Application for a residence for a 'long-term third country national from outside the EU' (foreign national)

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 are a foreign national staying in the Netherlands. You want to apply for a residence permit while you are staying in the Netherlands or you want to change your (valid) residence permit. If you are abroad, then you will need to approach the Dutch Embassy or Consulate in your country of origin or the country in which you are staying. If you are a sponsor and you want to submit an application for a foreign national, you can use the form 'Application for a residence permit for a 'long-term third country national from outside the EU' for the sponsor.

You can only use this form when you or the sponsor with whom you apply to stay:
• has the status of long-term resident in another EU country and now wants to apply for a residence permit in the Netherlands; or
• is a family member of a long-term resident and has already been admitted to another EU country as family member of the long-term resident

When your sponsor has the status of EU long-term resident and you want to apply to stay with this sponsor while at the same time you have not been admitted by another EC country, then you must use the form 'Application form for a residence permit with the purpose of residence Family Member and Relative'.

You can use this form in order to submit an application for a residence permit for one of the following purposes of residence:
• paid employment;
• intra-company transfer;
• work on a self-employed basis;
• carrying out work as a spiritual counsellor (officiating minister or teacher);
• cross-border service provision;
• working experience (trainee or apprentice);
• residence as economically inactive long-term resident;
• 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 exception 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 your purpose of residence then contact the IND. Do not submit your application if you are not sure whether you 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 EC residence permit for long-term resident issued by the other Member State
- the completed and signed appendix ‘Declaration by sponsor (employment)’;
- a copy of the employment contract showing that you will be carrying out paid employment; and
- if necessary: a copy of (the application for) the Work Permit (TWV).

In most cases a Work Permit (TWV) is required if paid employment will be carried out. The employer must apply for the Work Permit (TWV). More information about the Work Permit (TWV) can be gained from the Employee Insurance Agency (UWV) (www.werk.nl).
Intra-company transfer (370)
Please enclose the following means of evidence with your application:
• the completed and signed appendix 'Declaration by sponsor (employment)';
• a copy of your employment contract; showing that you will perform paid employment; and
• if necessary: a copy of the (application) Work Permit
For Intra-company transfer in the Netherlands a work permit is often required. You must apply for this through the Employee Insurance Agency (UWV). For more information see the website: www.werk.nl

Self-employed person (377)
Please enclose the following means of evidence with your application:
• a copy of the EU residence permit for long-term resident issued by the other Member State;
• if applicable: a copy of the document that was issued by the competent Dutch authority showing that you have the necessary permits to allow the practice a particular profession or run a particular enterprise;
• a completed and signed 'Declaration of income of self-employed person' appendix together with the relevant required documents;
• a business plan that includes information about:
  ▪ the product or the service;
  ▪ a market analysis that is focussed on the relevant product or service;
  ▪ the organisation;
  ▪ balance;
  ▪ turnover and liquidity prognosis, including the calculations; and
  ▪ specification and budget of labour creation and investments; and
• copies of all diplomas awarded. Does this include foreign diplomas?
Then these must be provided with a Nuffic/Colo evaluation;
• if there is an enterprise in the country of origin: a copy of the deed of incorporation and the articles of association of the enterprise;
• employment contract(s) from the former employer(s);
• copies of certificates;
• turnover data relating to the Dutch market; and
• if you are a freelancer: copies of agreement(s) relating to the assignment(s)
  that you will be carrying out as freelancer.
Financial documents that support the application must be checked by the external expert who is authorised to do this. The IND considers a completed and signed 'Declaration of income of self-employed person appendix' as proof that you have long-lasting sufficient means to exist independently

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 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.
□ 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 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.
Carrying out work as a spiritual counsellor (officiating minister or teacher) (642)

You must take into account that you will be obliged to follow a course of civic integration. In order to do this you will need to apply to the authorities in the municipality of your residence, once you have received your residence permit. Include a copy of the proof that you have passed the basic examination for civic integration before arriving in the Netherlands together with this application. Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term residents issued by the other Member State;
- a copy of your employment contract showing that you 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, citizenship 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)’; 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).

Cross-border service provision (500)

Choose this option if you do not have an EU/EEA nationality, but you do live and work in an EU/EEA country and you will be carrying out temporary services under assignment from a Dutch company. Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term resident issued by the other Member State;
- the completed and signed appendix ‘Declaration by sponsor (employment)’;
- a copy of your residence permit and your work permit showing that you have the right of residence in the country of your employer and that you are permitted to carry out work in the service of your employer; and
- a copy of your employment contract with the employer for whom you will be carrying out work temporarily in the Netherlands.

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.

Economically inactive (763)

Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term resident issued by the other Member State; and
- means of evidence showing that you have long-lasting sufficient means to exist independently, such as benefit payments that you receive from the Member State that also issued you with the EU residence permit for long-term resident (this must involve benefit payments that you are also permitted to receive in the Netherlands). An income from previous work outside the Netherlands will suffice (such as a salary, (company) pension or income on the basis of early retirement) or income from personal assets
Marriage and registered partnership

- You are married to the sponsor or you have a registered partnership with the sponsor. The sponsor lives in the Netherlands. The sponsor has the status of a long term resident in another EU country (320)
  
  Please enclose the following means of evidence with your application:
  - a copy of your residence permit showing that you were admitted by the other Member State as family member of the long-term resident (the sponsor);
  - the completed and signed appendix 'Declaration by sponsor (family and relatives)';
  - a copy of the marriage certificate; and
  - means of evidence showing that you (or together with the sponsor) have long-lasting sufficient means to exist independently, see 'Proof of income' appendix.

- You are married to the sponsor or you have a registered partnership with the sponsor (320 - 340)
  
  Please enclose the following means of evidence with your application:
  - the completed and signed appendix 'Declaration by sponsor (family and relatives)';
  - a copy of the EU residence permit for long-term resident issued by the other Member State;
  - means of evidence of the income of the sponsor. Look in the 'Means of evidence of income' appendix for which documents are needed for your application.

  If this involves a marriage, then you must also submit:
  - a copy of the marriage certificate.

  If this involves a registered partnership, then you should also submit:
  - a copy of the deed of registered partnership.

Minor child

- You are a minor child (younger than 18 years old) of the sponsor or the spouse or (registered) partner of the sponsor. The sponsor lives in the Netherlands (326)
  
  Please enclose the following means of evidence with your application:
  - a copy of your residence permit showing that you were admitted by the other Member State as family member of the long-term resident (the sponsor);
  - means of evidence showing that you (or together with the sponsor) have long-lasting sufficient means to exist independently, see 'Proof of income' appendix.

Relationship

- You are the unmarried partner of the sponsor. The sponsor lives in the Netherlands (322)
  
  Please enclose the following means of evidence with your application:
  - a copy of your residence permit showing that you were admitted by the other Member State as family member of the long-term resident (the sponsor);
  - means of evidence showing that you (or together with the sponsor) have long-lasting sufficient means to exist independently, see ‘Proof of income’ appendix;
  - a copy of the unmarried status declaration relating to the sponsor.
    You must add an unmarried status declaration from country of origin of the sponsor and from the EU member state where the sponsor has obtained the EU residence permit for long-term residents;
  - a copy of an unmarried status declaration relating to yourself.
    The unmarried status declaration must come from the country of origin and may not be more than six months old. If you are not staying in your country of origin but a country of continuous residence, you must add the unmarried status declaration from the foreign national’s country of origin and also from the country of continuous residence;
  - the completed and signed appendix ‘Declaration by sponsor (family and relatives)’; and
  - a ‘Declaration of relationship’ appendix that you and the sponsor have fully completed and signed.
You are the unmarried partner of the sponsor (322 - 342)

Please enclose the following means of evidence with your application:

- the completed and signed appendix 'Declaration by sponsor (family and relatives)';
- a copy of the EU residence permit for long-term resident issued by the other Member State;
- means of evidence of the income of the sponsor. Look in the 'Means of evidence of income' appendix for which means of evidence are needed for your application;
- a 'Declaration of relationship' appendix that you and the sponsor have fully completed and signed;
- a 'Questionnaire for residence with partner' that the sponsor has fully completed and signed;
- a copy of the unmarried status declaration relating to yourself.

You must add an unmarried status declaration from your country of origin and from the EU member state where you have obtained the EU residence permit for long-term residents. The unmarried status declaration may not be more than six months old; and

- a copy of an unmarried status declaration of the sponsor. The unmarried status declaration must come from the country of origin of the sponsor and may not be more than six months old. If the sponsor has Dutch nationality, a permanent residence permit or an asylum residence, he does not need to add an unmarried status declaration.

2 Biometric information, signature and Antecedents certificate

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

  NB. 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.

3 Details of 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

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 Your personal details (the foreign national)

4.1 Name

Surname as stated in the passport

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 Home address

Street

Number

Postcode

Town

Country

4.8 Telephone number

4.9 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 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.
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.

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 my right of residence, without delay to the IND. I am aware that if I do not do this, it may affect my right of residence as foreign national. I know that I may incur an administrative fine. I know what my rights and obligations are.

> Please tick the applicable situation

- I have enclosed the signed appendix ‘Declaration by sponsor’, or
- I have not enclosed the ‘Declaration by sponsor’ appendix because I am staying under the scope of a ‘working on a self-employed basis’ or ‘Economically inactive long-term resident’ application.

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

6.2 Name ________________________________

6.3 Place and date ________________________________ Place

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6.4 Signature ________________________________

7 **Submitting the application and payment**

You have gathered together all the means of evidence necessary for the application. Go to the appendix ‘Submitting and paying for the application (by the foreign national)’.
Appendix Antecedents Certificate

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

1 Certificate

> Please tick the applicable situation

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

☐ I am unable to certify the above for the following reasons:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
2 Signing (by the foreign national)

I have completed this form truthfully.

2.1 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 Fingerprints, 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)  

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

Write in block letters
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

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.

4 Signing

I have completed this form truthfully.

4.1 Name

4.2 Place and date

Place

Day Month Year

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)  

1.3 Sex  

1.4 Date of birth  

1.5 Place of birth

1.6 Country of birth

1.7 Nationality

1.8 Home address  

*Write in block letters*

<table>
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<tbody>
<tr>
<td>1.1 V-number (if known)</td>
<td></td>
</tr>
</tbody>
</table>
| 1.2 Name  
(as stated in the passport) |  |
| 1.3 Sex |  |
| 1.4 Date of birth |  |
| 1.5 Place of birth |  |
| 1.6 Country of birth |  |
| 1.7 Nationality |  |
| 1.8 Home address |  |

*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).*
## Details of company/institution

### 2.1 Name company/institution


### 2.2 Withholding tax number


### 2.3 Visiting address

Street

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<th>Number</th>
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<th>Postcode</th>
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<th>Town</th>
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## Employment details

### 3.1 Position of employee


### 3.2 Date of employment

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<th>Day</th>
<th>Month</th>
<th>Year</th>
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</table>

### 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

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<tr>
<th>to</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
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</table>

### 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


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.
Appendix Proof of income

Do not enclose this appendix with the form!

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).

You have or your (registered) partner has an employment contract that is valid for at least 1 year at the time of the application; or
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)

Please note: only if you apply for a residence permit to stay with a family member or relative
1. You have or your (registered) partner has an employment contract that is valid for at least 6 months but less than 1 year at the time the IND receives the application; and
2. You or your (registered) partner received income from paid employment and no income from benefits in the 12 months prior to 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);
   - Over the past 12 months:
     ▪ all salary slips; and
     ▪ the annual income statement; and
     ▪ the (temporary) employment contract(s) and/or appointment approval(s).

You have or your (registered) partner has an employment contract that is valid for less than 1 year at the date the IND receives 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)

If you apply for a residence permit to stay with 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

If you apply for a residence permit for other purposes 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.
You or your (registered) partner work(s) 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 mon
- 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

You are or your partner is a researcher pursuant to Directive (EU) 2016/801, 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.

You have or your (registered) partner has 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.

You are or your (registered) partner is 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.

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)
You are or your (registered) partner is 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). Please note: if you are a sponsor and you do not have an employment contract with the B.V., you are regarded as a self-employed person and you must enclose the supporting documents belonging to a self-employed person;
- 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 have or your (registered) partner has an income from own funds
- A tax statement of the year preceding this application for residence permit.

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 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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<td>V-number (if known)</td>
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</table>
| 1.2 | Name  
(as stated in the passport) |
|     | Surname |
|     | First names |
| 1.3 | Date of birth  
Day | Month | Year |
| 1.4 | Place of birth |
| 1.5 | Country of birth |
| 1.6 | Nationality |
| 1.7 | Home address  
Street |
|     | Number |
|     | Postcode |
|     | Town |
| 1.8 | Name of the company |
1.9 Visiting address

Street

Number

Postcode

Town

1.10 Chamber of Commerce registration number

2 Details of the administrator/accountant

Write in block letters

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

Street

Number

Postcode

Town

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.
### 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)

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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)

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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

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

- 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**

**Place**

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<th>Month</th>
<th>Year</th>
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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)

**Surname**

**First names**

5.2 **Name of the company**

5.3 **Chamber of Commerce registration number**

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 standard¹. 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 regulations², 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 accountants³. 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 regulations⁴, 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)⁵. 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 Place

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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 foreign national

Do not enclose this appendix with the form!

Below, you can read how you can submit and pay for the application for a residence permit or a change to the restriction on the residence permit.

Please note! If you rely on an exemption from the requirement to apply for a regular provisional residence permit you cannot send the application by post. In that case, you 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 an application for a residence permit or a change to the residence permit
You send the application form, the appendices and the evidence to the IND by post. Make copies of all documents and supplementary evidence and send with the application form. Never send any original evidence. You must make clearly readable and full copies of the original evidence on A4 size paper. Do not use other paper size, any staples or paperclips. Write down your V-number or client number on each copy. If you do not know these numbers, then please write your name and date of birth on each copy. Do not send any USB sticks, CDs, DVDs, photo albums, receipts 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, wealthy foreign national, study, for example) Immigratie- en Naturalisatiedienst Postbus 5 9560 AA Ter Apel

Application for a social purpose of residence (family members and relatives) Immigratie- en Naturalisatiedienst Postbus 16 9560 AA Ter Apel

Application for medical circumstances Immigratie- en Naturalisatiedienst Postbus 1 9560 AA Ter Apel

You can also visit the IND Desk in person in order to submit your application for a residence permit. You need to make an appointment. Please visit www.ind.nl for the ways you can contact the IND. You must bring the original copies of all requested documents and evidence. The IND verifies and copies these documents, after which all original documents are returned to you. The copies must be enclosed with your application. You must also bring your valid border-crossing document (passport, for example) with you.

How do you pay?
An application is not free of charge. The costs depend on the purpose of the residence applied by you. If you submit the application by post, you will receive a letter containing the amount of fees and information on how to pay, after the IND has received your application. If you submit the application at the IND Desk, you can pay the fees due at the IND Desk. You can pay with a bank card or in cash.

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)

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

☐ Male
☐ Female

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?

Street

Number

Postcode

Town

2 Gegevens van de vreemdeling

2.1 Name (as stated in the passport)

Surname

First names

Please read the explanation on page 2

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

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#### 2. Gegevens van de vreemdeling

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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 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**
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