Application for a residence permit for a ‘long-term third country national from outside the EU’ (sponsor)

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

For whom is this form intended?
You can only use this form if you or the foreign national of whom you are the sponsor:
• have the status of long-term resident in another EU country and now want to apply for a residence permit in the Netherlands; or
• are a family member of a long-term resident and have already been admitted to another EU country as family member of the long-term resident.

If you have the status of an EU long-term resident and you want to bring over your family members who were not admitted with you in another EU country, you must use the form ‘Application form for a residence permit with the purpose of residence being Family members and relatives’.

You can use this form in order to submit an application for a residence permit for one of the following purposes of residence:
• residence for paid employment;
• intra-company transfer;
• carrying out work as a spiritual counsellor (spiritual leader or teacher);
• cross-border service provision;
• seasonal labour;
• working experience (trainee or apprentice);
• marriage, registered partnership and relationship; or
• minor child (younger than 18 years old).

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.

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

Would you like more information?
Then visit the IND website at 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.
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.

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.

If you submit special circumstances in the context of Article 3.6ba, first paragraph, of the Aliens Decree, you must only submit these circumstances if this concerns your first application submitted in the Netherlands.

Choose the purpose of residence. 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 then contact the IND. Do not submit your application if you are not sure whether you and the foreign national comply with the conditions. Visit the website www.ind.nl for more information about your purpose of residence.

Paid employment  (370)
Please enclose the following means of evidence with your application:
• a copy of the EU residence permit for long-term residents issued to the foreign national by the other Member State;
• a copy of the foreign national’s employment contract showing that he will be carrying out paid employment;
• a copy of the Employer’s declaration (see appendix); and
• if necessary: a copy of (the application for) the Work Permit (TWV) of the foreign national.

In most cases a Work Permit (TWV) is required if paid employment will be carried out. You are applying for the Work Permit (TWV). More information about the Work Permit (TWV) can be gained from the Employee Insurance Agency (UWV) (www.werk.nl).
• the completed and signed appendix Declaration by sponsor (employment).
Intra-company transfer (519)

Please enclose the following means of evidence with your application:

- a copy of the employment contract showing that the foreign national will be carrying out paid employment;
- a copy of the Employer’s declaration (see appendix); and
- the completed and signed appendix ‘Declaration by sponsor (employment)’.

For Intra-company transfer in the Netherlands a work permit is often required. The employer must apply for this through the Employee Insurance Agency (UWV). For more information see the website: www.werk.nl.

Carrying out work as a spiritual counsellor (spiritual leader or teacher) (642)

You must take into account that the foreign national will be obliged to follow a civic integration course in the Netherlands. For this purpose, the foreign national must report to the municipal authorities of his place of residence, after he has been granted his residence permit. Enclose with this application a copy of the proof showing that the foreign national has passed the civic integration examination abroad. Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term residents issued to the foreign national by the other Member State;
- a copy of the foreign national’s employment contract showing that he will be carrying out paid employment;
- the completed and signed appendix ‘Gegevens geestelijk bedienaar’ (only available in Dutch);
- if the institution is not registered in the Commercial Register because this is not mandatory. Please enclose with your application: the surname, first names, date of birth, place of birth, nationality, citizenservice number and the position of all company directors or legal person;
- if the organisation is a religious organisation that forms part of an umbrella organization. Please enclose details indicating the legal form and articles of association with your application;
- an employer’s declaration containing a description of the nature of the work showing the religious or ideological nature of the activities;
- a declaration of compliance with fiscal obligations (Verklaring betalingsgedrag nakoming fiscale verplichtingen). This declaration is issued by the Netherlands’ Tax and Customs Administration (Belastingdienst);
- financial statements of the closed financial year approved by an accountant; or a report of findings from an accountant about the continuity and solvency of the organization; or a bank statement;
- the completed and signed appendix Declaration by sponsor (employment);
- a copy of the Employer’s declaration (see appendix); and
- if necessary: a copy of (the application for) the Work Permit (TWV) of the foreign national.

In most cases a Work Permit (TWV) is required if paid employment will be carried out. You are applying for the Work Permit (TWV). More information about the Work Permit (TWV) can be gained from the Employee Insurance Agency (UWV) (www.werk.nl).

Seasonal labour (644)

Please enclose the following means of evidence with your application:

- a copy of the employment contract; and
- a copy of the employer’s Declaration (see appendix).

A work permit (TWV) is obligatory for seasonal labour. As the employer, you must apply for a work permit from the Employee Insurance Agency (UWV) (www.werk.nl).

Work experience within the framework of an EU action programme:

- within the context of a studies on hbo/wo level (523)
- after graduation at hbo/wo level (523)
- within the context of a studies on mbo level (643)

Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term resident issued to the foreign national by the other Member State;
- the completed and signed appendix ‘Gegevens (over noodzaak) van lerend werken in het kader van studie (stagiair)’ (only available in Dutch), completed with a trainee agreement;
- the completed and signed appendix ‘Declaration by sponsor (employment)’;
- if necessary: a copy of the (application) Work Permit (TWV) of the foreign national.
☐ work experience for employment purposes (apprentice) (643)
Please enclose the following means of evidence with your application:
• a copy of the EU residence permit for long-term resident issued to the foreign national by the other Member State;
• the appendix ‘Gegevens (over noodzaak) van lerend werken in het kader van arbeid (praktikant)’ (only available in Dutch), completed and signed by the employer, completed with a trainee agreement and a return statement;
• the completed and signed appendix ‘Declaration by sponsor (employment)’;
• if necessary: a copy of the (application) Work Permit (TWV) of the foreign national.

☐ Cross-border service provision (500)
Choose this option if the foreign national does not have an EU/EEA nationality, but does live and work in an EU/EEA country and will be carrying out temporary services under your assignment for a Dutch company.
Please enclose the following means of evidence with your application:
• a copy of the EU residence permit for long-term residents issued to the foreign national by the other Member State;
• a copy of the residence permit and of the work permit of the foreign national showing that he has a right of residence in the country of his employer and that he is allowed to perform work there as an employee of his employer;
• a copy of the employment contract with the foreign national who will be performing temporary services for you in the Netherlands; and
• the completed and signed appendix Declaration by sponsor (employment).

Please note! For cross-border service provision, the employer must register work online at www.postedworkers.nl. The IND checks whether the registration has taken place.

Marriage and registered partnership

☐ You are married to the foreign national or you have a registered partnership with the foreign national. You live in the Netherlands and you have the status of long-term resident in another EU country (320)
Please enclose the following means of evidence with your application:
• a copy of the residence permit of the foreign national showing that he has been admitted to a member state other than your family member;
• a copy of the marriage certificate;
• proof that you, whether or not together with the foreign national, have lasting and sufficient means of support, see the appendix ‘Proof of income’; and
• the filled out and signed appendix ‘Declaration by sponsor (family and relatives)’.

☐ You are married to the foreign national or you have a registered partnership with the foreign national. You have the Dutch nationality or you have a Dutch residence permit (320 - 340)
Please enclose the following means of evidence with your application:
• the filled out and signed appendix ‘Declaration by sponsor (family and relatives)’;
• a copy of the EU residence permit for long-term residents issued to the foreign national by the other Member State;
• 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.
Relationship

☐ You are the unmarried partner of the foreign national. You live in the Netherlands and you have the status of long-term resident in another EU country (322)

Please enclose the following means of evidence with your application:

- a copy of the residence permit of the foreign national showing that he has been admitted to a member state other than your family member;
- proof that you, whether or not together with the foreign national, have lasting and sufficient means of support, see the appendix ‘Proof of income’;
- a copy of the unmarried status declaration relating to yourself. You must add an unmarried status declaration from the country of origin and from the EU member state where you have obtained the EU residence permit for long-term residents;
- 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 six months old. If the foreign national is not staying in the country of origin but a country of continuous residence, the foreign national must add an unmarried status declaration from the foreign national’s country of origin and also from the country of continuous residence;
- a ‘Declaration of relationship’ appendix that you and the foreign national have fully completed and signed; and
- the filled out and signed appendix ‘Declaration by sponsor (family and relatives)’.

☐ You are the unmarried partner of the foreign national. You have the Dutch nationality or you have a Dutch residence permit (322 - 342)

Please enclose the following means of evidence with your application:

- the filled out and signed appendix ‘Declaration by sponsor (family and relatives)’;
- a copy of the EU residence permit for long-term residents issued to the foreign national by the other Member State;
- 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, a permanent residence permit or an asylum residence, you do not need to add an unmarried status declaration; and
- a copy of an unmarried status declaration of the foreign national. You must add an unmarried status declaration from the foreign national’s country of origin and from the EU member state where the foreign national has obtained the EU residence permit for long-term residents.

Minor child

☐ The foreign national is a minor child (younger than 18 years of age) of you or your spouse or (registered) partner. You live in the Netherlands (326)

Please enclose the following means of evidence with your application:

- a copy of the residence permit of the foreign national showing that he has been admitted to a member state other than your family member; and
- proof that you, whether or not together with the foreign national, have lasting and sufficient means of support, see the appendix ‘Proof of income’; and
- the filled out and signed appendix ‘Declaration by sponsor (family and relatives)’

2 Biometric information, signature, and 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. See the appendix Fingerprint, passport photo and signature.
  NB. No fingerprints are taken from children younger than 6 years of age, only a passport photo is required.
- 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).
3 Your personal details (the sponsor) Write in block letters

3.1 Citizen Service Number (if known)

3.2 Name
(as stated in the passport)

Surname

First names

3.3 Sex

□ Male
□ Female

3.4 Date of birth

Day Month Year

3.5 Place of birth

3.6 Country of birth

3.7 Nationality

3.8 Civil status

□ unmarried
□ married
□ registered partnership
□ divorced
□ widow/widower

3.9 Home address

Street

Number

Postcode

Town

Country

3.10 Telephone number

3.11 E-mail

3.12 Residence status

□ Dutch nationality
□ Privileged
□ Residence Permit
□ Waiting for the application for a residence permit to be dealt with
□ None
4  Details of the foreign national

4.1 Name
(as stated in the passport)

Surname

First names

4.2 Sex

☐  Male
☐  Female

4.3 Date of birth

Day  Month  Year

4.4 Place of birth


4.5 Country of birth


4.6 Nationality


4.7 Civil status

☐  unmarried
☐  married
☐  registered partnership
☐  divorced
☐  widow/widower

4.8 Home address

Street

Number

Postcode

Plaats

Country

4.9 Telephone number


4.10 E-mail
5 **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. Do not copy any 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 any 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 any empty pages.

6 **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.

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, without delay to the IND. 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".

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

6.1 Name

6.2 Place en date

   Place

   Day   Month   Year

6.3 Signature

7 **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)".
Appendix Antecedents Certificate

Who should complete this appendix?
Pursuant to Articles 3.77, paragraph 11 and 3.86, paragraph 18 of the Aliens Decree, every foreign national aged 12 years or older must complete this appendix.

Please note! This statement consists of 2 pages. You must complete both pages.

1 Declaration of the foreign national

On this form you fill in whether you have ever committed a crime or a criminal offence. These are crimes committed in the Netherlands and criminal offences committed outside the Netherlands. You must answer the questions with Yes or No. Not completing the form truthfully or failing to report is a criminal offence. This can lead to a sanction. Your answers may have consequences for your application or for a residence permit that you have previously received.

> Please tick the applicable situation

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>Are you currently being prosecuted for committing a crime in the Netherlands? Or for committing a criminal offence abroad?</td>
<td></td>
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<tr>
<td>Have you ever been sentenced to a fine, community service, penalty order by a public prosecutor, custodial measure or imprisonment or have you accepted an out-of-court settlement for committing a crime in the Netherlands? Or have you ever been convicted of committing a criminal offence abroad?</td>
<td></td>
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<tr>
<td>Have you ever committed a crime, or have you been involved in a crime as referred to in Article 1F of the 1951 Geneva Convention on Refugees? Like a murder, war crime, genocide, terrorist crime or crimes against humanity?</td>
<td></td>
<td></td>
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<tr>
<td>Have you received an entry ban from one of the countries of the EU/EEA or Switzerland? Or a measure similar to an entry ban?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* This is a ban on travel to the Netherlands, the EU / EEA or Switzerland.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you submitted incorrect data during earlier residence procedures in the Netherlands?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever stayed illegally in the Netherlands?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

> Have you ticked Yes for one or more questions? Then explain why.
Signature of the foreign national

✓ I have completed this form truthfully.
✓ I know that the IND can reject my application or withdraw my residence permit if I have ever been convicted of committing a crime.
✓ If something changes in my situation through which my statements on this form are no longer correct, I will notify the IND as soon as possible. I do this within four weeks after the change in my situation.

2.1 V-number (if known)

2.2 Name

2.3 Date of birth

2.4 Place and date

2.5 Signature

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

Please do not enclose this appendix with the form!

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.

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.

Situation: application starts when the foreign national is abroad

1. Entry and Residence procedure
   - The sponsor (in the Netherlands) will have submitted the application for a residence permit for the foreign national (who is still abroad).
     - When taking the basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints. The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he 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.
     - If the foreign national does not have to take a basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints when collecting the Regular Provisional Residence Permit (mvv). The foreign national must place his signature. The 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.

2. Application for a Regular Provisional Residence Permit (mvv) by the foreign national
   - The foreign national has submitted the application for a 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 employee of the Dutch embassy or consulate makes a scan of the passport photo and takes the fingerprints. The foreign national must place his signature. The 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.

3. 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) desk 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 place his signature. You have to make an online appointment via the website www.ind.nl.
Situation: application starts when the foreign national is in the Netherlands

1. **The application is submitted by post**
   - The foreign national or sponsor sends the application by post to the IND. He will then receive a letter from the IND. This letter states whether the foreign national must have his fingerprints taken and that he must have a passport photo taken and place his signature. For this, the foreign national makes an appointment online at an IND desk. The addresses and opening times of the IND desks can also be found on www.ind.nl. If the application form notes that the foreign national will collect the residence permit at an expat centre, then he can also have a passport photo and his fingerprints taken there. Please check www.ind.nl for how to make an online appointment. The addresses and opening hours of the Expat Centres can be found at www.ind.nl.

2. **The foreign national submits the application in person**
   - The foreign national submits the application personally at the IND desk. A passport photo is made at the desk and fingerprints are taken if necessary. The foreign national must also place his signature there. The application can only be submitted to the IND desk by appointment. To make an appointment, visit www.ind.nl.

**Processing of personal data**

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

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

1 Details of sponsor (the partner) Write in block letters

1.1 Name (as stated in the passport)
Surname
First names

1.2 Sex
- Male
- Female

1.3 Date of birth
Day Month Year

1.4 Place of birth

1.5 Country of birth

1.6 Nationality

1.7 Civil status
- unmarried
- married
- registered partnership
- divorced
- widow/widower

1.8 Home address
Street
Number
Postcode
Town
2 Details of foreign national

2.1 V-number (if known)

2.2 Name
(as stated in the passport)

Surname

First names

2.3 Sex

☐ Male
☐ Female

2.4 Date of birth

Day  Month  Year

2.5 Place of birth

________________________

2.6 Country of birth

________________________

2.7 Nationality

________________________

2.8 Civil status

☐ unmarried
☐ married
☐ registered partnership
☐ divorced
☐ widow/widower

2.9 Home address

Street

Number

Postcode

Town

________________________
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 1.8, from:

3.1 Date

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.

4 Signing

I have completed this form truthfully.

4.1 Name

4.2 Place and date

4.3 Signature of foreign national

4.4 Signature of sponsor

Processing of personal data

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

Please note! Not completing this employer’s declaration truthfully may be considered a crime (such as forgery) and may lead to filing a police report.

One copy must be completed and signed for each employer. The application form states when and of which person(s) you must enclose the employer’s declaration with your application.

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).

1 Details of employee

1.1 V-number (if known)

1.2 Name
(as stated in the passport)

Surname

First names

1.3 Sex

☐ Male
☐ Female

1.4 Date of birth

Day    Month    Year

1.5 Place of birth

1.6 Country of birth

1.7 Nationality

1.8 Home address

Street

Number

Postcode

Town
2 Details of company/institution

2.1 Name company/institution

2.2 Withholding tax number

2.3 Visiting address

   Street

   Number

   Postcode

   Town

3 Employment details

3.1 Position of employee

3.2 Date of employment

3.3 Nature of the employment

   □ Fixed employment
   □ Temporary contract
   □ On-call contract
   □ Ongoing temporary work

3.4 Employment period

   □ Indefinite period
   □ Definite employment

   > Enter the period (from (date), to (date)) below

   from

   to

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  
<table>
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<tr>
<th>Hours per week by contract</th>
<th>Hours per week actually</th>
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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

%  

3.12 Period of residence in the Netherlands (maximum of 3 years)  

from  

Day  Month  Year

= date of entry

Only for the International Trade Regulation  

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

4.5 Signature and stamp of company/institution

Processing of personal data

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

*Stuur deze bijlage niet mee met de aanvraag*

Deze lijst geeft aan welke bewijsmiddelen van het inkomen de IND nodig heeft voor het beoordelen van de aanvraag. In het aanvraagformulier is aangegeven van welke persoon(en) u bewijsmiddelen met uw aanvraag moet bijvoegen. Deze zijn meestal van u (de verblijfgever) en van uw (geregistreerd) partner. De bewijsmiddelen moeten in kopie worden bijgevoegd.

*Let op! De IND kan de juistheid van uw bijgevoegde loon-, arbeids- en uitkeringsgegevens controleren bij een andere overheidsinstantie (bijvoorbeeld Uitvoeringsinstituut Werknemersverzekeringen (UWV) of de Belastingdienst).*

**U of uw (geregistreerd) partner heeft een arbeidsovereenkomst die op het moment dat de IND de aanvraag ontvangt minimaal 1 jaar geldig is; of**

**U (de vreemdeling) gaat arbeid in loondienst verrichten (in het kader van een EU-actieprogramma of een Internationale Overeenkomst waarbij Nederland partij is)**

- Uw huidige arbeidsovereenkomst(en) en/of aanstellingsbesluit(en);
- De volledig ingevulde en ondertekende Bijlage(n) 'Werkgeversverklaring' (niet ouder dan 3 maanden);
- Loonstroken over de afgelopen 3 maanden.

*Alleen als u structureel meer verdient dan uit uw arbeidsovereenkomst blijkt (bijvoorbeeld door overwerk)*

- Loonstroken over de afgelopen 12 maanden.

*Als u door een derde wordt betaald uit een persoonsgebonden budget (PGB):*

- Bewijs van volledige uitbesteding van de salarisadministratie aan de Sociale Verzekeringsbank (SVB).

*Let op: Alleen als u een verblijfsvergunning aanvraagt voor verblijf als familie- of gezinslid*

1. **U of uw (geregistreerd) partner heeft een arbeidsovereenkomst die op het moment dat de IND de aanvraag ontvangt minimaal 6 maanden en minder dan 1 jaar geldig is; en**

2. **U of uw (geregistreerd) partner heeft in de 12 maanden voor de indiening van de aanvraag alleen inkomsten uit arbeid in loondienst en geen inkomsten uit een uitkering ontvangen.**

- Uw huidige arbeidsovereenkomst(en) en/of aanstellingsbesluit(en), waaruit blijkt dat u over werk beschikt;
- De volledig ingevulde en ondertekende Bijlage(n) 'Werkgeversverklaring' (niet ouder dan 3 maanden);
- Over de afgelopen 12 maanden:
  - alle salarisspecificaties; en
  - de jaaropgave; en
  - de arbeids-en uitzendovereenkomst(en) en/of aanstellingsbesluit(en).

**U of uw (geregistreerd) partner heeft een arbeidsovereenkomst die op het moment dat de IND de aanvraag ontvangt minder dan 1 jaar geldig is**

- Uw huidige arbeidsovereenkomst(en) en/of aanstellingsbesluit(en), waaruit blijkt dat u over werk beschikt;
- De volledig ingevulde en ondertekende Bijlage(n) 'Werkgeversverklaring' (niet ouder dan 3 maanden);

*Bij een aanvraag voor verblijf als familie-of gezinslid:*

- Over de afgelopen 12 maanden:
  - alle salarisspecificaties; en
  - de jaaropgave; en
  - de arbeids-en uitzendovereenkomst(en) en/of aanstellingsbesluit(en); en
  - toekenningsbesluit(en) en uitkeringsspecificatie(s).

*Bij overige aanvragen:*

- Over de afgelopen 3 jaar:
  - alle salarisspecificaties; en
  - alle jaaropgaven; en
  - alle arbeids-en uitzendovereenkomst(en) en/of aanstellingsbesluit(en); en
  - toekenningsbesluit(en) en uitkeringsspecificatie(s).
U of uw (geregistreerd) partner werkt als uitzendkracht of op basis van een afroepcontract, seizoenswerk-contract, nulurencontract of een andere overeenkomst met uitgestelde prestatieplicht

- Uw huidige uitzend- of arbeidsovereenkomst(en) en/of aanstellingsbesluit(en) waaruit blijkt dat u over werk beschikt;
- De volledig ingevulde en ondertekende Bijlage(n) ‘Werkgeversverklaring’ (niet ouder dan 3 maanden);
- Over de afgelopen 3 jaar:
  - alle salarisspecificaties; en
  - alle jaaropgaven; en
  - alle arbeids-en uitzendovereenkomst(en) en/of aanstellingsbesluit(en); en
  - toekenningsbesluit(en) en uitkeringsspecificatie(s).

U of uw partner is onderzoeker op grond van de richtlijn (EU) 2016/801

- Als u sponsorgelden ontvangt: een sponsorovereenkomst waaruit de hoogte van de sponsorgelden en de duur van de sponsorovereenkomst blijkt; of
- Als u periodieke betalingen ontvangt ter bekostiging van het verblijf in Nederland: een bewijs van deze betalingen; of
- Als u een beurs of stipendium ontvangt: een bewijs waaruit de hoogte en de begin-en einddatum van de beurs of het stipendium blijkt; of
- Als u betaald werk in het buitenland heeft: een afschrift van een arbeidsovereenkomst met de huidige werkgever in het buitenland; of
- Als u in dienst komt bij de onderzoeksinstelling: een kopie van de arbeidsovereenkomst die zowel door de onderzoeksinstelling als u ondertekend dient te zijn.

U of uw (geregistreerd) partner heeft een (aanvullende) uitkering

Heeft u of uw (geregistreerd) partner een (aanvullende) uitkering (bijvoorbeeld WW, ZW, AOW, ANW of REA-uitkering)

- De brief van uw uitkeringsinstantie waarin uw uitkering wordt toegekend;
- De meest recente uitkeringsspecificatie.

Heeft u of uw (geregistreerd) partner een WAO-, WAZ- of Wajong uitkering

- Het toekenningsbesluit waaruit blijkt dat u arbeidsongeschikt bent (en voor welk percentage);
- De meest recente uitkeringsspecificatie (van minimaal één jaar na het toekenningsbesluit);
- Een brief van de uitkeringsinstantie met daarin vermeld de datum van de herkeuring.

Heeft u of uw (geregistreerd) partner een arbeidsongeschiktheidsuitkering op grond van de WIA of de Wet Wajong

- Het toekenningsbesluit waaruit blijkt dat u arbeidsongeschikt bent (en voor welk percentage);
- De meest recente uitkeringsspecificatie;
- De meest recente herbeoordeling.

Bent u of is uw (geregistreerd) partner blijvend arbeidsongeschikt en wordt géén WAO-, WIA-, WAZ- of Wajong uitkering ontvangen. Let op! Dit is niet van toepassing als u een aanvraag indient om een verblijfsvergunning voor onbepaalde tijd.

- Een verklaring van de GGD, bedrijfsarts of keuringsarts, waaruit blijkt dat u volledig arbeidsongeschikt bent, sinds wanneer u dat bent en wat de verwachte duur van de arbeidsongeschiktheid is.

Heeft u of uw (geregistreerd) partner een bijstandsuitkering, en is het voor u of uw partner blijvend onmogelijk om weer te werken. Let op! Dit is niet van toepassing als u een aanvraag indient om een verblijfsvergunning voor onbepaalde tijd.

- Alle toekenningsbesluiten van de afgelopen 5 jaar en eventuele correspondentie met het College van Burgemeester en Wethouders waaruit blijkt dat u of uw (geregistreerd) partner zijn vrijgesteld van alle verplichtingen tot arbeidsinschakeling en bewijsstukken waaruit blijkt dat een arbeidsinschakeling binnen één jaar niet te verwachten is.
U of uw (geregistreerd) partner bent/is zelfstandig ondernemer

- De door u en (bijvoorbeeld) een registeraccountant, een accountant, administratieconsulent, een federatie belastingadviseur, een college Belastingadviseur of een administrateur met een BECON-nummer van de Belastingdienst volledig ingevulde en ondertekende Bijlage ‘Verklaring inkomen zelfstandig ondernemer’ met de gevraagde bijlagen.

Als u door een derde wordt betaald uit een persoonsgebonden budget (PGB):

- Bewijs van volledige uitbesteding van de salarisadministratie aan de Sociale Verzekeringsbank (SVB).

Als u zelfstandig ondernemer bent op grond van het Nederlands-Amerikaans Vriendschapsverdrag of het Nederlands-Japans Handelsverdrag:

- Bewijsstukken waaruit blijkt dat u een aanzienlijk kapitaal hebt geïnvesteerd in uw onderneming/bedrijf. Voor een Eenmanszaak, Vennootschap onder firma, Commanditaire vennootschap of Besloten vennootschap geldt een kapitaal van minimaal € 4.500. Voor een Naamloze vennootschap geldt een kapitaal van minimaal € 11.250.

U of uw (geregistreerd) partner bent/is directeur-grootaandeelhouder in een vennootschap

- De officiële bescheiden waaruit blijkt hoe groot uw belang in de vennootschap is (eigendomspercentage);
- Een kopie van uw arbeidsovereenkomst (of overeenkomsten, als u meerdere banen heeft). Let op: bent u referent en heeft u geen arbeidsovereenkomst met de B.V, dan wordt u aangemerkt als zelfstandig ondernemer en moet u de bewijsstukken behorende bij een zelfstandig ondernemer bijvoegen;
- Een originele, volledig ingevulde Bijlage ‘Werkgeversverklaring’, voorzien van datum, handtekening van de werkgever en firmastempel (niet ouder dan 3 maanden);
- Gegevens over de drie maanden voorafgaande aan de datum van uw verzoek, waaruit blijkt dat er maandelijks salaris werd uitbetaald (loonstroken, bankafschriften);
- Het bewijs dat de ingehouden loonbelasting door de vennootschap aan de Belastingdienst wordt overgemaakt (bankafschriften).

U of uw (gereistreerd) partner heeft inkomen uit eigen vermogen

- Belastingopgaaf over het jaar direct voorafgaande aan deze aanvraag om een verblijfsvergunning.

**Verwerking van persoonsgegevens**

Appendix Declaration on income of self-employed person

This declaration is used to determine whether the self-employed person has long-term and independent, sufficient of support in the meaning of the Aliens Act 2000. Fill in this declaration if you are applying for a residence permit or a short stay visa and you, as a foreign national or sponsor, have an income as a self-employed person. Include, as a part of this declaration (under 5) a signed compilation report from an administrator/accountant. Enclose the completed and signed declaration, including the compilation report, with your application.

Please note! The IND may check the contents of this declaration with another government agency (the Netherlands Employee Insurance Agency or the Tax and Customs Administration, for example).

1 Details of self-employed person

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2.1 Name accountant

2.2 Professional title
- Advisor from the Netherlands Association of Accounting and Tax Experts (Accounting + Tax Expert)
- Registered accountant
- Tax consultants from the Tax Consultants Register
- Accounting consultant
- Other, namely:

2.3 BECON number of Tax and Customs Administration

2.4 Telephone number Accountant

2.5 Visiting address

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

3.1 The data included at 3.2 and 3.3 relate to the period (from/to)

> Enter the period (from (date), to (date) below

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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

3.4 Financial year (from/to)

> Enter the period (from (date), to (date) below

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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 business activities for taxable profit*

€

3.8 Taxable profit*

€

> Please tick one situation and only enclose the relevant document

☐ Receipt of tax return received by the Tax and Customs Administration

> Please enclose IB-60 for a one-man business

☐ Provisional assessment

> Please enclose provisional assessment

☐ 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

3.11 Financial year (from/to)

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3.12 Profits or share in the profits from business activities in accordance with the financial statements (see explanation) €

3.13 Bedrag vermeld bij 3.12 gedeeld door het aantal maanden in het laatst afgesloten boekjaar €

3.14 Amount stated at 3.12, divided by the number of months in the most recently closed financial year €

3.15 Taxable profit* €

> Please tick one situation and only enclose the relevant document

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

□ Receipt of tax return received by the Tax and Customs Administration  
> Please enclose IB-60 for a one-man business

□ Provisional assessment  
> Please enclose provisional assessment

□ 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**

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4.2 **Signature**


5 **Compilation report administrator/accountant**

Our client for this compilation report is the self-employed person mentioned under 1. of this declaration, and also signatory of this form under 4, namely:

5.1 **Name**

(As stated in the passport)

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5.2 **Name of the company**


5.3 **Chamber of Commerce registration number**

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Further referred to as: client

This compilation report is part of the declaration on income of self-employed person. Our client has this declaration on income of self-employed person filled in and signed for the purpose of an application procedure at the IND. This report is compiled by us for our client on behalf of the IND, with the aim of assessing whether the resource requirement has been satisfied for compliance with the applicable standard. As a result, the statement may not be suitable for another purpose. The statement is intended solely for our client and the IND and should not be distributed to or used by other parties.

This compilation report, in accordance with the applicable regulations, refers to the information under section 3 Income from business activities. This information is compiled by us based on the information provided by our client.

This compilation engagement has been performed by us in accordance with Dutch law, including the Dutch Standard 4410H, ‘Compilation engagements’, which is applicable to accountants. The standard requires us to assist the client in the preparation and presentation of section 3 Income from business activities of the declaration on income of self-employed person. To this end we have applied our professional expertise in accounting and financial reporting.

In a compilation engagement, the client is responsible for providing us with all relevant information and the client is also responsible for ensuring the information is correct. Therefore, we have conducted our work, in accordance with the applicable regulations, on the assumption that the client has fulfilled his responsibility.

To conclude our work, we have read section 3 of the declaration to consider whether the statement as presented correspond with our understanding of the client. We have not performed any audit or review procedures which would enable us to express an opinion or a conclusion on section 3 of the declaration. During this engagement we have complied with the relevant ethical requirements prescribed by the ‘Verordening Gedrags- en Beroepsregels Accountants’ (VGBA, Dutch Code of Ethics). You and other users of
this statement may therefore assume that we have conducted the engagement in a professional, competent and objective manner and with due care and integrity and that we will treat all information provided to us as confidential.

**Signing**

5.4 Name of administration/accountants office

5.5 Place and date

5.6 Signature of administrator/accountant

¹ See article 16 paragraph 1 (c) of the Aliens Act.
² For members of the NBA (The Royal Netherlands Institute of Chartered Accountants), the NOAB (Netherlands Association of Financial and Tax Experts) and RB (Register of Tax Advisers).
³ And/or other applicable regulations, for example, if the administrator is a member of NOAB, RB or another body.
⁴ For members of the NBA, the NOAB and RB.
⁵ And/or other applicable provisions, for example, if the administrator is a member of NOAB, RB or another body.

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**Processing of personal data**

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

Do not enclose this appendix with the form!

Below, you can read how you can submit and pay for the Entrance and Residence Procedure (TEV procedure), the application for a residence permit (without a regular provisional residence permit) or a change to the restriction on the residence permit. Please note! If the foreign national relies on an exemption from the requirement to apply for a regular provisional residence permit you cannot send the application by post. In that case, the foreign national must always submit the application to the IND Desk in person. Please visit www.ind.nl for the ways you can contact the IND.

Submitting the Entrance and Residence Procedure (TEV procedure), a residence permit without a regular provisional residence permit or a change to the restriction on the residence permit
You send the application form, the appendices and the requested evidence to the IND by post. Never send any original evidence. You must send clearly readable and full copies of the original evidence. Do not use any staples or paperclips. Do not send any USB sticks, CDs, DVDs and suchlike. Put all evidence in a sufficiently stamped envelope. Send your application to the following address:

Application for an economic purpose of residence (work, study, for example)
Immigratie- en Naturalisatiedienst
Postbus 5
9560 AA Ter Apel

Application for a social purpose of residence (family formation or family reunification, for example)
Immigratie- en Naturalisatiedienst
Postbus 16
9560 AA Ter Apel

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

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

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

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

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

Please read the explanation on page 2

1 Details of sponsor

1.1 Name of company/institution (if applicable)

1.2 Chamber of Commerce registration number

1.3 Name (as stated in the passport)

1.4 Sex

1.5 Date of birth Day Month Year

1.6 Place of birth

1.7 Country of birth

1.8 Where you keep the records of the foreign national?

2 Gegevens van de vreemdeling

2.1 Name (as stated in the passport)

Write in block letters
2.2  Sex

- Male
- Female

2.3  Date of birth

Day  Month  Year

2.4  Place of birth

__________________________________________________________

2.5  Country of birth

__________________________________________________________

3  Signing by sponsor

I declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for the following foreign national for whom a residence permit is applied for.

3.1  Place and date

Place

Day  Month  Year

3.2  Signature

__________________________________________________________

Explanation
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.

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 labour-related residence purposes’, which you can download from www.ind.nl. The form lists the changes you need to report to the IND.

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.

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

Please read the explanation on page 2

1 Details of sponsor

1.1 Name
(as stated in the passport)

Surname

First names

1.2 Sex

☐ Male
☐ Female

1.3 Date of birth

Day
Month
Year

1.4 Place of birth

1.5 Country of birth
(as stated in the passport)

1.6 Address where you keep the records of the foreign national

Street

Number

Postcode

Town

2 Details of the foreign national

2.1 Name
(as stated in the passport)

Surname

First names

2.2 Sex

☐ Male
☐ Female
2.3 Date of birth

Day
	Month
	Year

2.4 Place of birth

2.5 Country of birth
(as stated in the passport)

3 Signing by sponsor

I declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for the following foreign national for whom a residence permit is applied for.

3.1 Place and date

Place

Day
	Month
	Year

3.2 Signature

Explanation

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.

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. 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.

Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On www.ind.nl you can read how the IND processes your data and which rights you have. You can also read how to use your rights.
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?
   Please be aware that if your children will not travel immediately with your partner there may be a waiting period of 1 year.
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)?

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