

3 Details of the young person taking part in the exchange

Write in block letters

3.1 V-number (if known)

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3.2 Citizen Service Number (if known)

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3.3 Name (as stated in the passport) *Surname*

First names

3.4 Sex Male
 Female

3.5 Date of birth

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

3.7 Country of birth

3.8 Nationality

3.9 Civil status unmarried
 married
 registered partnership
 divorced
 widow/widower

3.10 Details passport *Number*

Country

Valid from (date)

<i>Day</i>		<i>Month</i>		<i>Year</i>				
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to (date)

<i>Day</i>		<i>Month</i>		<i>Year</i>				
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4.9 Home address

Street

Number

Postcode

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Town

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

Write in block letters

4.10 Citizen Service Number (if known)

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4.11 Name (as stated in the passport)

Surname

First names

4.12 Sex

- Male
 Female

4.13 Date of birth

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4.14 Place of birth

4.15 Country of birth

4.16 Nationality

4.17 Civil status

- unmarried
 married
 registered partnership
 divorced
 widow/widower

4.18 Home address

Street

number

Postcode

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Town

5 Details of the volunteers' programme in the context of the European Solidarity Corps (if applicable)

Copy the details from the agreement signed between the exchange organisation and the young person taking part in the exchange.

5.1 Duration of the volunteers programme

5.2 Number of hours the volunteer will spend on voluntary service

5.3 In case of extension Start and End date

<i>Day</i>	<i>Month</i>	<i>Year</i>					
from							
<i>Day</i>	<i>Month</i>	<i>Year</i>					
to							

6 Statement on conditions

> Please tick

I state the following:

General:

- By completing this form, the exchange organisation will present itself as sponsor for the above young person taking part in the exchange as referred to in Article 2a of the Aliens Act. Yes No
- The young person taking part in the exchange did not pay any deposit to a (Dutch or foreign) intermediary agency or exchange organisation. Yes No
- The young person taking part in the exchange 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 young person taking part in the exchange will not carry out any tasks for persons who are in need of more special care, which requires specific skills Yes No
- The young person taking part in the exchange has filled out and signed the antecedents certificate. Yes No
- In the antecedents certificate the young person has stated that he or she has no antecedents. Yes No
 - > If the antecedents certificate is not signed and / or if the young person has not declared that he or she has no antecedents, then enclose the antecedents certificate to the application.
- The young person taking part in the exchange 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 young person taking part in the exchange has an adequate health insurance policy Yes No

Only if it concerns a young person taking part in the exchange who wants to stay in the Netherlands in the context of the European Solidarity Corps:

- An agreement has been concluded between the exchange organisation and the young person taking part in the exchange, including: Yes No
 - a description of the volunteers programme;
 - specification of the duration of the voluntary service and the number of hours the volunteer will spend on the voluntary service;
 - specification of the funds available to cover the costs of living and accommodation and the minimum amount of allowance for the duration of the stay;
 - specification of the conditions for work placement and supervision.

Only if it concerns a young person taking part in exchange:

- The timely departure of the young person taking part in the exchange is reasonably guaranteed Yes No
- The young person taking part in the exchange has not been a holder of a residence permit under a restriction connected with an exchange before Yes No
- The host family comprises at least 2 persons Yes No
- The principal person(s) of the host family lawfully reside in the Netherlands Yes No
- The young person taking part in the exchange has not performed any work for the host family before Yes No

7 Entry date (if applicable)

The expected date on which the young person taking part in the exchange will enter the Netherlands

> Please tick the applicable situation and complete

- 7.1 This date will be the start date of the residence permit Entry date unknown

Entry date:

Day	Month	Year

8 Place of collection of regular provisional residence permit

(only if the young person taking part in the exchange 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.

8.1 Town _____

8.2 Country _____

9 Location where the residence permit is collected

Please indicate below the IND Desk where the young person taking part in the exchange will collect the residence permit

- | | | | |
|------------------------------------|------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Amsterdam | <input type="checkbox"/> Den Bosch | <input type="checkbox"/> Eindhoven | <input type="checkbox"/> Den Haag |
| <input type="checkbox"/> Rotterdam | <input type="checkbox"/> Utrecht | <input type="checkbox"/> Zwolle | |

10 Signing by sponsor

10.1 Name _____

10.2 Place and date *Place* _____

Day *Month* *Year*

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10.3 Signature (by a person authorised for this purpose) _____

11 Means of evidence and documents

Please enclose the following documents with this form:

- A copy of the young person'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 young person 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.

12 Biometric information (fingerprints, passport photo) and signature

The young person taking part in the exchange 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 young person taking part in the exchange.

See the appendix Fingerprints, passport photo and signature.

13 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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



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.

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

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

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

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

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

Processing of personal data

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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 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 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	_____			
		Place	Day	Month	Year
4.2	Place and date	_____			
		Signature account holder		Stamp (optional)	
4.3	Signature account holder (by a person authorised for this purpose) and company/organisation stamp	_____			

Processing of personal data

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