



It is also possible to submit and manage this application online. Start the online application on www.ind.nl/en. Choose the button 'Login Business Portal' and login with eHerkenning.

Application for family members of your employee via recognised sponsor

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.
- You use this form for the family members of your employee who you bring/brought to the Netherlands. If the family members and your employee enter the Netherlands simultaneously, you should submit all applications to the IND simultaneously.
- The employee is the sponsor for his or her family members. The rights and obligations of the sponsor lie with the employee with whom the family members will reside. The employee must therefore record the evidence and inform the IND in case of any changes. For more information, you can refer the employee to the brochure 'Enabling a family-member or relative to come to the Netherlands'. If the family members and the employee enter the Netherlands simultaneously, you must also pay the fees for these family members via a direct debit collection.
- Here, you have to state the applicable procedure. It should concern the same procedure as the procedure you ticked in the form for your employee.

> Please tick the applicable situation

It concerns an application for the following procedure:

- Procedure for Entry and Residence: the family member of your employee still lives abroad and is obliged to apply for a regular provisional residence permit;
- Procedure for a regular residence permit: the family member of your employee 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; or
- Changing the residence permit (together with extending the validity of the residence permit): the family member of your employee already has a residence permit and wants to change his residence permit into another purpose of residence.

Make sure that your application is received by the IND before the residence permit for the family member expires. This is important to prevent the family member encountering a residence gap. A residence gap is an interruption in your residence. This has consequences for any subsequent procedures, such as an application for a permanent residence permit or an application for naturalisation. Do not submit an application for extension of the validity if the residence permit is still valid for more than 3 months. The IND will disregard an application for extension which is submitted earlier than 3 months before the expiration date of the residence permit.

2 Details of the recognised sponsor

2.1	Company name	<input type="text"/>								
2.2	IND client number	<input type="text" value="K 1-"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>								
2.3	Name of contact person	<input type="text"/>								
2.4	Correspondence address	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;"><input type="text"/></td> <td style="width: 20%;"><input type="text"/></td> </tr> <tr> <td style="font-size: small;">Street</td> <td style="font-size: small;">Number</td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><input type="text"/></td> <td style="width: 40%;"><input type="text"/></td> </tr> <tr> <td style="font-size: small;">Postcode</td> <td style="font-size: small;">Town</td> </tr> </table>	<input type="text"/>	<input type="text"/>	Street	Number	<input type="text"/>	<input type="text"/>	Postcode	Town
<input type="text"/>	<input type="text"/>									
Street	Number									
<input type="text"/>	<input type="text"/>									
Postcode	Town									
2.5	Telephone number of contact person	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>								
2.6	E-mail of contact person	<input type="text"/>								
2.7	Chamber of Commerce number	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>								

3 Details of the authorised representative (if applicable)

3.1 Company name

3.2 Name of contact person

3.3 Correspondence address

Street Number

Postcode Town

3.4 Telephone number of contact person

3.5 E-mail of contact person

4 Details of your employee (the principal person)

4.1 V-number (if known)

4.2 Citizen Service Number (if known)

4.3 Name

Surname as stated in the passport

First names

> Please tick the applicable situation

4.4 Sex Male Female

5 Details of the spouse/(registered) partner

5.1 V-number (if known)

5.2 Citizen Service Number (if known)

5.3 Name

Surname as stated in the passport

First names

> Please tick the applicable situation

5.4 Sex and Date of birth Male Female

Day Month Year

5.5 Place of birth

5.6 Country of birth

5.7 Nationality

> Please tick the applicable situation

5.8 Civil status unmarried married registered partnership divorced widow/widower

6.1 Details of minor child 1

6.1 V-number (if known)

6.2 Citizen Service Number (if known)

6.3 Name

Surname as stated in the passport

First names

Application

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Ministry of Justice and Security

> Please tick the applicable situation

6.4 Sex and Date of birth Male Female Day Month Year

6.5 Place of birth _____

6.6 Country of birth _____

6.7 Nationality _____

> Please tick the applicable situation

6.8 Civil status unmarried married registered partnership divorced widow/widower

6.2 Details of minor child 2

6.9 V-number (if known) _____

6.10 Citizen Service Number (if known) _____

6.11 Name
Surname as stated in the passport _____
First names _____

> Please tick the applicable situation

6.12 Sex and Date of birth Male Female Day Month Year

6.13 Place of birth _____

6.14 Country of birth _____

6.15 Nationality _____

> Please tick the applicable situation

6.16 Civil status unmarried married registered partnership divorced widow/widower

6.3 Details of minor child 3

6.17 V-number (if known) _____

6.18 Citizen Service Number (if known) _____

6.19 Name
Surname as stated in the passport _____
First names _____

> Please tick the applicable situation

6.20 Sex and Date of birth Male Female Day Month Year

6.21 Place of birth _____

6.22 Country of birth _____

6.23 Nationality _____

> Please tick the applicable situation

6.24 Civil status unmarried married registered partnership divorced widow/widower

7 Statement on conditions > Please tick

I state the following:

- The principal person has lasting and sufficient means of support. Yes No
- The family member(s) over 12 years of age has/have signed the antecedents certificate. Yes No
 - > Please enclose the antecedents certificate with the application.
- The family member(s) intend(s) to undergo a TB test (if mandatory) within 3 months after having arrived in the Netherlands (only applicable in case of first admission). Yes No
- The family member(s) has/have his/their principal residence in the Netherlands or will establish the principal residence in the Netherlands Yes No

In case of residence as a family member of a researcher within the meaning of Directive (EU) 2016/801 (inbound long-term mobility)

- The family member(s) is/are adequately insured for medical expenses Yes No

8 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. Please note! Issuing of the residence document may take longer if no entry date has been provided.

> Please tick the applicable situation and fill in

	Day Month Year		Day Month Year
<input type="checkbox"/> Entry date		<input type="checkbox"/> Entry date unknown	

9 Family member of a researcher within the meaning of Directive (EU) 2016/801 (inbound long-term mobility) (if applicable)

9.1 Indicate the period during which your family member will stay in the Netherlands

	Day Month Year		Day Month Year
From		to	

9.2 Expected date of departure from the Netherlands

	Day Month Year

10 Place of collection of regular provisional residence permit (if a regular provisional residence permit is required)

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.

10.1 Place

10.2 Country

11 Evidence to be enclosed

> Please tick the applicable situation

In case of a marriage/registered partnership (320)

Please enclose a copy of the legalised marriage certificate or certificate of registered partnership.

Inbound long-term mobility family member researcher Directive (EU) 2016/801

In case of marriage/registered partnership with a researcher within the meaning of Directive (EU) 2016/801 (inbound long-term mobility) please enclose:

- A copy of the front and back of a valid residence permit as a family member of the researcher, issued by the first Member State.

In case of a partner (322)

Please enclose the following means of evidence with your application:

- A copy of the legalised unmarried status declaration of the partner and the principal person. The unmarried status declaration must come from the country of origin. If the principal person has Dutch nationality, a permanent residence permit or an asylum residence permit, then he does not need to add an unmarried status declaration.
- Appendix 'Declaration of relationship' completed and signed by your employee and his partner.

Inbound long-term mobility family member researcher Directive (EU) 2016/801

In case of a partner with a researcher within the meaning of Directive (EU) 2016/801 (inbound long-term mobility) please enclose:

- A copy of the front and back of a valid residence permit as a family member of the researcher, issued by the first Member State.

In case of a minor child (326)

Please enclose the following means of evidence with your application:

- A copy of a legalised birth certificate or, if the birth certificate does not show the family relationship between the principal person and the children, other copies of legalised documents about this family relationship, for example any adoption documents.

If the child's other parent who also has custody remains in the country of origin, then also include:

- A signed declaration of consent from the parent staying behind. This declaration of consent states that this parent gives his/her consent for the child to stay in the Netherlands; and

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- A copy of legalised documents showing the legal authority of the principal person, spouse or partner over the minor child; and
- A copy of the identity document (for example passport) of the parent staying behind.

If the child is 15 years of age or older, please also enclose:

- A 'Declaration of civil status' appendix, completed and signed by the child.

Inbound long-term mobility family member researcher Directive (EU) 2016/801

In case of a minor child of a researcher within the meaning of Directive (EU) 2016/801 (inbound long-term mobility) please enclose:

- A copy of the front and back of a valid residence permit as a family member of the researcher, issued by the first Member State.

If the child's other parent who also has custody remains in the country of origin, then also include:

- A signed declaration of consent from the parent staying behind. This declaration of consent states that this parent gives his/her consent for the child to stay in the Netherlands; and
- A copy of legalised documents showing the legal authority of the principal person, spouse or partner over the minor child; and
- A copy of the identity document (for example passport) of the parent staying behind.

If the child is 15 years of age or older, please also enclose:

- A 'Declaration of civil status' appendix, completed and signed by the child.

12 Location where the residence permit is collected

Please indicate below the IND Desk where the foreign national will collect the residence permit

> Please tick the applicable situation

- Amsterdam Den Bosch Eindhoven Den Haag
 Rotterdam Utrecht Zwolle

The foreign national can also collect his residence permit at an Expatcenter

(NB. Some Expatcenters charge a fee for this service. To collect the residence permit you must make an appointment)

- Amsterdam Den Haag Eindhoven Enschede
 Groningen Rotterdam Utrecht Wageningen

13 Signing by the recognised sponsor

13.1	Name	_____			
	Place and date	Place	Day	Month	Year
13.2	Place and date	_____			
13.3	Signature (by a person authorised for this purpose)	_____			

14 Means of evidence and documents

Please enclose the following documents with this form:

- A copy of the passport of the family member(s) (only the identity details and stamped pages).
- The completed appendix antecedents certificate
- The completed appendix Authorisation and sponsorship declaration.
- 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

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.

15 Biometric information (fingerprints, passport photo) and signature

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

NB. Fingerprints are not taken from children younger than the age of 6. They do need to have their passport photo taken.

16 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.



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:

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																		

Processing of personal data

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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.

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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Only complete this declaration if you apply for a residence permit for residence with or for your unmarried partner. Please note! If the declaration of relationship is not completed truthfully, this will constitute an offence, which will be reported in all cases.

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
|

2 Declaration

> Please tick the applicable situation(s)

I declare:

- that I am not married and have never been married or have never entered into a registered partnership.
 after the dissolution of my marriage to my former spouse I did not remarry (did not enter into a registered partnership)

Name of former spouse

| _____

- after the dissolution of my registered partnership with my former registered partner I did not remarry (did not enter into a registered partnership)

Name of former registered partner

| _____

- do not have a long-term and exclusive relationship with a partner. A relationship is long-term and exclusive if the relationship can be considered a marriage
 I do not have the care of any children
 I do not live independently; I live together with my adoptive parents/foster parents
 I do not provide for my own maintenance

Explanation (optional)

| _____

3 Signing

I have completed this form truthfully.

3.1 Name

| _____

3.2 Place and date

Place _____ Day _____ Month _____ Year _____

3.3 Signature

| _____

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!

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 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.

Processing of personal data

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



This declaration must be completed by the foreign national who submits an application for his family members using a recognised sponsor. This application is submitted by the recognised sponsor. Please note! I am aware of the fact that if this declaration is not based on the truth, this may have consequences for the right of residence.

Appendix Authorisation and sponsorship declaration

1 Details of foreign national

1.1 Name

Surname as stated in the passport
|_____

First names
|_____

> Please tick the applicable situation

1.2 Sex and Date of birth

Male Female

Day Month Year
| | | | | | | | | |

1.3 Place of birth
|_____

1.4 Country of birth
|_____

> Please tick and fill in

I hereby authorise:
Name of company, institution or educational institution
|_____

to submit the application for a residence permit for my dependent family members.

> Please tick

Declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for my family members for whom a residence permit is applied for through the intervention of my recognised sponsor.

2 Signing

2.1 Place and date

Place Day Month Year
| | | | | | | | | |

2.2 Signature
|_____

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.



Please note! If you do not agree with this withdrawal, you can have it reversed. Please contact your bank for this within 8 weeks. Ask your bank for the conditions. The IND does not accept a form that is not filled out completely or illegibly. (Version 2018b)

Appendix Direct debit collection

(One time authorisation - SEPA)

Complete and sign the form. Do so for each foreign national separately. (Direct debit is only available for recognised sponsors and their authorised representatives. This paying method is not available for applications for recognition as sponsor.) IND debits your account for legal fees to be paid within three months stating the ID and reference of the collecting officer.

(Debit collection takes place per foreign national and per procedure). If assessment of the application shows that the foreign national does not qualify for the requested residence permit, you will not be reimbursed. See for current fees: www.ind.nl/fees

1 Details of collecting officer

1.1	Name	Immigration and Naturalisation Service
1.2	Postal address	PO Box: 5 Postcode: 9560 AA Town: Ter Apel Country: Netherlands
1.3	ID Collecting Officer	NL77ZZZ507204570001
1.4	Authorisation Reference	(future) invoice number of the application

2 Details of the bank account from which the fees are debited

> The IND only accepts authorisations for Euro accounts (SEPA).
Fill in the details of the paying party and not the details of the bank.

2.1	Name account holder	
	Street	
	Number	
2.2	Postal address	
	Postcode	
	Town	
2.3	IBAN	
2.4	BIC	

3 Details of the foreign national

		Surname as stated in the passport
3.1	Name	
		First names
3.2	Date of birth	
		Day
		Month
		Year

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

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.