



# Application for the purpose of residence of 'exchange - au pair' (recognised sponsor)

(400)

## 1 Who can submit this application?

You can only use this form if you have been recognised as sponsor by the IND or are the authorised representative of the recognised sponsor.

> Please tick the applicable situation

It concerns an application for the following procedure:

- Procedure for Entry and Residence: the au pair still lives abroad and is obliged to apply for a regular provisional residence permit;
- Procedure for a regular residence permit: the au pair is not obliged to apply for a regular provisional residence permit and resides in the Netherlands or still abroad;
- Extension of the validity of the residence permit (if the permit has been issued for less than 1 year, the permit can be extended up to 1 year);
- Changing the residence permit (together with extending the validity of the residence permit): the foreign national already has a residence permit and wants to change his residence permit into the purpose of residence of 'exchange - au pair'.

## 2 Details of the recognised sponsor

2.1 Name of au pair agency

2.2 Name of contact person

2.3 E-identification number (if known)

2.4 Telephone number of contact person

2.5 E-mail of contact person

2.6 Chamber of Commerce number

## 3 Details of the au pair

3.1 V-number (if known)

3.2 Citizen Service Number (if known)

3.3 Name   
Surname as stated in the passport

3.3 Name   
First names

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

3.5 Place of birth

3.6 Country of birth

3.7 Nationality \_\_\_\_\_

> Please tick the applicable situation

3.8 Civil status  unmarried  married  registered partnership  divorced  widow/widower

3.9 Details passport

Number \_\_\_\_\_ Country \_\_\_\_\_

Valid from (date) \_\_\_\_\_ to (date) \_\_\_\_\_

Street \_\_\_\_\_ Number \_\_\_\_\_

3.10 Address abroad, or, if the au pair already resides in the Netherlands, the address in the Netherlands

Postcode \_\_\_\_\_ Town \_\_\_\_\_

Country \_\_\_\_\_

3.11 Telephone number \_\_\_\_\_

3.12 E-mail \_\_\_\_\_

### 4.1 Details of the principal person 1 of the host family

4.1 Citizen Service Number \_\_\_\_\_

Surname as stated in the passport

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

First names \_\_\_\_\_

> Please tick the applicable situation

4.3 Sex and Date of birth  Male  Female

Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

4.4 Place of birth \_\_\_\_\_

4.5 Country of birth \_\_\_\_\_

4.6 Nationality \_\_\_\_\_

> Please tick the applicable situation

4.7 Civil status  unmarried  married  registered partnership  divorced  widow/widower

4.8 Home address

Street \_\_\_\_\_ Number \_\_\_\_\_

Postcode \_\_\_\_\_ Town \_\_\_\_\_

4.9 Telephone number \_\_\_\_\_

### 4.2 Details of the principal person 2 of the host family (if applicable)

4.10 Citizen Service Number \_\_\_\_\_

Surname as stated in the passport

4.11 Name \_\_\_\_\_

First names \_\_\_\_\_

> Please tick the applicable situation

4.12 Sex and Date of birth  Male  Female

Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

4.13 Place of birth \_\_\_\_\_

4.14 Country of birth \_\_\_\_\_

# Application

for the purpose of residence of 'exchange - au pair' (recognised sponsor)  
Immigration and Naturalisation Service  
Ministry of Justice and Security

4.15 Nationality \_\_\_\_\_

> Please tick the applicable situation

4.16 Civil status  unmarried  married  registered partnership  divorced  widow/widower

4.17 Home address  
Street \_\_\_\_\_ Number \_\_\_\_\_

Postcode \_\_\_\_\_ Town \_\_\_\_\_

4.18 Telephone number \_\_\_\_\_

## 5 Statement on conditions

&gt; Please tick

I state the following:

- By completing this form, the au pair agency will present itself as sponsor for the above au pair as referred to in Article 2a of the Aliens Act.  Yes  No
- The au pair agency has a signed description - agreed between the au pair and host family -of the schedule for the day (including the nature and scope of the au pair's work with the host family).  Yes  No
- The au pair agency did not provide any incorrect details upon a previous application for a residence permit.  Yes  No
- The host family comprises at least 2 persons.  Yes  No
- The host family where the foreign national resides as au pair has lasting and sufficient means of support.  Yes  No
- The host family and the au pair have signed the Au Pair Awareness Declaration.  Yes  No
- The principal person(s) of the host family lawfully reside in the Netherlands.  Yes  No
- The au pair has filled out and signed the antecedents certificate.  Yes  No
- In the antecedents certificate the au pair has stated that he or she has no antecedents.  Yes  No  
> *If the antecedents certificate is not signed and / or if the au pair has not declared that he or she has no antecedents, then enclose the antecedents certificate to the application.*
- The au pair intends to undergo (if necessary) a TB test within 3 months after having arrived in the Netherlands (only applicable in case of first admission).  Yes  No
- The au pair has not performed any work for the host family before.  Yes  No
- The au pair has not been a holder of a residence permit under a restriction connected with an exchange before.  Yes  No
- The au pair has not paid any deposit to a (Dutch or foreign) intermediary agency or exchange organisation  Yes  No
- The au pair did not sign any contract with a host family or a (Dutch or foreign) intermediary agency or exchange organisation under which he/she is obliged to pay money or a fine as a sanction for failing to comply with one or more stipulations of this contract.  Yes  No
- The au pair did not pay more than € 34 for, for example, registration fees and/or fees for intermediary services and/or taking a course (prescribed by the own government) as a preparation for the stay in the Netherlands  Yes  No
- The au pair will not carry out any tasks for persons who are in need of more special care, which requires specific skills.  Yes  No
- The timely departure of the au pair is reasonably guaranteed.  Yes  No

## 6 Entry date (if a regular provisional residence permit is required)

The entry date will be the start date of the residence permit. If the entry date is unknown the residence permit starts the day after issuing the regular provisional residence permit.

&gt; Please tick the applicable situation and fill in

Entry date Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  Entry date unknown

## 7 Place of collection of regular provisional residence permit

(only if the au pair enters with a regular provisional residence permit)

Dutch embassy or consulate in the country of origin (or country of continuous residence).  
If no Dutch embassy or consulate is available, then you need to collect the regular provisional residence permit in the nearest country where a Dutch embassy or consulate is available.

7.1 Place

7.2 Country

## 8 Location where the residence permit is collected

Please indicate below the IND Desk where the au pair will collect the residence permit

> Please tick the applicable situation

- Amsterdam     Den Bosch     Eindhoven     Den Haag  
 Rotterdam     Utrecht     Zwolle

## 9 Signing by sponsor

9.1 Name

9.2 Position

9.3 Place and date

Place  Day  Month  Year

9.4 Signature (by a person authorised for this purpose)

## 10 Means of evidence and documents

Please enclose the following documents with this form:

- A copy of the au pair's passport (only the identity details and stamped pages).
- The completed appendix direct debit collection.

*Procedure for a regular residence permit, the foreign national resides in the Netherlands and has a nationality whereby he will need a Regular Provisional Residence Permit.*

- A copy of a valid residence permit issued by another Schengen member state.

*If the antecedents certificate is not signed and / or if the au pair has not declared that he or she has no antecedents:*

- The antecedents certificate.

*Schengen member state: Belgium, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Austria, Poland, Portugal, Slovenia, Slovakia, Spain, Czech republic, Iceland, Sweden, Switzerland.*

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

The au pair must have his fingerprints and facial image (passport photo) taken to determine his identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature of the au pair. See the appendix Fingerprints, passport photo and signature.

## 12 Submitting the application and payment

You have collected, copied and enclosed all the means of evidence necessary for the application. Proceed to the appendix: "Submitting and paying for the application (by the sponsor)".

### Processing of personal data

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

The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights.

At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On [www.ind.nl](http://www.ind.nl) you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



This certificate only needs to be completed if the foreign national is 12 years of age or older. Please note! Not completing this antecedents certificate truthfully is an offense of which in all cases a report will be made.

## Appendix Antecedents Certificate

### 1 Certificate

> Please tick the applicable situation

- I certify that:
- I have never been sentenced to imprisonment or a custodial measure for committing a crime;
  - I have never been sentenced to perform community service for committing a crime;
  - I have never been imposed an unconditional fine for committing a crime;
  - I have never accepted an out-of-court settlement for committing a crime;
  - I have never been imposed a penalty order by a public prosecutor for committing a crime;
  - I am currently not subject to prosecution for committing a crime;
  - I have never been responsible for one of the following categories of acts as referred to in Article 1F of the 1951 Refugee Convention: 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 purposes and principles of the United Nations (for example terrorist acts); and
  - I am aware of the fact that a sentence for committing a crime may result in a refusal or termination of the right of residence.
  - I have not submitted any incorrect data during earlier residence procedures;
  - I did not reside in the Netherlands illegally in the past;
  - I am not subject to any entry ban.
- I am unable to certify the above for the following reasons:

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### 2 Signing (by the foreign national)

I have completed this form truthfully.

2.1	Name																		
		Day	Month	Year	V-number														
2.2	Date of birth and V-number																		
		Place							Day	Month	Year								
2.3	Place and date																		
2.4	Signature																		

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Do not enclose this appendix with the form!

## Appendix

### Fingerprints, passport photo and signature

The foreign national must have his fingerprints and facial image (passport photo) taken to determine his identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a 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](http://www.ind.nl).

#### **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) 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](http://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](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 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](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.

**Processing of personal data**

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Do not enclose this appendix with the form!

Below, you can read how you can submit and pay for the Entrance and Residence Procedure (TEV procedure), the application for a residence permit (without a regular provisional residence permit) or a change to the restriction on the residence permit.

Please note! If the foreign national relies on an exemption from the requirement to apply for a regular provisional residence permit you cannot send the application by post. In that case, the foreign national must always submit the application to the IND Desk in person. Please visit [www.ind.nl](http://www.ind.nl) for the ways you can contact the IND.

**Submitting the Entrance and Residence Procedure (TEV procedure), a residence permit without a regular provisional residence permit or a change to the restriction on the residence permit**

You send the application form, the appendices and the requested evidence to the IND by post. Never send any original evidence. You must send clearly readable and full copies of the original evidence. Do not use any staples or paperclips. Do not send any USB sticks, CDs, DVDs and suchlike. Put all evidence in a sufficiently stamped envelope. Send your application to the following address:

*Application for an economic purpose of residence (work, study, for example)*

**Immigratie- en Naturalisatiedienst  
Postbus 5  
9560 AA Ter Apel**

*Application for a social purpose of residence (family formation or family reunification, for example)*

**Immigratie- en Naturalisatiedienst  
Postbus 16  
9560 AA Ter Apel**

## Appendix

### Submitting and paying for the application by the sponsor

#### How do you pay?

An application is not free of charge. The costs depend on the purpose of the residence applied by you. After the IND has received your application, you will receive a letter stating the amount and the manner in which you have to pay (unless you use a direct debit collection) (*direct debit collection is not available for private persons, non-recognised sponsors, recognised sponsors relating to 'exchange' established in another Member State of the EU, EEA or Switzerland and applications for recognition as sponsor*). Here, you can find no information about the costs or any exemption from having to pay fees. Please visit [www.ind.nl](http://www.ind.nl) if you want to know the costs beforehand. If the assessment of your application shows that you do not qualify for the residence permit applied for, you will not receive a refund.

#### What happens with your application?

If you have submitted your application to the IND and paid the related costs, the IND will assess your application. If your application is incomplete, the IND will be unable to properly assess your application. If you fail to make a payment or timely payment or submit an incomplete application, the handling of your application will be delayed. You will be informed in writing once your application has been handled. If your application is granted, you will also receive a letter with information about the follow-up procedure.

#### Providing correct information

Providing incorrect information or withholding relevant information may lead to withdrawal of the permit. If punishable offences are observed, the IND reports this to the police.

#### V-number

A V-number is a unique number, which is used for identification of a foreign national by the IND and cooperating organisations (such as the Aliens Police). The number is listed in the correspondence which the foreign national or sponsor receives from the IND and other organisations and is also printed on the residence document itself.

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## 4 Signing

By signing this form, you authorise IND to send a once only direct debit collection order to your bank to debit your account for the legal fees to be paid. By signing this form you also authorise the bank to debit your account once only according to the order by IND.

4.1	Name																																					
4.2	Place and date	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 55%; border-bottom: 1px solid black;"></td> <td style="width: 5%;"></td> <td style="width: 10%; text-align: center; border-bottom: 1px solid black;">Day</td> <td style="width: 5%;"></td> <td style="width: 10%; text-align: center; border-bottom: 1px solid black;">Month</td> <td style="width: 5%;"></td> <td style="width: 10%; text-align: center; border-bottom: 1px solid black;">Year</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>			Day		Month		Year																													
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4.3	Signature account holder (by a person authorised for this purpose) and company/organisation stamp																																					

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