



Application for the purpose of residence ‘Start- up’ working on a self-employed basis (foreign national)

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

For whom is this form intended?

You can use this form if you are a foreign national and wish to start an innovative business (a start-up) by yourself or with other people in the Netherlands. In this context you have to use a facilitator. You are the start-up entrepreneur in this situation.

You cannot use this form if you are abroad. If you are abroad you should go to the Dutch Embassy or Consulate in your country of origin or the country in which you are staying.

You may qualify for a residence permit for this purpose of residence if:

- You demonstrate that your product or service is innovative.
Innovativeness may involve both technological and non-technological aspects.
- You have a reliable and expert facilitator.
The expertise of the facilitator is shown by his good record of service and the reliability of the facilitator follows from his financial health.
- The Netherlands Enterprise Agency (Rijksdienst voor Ondernemend Nederland, RVO) gives the IND a positive recommendation on the innovativeness of your product or service and on the reliability and expertise of the facilitator.
- You and your facilitator are both registered with the Chamber of Commerce (Kamer van Koophandel).
You must fill in the Chamber of Commerce registration number in section 5 and 6.
- You have lasting and sufficient means of support.
You must be able to support yourself when the application is submitted. The income requirements can be found at www.ind.nl.
- There is no family relationship up to the third degree between you and your facilitator.

More details on the means of evidence can be found in section 3.

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.

1 What is your situation

> Please tick the applicable situation and follow the instructions

1. **You have a valid residence permit in the Netherlands and you want to change it (as well as renewing the period of validity of the residence permit) to the residence purpose 'working on a self-employed basis' (start-up).**
 - You want to submit an application for changing the purpose of residence of your residence permit.
2. **You are in the Netherlands, starting an innovative business and you want a residence permit. You have a short stay visa or you do not require a visa,**
 - You want to submit an application for a regular residence permit
3. **You are abroad**
 - You cannot use this form. You will need to approach the Dutch Embassy or Consulate in your country of origin or the country in which you are staying.

2 Tuberculosis

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

> Please tick the applicable situation

- You do not need to undergo a TB test because you have a valid residence permit in the Netherlands.
 - You do not need to undergo a TB test because you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'.
 - You do not need to undergo a TB test because you were born in the Netherlands and you have not changed the location of your principal place of residence to outside the Netherlands since your birth.
- You have a different nationality and:
- have already undergone a TB test in the Netherlands. Enclose an original and recent 'TB test referral form' with the application. This form is the proof that you have undergone a TB test in the Netherlands. The form may not be more than 6 months old.
 - have not yet undergone a TB test in the Netherlands. Then you should complete the Appendix Declaration of intent to undergo a TB test' and send this together with the application. You must sign this appendix yourself.

If you are in the Netherlands, then you should make an appointment for the test with the Municipal Health Service (GGD) in the region where you live or where you will be living (for further information, visit the website www.ggd.nl). Take the appendix 'TB test referral form' with you to the Municipal Health Service (GGD). The Municipal Health Service (GGD) will then send the form to the IND.

Application

for the purpose of residence 'Start-up' working on a self-employed basis
(foreign national)

Immigration and Naturalisation Service
Ministry of Justice and Security

3 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 proof of income 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/authentication stamp provided by the competent authorities in the country of issue.

3.1 Start-up entrepreneur

Please enclose the following means of evidence with your application:

- A step-by-step plan that contains information on:
 - your role and tasks in the start-up company (the organisation); You must have an active role. This means that you are not just a shareholder or financier.
 - the activities (steps) that you will take in the first year in order to move from idea to business.
 - the innovative nature of the product or service; why the product or service is innovative. The product or service is innovative if it has at least 1 of the following 3 aspects:
 1. The product or service is new to the Netherlands.
 2. It involves new technology for production, distribution or marketing.
 3. It involves an innovative organisational set-up and working method.
 Examples include (but are not limited to):
 - activities stimulated within the context of the Top Sectors policy.
 - self-developed new products or services.
 - original approach to energy conservation.
 - original approach to sustainability problems.
 - clever and creative adjustments or combinations for the purpose of cross-sector applications.
 - new product-market combinations.
 - creative or innovative market approach.
 - social innovation.
 - introduction to corporate social responsibility.
- The signed agreement between you and your facilitator. The agreement has been signed by both of you. Your facilitator must be authorised to sign the agreement. The agreement in any case includes information on:
 - the nature of the facilitation. The facilitation must be customised. This means that the facilitator is able to facilitate you to get your idea to a business.
 - the conditions of the agreement. These may not adversely affect or prevent a healthy development of your business. It may not concern a 'strangulation contract'.
 - the facilitator's interest in the start-up company. The facilitator may not have a majority interest in the start-up company.
- Evidence of means of support

If you are (partially) financing the means of support yourself:

- a copy of a Dutch bank account that is in your name or your company's name, showing the balance that is available; or
- a statement from the foreign bank where you have your account, detailing the amount (monthly) which is paid into the account in the Netherlands in your name or your company's name;

If your facilitator is (partially) financing the means of support:

- a contract between you and your facilitator, detailing the financial resources that will be provided to you.

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.

If the means of support are being (partially) financed by a third financier:

- an original statement from the bank that shows the amount that will be paid each month to your personal Dutch bank account, during your period in the Netherlands;
- an original statement from the financier, which states the monthly amount that will be paid to your personal Dutch bank account during your period in the Netherlands;
- a copy of your financier's passport; and
- a recent bank statement or bank specification which shows your financier's bank balance.

3.2 Facilitator

With your application you have to enclose evidence on the reliability and expertise of the facilitator.

Please note! If, in the year before you submit your application, the RVO gave a positive recommendation with respect to the facilitator, you need not produce any evidence on the reliability and expertise of the facilitator. In that case, the RVO will assume that the facilitator is reliable and an expert.

If the RVO has not given a positive recommendation before or gave a positive recommendation more than one year ago, enclose with your application:

- As many means of evidence as possible showing the expertise of the facilitator:
 - The facilitator offers you a 'customised' package of facilities. A 'customised' package means that the facilitator is able to facilitate the start-up entrepreneur in getting his idea into a business. This depends on the facilitation required by the start-up entrepreneur. The facilitator may, for example, assist in the business operations, marketing, conducting of research and search for investors in order to set up the innovative company. The agreement between you and your facilitator must include arrangements in this respect.
 - The facilitator is experienced. Experience means at least 2 years' experience with facilitating innovative start-up entrepreneurs. At least 2 persons should be able to facilitate you. They can do this either jointly or alone with an equivalent substitute. You can demonstrate this by means of, for example, a business plan, examples of previously facilitated start-up entrepreneurs, references and CVs. If several persons act as facilitator, information about all facilitators will be required.
- As many means of evidence as possible showing that the facilitator is reliable. The facilitator must be financially sound. In any case, the facilitator has not been granted a moratorium, has not been declared insolvent. He has a healthy solvency and liquidity ratio (no negative shareholders' equity). For the facilitator must support you for at least 1 year. You can demonstrate this by means of, for example, recent financial statements (the RVO can inspect the financial statements of organisations that have a filing obligation with the Chamber of Commerce), agreements with or guarantees by financiers, audit opinions, bank statements and/or substantiated financial prognoses.

4 Biometric information (fingerprints, passport photo) and signature, 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.
- Fill out the Antecedents certificate appendix and submit this appendix together with your application.

5 Details of the start-up entrepreneur

WRITE IN BLOCK LETTERS

5.1 V-number (if known)

5.2 Citizen Service Number (if known)

5.3 Name
Surname as stated in the passport

5.3 Name
First names

5.4 Sex and date of birth Male Female Day Month Year

5.5 Place of birth

5.6 Country of birth

5.7 Nationality

5.8 Home address Street Number

5.8 Home address Postcode Town

5.9 Telephone number

5.10 E-mail

5.11 Chamber of Commerce registration number

5.12 Family relationship Yes No *> Please tick the applicable situation*

Is there a family relationship up to the third degree between the start-up entrepreneur and the facilitator? If this question is answered with 'yes', you cannot qualify for a residence permit for this purpose of residence.

6 Details of facilitator

WRITE IN BLOCK LETTERS

6.1 Name facilitator

6.2 Name contact person

6.3 Correspondence address Street Number

6.3 Correspondence address Postcode Town

6.4 Telephone number

6.5 E-mail

6.6 Chamber of Commerce registration number

Application

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Immigration and Naturalisation Service
Ministry of Justice and Security

7 Location where the residence permit is collected

Please indicate below the IND Desk where you will collect the residence permit

> Please tick the applicable situation

- Amsterdam Den Bosch Eindhoven Den Haag
 Rotterdam Utrecht Zwolle

You can also collect your residence permit at an Expatcenter
(NB. Some Expatcenters charge a fee for this service. To collect the residence permit you must make an appointment)

- Amsterdam Den Haag Eindhoven Enschede
 Groningen Rotterdam Utrecht Wageningen

8 Identification

Enclose a copy of your passport with your identity details together with your application.
Make copies of all the pages with travel stamps as well. Do not copy any empty pages.

9 Signing by start-up entrepreneur

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 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.

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

9.1 Name

9.2 Place and date

Place _____ Day _____ Month _____ Year _____

9.3 Signature

10 Submitting the application and payment

You have collected, copied and enclosed all the means of evidence necessary for the application.
Proceed to the appendix: "Submitting and paying for the application (by the foreign national)".



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

Appendix Antecedents Certificate

1 Certificate

> Please tick the applicable situation

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

2 Signing (by the foreign national)

I have completed this form truthfully.

2.1	Name																						
2.2	Date of birth and V-number	Day	Month	Year	V-number																		
2.3	Place and date	Place						Day	Month	Year													
2.4	Signature																						

Processing of personal data

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Do not enclose this appendix with the form!

Appendix

Fingerprints, passport photo and signature

The foreign national must have his fingerprints and facial image (passport photo) taken to determine his identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature of the foreign national.

How can the foreign national submit these?

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

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

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

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

- If an application is submitted in the Netherlands by a (recognised) sponsor for a foreign national who does not require a Regular Provisional Residence Permit, then the foreign national must go to an Immigration and Naturalisation Service (IND) counter immediately after arrival in the Netherlands. The Immigration and Naturalisation Service (IND) employee will make fingerprints and a passport photo and the foreign national will be required to sign the document. You have to make an online appointment via the website www.ind.nl.

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

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

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

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

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

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Appendix Declaration of intent to undergo a TB test

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

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

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

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

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

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

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

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

1.11.3 Sex Male Female

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

1.11.5 Nationality
 |

2 Signing

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

2.1 Name of foreign national
 |

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

2.3 Signature of foreign national
 |

2.4 Name in case of legal representative
 |

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

2.6 Signature of legal representative
 |

Processing of personal data

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Appendix TB test referral form

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

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

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

Please complete the referral form before you make an appointment with the Municipal Health Service. See also www.ggd.nl for information about the Municipal Health Service. The completed form signed by the Municipal Health Service, showing that you underwent a TB test, must have been received by the IND from the Municipal Health Service within three months after having received your residence permit.

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

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

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

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

1.1 V-number (if known)

Surname as stated in the passport

1.2 Name

First names

1.3 Sex and Date of birth

> Please tick the applicable situation

Male Female

Day

Month

Year

1.4 Place of birth

1.5 Country of birth

1.6 Nationality

1.7 Home address (in the Netherlands)

Street _____ Number _____

Postcode _____ Town _____

> Please tick the applicable situation

1.8 Civil status unmarried married registered partnership divorced widow/widower

1.9 Details passport

Number _____ Country _____

Valid from (date) _____ to (date) _____

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

No > Go to 2 'Signing'

Spouse > Please complete the requested details below

(Registered) partner > Please complete the requested details below

1.10.2 Name

Surname as stated in the passport _____

First names _____

> Please tick the applicable situation

1.10.3 Sex Male Female

1.10.4 Home address

Street _____ Number _____

Postcode _____ Town _____

1.10.5 Nationality _____

2 Statement by physician from the Municipal Health Service

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

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

2.1 Name of Municipal Health Service _____

2.2 Name of physician _____

2.3 Test number and date

Test number _____ Day _____ Month _____ Year _____

2.4 Place and date

Place _____ Day _____ Month _____ Year _____

2.5 Signature of physician _____

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

2.6 Submit form

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

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

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

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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. 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, 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.

Appendix

Submitting and paying for the application by the foreign national

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.



Do not enclose this appendix with the form!

Appendix

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

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

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

