



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

Nederlandse versie

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

Please read the explanation on this page and the next carefully before you fill in the form.

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 3 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".

How to fill in this form

This form consists several appendices. Whether you have to fill in an appendix depends on your situation. Do not submit this form until you have filled in this form, signed completely and collected all the required evidence and documents, so not in parts. If your application is not complete it cannot be assessed properly.

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)

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.

NB. 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.

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 use the photo card. The annexed photo card tells you what to do for that. You may also choose to 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.

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 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.

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

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

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

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Town

1.11 Telephone number

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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

- Place your colour passport photo and your signature on the Appendix 'Photo Card' you will find enclosed with this form. Your passport photo may not have been used for a residence permit before, it must bear a clear resemblance, and it must meet the Dutch passport requirements. See www.government.nl. 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!

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 Passport photo form

Passport photo and signature

A foreign national's passport photo and signature appear on their residence document (card). All foreign nationals from the age of 12 must provide their own signature on this passport photo form. It is important for the signature to be clearly visible. An unclear signature cannot be used. Foreign nationals under the age of 12 leave the signature box empty.

Photo requirements

The passport photo must meet EU requirements. These photo requirements can be found on www.government.nl. Please note! A residence document cannot be prepared if the passport photo does not meet EU requirements.

Instructions for completing personal details and signature

1. Complete in this passport photo form the foreign national's personal details (1 to 5).
Please note! Complete the details in capital letters.
2. The foreign national from the age of 12 must provide their signature in the signature box (6). Use a pen with dark, preferably black ink.
Please note! If the signature is not clearly visible, a residence document cannot be prepared.
3. Place the passport photo in the grey photo frame on the bottom right of this form.
Please note! Never use paperclips, tape or staples as this will damage the photo.

Send completed passport photo form to the IND:

Immigratie- en Naturalisatiedienst
Postbus 7025
8007 HA Zwolle

Please note! Only send to this address if you use the Passport photo form apart from the application form.

1 V-number (if known)

2 Name
(as stated in the passport)

Surname

First names

3 Date of birth

Day *Month* *Year*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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4 Nationality

5 Home address *Street*

Number

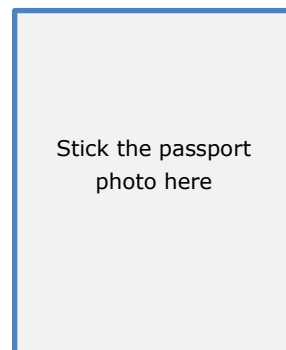
Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Town

6 Signature
Please place your signature in the box.
Foreign nationals under the age of 12 leave the signature box empty.

7 Passport photo
Please make sure that the passport photo is not folded when sending.



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