



# A Single Permit

With the introduction of the Single Permit, the procedure to apply for both a residence permit and a work permit will be easier for specific foreign employees and their employers.

## What is a Single Permit?

The Single Permit is a combined residence permit and work permit that entitles foreign employees to stay and work in the Netherlands. The Single Permit combines the residence permit and the current work permit in one permit. You as the employer or your foreign employee will only have to apply for one permit. In the past, you had to apply for a work permit at the Netherlands Employees Insurance Agency (UWV) and for a residence permit at the Immigration and Naturalisation Service (IND).

*Please note! The introduction of the Single Permit only means a change in the procedure. The substantive conditions have not changed. You will find more information on the conditions for being able to work in the Netherlands in the brochure 'Coming to work in the Netherlands'.*

## To whom does the Single Permit apply?

The Single Permit applies to third-country nationals\* who are coming to the Netherlands to work for a period of more than 3 months. Employers still need a work permit for foreign employees who want to come to the Netherlands for a shorter period of time (often with a visa) and who want to work.

*\* These so-called 'third-country nationals' are foreign nationals from countries outside the EU, EEA, and Switzerland.*

## The purposes of residence applicable to the Single Permit

- The Single Permit applies to the purpose of residence 'Paid employment', including:
  - Paid employment
  - Spiritual counsellor
  - Supply of goods to a foreign company
  - Supply of goods by a foreign company
- The Single Permit applies to the purpose of residence 'To gain work experience', including:
  - Young Workers Exchange Program (YWEP)
  - To gain work experience for study purposes
  - To gain work experience for employment purposes

### The work permit is not abolished!

- The obligation to obtain a work permit continues to apply to the following categories:
  - Seasonal workers
  - Students
  - Asylum seekers
  - Persons who enter the Netherlands to work on a visa
  - Frontier workers
  - Persons holding Croatian nationality\*\*
  - EU long-term residents
  - Persons who are in the Netherlands with a residence permit for an orientation year for highly educated persons

*\*\* If your foreign employee has Croatian nationality, he or she does not need a residence permit to live in the Netherlands. However, in order to be able to work in the Netherlands, you, as the employer, will be obliged to hold a work permit in most cases.*

## Application procedure

### Who can submit an application?

Both you as the employer and your foreign employee may submit an application for a Single Permit.

### How does the application procedure work?

An application for a Single Permit must be submitted to the Immigration and Naturalisation Service (IND). In most cases, you, as the employer, will be the person submitting the application. You can apply for a Single Permit by downloading the relevant application form at our website [www.ind.nl](http://www.ind.nl). Once the fees have been paid and all the required documents have been submitted together with the application form, the IND requests advice from the Netherlands Employees Insurance Agency (UWV) about whether your foreign employee is permitted to work. The UWV assesses this request for advice on the basis of the criteria of the Labour Act for Aliens. On the basis of UWV's advice, the IND takes a decision. If the decision is positive and a Single Permit is issued, you will be informed of this by the IND. As soon as the residence document and the additional document is available, you will receive a notice from the IND that your foreign employee can come to collect both documents in person.

The additional document specifies your name as the employer and includes the conditions on which your foreign employee is permitted to work for you. As soon as the residence permit and the additional document have been issued to your foreign employee, the IND will inform you hereof in writing. You will also receive a copy of the additional document.

***Please note!** If you or your foreign employee has any questions about the handling of the application, please contact the IND, for the IND is the authority to which the application has been submitted and which takes the decision on the application. If you are having a question about the advice, the IND will refer you or your foreign employee to the UWV.*

***Please note!** It sometimes happens that the UWV contacts you or your foreign employee directly. This occurs if the UWV has additional questions about the employment element of the application in connection with IND's request for advice.*

## Obligation to provide information

You and your foreign employee are statutorily required to inform the IND of all relevant changes that affect or may affect the right to stay and work in the Netherlands.

## Obligation to retain

You as the employer are statutorily required to retain a copy of the residence document and a copy of the additional document in your records.

## More information?

Please visit [www.ind.nl](http://www.ind.nl) for more and up-to-date information. 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.

This is a publication of the Immigration and Naturalisation Service. No rights can be derived from the contents of this publication.  
September 2015 | [communicatie@ind.minvenj.nl](mailto:communicatie@ind.minvenj.nl)