponsor agreement; or
- if you receive periodic payments in order to pay for the stay in the Netherlands: a proof of these payments; or
- if you receive a grant or stipend: proof showing the amount and the start and end date of the grant or stipend; or
- if you have paid work abroad: a copy of an employment contract with the current employer abroad; or
- if you become employed by the research institution: a copy of the employment contract that must be signed by both you and the research institution.

**If you or your (registered) partner have a (supplementary) benefit**

*Do you or your (registered) partner have a (supplementary) benefit (for example, an unemployment benefit, sickness benefit, old-age pension, surviving dependants' benefit or a benefit under the Disability (Reintegration) Act)*

- The letter from your benefits agency granting your benefit
- The most recent specification of benefits received

*Do you or your (registered) partner have an invalidity benefit, a benefit under the Invalidity Insurance (Self-Employed Persons) Act or a benefit under the Work and Employment Support (Young Disabled Persons) Act*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work)
- The most recent specification of benefits received (of at least one year after the confirmation of benefits awarded)
- A letter from the benefits agency stating the date of re-examination

*Do you or your (registered) partner have an occupational disability benefit under the Work and Income (Capacity for Work) Act or the Work and Employment Support (Young Disabled Persons) Act*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work);
- The most recent specification of benefits received
- The most recent reassessment

*Are you or your (registered) partner permanently incapacitated for work and do not receive an invalidity benefit, benefit under the Work and Income (Capacity for Work) Act, a benefit under the Invalidity Insurance (Self-Employed Persons) Act or a benefit under the Work and Employment Support (Young Disabled Persons) Act.*

**Please note! This does not apply if you submitted an application for a permanent residence permit.**

- A statement from the Municipal Health Service, company doctor or medical examiner, showing that you are fully incapacitated for work, for how long you have been incapacitated for work and the expected duration of the incapacity for work

*Do you or your (registered) partner receive social assistance, and is it permanently impossible for you or your partner to work again. Please note! This does not apply if you submitted an application for a permanent residence permit.*

- All confirmations of benefits awarded over the past 5 years and any correspondence with the Municipal Executive about the exemption of you and your (registered) partner from all obligations involving workforce integration and proof showing that integration into the workforce within a year cannot be expected.

**If you or your (registered) partner are self-employed**

- The Appendix declaration of income of self-employed person with the requested appendices, completed and signed by you and (for example) a registered accountant, accountant, accounting consultant, a tax consultant from the Tax Consultants Federation, a tax consultant from the Tax Consultants Association or an accountant with a BECON number from the Tax and Customs Administration.

**You or your (registered) partner are director-major shareholder of a company**

- The official documents showing your interest in the company (ownership percentage);
- A copy of your employment contract (or contracts if you have several jobs);
- An original and completed Appendix employer's declaration, bearing a date, signature of the employer and company stamp (not older than 3 months);
- Details over the three months preceding the date of your application, showing that a monthly salary was paid (payslips, bank statements);
- Proof that the withheld wage tax was transferred by the company to the Tax and Customs Administration (bank statements).

**You or your (registered) partner have an income from own funds**

- A tax statement of the year preceding this application for residence permit.



**Explanation** A company's profits for the closed financial year or the current financial year are calculated by deducting the total operating expenses from the total operating income. The income and the expenses must be calculated according to generally accepted commercial standards. With respect to this, the following is noted. If there is no closed financial year, the calculation of the monthly profits

must be based on permanence. This means that both the operating income and the operating expenses must be attributable to the relevant period. If the company has the form of a private partnership, general partnership or limited partnership, the profits will then be divided among the partners or associates.

### 3 Income from business activities

**Current financial year, immediately preceding the time at which the application was submitted**

		Day	Month	Year		Day	Month	Year
3.1	The data included at 3.2 and 3.3 relate to the period (from/to)							
3.2	Profits or share in the profits from business activities €							
	over the above period (see explanation)							
3.3	Annual income mentioned at 3.2 gross profits €							
	divided by the number of months stated							

**Most recently closed financial year, immediately preceding the time at which the application was submitted**

		Day	Month	Year		Day	Month	Year
3.4	Financial year (from/to)							
3.5	Profits or share in the profits from business activities in €							
	accordance with the financial statements (see explanation)							
3.6	Amount stated at 3.5, divided by the number of €							
	months in the most recently closed financial year							
3.7	Corrections of the above (share in the) profits from €							
	from business activities for taxable profit*							
3.8	Taxable profit* €							

3.9 Status of processing of tax return by the Tax and Customs Administration

> Please tick one situation and only enclose the relevant document

<input type="checkbox"/> Receipt of tax return received by the Tax and Customs Administration	> Please enclose IB-60 for a one-man business
<input type="checkbox"/> Provisional assessment	> Please enclose provisional assessment
<input type="checkbox"/> Final assessment	> Please enclose final assessment

3.10 If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?

Yes

No > Please enclose an explanation in a separate appendix

**Next-to-last closed financial year**

		Day	Month	Year		Day	Month	Year
3.11	Financial year (from/to)							
3.12	Profits or share in the profits from business activities in €							
	accordance with the financial statements (see explanation)							
3.13	Amount stated at 3.12, divided by the number of €							
	months in the most recently closed financial year							
3.14	Corrections of the above (share in the) profits from €							
	from business activities for taxable profit*							
3.15	Taxable profit* €							

3.16 Status of processing of tax return by the Tax and Customs Administration

> Please tick one situation and only enclose the relevant document

<input type="checkbox"/> Receipt of tax return received by the Tax and Customs Administration	> Please enclose IB-60 for a one-man business
<input type="checkbox"/> Provisional assessment	> Please enclose provisional assessment
<input type="checkbox"/> Final assessment	> Please enclose final assessment

3.17 If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?

Yes

No > Please enclose an explanation in a separate appendix

(\* only for any inspection by the IND)

### 4 Signing by the self-employed person

I, the undersigned, hereby truthfully declare, as a self-employed person, to have acquired income from my own business in accordance with the above information.

4.1 Place and date

Place	Day	Month	Year

4.2 Signature of self-employed person |

# Appendix

**Declaration on income of self-employed person**  
Immigration and Naturalisation Service  
Ministry of Justice and Security

## 5 Compilation report administrator/accountant

Our client for this compilation report is the self-employed person mentioned under 1. of this declaration, and also signatory of this form under 4, namely:

Surname as stated in the passport

5.1 Name   
First names

5.2 Name of the company

5.3 Chamber of Commerce registration number

further referred to as: client

This compilation report is part of the declaration on income of self-employed person. Our client has this declaration on income of self-employed person filled in and signed for the purpose of an application procedure at the IND. This report is compiled by us for our client on behalf of the IND, with the aim of assessing whether the resource requirement has been satisfied for compliance with the applicable standard<sup>1</sup>. As a result, the statement may not be suitable for another purpose. The statement is intended solely for our client and the IND and should not be distributed to or used by other parties.

This compilation report, in accordance with the applicable regulations<sup>2</sup>, refers to the information under section 3 Income from business activities. This information is compiled by us based on the information provided by our client.

This compilation engagement has been performed by us in accordance with Dutch law, including the Dutch Standard 441 oH, 'Compilation engagements', which is applicable to accountants<sup>3</sup>. The standard requires us to assist the client in the preparation and presentation of section 3 Income from business activities of the declaration on income of self-employed person. To this end we have applied our professional expertise in accounting and financial reporting.

In a compilation engagement, the client is responsible for providing us with all relevant information and the client is also responsible for ensuring the information is correct. Therefore, we have conducted our work, in accordance with the applicable regulations<sup>4</sup>, on the assumption that the client has fulfilled his responsibility. To conclude our work, we have read section 3 of the declaration to consider whether the statement as presented correspond with our understanding of the client. We have not performed any audit or review procedures which would enable us to express an opinion or a conclusion on section 3 of the declaration.

During this engagement we have complied with the relevant ethical requirements prescribed by the 'Verordening Gedrags- en Beroepsregels Accountants' (VGBA, Dutch Code of Ethics)<sup>5</sup>. You and other users of this statement may therefore assume that we have conducted the engagement in a professional, competent and objective manner and with due care and integrity and that we will treat all information provided to us as confidential.

### Signing

5.4 Name of administration/ accountants office

5.5 Place and date  Place  Day  Month  Year

5.6 Signature of administrator/ accountant

<sup>1</sup> See article 16 paragraph 1 (c) of the Aliens Act.

<sup>2</sup> For members of the NBA (The Royal Netherlands Institute of Chartered Accountants), the NOAB (Netherlands Association of Financial and Tax Experts) and RB (Register of Tax Advisers).

<sup>3</sup> And/or other applicable regulations, for example, if the administrator is a member of NOAB, RB or another body.

<sup>4</sup> For members of the NBA, the NOAB and RB.

<sup>5</sup> And/or other applicable provisions, for example, if the administrator is a member of NOAB, RB or another body.







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](http://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.

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	_____	



