



## Application for the purpose of residence of ‘family members and relatives’ (sponsor)

*Read the explanation before you start to fill out the form.*

### **For whom is this form intended?**

You can use this form if you are a sponsor. A sponsor is someone who lives in the Netherlands and wants to bring a family member to the Netherlands, for example. A sponsor has Dutch nationality or a Dutch residence permit. A sponsor can use this form to submit an application for the foreign national. If you are a foreign national and you want to submit an application for yourself, you can use the form ‘Application form for a residence permit with the purpose of residence being ‘family members and relatives’ for the foreign national’.

You are a sponsor.

You can use this form to submit an application for the foreign national who wants to reside in the Netherlands on grounds of one of the following purposes of residence:

- stay with spouse or (registered) partner;
- stay with a parent;
- stay as foreign adoptive child or foster child;
- stay with a minor who holds an asylum permit;
- stay with the holder of a medical residence permit; or
- stay in order to carry out family life on grounds of Article 8 of the ECHR.

*N.B.* If you want to submit an application for a residence permit to conduct family life on grounds of Article 8 of the ECHR, then you must first submit the ‘Notification of Application for Regular Residence Permit Article 8 ECHR/Humanitarian’. You can find this form, as well as further information about this, on the website [www.ind.nl](http://www.ind.nl). If you already have a residence permit and you want to change this to a permit for conducting family life on grounds of Article 8 of the ECHR, then you may use this form.

If you want to submit an application for your child you have to be the legal representative of your child. You are the legal representative of your child if you have parental authority over your child. You can find more information on this on [www.ind.nl](http://www.ind.nl).

Make sure that this 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. Do not submit an application if the residence permit is still valid for more than 3 months. The IND will disregard an application which is submitted earlier than 3 months before the expiration date of the residence permit.

### **How do you fill out this form?**

This form comprises different appendices; which appendices you need to fill out depends on your own situation. Only submit your application once you have completed filling out this form, signed and you have gathered together all the requested documents and evidence. If your application is incomplete, the IND will be unable to assess your application properly.

### **Would you like more information?**

Then visit the IND website at [www.ind.nl](http://www.ind.nl). You can also contact the IND by telephone via 088 043 04 30 (normal charges apply). From abroad you can call +31 88 043 04 30.

## 1 What is the situation of the foreign national

> Please tick the applicable situation and follow the instructions

### 1. The foreign national has a valid residence permit in the Netherlands and you want to change the residence permit (as well as renewing the period of validity of the residence permit) to a different purpose of residence.

- You want to submit an application for changing the purpose of residence of your residence permit.  
> Proceed to 4 'Tuberculosis'

### 2. The foreign national is in the Netherlands or resides abroad and wants a residence permit and the foreign national is a national of Australia, Canada, Japan, New Zealand, the United States of America, South Korea, Monaco, Vatican City, the EU/EEA countries or Switzerland.

- You want to submit an application for a regular residence permit.  
> Proceed to 4 'Tuberculosis'

### 3. The foreign national resides abroad and his nationality is one for which a regular provisional residence permit (mvv) is required (a nationality other than the nationalities mentioned under 2).

A regular provisional residence permit is a visa with which the foreign national can enter the Netherlands for a stay of longer than 90 days. After entry in the Netherlands with a valid regular provisional residence permit, the foreign national can obtain a residence permit.

- You want to submit an application for a regular provisional residence permit and a residence permit (a procedure for 'entry and residence')  
> Proceed to 2 'Civic integration examination abroad'

### 4. The foreign national resides in the Netherlands and you want to submit an application. The nationality of the foreign national is one whereby you will need a Regular Provisional Residence Permit (MVV) (a nationality other than the nationalities mentioned under 2). The foreign national usually need a Regular Provisional Residence Permit (MVV) in order to apply for residence in the Netherlands. In exceptional circumstances mentioned in the appendix 'Exemption from requirement for Regular Provisional Permit, this is not necessary. Follow the instructions below if you think that one of the exceptional circumstances apply to the foreign national.

- You want to submit an application for a residence permit (without a regular provisional residence permit).

> Go to the appendix 'Exemption from the requirement to apply for a regular provisional residence permit' and see which exceptions there are to the requirement to apply for a regular provisional residence permit. Please indicate below which situation applies. You can only tick one situation.

- The foreign national is applying for an exemption from the requirement to apply for a regular provisional residence permit because:

- for health reasons, the foreign national is unable to apply for a regular provisional residence permit in the country of origin.
- the foreign national is a victim of or witness reporting human trafficking.
- the foreign national is unable to depart from the Netherlands because this is contrary to Article 8 of the ECHR.
- other: special and individual circumstances apply to the foreign national and he cannot return to the country of origin to apply for an MVV.

> You cannot use this form. You first need to submit the form Notification of an application for a temporary regular residence permit. This form and more information can be found on [www.ind.nl](http://www.ind.nl)

- The foreign national is applying for an exemption from the requirement to apply for a regular provisional residence permit because:
  - the residence permit of the foreign national has expired.
  - the foreign national is residing as a family member with someone who had a privileged status.
  - the foreign national worked on a Dutch seagoing vessel or in a mining installation on the continental shelf for 7 years or longer.
  - the foreign national has Turkish nationality and worked legally in the Netherlands over the past year.
  - the foreign national is a (former) family member of an employee having Turkish nationality and lived together with this employee having Turkish nationality.
  - the foreign national has the Turkish nationality and wants to be self employed.
  - the foreign national is a minor child of of a foreign national with a residence permit with the purpose of stay for temporary humanitarian grounds, based on human trafficking, honor related violence or domestic violence.
  - the foreign national was born in the Netherlands, is 12 years of age or younger and did not move the location of principal residence outside the Netherlands.
  - the foreign national is unable to depart from the Netherlands
  - the foreign national is a minor child and actually resided in the Netherlands for at least three years.
  - the foreign national is unable to depart from the Netherlands because this is contrary to Article 8 of the ECHR;
  - the foreign national resided in another Member State as a holder of a European blue card.
  - the foreign national is a victim of human trafficking and he/she is either unwilling or unable to file a report about this or collaborate in the criminal detection and prosecution of the human trafficker in connection with a serious threat and/or a medical or physical limitation.

> Proceed to 4 'Tuberculosis'

## 2 Civic integration examination abroad

The foreign national wants to apply for a regular provisional residence permit. Before the foreign national can apply for a regular provisional residence permit, he must first have passed the civic integration examination abroad or have or obtain an exemption from this. Go to the 'Civic integration examination abroad' appendix and see 'The foreign national is exempt from the civic integration examination abroad' for the exemptions. See 'The foreign national relies on special individual circumstances' what proof is required in order to obtain an exemption. Please tick the applicable situation and enclose the proof with the application.

> Please tick the applicable situation

- The foreign national has passed all parts of the civic integration examination abroad (and the passed civic integration examination is still valid. Go to the 'Civic integration examination abroad' appendix and see 'Period of validity of examination' for information about the validity of the examination.**  
Enclose with the application the results issued by the Education Executive Agency (DUO).
- The foreign national is exempt from the civic integration examination abroad.**  
Enclose with the application the 'Civic integration examination abroad' appendix and the proof showing that the foreign national qualifies for an exemption.
- The foreign national wants to obtain an exemption from the civic integration examination abroad.**  
Enclose with the application the 'Civic integration examination abroad' appendix and the proof required to obtain an exemption.

## 3 Place of collection of regular provisional residence permit and date of entry

3.1 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.

NB! The foreign national must collect the regular provisional residence permit from the Embassy or Consulate where he sat the civic integration examination abroad. The foreign national can travel to the Netherlands with this regular provisional residence permit.

Place

\_\_\_\_\_

Country

\_\_\_\_\_

# Application

for the purpose of residence of 'family members and relatives' (sponsor)  
Immigration and Naturalisation Service  
Ministry of Justice and Security

## 4 Tuberculosis

You want to apply for a residence permit in the Netherlands on behalf of a foreign national. The foreign national may need to undergo an examination and treatment for tuberculosis (TB). This depends on the situation.

> Please tick the applicable situation

- The foreign national does not need to undergo a TB test because he has a valid residence permit in the Netherlands.
- The foreign national does not need to undergo a TB test because he was born in the Netherlands and he has not changed the location of his principal place of residence since birth.
- The foreign national does not need to undergo a TB test because he is a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'.  
The foreign national has a different nationality and:
  - has already undergone a TB test in the Netherlands. Enclose an original and recent 'TB test referral form' with the application. This form is the proof that the foreign national has undergone a TB test in the Netherlands. This form may not be more than 6 months old; or
  - has not yet undergone a TB test in the Netherlands. Then you should complete the 'Declaration of intent to undergo a TB test' appendix and send this together with the application. The foreign national must sign this appendix him/herself.

If the foreign national is in the Netherlands, then an appointment should be made for the test with the Municipal Health Service (GGD) in the area where he/she lives or will be living (for further information visit the website [www.ggd.nl](http://www.ggd.nl)). Take the appendix 'TB test referral form' with you to the Municipal Health Service (GGD). The Municipal Health Service (GGD) will then send the form to the IND.

## 5 Means of evidence

### Requirements of foreign means of evidence

You must gather together the means of evidence before submitting your application. You may be required to submit foreign means of evidence together with this application, for example a foreign marriage certificate. Your personal situation and the purpose of residence determine which foreign means of evidence you will need to include.

### Language

All foreign means of evidence must be compiled in Dutch, English, French or German. Is this not the case? Then you must have the means of evidence translated by a translator who has been sworn in by a District Court. Submit (a copy of) the translation and (a copy of) the means of evidence together with the application form. If you have the means of evidence translated in a foreign country and therefore not by a translator who has been sworn in by a District Court, then you are required to have the translation legalised or to have an apostille stamp provided by the competent authorities in the country of issue.

### Official means of evidence

Official foreign means of evidence must be issued and legalised by the competent authorities of the country that issued the means of evidence.

In some countries the document must then also be legalized 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 foreign means of evidence include, for example, birth certificates and marriage certificates. Having these means of evidence legalised or provided with an apostille stamp can take a long time. You should start several months in advance of submitting your application with having documents legalised or provided with an apostille stamp in the country of origin. For more information about legalisation or apostille requirements for documents per country and any exceptions to these requirements, you can telephone the 'Public Information Service', telephone number 1400. You can also visit the website [www.rijksoverheid.nl](http://www.rijksoverheid.nl).

### Special facts and circumstances

If you think special facts and circumstances may apply, that have to be considered when assessing your application, you have to provide a written declaration. You have to substantiate this declaration with as many (official) means of evidence as possible.

**Select the family member you want to bring over.** Complete 1 application form for each family member. You can only choose one purpose of residence. If you choose more than one purpose then (possibly) your application will be no longer valid. If you are in doubt about the purpose of residence of the foreign national, then contact the IND. Do not submit the application if you are not sure whether he/she complies with the conditions. Visit the website [www.ind.nl](http://www.ind.nl) for more information about the purpose of residence.

### Your spouse or registered partner

- You are married to the foreign national or you have a registered partnership with the foreign national. (320 - 340)**

Please enclose the following means of evidence with your application:

- proof of your income. See the 'Proof of income' appendix which documents are needed for your application.

If this involves a marriage, then you must also submit:

- a copy of the legalised marriage certificate.

If this involves a registered partnership, then you should also submit:

- a copy of the legalised certificate of registered partnership.

### Stay on grounds of Article 8 of the ECHR

- You want to partake in family life with the foreign national on grounds of Article 8 of the ECHR (334)**

**Please note!** If you want to submit an application for your spouse or (registered) partner, or your child, then you must submit an application to stay with your spouse or registered partner, or an application to stay with a parent. Please enclose the following means of evidence with your application:

- means of evidence showing the family relationship between you and the family member, for example a copy of a birth certificate; and
- means of evidence showing how your family life will be led with the foreign national.

## Your unmarried partner

### You are the unmarried partner of the foreign national (322 - 342)

Please enclose the following means of evidence with your application:

- proof of your income. See the 'Proof of income' appendix which documents are needed for your application;
- a 'Declaration of relationship' appendix that you and the foreign national have fully completed and signed;
- a 'Questionnaire for residence with partner' that you have fully completed and signed;
- a copy of the unmarried status declaration relating to yourself. The unmarried status declaration must come from the country of origin and may not be more than 6 months old. If you have Dutch nationality or a permanent residence permit, you need not enclose any unmarried status declaration; and
- a copy of an unmarried status declaration of the foreign national. The unmarried status declaration must come from the foreign national's country of origin and may not be more than 6 months old. If the foreign national is not staying in the country of origin, but a country of continuous residence, the unmarried status declaration must come from the foreign national's country of origin and country of continuous residence.

## Your minor child

### You want to submit an application for your minor child (younger than 18 years old) or the minor child of your spouse or (registered) partner. (326)

*If the child is born in the Netherlands and you and your spouse (or partner) both reside in the Netherlands with a residence permit, you do not have to enclose additional means of evidence with your application.*

Please enclose the following means of evidence with your application:

- proof of your income and/or the income of your partner. See the 'Proof of income' appendix which documents are needed for your application;
- a copy of the birth certificate of the child or, if the family relationship between you and the child is not evident from the birth certificate, copies of other means of evidence showing the family relationship, for example adoption documents; and
- means of evidence showing that you have legal custody of the foreign national.

*If the child's other parent who also has custody remains in the country of origin, then you must 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 the identity document (for example passport) of the parent staying behind.

*If the foreign national is 15 years of age or older, please also enclose:*

- a 'Declaration of civil status' appendix, completed and signed by the foreign national.

## Your related foster child

### The foreign national is your related foster child (352)

**Please note!** You may only be a grandparent, brother, half-brother, sister, half-sister, sister in law, brother in law, uncle or aunt of the foster child.

Please enclose the following means of evidence with your application:

- proof of your income. See the 'Proof of income' appendix which documents are needed for your application;
- a copy of the medical statement of the foreign national's health that was issued by the country of origin. This statement may not be more than 6 months old;
- proof showing that the parents or legal representatives are in agreement with the foreign national going to live with the you in the Netherlands. If the law in the country of origin demands this, then you must also submit proof showing that the authorities in the country of origin are in agreement with the foreign national staying with your family;
- proof concerning the family relationship between you and the foreign national (for example, a copy of a familial extract from the register of births, deaths and marriages);
- a written substantiation from the family members of the foreign national in the country of origin, showing that they are either not able to care for the foreign national or cannot care for the foreign national well enough; and
- a copy of the declaration from the competent authorities that you have custody of the foreign national, for example a guardianship certificate.

## Your parent(s)

### You are a minor child (younger than 18 years of age), who has a temporary asylum residence permit and you want to submit an application for your parent(s) (347)

Please enclose the following means of evidence with your application:

- proof showing that the foreign national is your parent; and
- proof of your income. See the 'Proof of income' appendix which documents are needed for your application.

*If you have become 18 years of age, you should also enclose:*

- evidence showing that a Dutch Court has appointed a guardian or curator in connection with your mental capacity.

## Your adopted child

### The foreign national is your adopted child (the foreign adoption decision must still be recognised by the Dutch court), or the foreign national is not yet your adopted child, but will be taken into your family for adoption (350)

Please enclose the following means of evidence with your application:

- a copy of a permission in principle from the Ministry of Justice and Security - Central Authority for International Children's Issues;
- a copy of a declaration of approval in principle from the Ministry of Justice and Security - Central Authority for International Children's Issues, in case of an adoption from a non-Convention country. Or, a copy of a Statement of Approval from the Ministry of Justice and Security - Central Authority for International Children's Issues, in case of an adoption from a Convention country;
- a copy of a medical statement concerning the foreign national's health, such as is meant in the Placement of Foreign Children for Adoption Act. This statement must have been issued by the country of origin and may not be more than 6 months old;
- a copy of the decision from the relevant competent authorities in the country of origin (for example, a decision from the Court in the country of origin), as well as a translation of this. This must show that the authorities in the country of origin have agreed to the fact that you will be taking the foreign national into your family for adoption; and
- means of evidence showing that the biological parent(s) renounce(s) the foreign national (this Declaration of Consent can be evident from the above-mentioned decision).

*If the foreign national has been adopted by you and the foreign adoption decision was issued by a foreign institution that applied the Hague Adoption Convention (356), then you must enclose:*

- a statement of conformity.

### You took the foreign national into your family for adoption during the period you and the foreign national lived abroad (355)

Please enclose the following means of evidence with your application:

- proof showing that you took the foreign national into your family and raised and cared for him during the period you lived abroad (including a copy from the public registers of the relevant country);
- proof showing that the parents or, if they have died or are living in an unknown place, the authorities in the country of origin before the foreign national's arrival in the Netherlands have agreed to the departure and to the adoption (statement from the parents or statement from the authorities in the country of origin); and
- proof showing that you entered/will enter the Netherlands together with the foreign national.

## Stay with the holder of a residence permit for medical treatment

### The foreign national is your family member and you are a holder of a residence permit for medical treatment (415 - 416 - 417 - 418)

Please enclose the following means of evidence with your application:

- proof concerning the family relationship between you and the foreign national (for example, a copy of a marriage booklet, a birth certificate or familial extract from the register of births, deaths and marriages); and
- proof of your income. See the 'Proof of income' appendix which documents are needed for your application.

*If the foreign national is your minor child, please also enclose:*

- proof showing that you have parental authority over the child. If the foreign national was born during your marriage, a birth certificate will suffice.

*If the foreign national is your parent, please also enclose:*

- proof showing that the foreign national has parental authority over you (if you were born during the marriage of your parents, a birth certificate will suffice).

# Application

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## 6 Biometric information (fingerprints, passport photo) and signature, Antecedents certificate

- 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. See the appendix Fingerprints, passport photo and signature.

NB. No fingerprints are taken from children younger than 6 years of age, only a passport photo is required. If your child is in the Netherlands and submits an application for a residence permit (not with an MVV procedure or the 'entry and residence procedure'), you can have a passport photo taken at the IND desk, or you can send a passport photo to the IND, using the appendix passport photo form on [www.ind.nl](http://www.ind.nl).

- Fill out the Antecedents certificate appendix and submit this appendix together with your application (only if the foreign national is 12 years of age or older).

## 7 Your personal details (the sponsor)

WRITE IN BLOCK LETTERS

7.1	Citizen Service Number (if known)	<input type="text"/>
7.2	Name	Surname as stated in the passport <input type="text"/> First names <input type="text"/>
7.3	Sex and Date of birth	> Please tick the applicable situation <input type="checkbox"/> Male <input type="checkbox"/> Female Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
7.4	Place of birth	<input type="text"/>
7.5	Country of birth	<input type="text"/>
7.6	Nationality	<input type="text"/> > Please tick the applicable situation
7.7	Civil status	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower
7.8	Home address	Street <input type="text"/> Number <input type="text"/> Postcode <input type="text"/> Town <input type="text"/> Country <input type="text"/>
7.9	Telephone number	<input type="text"/>
7.10	E-mail	<input type="text"/>
7.11	Residence status	> Please tick the applicable situation <input type="checkbox"/> Dutch nationality <input type="checkbox"/> Privileged <input type="checkbox"/> Residence Permit <input type="checkbox"/> Waiting for the application for a residence permit to be dealt with <input type="checkbox"/> None

## 8 Details of the foreign national

WRITE IN BLOCK LETTERS

8.1	Name	Surname as stated in the passport <input type="text"/> First names <input type="text"/>
8.2	Sex and Date of birth	> Please tick the applicable situation <input type="checkbox"/> Male <input type="checkbox"/> Female Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
8.3	Place of birth	<input type="text"/>

8.4	Country of birth	<hr/>														
8.5	Nationality	<hr/>														
<i>&gt; Please tick the applicable situation</i>																
8.6	Civil status	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower														
8.7	Home address	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;"><hr/></td> <td style="width: 20%; text-align: right;">Number</td> </tr> <tr> <td>Street</td> <td></td> </tr> <tr> <td><hr/></td> <td><hr/></td> </tr> <tr> <td>Postcode</td> <td>Town</td> </tr> <tr> <td><hr/></td> <td><hr/></td> </tr> <tr> <td colspan="2">Country</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> </table>	<hr/>	Number	Street		<hr/>	<hr/>	Postcode	Town	<hr/>	<hr/>	Country		<hr/>	
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8.8	Telephone number	<hr/>														
8.9	E-mail	<hr/>														

## 9 Identification

Submit the following copies:

*Of the sponsor:*

- A copy of the page in the passport or the identity card of the sponsor showing the identity details. Make copies of all the pages with travel stamps as well. Please note! Do you also have the Turkish nationality besides the Dutch nationality? Then submit a copy of the page in the Turkish passport showing the identity details and passport photograph with the application, or a copy of the Turkish identity document. Do not copy empty pages; or
- A copy of the front and reverse sides of a valid Dutch residence permit.

*Of the foreign national:*

- A copy of the passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages.

*Are you younger than 18 years old and do you not have your own passport?*

Then you should submit a copy of the passport of your parent in whose passport you are registered.

Make copies of all the pages with travel stamps as well. Do not copy empty pages.

## 10 Signing

Signing this form will bring you rights and obligations. If you do not know what these rights and obligations are, then visit the website [www.ind.nl](http://www.ind.nl).

I declare I have completed this form truthfully. I know that the personal details supplied will be processed in connection with the Aliens Act 2000 and will be passed on to authorities that need these personal details for that purpose. I will pass on any changes to my situation which will affect the right of residence of the foreign national, within 4 weeks to the IND with the 'Notification form for family members and relatives'.

I am aware that if I do not do this, it may affect my position as sponsor or the position of right of residence of the foreign national. I know that I may incur an administrative fine.

I know what my rights and obligations are.

I have enclosed the signed appendix 'Declaration by sponsor'.

*Please note! If you are submitting this application for a child that is not yours, but your spouse's/partner's from a previous relationship, you should not complete and sign the 'Declaration by sponsor (family and relatives)' but the parent of the child.*

I submit this form and \_\_\_\_\_ (number) of appendices/documents in evidence.

10.1	Name	<hr/>																														
10.2	Place and date	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><hr/></td> <td style="width: 10%; text-align: center;">Day</td> <td style="width: 10%; text-align: center;">Month</td> <td style="width: 10%; text-align: center;">Year</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Place</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><hr/></td> <td><hr/></td> <td><hr/></td> <td><hr/></td> <td><hr/></td> <td><hr/></td> <td><hr/></td> <td><hr/></td> <td><hr/></td> <td><hr/></td> </tr> </table>	<hr/>	Day	Month	Year							Place										<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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10.3	Signature	<hr/>																														

## 11 Submitting the application and payment

You have gathered together all the means of evidence necessary for the application.

Proceed to the appendix: "Submitting and paying for the application (by the sponsor)".



This certificate only needs to be completed if the foreign national is 12 years of age or older.

# 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															
2.2	Place and date	<table border="0" style="width: 100%; font-size: small;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Place</td> <td style="width: 5%;"></td> <td style="width: 5%; border-bottom: 1px solid black;">Day</td> <td style="width: 5%;"></td> <td style="width: 5%; border-bottom: 1px solid black;">Month</td> <td style="width: 5%;"></td> <td style="width: 5%; border-bottom: 1px solid black;">Year</td> <td style="width: 5%;"></td> <td style="width: 5%; border-bottom: 1px solid black;"></td> <td style="width: 5%;"></td> <td style="width: 5%; border-bottom: 1px solid black;"></td> <td style="width: 5%;"></td> <td style="width: 5%; border-bottom: 1px solid black;"></td> <td style="width: 5%;"></td> </tr> </table>	Place		Day		Month		Year							
Place		Day		Month		Year										
2.3	Signature															

**Please note!**  
Not completing this antecedents certificate truthfully is an offense of which in all cases a report will be made.







Do not enclose this appendix with the form!

In order to be able to make a residence document, the Immigration and Naturalisation Service (IND) need the fingerprints, passport photo and signature of the foreign national. How can the foreign national submit these?

In all cases, the foreign national must bring a valid passport (this can also be a foreign national passport or a refugee passport) or ID card of the EU, EEA or Switzerland.

#### **This can be done while still abroad, by means of the Entry and Residence procedure**

- The sponsor (in the Netherlands) will have submitted the application for Regular Provisional Residence Permit for the foreign national (who is still abroad).
  - If a positive decision is given, then the foreign national can collect the Regular Provisional Residence Permit from the Dutch Embassy or Consulate in his/her country of origin or long-term residence. When collecting the Regular Provisional Residence Permit, the foreign national must take a new (and not previously used) passport photo with him/her. This passport photo must comply with the requirements which also apply for Dutch passports. The Embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.
  - The employee at the Dutch Embassy or the Consulate will take fingerprints and the foreign national will also be required to sign the document.
- The foreign national has submitted the Regular Provisional Residence Permit to the Dutch Embassy or the Consulate in the country of origin or long-term residence.
  - When submitting the application, the foreign national must take a new (and not previously used) passport photo with him/her. The employee at the Dutch Embassy or the Consulate will also take the fingerprints and the foreign national will be required to sign the document.

#### **When abroad, application for temporary Regular Residence Permit for persons who do not require a Regular Provisional Residence Permit**

- If an application is submitted in the Netherlands by a (recognised) sponsor for a foreign national who does not require a Regular Provisional Residence Permit, then the foreign national must go to an Immigration and Naturalisation Service (IND) counter immediately after arrival in the Netherlands. The Immigration and Naturalisation Service (IND) employee will make fingerprints and a passport photo and the foreign national will be required to sign the document. No appointment needs to be made for this. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website [www.ind.nl](http://www.ind.nl).

## Appendix

### Fingerprints, passport photo and signature

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

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

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

- The foreign national or sponsor submits the application in writing (and sends the application by post to the Immigration and Naturalisation Service (IND)). The foreign national must then go to the Immigration and Naturalisation Service (IND) counter within 2 weeks in order to have his/her fingerprints and passport photo taken. No appointment is necessary for this purpose. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website [www.ind.nl](http://www.ind.nl).

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





## Appendix Declaration of intent to undergo a TB test

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

Enclose the completed and signed declaration of intent with your application before you make an appointment with the Municipal Health Service. In doing so, you declare that you are prepared to undergo a TB test and, if necessary, TB treatment. For the appointment with the Municipal Health Service, you must complete the referral form as much as possible (part 1) and take it with you.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EU residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

### 1 Details of foreign national to be tested (the applicant)

1.1	Application for a permit for the purpose of work, wealthy foreign national, learning while working or study?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	V-number (if known)	<input type="text"/>
1.3	Name	<input type="text"/> Surname as stated in the passport <input type="text"/> First names <input type="text"/>
1.4	Sex and Date of birth	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year
1.5	Place of birth	<input type="text"/>
1.6	Country of birth	<input type="text"/>
1.7	Nationality	<input type="text"/>
1.8	Home address	<input type="text"/> Street <input type="text"/> Number <input type="text"/> <input type="text"/> Postcode <input type="text"/> Town <input type="text"/>
1.9	Civil status	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower Number <input type="text"/> Country <input type="text"/>
1.10	Details passport	<input type="text"/> Valid from (date) <input type="text"/> to (date) <input type="text"/>

1.11.1 Do you have a spouse or (registered) partner?  No > Go to 2 'Signing'  
 Spouse > Please complete the requested details below  
 (Registered) partner > Please complete the requested details below

---

1.11.2 Name Surname as stated in the passport  
 \_\_\_\_\_  
 First names  
 \_\_\_\_\_  
 > Please tick the applicable situation

1.11.3 Sex  Male  Female

---

1.11.4 Home address Street \_\_\_\_\_ Number \_\_\_\_\_  
 Postcode \_\_\_\_\_ Town \_\_\_\_\_  
 | | | | | | | | | |

---

1.11.5 Nationality \_\_\_\_\_

## 2 Signing

I hereby declare that I am prepared to cooperate in a tuberculosis test and any treatment. I am aware of the fact that I must undergo a TB test within three months after the residence permit has been issued. If I fail to do so, this might have consequences for my right of residence in the Netherlands.

2.1 Name of foreign national \_\_\_\_\_

2.2 Place and date Place \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
 | | | | | | | | | |

2.3 Signature of foreign national \_\_\_\_\_

2.4 Name in case of legal representative \_\_\_\_\_

2.5 Place and date Place \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
 | | | | | | | | | |

2.6 Signature of legal representative \_\_\_\_\_



## Appendix TB test referral form

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

In order to undergo the TB test, you must make an appointment with the Municipal Health Service. For this appointment, you must complete the referral form as much as possible (part 1) and take it with you.

Please complete the referral form before you make an appointment with the Municipal Health Service. See also [www.ggd.nl](http://www.ggd.nl) for information about the Municipal Health Service. The completed form signed by the Municipal Health Service, showing that you underwent a TB test, must have been received by the IND from the Municipal Health Service within three months after the date on which the application for a residence permit has been submitted.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EC residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

### 1 Details of foreign national to be tested (the applicant)

The State Secretary for Justice and Security asks the director of the Municipal Health Service to test the below-mentioned person for tuberculosis (in the respiratory organs), as referred to in the Aliens Act Implementation Guidelines.

> *The foreign national (the applicant) completes this section (part 1)*

1.1	How did you come to the Netherlands?	<input type="checkbox"/> With <input type="checkbox"/> Without a valid regular provisional residence permit
1.2	V-number (if known)	<input type="text"/>
1.3	Name	<input type="text"/>
		Surname as stated in the passport
		<input type="text"/>
		First names
		<input type="text"/>
1.4	Sex and Date of birth	> <i>Please tick the applicable situation</i> <input type="checkbox"/> Male <input type="checkbox"/> Female
		Day Month Year <input type="text"/>
1.5	Place of birth	<input type="text"/>
1.6	Country of birth	<input type="text"/>
1.7	Nationality	<input type="text"/>

1.8 Home address (in the Netherlands)

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

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

> Please tick the applicable situation

1.9 Civil status  unmarried  married  registered partnership  divorced  widow/widower

1.10 Details passport

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

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

1.11.1 Do you have a spouse or (registered) partner?

No > Go to 2 'Signing'

Spouse > Please complete the requested details below

(Registered) partner > Please complete the requested details below

1.11.2 Name

Surname as stated in the passport \_\_\_\_\_

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

> Please tick the applicable situation

1.11.3 Sex  Male  Female

1.11.4 Home address

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

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

1.11.5 Nationality \_\_\_\_\_

## 2 Statement by physician from the Municipal Health Service

The undersigned, employed by the Municipal Health Service as a physician, states that he/she has, for the State Secretary for Justice and Security, tested the foreign national referred to in this form for tuberculosis (in the respiratory organs) under the below number.

> The physician from the Municipal Health Service completes this section (part 2)

2.1 Name of Municipal Health Service \_\_\_\_\_

2.2 Name of physician \_\_\_\_\_

2.3 Test number and date

Test number \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

2.4 Place and date

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

2.5 Signature of physician \_\_\_\_\_

> The Municipal Health Service sends this completed and signed statement to the Immigration and Naturalisation Service. Use the address that applies to the situation of the foreign national.

2.6 Submit form

Did the foreign national submit an application for the residence purpose of work, scientific researcher, highly skilled migrant, wealthy foreign national, work experience, seasonal labour or study?

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

No → **Immigratie-en Naturalisatiedienst  
Postbus 17  
9560 AA Ter Apel**



Do not enclose this appendix with the form!

Usually, a foreign national requires a regular provisional residence permit in order to travel into the Netherlands and to qualify for a residence permit in the Netherlands. The foreign national applies for a regular provisional residence permit in his country of continuous residence. This is the country of origin or the country where the foreign national may reside for more than 90 days under a residence permit.

Sometimes, a foreign national does not require a regular provisional residence permit. These situations are mentioned and explained below. Please read all situations first. Then tick in the application form the situation that applies and enclose the requested documents with the application form.

#### **My residence permit has expired**

The validity of your residence permit is stated in your residence document. If you have been unable to extend the validity of your residence permit or to change the restriction within 2 years after your document has expired, you must state the reason for this in a separate letter. You do not require a regular provisional residence permit only in case of circumstances beyond your control. Enclose this letter and as many pieces of evidence and documents as possible with your application in order to substantiate your story.

#### **For health reasons, I am unable to apply for a regular provisional residence permit in my country of origin (N.B. see also under 'Notification')**

If you are in the Netherlands and, for medical reasons, it is not wise for you to travel to your country of origin, you do not have to apply for a regular provisional residence permit. You have to prove this with the following pieces of evidence and documents:

- An Appendix 'Proof of medical situation of foreign national' completed and signed by your physician(s). This appendix may not be older than 6 weeks. Changes to your medical situation that could be of importance to a decision to be made must be notified by means of new evidence.
- The Appendix 'Medical Information Disclosure Consent Form' completed and signed by you. This appendix may not be older than 6 months. If several practitioners are involved, you must give your consent for each practitioner separately.
- Your relevant medical details from your doctor(s) in reaction to the letter with explanation from the Medical Advisors Office (BMA). In order to do this you need to give the letter (with explanation) from the Medical Advisors Office (BMA) to your Mental Healthcare Association (GGZ) doctor, general practitioner and/or specialist (therefore not a letter with questions composed by someone else). You can find these letters with explanations from the Medical Advisors Office (BMA) in the appendix 'Notes and means of evidence medical circumstances'. Therefore you should use this appendix. If you do not submit all the requested details or these are incomplete, then your medical situation cannot be assessed.

#### **I am residing as a family member with someone who had a privileged status.**

My family member qualifies for a permanent residence permit him/herself. If you are residing as a family member with someone having a privileged

## Appendix

### Exemption from the obligation to apply for a regular provisional residence permit and special situations

status and you currently also have a privileged status yourself, you do not require a regular provisional residence permit. This only applies if you and the family member you are residing with have submitted an application for a permanent residence permit simultaneously. Staff members of a foreign diplomatic or consular post or an international treaty organisation have a privileged status, for example.

#### **I have a valid residence permit issued in a Schengen member state**

You do not require a regular provisional residence permit if:

- you have a valid residence permit issued in a Schengen member state; and
- a recognised sponsor has applied for your residence permit; and
- you meet the requirements for the purpose of residence.

If your family members meet the requirements above, they also do not need a regular provisional residence permit.

*Schengen member states: 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.*

#### **I worked on a Dutch seagoing vessel or in a mining installation on the continental shelf for 7 years or longer**

If you can demonstrate that you worked on a Dutch seagoing vessel or on the continental shelf for 7 years or longer, you do not require a regular provisional residence permit. Please enclose the proof hereof with this application.

#### **I have Turkish nationality and worked legally in the Netherlands over the past year.**

If you have Turkish nationality and worked legally in the Netherlands over the past year, you do not require a regular provisional residence permit under an international convention. This convention only applies if you want to remain employed in the Netherlands and apply for a residence permit for this purpose.

#### **I am a (former) family member of an employee having Turkish nationality and lived together with this employee having Turkish nationality**

If, as a family member of an employee having Turkish nationality, you lived together with him legally in the Netherlands for three years, you do not require a regular provisional residence permit under an international convention.

#### **I have Turkish nationality and I want to perform work in the Netherlands as a self-employed person**

If you have Turkish nationality and you want to perform work in the Netherlands as a self-employed person, the requirement to apply for a regular provisional residence permit will not be enforced against you beforehand if, upon submitting your application for performing work as a self-employed person, you immediately submit a business plan and you appear to have sufficient personal experience and your profession or business has added value for the Dutch economy. If the handling of your application shows that you meet all substantive admission conditions for work as a self-employed person, you do not require a regular provisional residence permit under an international convention.

**I was born in the Netherlands, am 12 years of age or younger and did not move the location of my principal residence outside the Netherlands**

A child aged 12 or younger, born in the Netherlands and forming part of the family of the sponsor (who did not move the location of his principal residence outside the Netherlands either) does not require a regular provisional residence permit. The parent(s) must lawfully reside in the Netherlands.

**I qualify for a residence permit with the purpose of residence 'cross-border service provision'.**

You do not need a regular provisional residence if you qualify for this residence permit.

**I am a victim of or witness reporting human trafficking (N.B. see also under 'Notification')**

If you are a victim of or witness reporting human trafficking, you must report to the police. You may be entitled to a residence permit based on this report. You are not obliged to submit a separate application for this. In that case, you do not require a regular provisional residence permit.

**I do not have a residence permit and I am a victim of or witness reporting human trafficking. I cannot or will not file a report or collaborate in another way with the criminal investigation and prosecution of the human trafficker because of important reasons.**

If you do not have a residence permit, are a victim of or witness reporting human trafficking and you cannot or will not file a report or collaborate in another way with the criminal investigation and prosecution of the human trafficker because of important reasons. You do not need a regular provisional residence if you qualify for a residence permit with the purpose of stay "temporary humanitarian" for these reasons.

**I do not have a residence permit and I have fallen victim to (or might fall victim to) honour-related violence or domestic violence.**

You do not need a regular provisional residence if you qualify for a residence permit with the purpose of stay "temporary humanitarian" for these reasons.

**I am a minor child of a person who has a residence permit on temporary humanitarian grounds in connection with human trafficking or honour-related violence or domestic violence**

If you are the minor child of someone who has a residence permit on temporary humanitarian grounds, as referred to above, and you are staying in the Netherlands with this parent, then you may be eligible for exemption from the requirement for a Regular Provisional Residence Permit.

**I am unable to depart from the Netherlands**

If you are not to blame for being unable to depart from the Netherlands, because you do not have a valid passport and, for valid reasons, you cannot be put into the possession of alternative travel documents, you do not require a regular provisional residence permit.

**I am a minor child and actually resided in the Netherlands for at least three years**

You do not require a regular provisional residence permit if you:

- are under age;
- actually resided in the Netherlands for at least three years;
- are of school age; and
- intend to reside with a Dutch citizen or a sponsor with lawful residence.

**I want to reside with a family member who has an asylum residence permit, but my nationality differs from the nationality of this family member**

You do not require a regular provisional residence permit if you:

- submit the application for family reunification within three months after an asylum residence permit has been granted to your family member residing in the Netherlands;
- you are unable to reside in a country you have special ties with (your country of origin, for example).

**I am unable to leave the Netherlands because this is contrary to Article 8 of the ECHR (N.B. see also under 'Notification')**

*In case of an appeal for protection of your family life:*

- evidence showing the relationship pertaining to family law between you and the sponsor, for example a copy of a birth certificate; and
- evidence showing how you conduct your family life with the sponsor.

*In case of an appeal for protection of your private life:*

- evidence showing your connections with the Netherlands and which also shows the intensity of these connections.

**I want to reside with my Dutch minor child of whom I am the only carer parent**

If you are the only carer parent of a Dutch minor child who you have to support and who must leave the European Union if no residence permit is granted to you, you do not require a regular provisional residence permit.

**I resided in another Member State as a holder of a European blue card**

You need not have a regular provisional residence permit if:

- you resided in another Member State for a period of eighteen months as a holder of a European blue card; or
- you resided as a family member with a holder of a European blue card in another Member State for eighteen months. Please enclose with this application the documentary evidence showing the nature and duration of the residence in the other Member State.

**You are the victim of human trafficking and you are unwilling or unable to file a report of this or collaborate in another way with the criminal investigation and prosecution of the human trafficker in connection with serious threats and/or a medical or psychological limitation**

You do not need a Regular Provisional Residence Permit if you can show that you are unable or unwilling to file a report or collaborate in another way with the criminal investigation and prosecution of the human trafficker in connection with serious threats and/or a medical or psychological limitation. You are required to prove this by means of the following evidence:

- a statement from the police showing that you are the victim of human trafficking;
- a statement from the police indicating that you cannot be expected to collaborate in the criminal proceedings in connection with serious threats in this country by the human trafficker; and/or
- medical information showing that a physical or psychological disorder stands in the way of your collaborating in the criminal proceedings. The medical information must come from a person providing treatment who is either registered in the BIG (Individual Healthcare Professions) register or the Netherlands Institute of Psychologists register.

**Other (N.B. see also under 'Notification')**

You want to apply for a regular residence permit and do not have a valid or correct regular provisional residence permit. Only in case of special and individual circumstances could you be granted a residence permit without a regular provisional residence permit. This only applies if you cannot be expected to apply for a regular provisional residence permit in your country of origin or a country of continuous residence outside the Netherlands. Please state in a separate letter why this is not possible for you. Enclose this letter with the application form.

**Notification**

Are you making an appeal on grounds of one of the following exemptions from the requirement for a Regular Provisional Residence Permit?

1. I am unable to apply for a Regular Provisional Residence Permit in my country of origin due to health reasons
2. I am a victim or witness/reporter of human trafficking
3. I am unable to leave the Netherlands because this is contrary to Article 8 of the ECHR
4. Other reasons

Then you should first inform the Immigration and Naturalisation Service (IND) in writing that you want to submit an application for a temporary regular residence permit. You should use the form 'Notification of application for a temporary regular residence permit' for this purpose, whereby you want to make an appeal under one of these four grounds for exemption from the requirement for a Regular Provisional Residence Permit. You can find this form, as well as further information, on the website [www.ind.nl](http://www.ind.nl).

*Please note! If you rely upon one of the exemptions from the MVV-requirement, the application cannot be sent by post. You should visit the IND Desk in person in order to submit your application for a residence permit. Please visit [www.ind.nl](http://www.ind.nl) to find out how you can contact the IND. You must bring the original copies of all evidence requested. The IND verifies and copies this evidence, after which all original evidence is returned to you. The copies must be enclosed with your application. The person submitting an application must take his valid passport with him. You can pay the fees (costs) due at the IND Desk. You can pay with a bank card or in cash.*





## Appendix

### Civic integration examination abroad

A foreign national must sit the civic integration examination abroad if he is at least 18 years old. If the foreign national has reached the statutory pensionable age or is older, he need not sit the examination

In some cases, a foreign national can be exempted on the basis of diplomas, certificates or other documents. The foreign national can also be eligible for exemption if special individual circumstances such as age, level of education, financial situation or medical situation gives rise thereto. The whole personal situation of the foreign national and all the circumstances put forward plus the keenness shown to want to pass the examination and the necessary efforts made in that respect, are considered in the evaluation whether the foreign national can be exempted from the obligation to pass the examination. Tick the situation that applies to the foreign national and enclose the requested documents with the application.

#### Period of validity of completed examination

The civic integration examination abroad consists of 3 parts.  
The examination is successfully completed when the foreign national

has passed all 3 parts. When all parts have been passed, DUO sends the results of the completed examination by e-mail. The completed civic integration examination is valid for 1 year. The e-mail includes a PDF file with the results and the issue date (datum afgifte). The mvv must be applied for within 1 year of the issue date. Is the date of issue more than 1 year ago? Then the foreign national has to retake the examination.

#### Sending documentary evidence

If you send the application, you should enclose a certified copy of the requested diplomas, certificates and/or lists of marks. A certified copy contains a statement that the contents of the copy correspond with the original. A copy of the civic integration examination does not have to be certified. This statement must have been signed by a person (from an institution) who is authorised to do so. The statement must also contain: the name of this person, a date and a stamp of the school (or the municipality, the notary's office). A copy of a diploma may only be certified by the relevant educational institution. If it concerns a diploma that has not been issued in the Netherlands, the diploma or certificate must bear an apostille stamp.

> Please tick the applicable situation

#### The foreign national is exempt from the civic integration examination abroad

- The foreign national is younger than 18 years old, or has reached the statutory pensionable age
- The foreign national lived in the Netherlands for at least eight years during your school age (from the age of five until the end of the school year in which you reached the age of sixteen)

The foreign national must have been registered in the municipal personal records database during the above period.

- The foreign national has one of the below diplomas, certificates or documents to which an exemption from the civic integration examination abroad applies

Please enclose one of the following additional pieces of evidence with the application:

- a copy of the civic integration diploma of the Civic Integration Act
- a Dutch university degree, higher professional education (HBO) degree, senior secondary vocational education (MBO) diploma (at least level 2), pre-university education (VWO) diploma, senior general secondary education (HAVO) diploma, junior general secondary education (MAVO) diploma or pre-vocational secondary education (VMBO) diploma, for example. The foreign national has such a diploma if the diploma states, for example: Higher Education and Research Act, Secondary Education Act, Adult and Vocational Education Act or Part-Time Vocational Education Act. Education has to be given in Dutch.
- a 'Dutch as a Second Language' state examination diploma (programme I or II)
- A school diploma obtained in Belgium or Suriname. In that case, the education must have been in Dutch. Furthermore, the foreign national must have passed the subject of Dutch. The level of the training course must be higher than primary education and the diploma must be based on an act of parliament. The act of parliament need not be an education act
- a diploma, certificate or other document from Aruba, Curacao, or Sint Maarten, obtained in Dutch-language education, with a passing mark for the subject of Dutch. Also enclose the list of marks;
- a diploma, certificate or other document from the public bodies of Bonaire, Sint Eustatius or Saba, obtained in Dutch-language education, with a passing mark for the subject of Dutch. Also enclose the list of marks;
- a diploma from the European school of the European Baccalaureate. The foreign national must have finished the subject of Dutch as a first or second language. The foreign national must also have passed the subject of Dutch
- an International Baccalaureate Middle Years Certificate or an International General Certificate of Secondary Education or an International Baccalaureate. In that case, you must have passed the subject of Dutch
- a civic integration certificate within the context of the Civic Integration (Newcomers) Act (Wet inburgering nieuwkomers or WIN) and the pertaining statement from the Regional Training Centre (ROC) showing that the 'listening', 'speaking', 'reading' and 'writing' parts were finished at at least level NT2-2 and the Social Orientation part at 80% if this test was done after 31 August 2001 or 85% if the test was done before 1 September 2001;

- A Civic Integration Certificate for Settled Migrants with level NT2 2 for the 'listening', 'speaking', 'reading' and 'writing' parts;
- a copy of the document 'Short Exemption Test' referred to in Article 2.7(2) of the Civic Integration Decree as it read until 1 January 2013, issued by the Education Executive Agency (Dienst Uitvoering Onderwijs or DUO); or
- a copy of a decision from the DUO stating that no civic integration programme is determined, because the foreign national passed the test as referred to in Article 5(4) of the Civic Integration (Newcomers) Act.

**The foreign national has Surinamese nationality and at least finished primary school in the Dutch language**

Please enclose the following additional pieces of evidence and documents with your application:

*If the foreign national at least finished primary school in Suriname before 25 November 1975, you should also enclose*

- A primary school (or higher) diploma or certificate and a statement from the Central Registry Office bearing an apostille and showing that the foreign national resided in Suriname at the time when he finished primary school or secondary school (see the explanation under 'Foreign documents' and 'Language' on page 2 of this form)

*If the foreign national at least finished primary school in Suriname after 25 November 1975, you should also enclose*

- A school diploma or certificate issued by the Surinamese Ministry of Education and Adult Education, obtained in Suriname and showing that the foreign national at least finished primary school or a course in the Dutch language, or a certificate from the Examination Centre of the Ministry of Education and Adult Education showing this. The diploma, certificate or statement must bear an apostille

*If the foreign national attended a higher education course in the Netherlands, please also enclose*

- A copy of the Dutch education diploma

**The foreign national does not have to sit a civic integration examination abroad, because he/she has the Turkish nationality.**

**The foreign national does not have to sit a civic integration examination abroad, because he/she will be staying with a foreign national with the Turkish nationality as a spouse or registered partner.**

**The foreign national will be staying with a foreign national who has a temporary asylum residence permit or a permanent asylum residence permit**

**The foreign national will be staying with a foreign national who has a residence permit for medical treatment, wealthy foreign national, to work or for study.**

**The foreign national will only perform work as a contemplative, internal officer or board member of a religious or ideological organisation**

*Please note! You can only tick this exemption if the foreign national applies for the purpose of residence 'Spiritual counsellor'.*

Please enclose with the application an employer's declaration containing a description of the nature of the work showing the religious or ideological nature of the activities.

**The foreign national wants to obtain exemption from the civic integration examination abroad**

**The foreign national relies on special individual circumstances**

Please enclose the following evidence with the application:

- means of evidence which shows that it concerns special individual circumstances on the basis of which the Minister of Social Affairs and Employment can assess whether or not you are able to pass (one or more parts of) the civic integration examination abroad. Any individual circumstance which, according to you, should give reason to exempt you from the examination, may be submitted. Explain the details of your personal situation, such as: the unavailability of suitable course material for you, your level of education, the special need of care for one or more family members, the individual problems that you experience because of the situation in the country of origin or permanent residence, etc.; and
- means of evidence which shows that you have made such efforts that could reasonably, be required in order to pass the civic integration examination abroad or to prepare yourself for it.

This could be evidenced by, among other things;

- the foreign national having sat (parts of) the civic integration examination abroad one or several times, a positive result being obtained for the Spoken Dutch test/'Speaking skills' part and the Knowledge of Dutch Society test, but a negative result for the Literacy and Reading Comprehension test/'Reading skills' part, for example; and
- the number of courses you have taken.

If the examination was taken after 1 November 2014 you will receive the exam results from the Education Executive Agency (Dienst Uitvoering Onderwijs or DUO) and submit these with the application for the regular provisional residence permit. These results are evidenced by the results letter from the Ministry of Foreign Affairs made out in your name if you have taken the examination before 1 November 2014.

This results letter is received by you from the Dutch representation abroad after having sat the civic integration examination abroad and is enclosed by you with the application for a regular provisional residence permit; and

- a copy of the medical questionnaire that is completed and signed by the confidential doctor, when you want to put forward your state of health/ medical situation as special individual circumstances. This confidential doctor is appointed by the Dutch representation in the country of origin. The statement of the counselor may not be older than six months upon submitting the MVV application.

Explanation: If you are obstructed from taking the civic integration examination abroad due to medical reasons (physical/psychological), you must undergo a medical examination. This medical examination is carried out by a confidential doctor who is appointed by the Dutch representation in the country of origin. You must give the physician permission to submit the completed medical questionnaire.



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

## Appendix Declaration of relationship

### 1 Details of sponsor (the partner)

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

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

1.3 Place of birth  
|

1.4 Country of birth  
|

1.5 Nationality  
|

1.6 Home address Street Number  
|  
Postcode Town  
|

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

### 2 Details of foreign national

2.1 V-number (if known) |

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

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

2.4 Place of birth  
|

2.5 Country of birth  
|

2.6 Nationality  
|

2.7 Home address Street Number  
|  
Postcode Town  
|

> Please tick the applicable situation

2.8 Civil status  unmarried  married  registered partnership  divorced  widow/widower

### 3 Declaration

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

3.1 Date

Day	Month	Year

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

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

### 4 Signing

I have completed this form truthfully.

4.1 Name

---

4.2 Place and date

Place	Day	Month	Year

Signature of foreign national

Signature of sponsor

4.3 Signature

---

#### Please note!

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



Only complete this certificate if you apply for a residence permit for residence as a child aged 15 or older with his/her parent.

## Appendix Certificate of non-impediment

### 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	<input type="checkbox"/> Male <input type="checkbox"/> 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									
		> Please tick the applicable situation															
1.7	Civil status	<input type="checkbox"/> unmarried		<input type="checkbox"/> married		<input type="checkbox"/> registered partnership		<input type="checkbox"/> divorced		<input type="checkbox"/> widow/widower							
1.8	Details passport	Number						Country									
		_____						_____									
		Valid from (date)						to (date)									
		_____						_____									

### 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 the care of any children

### 3 Signing

I have completed this form truthfully.

3.1 Name

| \_\_\_\_\_

3.2 Place and date

| \_\_\_\_\_  
Place Day Month Year

3.3 Signature

| \_\_\_\_\_

**Please note!**  
I am aware of the fact that if this certificate is not based on the truth, this may have consequences for the right of residence.



### 3 Employment details

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

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

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

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

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

3.6 Is there a trial period?  
 No    Yes, until Day Month Year  
 \_\_\_\_\_

3.7 Working hours per week  
 Hours per week by contract   Hours per week actually  
 \_\_\_\_\_

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

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

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

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

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

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

### 4 Signing by employer

I declare that the above employee is employed by the above company/institution.  
 I have completed this form truthfully.

4.1 Name \_\_\_\_\_

4.2 Position \_\_\_\_\_

4.3 Telephone number  
 \_\_\_\_\_

4.4 Place and date  
 Place Day Month Year  
 \_\_\_\_\_  
 Signature Stamp

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





Do not enclose this appendix with the form!

## Appendix Proof of income

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

*Please note! The IND may check the correctness of your enclosed wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).*

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

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

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

- Payslips over the past 12 months

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

### 3 Income from business activities

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

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

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

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

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

> Please tick one situation and only enclose the relevant document

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

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

Yes

No > Please enclose an explanation in a separate appendix

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

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

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

> Please tick one situation and only enclose the relevant document

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

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

Yes

No > Please enclose an explanation in a separate appendix

(\* only for any inspection by the IND)

### 4 Signing by the self-employed person

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

4.1 Place and date

Place	Day	Month	Year

4.2 Signature of self-employed person |







**For the foreign national: Do you have more than two physicians/  
practitioners? In that case, you should copy this appendix and have  
the copied appendix completed as well.**

## Appendix Medical information disclosure consent form

The physician/practitioner must be registered in the registers under the Individual Healthcare Professions Act (Wet op de Beroepen in de Individuele Gezondheidszorg or BIG) or the Dutch Association of Psychologists (Nederlands Instituut van Psychologen or NIP).

If the foreign national is under 12 years of age or incapable of performing legal acts, the legal representative must complete the consent form. If the foreign national is between the age of 12 and 16, the foreign national and his/her legal representative must complete the consent form. If the foreign national is over 16 years of age, the foreign national must complete the consent form.

### 1 Details of foreign national

1.1	Name	Surname as stated in the passport			
		<input type="text"/>			
		First names			
		<input type="text"/>			
1.2	V-number (if known) and date of birth	V-number	Day	Month	Year
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 2 Signing

- The undersigned hereby declares that he/she does not object to the medical adviser from the Immigration and Naturalisation Service (IND) obtaining information about his/her health condition from the below physician(s)/practitioner(s) in connection with an investigation into the medical circumstances regarding his/her residence status in the Netherlands.
- The undersigned gives his/her consent to send a copy of this completed consent form to the physician(s)/practitioner(s) to be contacted.
- The undersigned gives his/her consent to the IND medical adviser to provide his/her medical data to any medical specialist to be engaged in any further examination.
- The undersigned authorises the below physician(s)/practitioner(s) registered in the registers under the Individual Healthcare Professions Act and/or the Dutch Association of Psychologists (physicians, dentists, physiotherapists, obstetricians, nurses, pharmacists, healthcare psychologists and psychotherapists) to provide information to the IND medical adviser and declares.

2.1	Name of foreign national	<input type="text"/>			
2.2	Place and date	Place	Day	Month	Year
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.3	Name of legal representative	<input type="text"/>			
2.4	Place and date	Place	Day	Month	Year
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.5	Signature	Signature of foreign national		Signature of legal representative	
		<input type="text"/>		<input type="text"/>	

### 3 Details of the physician/practitioner

> Please tick the applicable situation

3.1 Name of general practitioner/  
COA physician/specialist 1  General practitioner  
 COA physician  
 Specialist

3.2 Name of hospital/practice/institution  
Street \_\_\_\_\_ Number \_\_\_\_\_

3.3 Visiting address  
Postcode \_\_\_\_\_ Town \_\_\_\_\_

3.4 Telephone number \_\_\_\_\_

> Please tick the applicable situation

3.5 Name of general practitioner/  
COA physician/specialist 2  General practitioner  
 COA physician  
 Specialist

3.6 Name of hospital/practice/institution  
Street \_\_\_\_\_ Number \_\_\_\_\_

3.7 Visiting address  
Postcode \_\_\_\_\_ Town \_\_\_\_\_

3.8 Telephone number \_\_\_\_\_

### 4 Referral of medical advice

The undersigned gives his/her consent to the IND medical advisor to provide the medical advice to:

- the IND official handling the application for a residence permit;
- the official from the Repatriation and Departure Service who is responsible for offering medical facilities before, during or after the removal.
- the involved legal experts from the State Advocate’s office; and
- the statutory bodies entrusted with the administration of justice.

4.1 Name of foreign national  
Place \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

4.2 Place and date \_\_\_\_\_

4.3 Name of legal representative  
Place \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

4.4 Place and date \_\_\_\_\_

Signature of foreign national

Signature of legal representative

4.5 Signature \_\_\_\_\_





**For the foreign national: Please have this appendix completed and signed by your physician/practitioner. If you have more than one physician/practitioner, you are asked to copy this appendix so that each physician can complete and sign a copy.**

## Appendix Proof of medical situation of foreign national

The physician/practitioner must be registered in the registers under the Individual Healthcare Professions Act (Wet op de Beroepen in de Individuele Gezondheidszorg or BIG) or the Dutch Association of Psychologists (Nederlands Instituut van Psychologen or NIP).

For the physician/practitioner: Through this form, you are asked a few questions about the presence of any medical treatment of the foreign national you refer to below. The foreign national can use your answers to demonstrate that any medical facts or treatments exist which could be of importance to the assessment of his/her application for a residence permit in the Netherlands. When answering these questions, you are not

asked to assess whether the conditions for a residence permit in the Netherlands are met. You only need to provide factual data in simple words that can be understood by non-physicians. The non-medically qualified officials from the Immigration and Naturalisation Service (IND) will not use your answers to form a medical opinion themselves, but do want to be informed of the fact that the foreign national receives active medical treatment from you. In case of any ongoing treatment, they may ask the independent physician from the IND's Medical Advisors Office (Bureau Medische Advisering or BMA) for advice. Following this, the BMA will contact you with the specific written consent of the foreign national.

### 1 Details of medical care provider

1.1 Name

1.2 Telephone number

1.3 Professional title

1.4 BIG registration number

> Please tick the applicable situation

1.5 NIP registered?  Yes  No

1.6 Visiting address

Street  Number

Postcode  Town

### 2 Details of foreign national

Surname as stated in the passport

2.1 Name

First names

> Please tick the applicable situation

2.2 Sex and Date of birth  Male  Female

Day  Month  Year

2.3 Place of birth

2.4 Country of birth

2.5 Nationality

2.6 Home address

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

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

### 3 Treatment details

> Please tick the applicable situation

3.1 Does the foreign national have (one or more) medical symptoms?  Yes  No

> Please tick the applicable situation

3.2.1 Is the foreign national currently receiving active medical treatment for these medical symptoms?  Yes  No

3.2.2 What is the nature of these symptoms?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.2.3 When did this medical treatment start?

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

3.2.4 And when is the treatment expected to be finished?

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

### 4 Signing

The undersigned, medical care provider, hereby declares that the foreign national is currently receiving active medical treatment from him/her

4.1 Place and date

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

4.2 Signature \_\_\_\_\_



Do not enclose this appendix with the form!

## Appendix

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

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. Please provide color copies of official (foreign) documents and your passport. 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**

#### **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](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.

#### **Personal Data Protection Act**

Under the Personal Data Protection Act, the IND is obliged to inform you that the IND is the organisation that processes the data of your request or application. The IND does so in order to handle your request or application. You can ask any questions about this data processing by sending a letter to the IND, Postbus 17, 9560 AA Ter Apel. You can also ask for an overview of the data processed about you. Following this request, you can ask for your personal details to be changed, deleted or protected.





If you apply for a residence permit for a foreign national, you are the sponsor. This comes with responsibilities. As a sponsor, you must ensure that the foreign national meets the conditions for a residence permit. Not only when applying for a residence permit, but also afterwards. If the foreign national can no longer lawfully reside in the Netherlands, you, as sponsor, are responsible for the foreign national leaving the Netherlands.

*Please note!* If you are (also) requesting for a child, who is not your own child, but a child from a previous relationship of your spouse/partner to come over to the Netherlands, then not you, but your spouse/partner must complete the 'Declaration by sponsor' regarding the child.

**Obligation to provide information**

You are obliged to report changes to the IND within 4 weeks if they could have an effect on the residence permit. Please use the 'Notification form for family members and relatives', which you can download from [www.ind.nl](http://www.ind.nl). The form lists the changes you need to report.

**Duty to keep records**

You are obliged to collect and store any relevant information about the foreign national. You can find the data you are obliged to store in the Aliens Regulations. You must store this documentary evidence up to 5 years after you are no longer the sponsor of the foreign national. The IND can request data at any time in order to assess whether you have complied with your obligations.



## Appendix

### Questionnaire for residence with partner

*The questions must be answered by the partner (the sponsor) who lives in the Netherlands.*

#### **What is important in this questionnaire?**

You must answer the following list of questions extensively and in detail. The IND can then assess whether your relationship is lasting and exclusive. Use separate sheets of paper when answering the questions. Mention the number of the question and your answer on the sheet. You must place your signature and the date of signing on each sheet of paper.

You must substantiate your answers with as much documentary evidence as possible. For example, letters, photographs, e-mails and aeroplane tickets. You may submit copies.

If you do not answer the questions in extensive detail and do not submit documentary evidence, the IND cannot assess your relationship properly. Your application can then be rejected.

#### Questions:

1. Since when do you know your partner? Name the day, month and year.
2. How did you come in contact with your partner?
3. Where did you get to know your partner? Name the place and exact location.
- 4.1 If you got to know each other via internet or family: have you already met each other in person?
- 4.2 If so, when and where did you meet? If not, why not?
5. Since when have you had a love affair with each other? Name the day, month and year. How did this happen?
6. How have you maintained the relationship since the beginning until now? Submit as much documentary evidence as possible, such as letters, e-mails, photographs and aeroplane tickets.
- 7.1 Has your partner ever been in the Netherlands?
- 7.2 If so, when was that? Name the day, month and year.
- 7.3 What was the reason for that stay?
- 7.4 In what place and with whom did your partner stay?
8. Have you previously had a relationship with someone who came from abroad to the Netherlands for you? If so, with whom and when was that?
9. Has your partner previously had a relationship with someone in the Netherlands? If so, with whom and when was that?
- 10.1 Does your partner have minor-aged children?
- 10.2 If so, what are those children's names, how old are they and where do they live now?
- 11.1 Will the children travel together with your partner to the Netherlands?
- 11.2 If not, why not? Who will take care of the children after your partner's departure to the Netherlands?
12. Are you related to your partner? If so, what is the family relationship?

#### **Please note!**

- Have you signed and dated all the pages?
- Have you attached all the documentary evidence (as copies)?







Do not enclose this appendix with the form!

## Appendix

### Exemption from the obligation to undergo a tuberculosis (TB) test

If you have the nationality of one of the countries on this list, you do not have to undergo a tuberculosis (TB) test.

Albania	Jordan	Turkey
Andorra	Kosovo	United Arab Emirates
Antigua and Barbuda	Kuwait	United Kingdom
Argentina	Latvia	United States of America
Armenia	Lebanon	Uruguay
Australia	Libya	Venezuela
Austria	Liechtenstein	
Bahamas	Lithuania	
Bahrain	Luxembourg	
Barbados	Macedonia	
Belgium	Maldives	
Belize	Malta	
Bosnia and Herzegovina	Mauritius	
Brazil	Mexico	
Bulgaria	Monaco	
Canada	Montenegro	
Chile	Netherlands	
Colombia	New Zealand	
Comoros	Niue	
Costa Rica	Norway	
Croatia	Oman	
Cuba	Panama	
Cyprus	Paraguay	
Czech Republic	Poland	
Denmark	Portugal	
Dominica	Qatar	
Egypt	Romania	
El Salvador	Samoa	
Estonia	San Marino	
Finland	Saudi Arabia	
France	Serbia	
Germany	Seychelles	
Greece	Singapore	
Grenada	Slovakia	
Guatemala	Slovenia	
Honduras	Spain	
Hungary	St Kitts & Nevis	
Iceland	St Lucia	
Iran	St Vincent and the Grenadines	
Iraq	Suriname	
Ireland	Sweden	
Israel	Switzerland	
Italy	Syria	
Jamaica	Tonga	
Japan	Trinidad and Tobago	
Jemen	Tunisia	

