



Application for a Permanent Residence Document for Nationals of the Union and their Family Members

Please note!

Please print the form in **A4 format** and in **actual size**. You must send this cover page with the application. This prevents delays in processing your application!

Please read the explanation before you start to fill out the form.

Filling-in instructions

In order to be able to assess your application quickly and carefully in terms of content, the Immigration and Naturalisation Service uses scanning software with which your application is recorded in the immigration administration system. To support this, this form is equipped with a number of features, including a barcode and so-called "adjustment fields" in the corners of each page. The following is important for a good scan of your application:

1. When filling out this form, use only an HB pencil or pen with black or blue ink.
2. Write only in the space provided behind or below each question. Do you need more space? Then add a separate page on which you state your personal data and indicate to which question the added text belongs.
3. When you are presented with a choice where you have to choose between different answer options, keep the following instruction.

Check the box of your choice (as with "b")

a... b... c... d...

You want to change your choice? Then make the box of your first choice completely black and then tick the desired box.

a... b... c... d...

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.



Nederlandse versie

Dit aanvraagformulier is ook verkrijgbaar in het Nederlands. Kijk op www.ind.nl om dit formulier te downloaden.

Why this form?

This form is intended for nationals of the Union and their family members (irrespective of their nationality) who have had lawful residence in the Netherlands for a continuous period of 5 years or longer. An exception to the period of 5 years applies to those nationals of the Union who, after having worked as an employee or on a self-employed basis, have now retired or have taken early retirement, or who have become permanently unfit for work, or who have started working as a cross-border worker. If these situations apply, these nationals will qualify for the 'Permanent Residence document for Nationals of the Union'. Please read the applicable conditions under 'Purpose of Stay' on page 4 of this form.

You are a national of the Union if you are a national of one of the Member States of the European Union. Nationals of the member states of the European Economic Area (EEA) as well as nationals of Switzerland have the same rights as nationals of the union. The countries that are members of the European Union (EU) are the following: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Germany, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Spain and Sweden. The countries that are members of the European Economic Area (EEA) are the following: Liechtenstein, Norway, and Iceland.

With this form, you can submit your application for a Permanent Residence Document for Nationals of the Union to the IND. In all other cases, it is not possible to use this form. Please visit www.ind.nl for this purpose.

NB. If you already have a 'Permanent Residence Document for Nationals of the Union', but the validity of this document is going to expire, then use the form "Application replacement or renewal of a residence document".

Minor children

If you are the parent or representative of a minor child, you can also fill in this form on behalf of him/her. Where the form refers to 'you' or 'the applicant', the child is meant. Please answer all questions on behalf of the child, and accompany your application with all the documents required. If the child is 12 years of age or older, he/she must sign the form himself/herself. Fill in one form for each child.

Copies

Provide copies of all required documents and evidence. Submit the copies together with the form. Never send original documents by mail. Make sure that the copies are clearly legible, and A4 size. Do not use other sizes of paper. Write your V-number (if known), customer number (if known), or your personal data on every copy. Never include objects, like USB-drives, DVDs or photo albums.

Municipal Administration

The IND verifies information in the Municipal Administration. Check at the reason of stay whether registration is required.

Application costs (fees)

Applying for a residence document costs money. After the IND has received your application, it will send you a letter containing the amount of fees and information on how to pay. You cannot pay in any other way or in instalments. Do not send any money together with your application. If you fail to pay, your application will not be handled. This form does not include any information about the charges or a possible exemption from paying fees. If you want to know in advance what fees you will have to pay, please visit www.ind.nl. If the assessment of your application shows that you do not qualify for the residence document applied for, you will not receive a refund.

What will happen with your application?

If your application is not complete, it cannot be assessed properly. Non-payment or overdue payment of the charges and the submission of an incomplete application may slow down the handling of the application. You will receive a written notice when your application is completed. When your application is granted, you will receive a letter with information about how and where you can pick up your residence document.

Biometric details (Passport photo, fingerprints and signature)

1. EU, EER and Switzerland citizens

If you are an EU, EER or Swiss citizen no fingerprints will be put in the residence permit. The residence permit does have to bear your passport photo and signature. You can go to an IND desk to have the photo taken and to put your signature. This has to be done within 2 weeks after receiving a confirmation letter from the IND. You have to make an online appointment via www.ind.nl. The IND desk addresses and opening hours are available at www.ind.nl.

2. Family members of a citizen of the European union holding third-country nationality (not being a national of the Union)

If you are a family member of a citizen of the European union and you are a third country national, than the IND needs your passport photo, two fingerprints and signature to create a residence permit. Fingerprints are taken from applicants 6 years and older. Every person of 12 years and older has to put their signature at the IND pillar.

You have to pay a visit to the IND desk to have your passport photo and fingerprints taken and to put your signature. This has to be done within 2 weeks after receiving a confirmation letter from the IND. You have to make an online appointment. If the IND does not have your fingerprints, passport photo and signature, your residence permit cannot be prepared and issued to you. It is important therefore that you visit the IND desk. Please check www.ind.nl to make an online appointment. There, you will also find addresses and opening hours of the IND desks.

Holders of an EU residence document for staying with a minor Dutch child

If you are the holder of an EU residence permit for staying with a minor Dutch child, you do not qualify for a permanent residence permit for EU citizens. If your current residence document is only valid for three months (or less), you can apply for a new residence document. Use the application form 'Application for an EU residence document for staying with a minor Dutch child' for this.

Do you need 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.

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.

1 Details of the applicant (holder of the residence document)

Write in block letters

1.1 V-number (if known) _____

1.2 Citizen Service Number (if known) _____

1.3 Name
(as stated in the passport) *Surname* _____

First names _____

1.4 Sex Male
 Female

1.5 Date of birth *Day* _____ *Month* _____ *Year* _____

1.6 Place of birth _____

1.7 Country of birth
(as stated in the passport) _____

1.8 Nationality _____

1.9 Civil status unmarried
 married
 registered partnership
 divorced
 widow/widower

1.10 Home address *Street* _____

Number _____

Postcode _____

Town _____

1.11 Telephone number _____

1.12 E-mail _____

2 Purpose of stay in the Netherlands

Please state below the specific reason for applying for a residence document and follow the instruction written there. Tick the most important reason. You may not tick more than one reason for your stay. If you tick more than one reason, your application will only be assessed on the reason ticked first.

for permanent residence as a national of the Union or as a family member of a national of the Union (502)

NB. For this reason of stay registration at the Municipal Administration (BRP) is required.

- In order to qualify for permanent residence as a national of the Union uninterrupted lawful residence during five years is required. You have had lawful residence if you have actually stayed in the Netherlands and were employed and/or had sufficient means of existence to support yourself. You have to provide means of evidence and documents with your application showing this. For instance: Employment contracts (of you or your spouse/ (registered) partner) with an employer in the Netherlands or a copy of a health insurance policy providing coverage during the previous 5 years or evidence showing you had a bank account registered to you on an address in the Netherlands during the previous 5 years.
- If a national of the Union qualifies for permanent residence, then you as a family member also qualify for permanent residence if you had uninterrupted lawful residence during the previous five years with this national of the Union. If your relationship has ended or marriage has been dissolved you in principle do not qualify for permanent residence. Some exceptions apply to this rule. The IND will assess if an exception applies to you.

you have retired or taken early retirement (502)

Your application must be accompanied by the following supplementary evidence and documents:

- Evidence showing that you had worked in the Netherlands for a period of at least 12 months immediately preceding the date on which you reached the statutory pensionable age or on which you took early retirement;
- Evidence showing that you had stopped working because you had reached the pensionable age or because you had taken early retirement;
- Evidence showing that you had lived in the Netherlands for a period of at least 3 years immediately preceding the date on which you reached the statutory pensionable age or immediately preceding the date on which you took early retirement.

These periods do not apply if your spouse or partner or registered partner has Dutch nationality or has lost this nationality due to the marriage.

you are permanently unfit for work (502)

Your application must be accompanied by the following supplementary evidence and documents::

- Evidence showing that you had worked in the Netherlands for a period of at least 2 years immediately preceding the date on which you were declared unfit for work, and that you stopped working due to permanent incapacity for work;
- Evidence showing that you had lived in the Netherlands for a period of 2 years immediately preceding the date on which you were declared unfit for work.

you are permanently unfit for work due to an accident at work, or due to an occupational disease and you are entitled to a WAO benefit received under the Dutch Invalidity Insurance Act or, as of 1 January 2006, a WIA benefit received under the Dutch Work and Income (capacity for Work) Act (502)

In this situation, the duration of your stay in the Netherlands is not applicable. Please enclose the evidence and documents relevant to this purpose of stay with your application.

you are a cross-border worker (502)

Your application must be accompanied by the following supplementary evidence and documents:

- Evidence showing that you have continuously worked and stayed in the Netherlands for a period of at least 3 years;
- Evidence showing that you have subsequently worked in another EU Member State, but that you have kept your dwelling in the Netherlands and that you return to the Netherlands daily or at least once a week

3 Identification

Please accompany your application by copies of the pages with the identity data, stamps, travel stamps and endorsements of the valid border-crossing document (e.g. a passport or identity card).

What to do if you do not have a valid border-crossing document? In that case, enclose a letter with your application in which you explain why you do not have such a document.

If it concerns a minor child without its own valid border-crossing document: provide copies of the pages with the identity data, stamps, travel stamps and endorsements of the valid border-crossing document of the parent, in which the name of the minor child has been entered. Do not copy any empty pages.

4 Signature by the applicant (holder of the residence document)

I am requesting the issue of the Permanent Residence Document for Nationals of the Union for me/my child/the child I legally represent. I declare I have completed this form truthfully. I know that, for the purpose of implementing the Aliens Act 2000, the personal data filled in will be processed and passed on to the institutions that require these details for this purpose. I will immediately inform the IND of any changes in my situation/the situation of the child relating to the right of residence.

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

4.2 Name _____

4.3 Place and date *Place* _____

<i>Day</i>	<i>Month</i>	<i>Year</i>			

4.4 Signature _____

5 Submitting the application

- Check whether you filled in the form completely.
- Check whether you placed your signature on the form.
- Make sure that your application is accompanied by all the enclosures, evidence and documents that have been requested. Do not use any staples or paperclips.
- Send the form to the IND.

Immigratie- en Naturalisatiedienst
Postbus 5
9560 AA Ter Apel



Appendix Fingerprints, passport photo and signature

Please do not enclose this appendix with the form!

For every new application you submit, the IND needs your photo, signature and fingerprints. The IND uses these biometric details to establish your identity and make your residence document. We do not need new biometrics in the following situations:

- Your biometrics have been taken at an IND desk or embassy abroad less than 6 months ago.
- You apply for a Foreign Nationals Identity Document (Type W and Type W2). Your biometrics have been taken at an IND desk or embassy abroad less than 5 years and 3 months ago. With a Foreign Nationals Identity Document you show that you are allowed to be in the Netherlands because you are waiting for a decision on your application. The IND then reuses old biometric details.

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

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