



## Application for an EU residence document for residence as the caring parent of a minor Dutch child (348)

### English version

This application form is also available in English. See the website [www.ind.nl](http://www.ind.nl) to download this application form.

*Please read the explanation below before you fill in the form.*

### Who can complete this form?

With this form you can submit a first application for verification against EU law and the issue of an EU residence document for staying with a minor Dutch child:

- You are not a citizen of the European Union.
- You are the caring parent of a minor Dutch child.

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 EU residence permit is valid for a maximum of five years.

Do you want to renew your current EU residence document as caring parent of a minor Dutch application? Then use the application form [Application for renewal of an EU residence document as caring parent of a minor Dutch child](#).

Do you want to submit an application as a (half) brother or (half) sister of a minor Dutch child? Then use the application form [Application for an EU residence document for residence as a \(half\) brother or \(half\) sister of a minor Dutch child](#).

### Citizens of the European Union

You are a citizen of the European Union if you are a national of one of the Member States of the European Union (EU). Citizens of Switzerland and the countries of the European Economic Area (EEA) have the same rights as citizens of the European Union.

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

EEA Member States: Liechtenstein, Norway and Iceland.

### How to fill in this form?

Do not submit your application until you have completely filled in this form, signed it and have collected all requested documents and evidence.

### Application costs (fees)

Applying for a residence document costs money. After the Immigration and Nationalisation Service (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 (on time), 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.

### Registration in the Personal Records Database (BRP)

After you have submitted this application you can register in the Personal Records Database (in Dutch: *Basisregistratie Personen*, or BRP) of your municipality, if you have not yet been registered. Then you will receive a Citizen Service Number (in Dutch: *burgerservicenummer*, or BSN).

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

The IND needs your passport photo, fingerprints and signature to prepare a residence permit. Fingerprints are taken from applicants aged 6 years or over. Everyone aged 12 years or over has to provide their signature.

*NB!* You have to pay a visit to the IND desk to have your passport photo and fingerprints taken and to place your signature. You have to do this within 2 weeks after receiving a confirmation letter from the IND. You have to make an online appointment. If the IND does not have your fingerprints, passport photo and signature, your residence permit cannot be prepared and issued to you. It is therefore important that you visit an IND desk. Please check [www.ind.nl](http://www.ind.nl) for how to make an online appointment. You will also find addresses and opening hours of the IND desks there.

### **What happens after you have submitted your application?**

If the IND has received your application and you have paid the application costs (fees), the IND will assess the substance of your application. If your application is not complete, it may take longer to process your application properly. Then you must first add missing information to your application. Then you will receive a letter about this. In this letter you will find out what evidence you still have to send.

Please fill in the telephone number at which you can be reached in this application form. The IND may call you for more information. The IND always uses an anonymous number when it calls.

You will receive a written notice when 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.

### **DigiD**

After you register at your municipality, you can apply for a DigiD with your citizen service number (BSN). You can use the DigiD to log in on [www.ind.nl](http://www.ind.nl) and view your application or upload additional evidence during your application.

### **Waiting for your application**

You are allowed to wait for your application in the Netherlands. You are also allowed to work.

### **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 request data from you yourself and from 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 rules laid down in privacy legislation. For instance, the IND must deal with data safely and with due care. The law also gives rights. At your request, for example, you will be allowed to see which data the IND processes about you. You can also get information on why the IND processes these data and to whom your data have been passed on to. On [www.ind.nl](http://www.ind.nl) you can find out how the IND deals with your data and which rights you have. You can also read how to exercise your rights.

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

Then visit the IND website at [www.ind.nl](http://www.ind.nl). You can also call the IND. The telephone number is 088 043 04 30 (you pay your customary rate for this information number). From abroad you can call +31 88 043 04 30.

# 1 Details of the foreign national

Write in block letters

1.1 V-number (if you have one) 

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1.2 Citizen Service Number (if you have one) 

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1.3 Name (as stated in your passport) *Surname*  

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*First names*  

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1.4 Sex  Male  Female

1.5 Date of birth 

<i>Day</i>		<i>Month</i>		<i>Year</i>															
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1.6 Place of birth 

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1.7 Country of birth (as stated in your passport) 

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1.8 Nationality 

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1.9 Civil status  unmarried (single or living together)  married  registered partnership  divorced  widow/widower

1.10 When submitting this application  I live in the Netherlands  I do not live in the Netherlands  
NB: if you do not yet live in the Netherlands when you submit your application, you must fill in your correspondence address in the Netherlands below.

Home address in the Netherlands *Street*  

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*House number and addition*  

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*Postcode*  

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*Town*  

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1.11 Telephone number 

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1.12 E-mail 

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### 3 Supporting documents

#### Supporting documents

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

Supporting documents that are faxed must always be sent also by post.

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

All documents must be drawn up in Dutch, English, French or German. Is this not the case? Then have all supporting documents translated into one of these languages.

Enclose a copy of the supporting document and the translation with your application.

#### *Translations in the Netherlands*

In the Netherlands the translator must have been sworn in by a Dutch Court. You can look for a sworn translator on the website [www.bureauwbvtv.nl](http://www.bureauwbvtv.nl).

#### *Translations abroad*

Will you have your supporting document translated abroad? Then you must have the supporting document and the translation legalised. Legalisation means making an official document suitable for use in a different country.

Legalisation is not required if an apostille has already been placed on the document and in the translation. An apostille is a stamp or sticker certifying that the signature on a document is genuine. For the procedure per country, visit

[www.netherlandsworldwide.nl](http://www.netherlandsworldwide.nl).

#### Foreign documents

Official foreign documents must be issued and legalised by the competent authorities of the country that issued the document. In some countries you must then have the document 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 supporting documents include, for example, birth certificates and marriage certificates. Having these documents legalised or provided with an apostille can take a long time. That is why 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 your country of origin. For more information about legalisation or apostille requirements for documents per country and any exceptions to these requirements, you can call the Dutch government's Public information Service, telephone number 1400. For more information on legalisation of documents you can also visit

[www.netherlandsworldwide.nl](http://www.netherlandsworldwide.nl).

#### Statements

All statements must always be provided with a date and signed by the person who wrote the statement. For the sake of legibility the statements should preferably be typed.

Statements by you, the other parent, family members, friends and acquaintances have less evidential value than statements made by independent persons and authorities. It is therefore important that you support the statements by you, the other parent, family members, friends and acquaintances with other objective supporting documents. If you send statements by family, friends and acquaintances, then you must also enclose a copy of a proof of identity of the person who wrote the statement. The Citizen Service Number (BSN) does not have to be visible.

#### Sending additional supporting documents

If you want to send additional supporting documents yourself after you submitted your application, or if the IND requests additional supporting documents, you can upload them with your DigiD. You can also send them by post. Find out more about [Uploading documents](#) on our website.

### 3.1 Supporting documents to be enclosed (348)

*NB!* If you have several minor Dutch children, then you must enclose supporting documents of **all** minor Dutch children with your application.

Please read this page carefully and also see Situations 1 to 7.

Please submit a **copy** of the following supporting documents with your application:

- Your valid passport or identity card.  
If you do not have a passport or identity card, you must explain why you do not have a passport or identity card. Enclose other supporting documents with your application, issued by the authorities in your country of origin, in order to make your nationality and identity plausible;
- Your child's Dutch passport or Dutch identity card;
- Your child's birth certificate or deed of recognition from which the relationship under family law between you and the child is evident. If you are unable to demonstrate the family relationship with a birth certificate/deed of recognition, you can, for example, send a copy of the results of a DNA test. The DNA test must be legally valid and performed by an accredited DNA laboratory (this is a laboratory that is recognised by the IND). For a list of the accredited laboratories in the Netherlands visit the website [www.rva.nl](http://www.rva.nl). Visit [www.ilac.org](http://www.ilac.org) for accredited laboratories abroad. You can also demonstrate the relationship under family law with other supporting documents and/or statements. If applicable, send documents of any adoption or foster care;
- Supporting documents showing whether you have custody of your child, such as an excerpt from the custody register. If you do not have custody of your child, you must explain why you do not have custody;
- Supporting documents showing that you actually take (or took) care of your minor Dutch child in the Netherlands and/or abroad. For example:
  - A letter/statement by you in which you describe what your care and upbringing tasks are and how the family situation has been since your child's birth up to now. To support your statement, enclose as many objective supporting documents as possible (for example documents from authorities).  
In your own letter/statement, also answer the following questions:
    - What would change in the life of your minor Dutch child if you were not allowed to reside in the Netherlands?
    - Are there any particulars that have to do with your minor Dutch child? (For example about the family, school, assistance, network, care and/or health);
  - A letter/statement by the other parent (if there is one) describing what your care and upbringing tasks are and how the family situation has been from your child's birth up to now. The other parent must have signed this statement. Also enclose a copy of the other parent's proof of identity with the application. This is needed to verify the signature.  
Enclose as many other objective supporting documents as possible to support this statement (for example documents from authorities).
  - Photos (copies, not originals) of you together with your child from your child's birth to date, or from the time you became involved in your child's life. Also enclose photos on which your care and upbringing tasks can be seen through the months/years. Give an explanation of the photos;
  - Supporting documents/statements from the Netherlands and abroad, for example by a GP, specialist and so forth, showing that you as a parent accompany and have accompanied your minor Dutch child during medical check-ups and treatments. It must be stated in the supporting document that you were present. It must also be stated on which dates you were present during them;
  - Supporting documents/statements from the Netherlands and abroad, for example by a school, sport club, childcare centre, sport coach, maternity assistant and so forth, about the care and upbringing tasks that you perform and have performed for your minor Dutch child. They must also state which care and upbringing tasks you have and since when you have had these care and upbringing tasks;
  - Supporting documents showing that you maintain and have maintained your minor Dutch child financially. For example receipts of school supplies and clothing (please note, you must also demonstrate that you were the person who actually paid) or supporting documents showing that you transfer or transferred money for the care of your child;
- Supporting documents showing that you and your child are living at the same address. If you and your child do not live at the same address, then explain in a letter/statement why you do not live together with your child. Are you registered at the municipality at the same address as your child? Then you do not have to send any supporting documents;

- Supporting documents showing that your minor Dutch child lives in the Netherlands. Please note! If your child has been entered in the Personal Records Database (in Dutch: *Basisregistratie Personen* or BRP) of the municipality/local council, this already sufficiently demonstrates that your child lives in the Netherlands. You do not have to enclose any supporting documents. Do you and your child not yet live in the Netherlands? Then explain why and if/when you are planning to settle in the Netherlands.

*If one or more of the following situations apply to you, you must also enclose the following supporting documents with your application.*

**Situation 1: You no longer live together with your minor Dutch child and the other parent**

Then also enclose with your application:

- The parenting plan or the parental contact arrangements containing agreements on the care and upbringing of your child and the supporting documents showing that you are keeping these agreements.

**Situation 2: You already have, or have had, a right of residence in the EU**

Then also enclose with your application:

- A copy of the front and back of your residence document from the other EU Member State;
- State the basis on which you have/had a right of residence in the other EU Member State. If you stayed with a family member, then state the name of the family member and what your relationship is to this family member;
- Supporting documents from the authorities of the other Member State showing that your right of residence has lapsed/has been withdrawn. You also have to do this if the date on your residence document has expired or if you believe/think you no longer have a right of residence in the other EU Member State.

**Situation 3: You stayed abroad while your minor Dutch child lived in the Netherlands**

Then also enclose with your application:

- Supporting documents about your care and upbringing tasks in the period(s) that you stayed abroad while your child lived in the Netherlands (for example screen shots of video and/or chat calls, transfers of money for your child, airline tickets, travel stamps from visiting times from/to your child and so forth).

**Situation 4: You and your child lived at the same address abroad**

Then also enclose with your application:

- Proof of living together abroad.

**Situation 5: You travelled to the Netherlands together with your child**

Then also enclose with your application:

- The booking confirmation, the airline tickets and/or the travel stamps from both passports.

**Situation 6: You are the stepparent of a minor Dutch child**

Then also enclose with your application:

- A birth certificate showing who the other (legal) parent of the child is;
- Explain what the role is of the other biological parent in the child's life;
- Explain since when you have been involved in the child's life and in what way you are/have been involved;
- If you have custody of the child: supporting documents that can demonstrate your custody.

**Situation 7: Your child has reached the age of majority**

*Please note: if you are the caring parent of a minor Dutch child you do not have to enclose these supporting documents. You must fill in the details of your minor Dutch child in section 2.*

Then also enclose with your application:

- Supporting documents showing that your child who has reached the age of majority is dependent on you for residence in the EU. These must be particular individual circumstances showing that you and your child cannot be separated in any way, for example specific (medical) characteristics in your child that see to it that your child cannot stay in the EU without your presence.



## 4 Signing by the foreign national

- ✓ I request verification against EU law and the issue of a proof of legal residence.
- ✓ I declare that I have filled in this form truthfully.
- ✓ I know that the personal details filled in will be processed for the purpose of implementing the Aliens Act 2000 (in Dutch: *Vreemdelingenwet* 2000 or Vw 2000) and are passed on to authorities that need these details for that purpose.
- ✓ I will notify the IND immediately of changes in my situation/my child's situation that relate to the right of residence.

4.1 I am submitting this form and \_\_\_\_\_ (number) appendices/supporting documents

4.2 Name \_\_\_\_\_

4.3 Town and date *Town* \_\_\_\_\_

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

4.4 Applicant's signature \_\_\_\_\_

## 5 Submission of the application

*Please note! Do not submit this application until you have collected all documents that apply to your situation.*

- Check whether you have filled in the form completely.
- Check whether you have signed the form.
- Enclose the requested copies of supporting evidence and documents. All information must be on paper (A4-format). Do not send original documents. Do not use staples or paper clips! Do not enclose any USB sticks, CDs or DVDs.

Submit this application by post.

Send the filled in form and all requested documents in 1 envelope to:

Immigration and Naturalisation Service  
PO Box 16  
9560 AA Ter Apel