



## Application for Verification against EU Law (certificate of lawful residence)

### Nederlandse versie

Dit aanvraagformulier is ook verkrijgbaar in het Nederlands.  
Kijk op [www.ind.nl](http://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 family members and relatives of nationals of the Union who are not nationals of the EU, EEA Member States, or Switzerland themselves. Nationals of the Union are nationals of the EU Member States. Nationals of the EEA Member States and Switzerland are considered equivalent to EU nationals. Although Dutch nationals are nationals of the Union as well, family members and relatives of Dutch nationals usually cannot use this form (see the explanation on page 2).

#### Exception: Dutch nationals

Although Dutch nationals are also nationals of the Union, you cannot use this form if you want to stay in the Netherlands as a family member or relative of a Dutch national. There are two exceptions to this, namely:

1. You are a family member or relative of a Dutch national; and  
The Dutch national with whom you wish to stay resided previously in another EU/EEA Member State or in Switzerland under EU Law (as an employee, a self-employed person, a student, or an economically non-active person); and  
You stayed with the Dutch national in the other EU/EEA Member State or in Switzerland, and  
The Dutch national currently lives in the Netherlands again.
2. You do not originate from the EU and you are a parent of a minor Dutch child.

If these exceptions apply to you, you can still use this form.

### Family members and relatives of nationals of the Union (not a Dutch national) who are not nationals of the EU, EEA Member States, and Switzerland themselves.

If you are a family member or relative of a national of the Union and you yourself are not a national of one of the countries mentioned above, then you must use this form to submit an application for verification against EU Law and to request the issue of an EU residence document for the purpose of staying with a national of the Union (your sponsor).

You are obliged to submit an application for verification against EU Law, as you must be able to prove that you have lawful residence in the Netherlands, and you must state your purpose of stay. The certificate of lawful residence is valid for a maximum period of five years. The national of the Union with whom you are staying must prove himself/herself that he/she has lawful residence in the Netherlands, and must state what the family relationship with you is. This can, for example, be done by a certificate of lawful residence, a declaration of registration at the IND, or a permanent residence document for nationals of the Union. If he/she does not have this proof, he/she must prove that he/she has lawful residence in the Netherlands by means of other evidence and documents.

### How to fill in this form

This form consists of 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 completely, signed 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 enclose all the required evidence and documents. Children who are 12 years of age or older must sign the form himself/herself. Fill in one form for each child.

### How to submit this application

Before you submit the application, call 088 043 04 30 (normal charges apply) to make an appointment with the IND desk in your region. The IND employee will tell you which information you must bring with you to the appointment. Each person submitting an application must be present when the application is submitted.

### Means of evidence

You must gather means of evidence for your application. If no copy is requested, then your application must be accompanied by the original documents. The IND verifies these documents and makes copies of them, after which the IND will return all original documents to you. The copies will be added to your application.

### IND desks

The IND has desks in Amsterdam, Den Bosch, Eindhoven, The Hague, Rotterdam, Utrecht and Zwolle. These are the cities/towns where you must submit your application. Please visit [www.ind.nl](http://www.ind.nl) for the nearest IND desk.

### Nationals of the Union

Nationals of the Union are nationals of the following countries:

- the EU Member States: 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, Sweden, and the United Kingdom.
- the EEA Member States: Liechtenstein, Norway, and Iceland.
- Switzerland.

### Application costs (charges)

Applying for certificate of lawful residence costs money. These costs must be paid the moment you submit the application. The costs depend on the purpose of stay for which you submit an application. This form does not include any information about the costs or a possible exemption from paying charges. If you want to be informed of the costs in advance,

please visit [www.ind.nl](http://www.ind.nl). If the assessment of your application shows that you do not qualify for the requested certificate of lawful residence, the money will not be refunded.

### Passport photo, fingerprints and signature

The IND needs your passport photo, fingerprints and signature to create a residence permit. Fingerprints are taken from applicants 6 years and older. This means that your fingerprints will be taken at your appointment for the submission of your application at the IND desk. Also a digital photo will be made and your signature will be required. Every person of 12 years and older has to put their signature at the IND pillar.

### Passport

When you are going to submit your application, you must also bring along your passport. A sticker will be affixed to this document and a copy will be made of it. This copy will be added to your application.

### What will happen with your application?

Once you have submitted your application at one of the IND desks and you have paid the application costs (charges), your application will be assessed by the IND. If your application is not complete it cannot be assessed properly. Non-payment or overdue payment and the submission of an incomplete application may slow down the handling of the application. According to the law, the IND must make a decision on your application within 6 months. You will receive a written notice when the handling of your application has been completed. When your application is granted, you will receive a letter with information about where you can pick up your residence document.

### Foreign documents

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](http://www.rijksoverheid.nl).

### Language of the documents to be enclosed

All documents must have been drawn up in Dutch, English, French, or German. If this is not the case, you must have your document(s) translated by a translator who has been sworn in as a translator by the Dutch court. Hand in the translation(s) of the document(s) together with the application at the IND desk. If you do not have the document(s) translated in the Netherlands by a translator who has been sworn in as a translator by the Dutch court, but abroad, not only the document, but also the translation must have been legalised or provided with an Apostille stamp by the competent authorities of the issuing country.

### 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](http://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](http://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

The V-number can be found in previous correspondence from the IND or on your previous residence permit

1.1 V-number (if known)

1.2 Citizen Service Number (if known)

1.3 Name   
Surname as stated in the passport  
  
First names

1.4 Sex and Date of birth  Male  Female  Day  Month  Year

1.5 Place of birth

1.6 Country of birth

1.7 Nationality

1.8 Home address   
Street  Number   
Postcode  Town

# Application

for Verification against EU Law (certificate of lawful residence)  
Immigration and Naturalisation Service  
Ministry of Justice and Security

> Please tick the applicable situation

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											
1.10	Telephone number	<table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>											
1.11	E-mail	<input style="width: 100%;" type="text"/>											

## 2 Purpose of stay in the Netherlands

Please state below the specific reason for applying for a certificate of lawful residence 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.

You are a family member of a national of the Union (not a Dutch national); or  
You are a family member of a national of the Union (not a Dutch national) and you yourself do not originate from the EU

**You are the spouse, partner or registered partner of a national of the Union (not a Dutch national) (and you yourself do not originate from the EU) (740 - 741 - 746 - 747 - 748 - 753 - 754 - 755 - 760)**

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

- The document issued by the competent authorities evidencing the marriage or the registered partnership (see the explanation 'Foreign documents' and 'Language' on page 2 of this form);
- A copy of the certificate of lawful residence of your sponsor;
- Evidence showing that your sponsor (still) has income from work or other sufficient means of existence in order to prevent your sponsor and his family members from depending on public resources.

*In case of a relationship, your application must also be accompanied by*

- Evidence showing that you have a long-lasting relationship with the EU citizen. This is shown by the fact that you have run or recently ran a joint household for a period of six months. If this joint household is not run, or has not been run in the Netherlands, you can prove this by:
  - proof that you cohabited abroad. The following documents may be submitted for this purpose: a certificate of registration at a municipal administration office, tenancy agreements, sales agreements of a house inhabited jointly, or bank statements in both names; or
  - a birth certificate showing that a child was born from your relationship
- The Appendix 'Declaration of Relationship for Partner of EU National' filled in completely and signed by you and your sponsor;
- A copy of the certificate of lawful residence of your sponsor.

**Continued residence after your relationship has ended or your marriage has been dissolved. You were the spouse, partner or registered partner of a national of the Union (not a Dutch national) (and you yourself do not originate from the EU) and your residence permit has expired. (740 - 741 - 746 - 747 - 748 - 753 - 754 - 755 - 760 - 761)**

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

- Evidence showing when your relation has ended or your marriage was dissolved
- Evidence showing that you are employed and/or have sufficient means of existence to support yourself

**You are younger than 21 years of age and you are the child or grandchild of a national of the Union (not a Dutch national) or his/her spouse, partner or registered partner (and you yourself do not originate from the EU) (742 - 749 - 756)**

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

- The document showing the family relationship (see the explanation 'Foreign documents' and 'Language' on page 2 of this form).
- A copy of the certificate of lawful residence of your sponsor.
- Evidence showing that your sponsor (still) has income from work or other sufficient means of existence in order to prevent your sponsor and his family members from depending on public resources.

**NB.** A child or grandchild of the unmarried partner (so not a registered partner) of a national of the Union only qualifies for residence under EU Law if this child is younger than 18 years of age. This situation is also subject to additional conditions.

**You are older than 21 years of age and you are the child or grandchild of a national of the Union or his/her spouse, partner or registered partner (and you yourself do not originate from the EU) (743 - 750 - 757)**

**You are a family member in the ascending line (parent or grandparent) of a national of the Union or his/her spouse, partner or registered partner (and you yourself do not originate from the EU) (744 - 751 - 758)**

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

- The document showing the family relationship (see the explanation 'Foreign documents' and 'Language' on page 2 of this form).
- A copy of the certificate of lawful residence of your sponsor.
- Evidence showing that you received material support from your sponsor in your country of origin or former residence.
- Evidence, for example a declaration issued by the competent authority, showing you received material support to provide in your basic needs in your country of origin or country of former residence because of your financial and personal situation.
- Evidence showing that your sponsor (still) has income from work or other sufficient means of existence in order to prevent your sponsor and his family members from depending on public resources.

**You are a caring parent of a minor and you do not originate from the EU (not a Dutch national) (744 - 751).**

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

- A 'Declaration of Citizens of the Union' of your child;
- A copy of the birth certificate of your child or, if the familial relationship between you and the child is not evident from the birth certificate, copies of other means of evidence showing the familial relationship, for example means of evidence of adoption;
- Means of evidence showing that you have rightful authority over your child;
- Means of evidence showing that you can support your child financially to prevent you and your child have to make use of general funds;
- Means of evidence showing that you are actually taking care of your child; and
- Means of evidence showing that your child lives with you.

**You are a relative of a national of the Union (not a Dutch national), other than a parent, grandparent, child or grandchild (and you yourself do not originate from the EU) (745 - 752 - 759)**

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

- The document showing the family relationship (see the explanation 'Foreign documents' and 'Language' on page 2 of this form)
- A copy of the certificate of lawful residence of your sponsor.
- Evidence showing that your sponsor (still) has income from work or other sufficient means of existence in order to prevent your sponsor and his family members from depending on public resources.
- Evidence, for example a declaration issued by the competent authority, showing you require material support to provide in your basic needs in your country of origin or country of former residence because of your financial and personal situation; or
  - a declaration issued by the competent authority showing that you lived with your sponsor while you were staying in your country of origin or country of former residence; or
  - a declaration - issued by the competent authority - showing that you require personal care from your sponsor for serious reasons of health.

You are a family member of a Dutch national and you yourself do not originate from the EU

**You are a relative of a Dutch national as explained in the 'Explanation' (first exception) (and you yourself do not originate from the EU) (761)**

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

- The document showing the family relationship (see the explanation 'Foreign documents' and 'Language' on page 2 of this form).
- A copy of your EU residence document and that of your Dutch sponsor (or - where applicable - a copy of your sponsor's certificate of lawful residence) issued by the other Member State or Switzerland.
- A certificate of registration in the town/city in the other Member State.
- Other evidence showing that you and your sponsor resided in another Member State under EU law. Means of evidence you can submit to substantiate this are described in the appendix 'Means of evidence for the relative (who does not originate from the EU) of a Dutch national'.

**You do not originate from the EU and you are a parent of a minor Dutch child as explained in the 'Explanation' (exception 2) (348)**

If applicable to your situation, your application must be accompanied by the following supplementary evidence and documents:

- A copy of the Dutch passport of your child;
- A copy of the birth certificate of your child or, if the familial relationship between you and the child is not evident from the birth certificate, copies of other means of evidence showing the relationship between you and your child, for example means of evidence of adoption or foster care;
- Means of evidence showing that you actually take care of your Dutch child, for example pictures, statements from school or general practitioner;
- Means of evidence showing that you have rightful authority over your child;
- Means of evidence showing that you support your child financially;
- Means of evidence showing that your child lives with you;
- The parenting plan, which contains the agreements you have made about the care and upbringing of your child.

### 3 Signature of the applicant

I am applying for verification against EU Law and for the issue of a certificate of lawful residence 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 or the situation of the foreign national that relate to the right of residence.

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

3.1 Name

\_\_\_\_\_

Place

Day

Month

Year

3.2 Place and date

\_\_\_\_\_

3.3 Signature

\_\_\_\_\_

### 4 Submitting the application

- > The IND needs a passport photo, fingerprints and signature of the foreign national to create a residence permit. See the appendix Passport photo, fingerprints and signature
- > 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.
- > Hand in this application at the IND-desk.  
Call 088 043 04 30 to make an appointment (normal charges apply).



Only fill in this declaration if you are applying for a certificate of lawful residence for residence with your partner who is a national of the EU, the EEA, or Switzerland. Fill in and sign the declaration and submit it together with your application.

## Appendix

### Declaration of Relationship for Partner of EU National

#### 1 Details of the foreign national (the applicant)

The V-number can be found in previous correspondence from the IND or on your previous residence permit

1.1 V-number

1.2 Name  
Surname as stated in the passport   
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  
Street  Number   
Postcode          Town

1.8 Civil status  
> Please tick the applicable situation  unmarried  married  registered partnership  divorced  widow/widower

1.9 Declaration  
The applicant declares as follows:  
 Since he/she has come to the Netherlands, he/she maintains a lasting relationship with the co-undersigned and for that purpose shared a common household and has actually cohabited at the above address, starting from:  
Day    Month    Year

That he/she already had a long-term relationship with the co-undersigned before coming to the Netherlands and for that purpose shared a common household and has actually cohabited at the above mentioned address from:  
Day    Month    Year

He/she undertakes to inform the Immigration and Naturalisation Service immediately of the termination of his/her long-lasting relationship with the co-undersigned;  
He/she will also inform the Immigration and Naturalisation Service of any other relevant changes in this context.

## 2 Details of the sponsor (the partner)

2.1	Name	Surname as stated in the passport		
		<input type="text"/>		
		First names		
		<input type="text"/>		
		> Please tick the applicable situation		
2.2	Sex and Date of birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	Day	Month
			Year	
		<input type="text"/>		
2.3	Place of birth	<input type="text"/>		
2.4	Country of birth	<input type="text"/>		
2.5	Nationality	<input type="text"/>		
2.6	Home address	Street	Number	
		<input type="text"/>		
		Postcode	Town	
		<input type="text"/>		
		> Please tick the applicable situation		
2.7	Civil status	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower		
		> Please tick the applicable situation		
2.8	Declaration	The sponsor declares as follows:		
		<input type="checkbox"/> The sponsor declares that the applicant is his/her life partner and that he/she has maintained a lasting relationship and that he/she run an joint household with him/her and actually cohabited with him/her at the above-mentioned address from:		
		Day	Month	Year
		<input type="text"/>		
		<input type="checkbox"/> That the applicant is his/her lifepartner and that he/she had a lasting relationship with him/her before the applicant's arrival in the Netherlands and shared a common household and actually co-existed with the applicant from:		
		Day	Month	Year
		<input type="text"/>		

## 3 Signing

I have filled in this form truthfully.

3.1	Place and date	Place	Day	Month	Year
		<input type="text"/>			
		Signature of the foreign national		Signature of the sponsor	
3.2	Signature	<input type="text"/>			

### Please note!

Falsely filling in the Declaration of Relationship for Partner of EU National constitutes a punishable offence which will be reported to the police in all cases.



**Do not enclose this appendix with the form**

## Appendix

### Means of evidence for the relative (who does not originate from the EU) of a Dutch national

You need to have actually stayed in another EU member state with your spouse or registered partner.

You can show your actual stay by submitting as much of the means of evidence below as possible with your application:

- Copies of tax returns and assessments.
- Copies of pay slips, employment contract(s), annual income statement(s) and/or income data of yourself and/or your spouse or registered partner.
- Copies of means of evidence showing you (or your spouse/registered partner) had health insurance.
- Copies of annual energy statements showing your gas/power usage.
- Copies of doctor or dentist bills.
- Copies of specified telephone bills.
- Copies of diploma's and/or certificates of taken (integration)courses or study programmes.

- If you own a car: copies of the means of evidence showing you registered your car (with a license plate) in another EU member state and/or you registered the license plate in the Netherlands after your stay in the other EU member state.
- If you have children attending school: copies of the report cards of the child/children if they stayed with you in the other EU member state.  
If the child/the children did not stay with you in the other member state, please answer the following questions on a separate appendix:
  - Why did the child/the children not stay with you; and
  - Who did the child/the children stay with; and
  - Why did the child/the children stay with that person.Please provide as much copied means of evidence as possible to substantiate your explanation.
- Other documents and/or bills showing the other EU member state was actually your and your spouse/registered partner's main residence.







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](http://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](http://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](http://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](http://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](http://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](http://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.

**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](http://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.



### 3 Employment details

3.1 Position of employee \_\_\_\_\_

3.2 Date of employment  
 Day Month Year  
 \_\_\_\_\_  
 > Please tick the applicable situation

3.3 Nature of the employment  
 Fixed employment    Temporary contract    On-call contract    Ongoing temporary work  
 > Please tick the applicable situation

3.4 Employment period  
 Indefinite period    Definite employment > Enter the period (from (date), to (date) below  
 Day Month Year Day Month Year  
 \_\_\_\_\_  
 > Please tick the applicable situation

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  
 \_\_\_\_\_ %

> You only have to complete 3.12 for the International Trade Regulation

3.12 Period of residence in the Netherlands (maximum of 3 years)  
 From Day Month Year \_\_\_\_\_ (= date of entry)  
 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  
 Place Day Month Year  
 \_\_\_\_\_  
 Signature Stamp

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](http://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.



This appendix may only be used for children younger than 6 years and Union citizens and nationals of the EEA and Switzerland.

## Appendix Passport photo form

### The passport photo and signature

The passport photo and signature of the foreign national is stated on the residence document (card). Each person from the age of 12 must place his or her own signature in this passport photo form. It is important for the signature to be clearly visible. Any unclear signatures cannot be used.

The foreign national's passport photo, which you have to place in this passport photo form, must meet the following requirements:

- The passport photo is in color.
- The passport photo may not have been used for a residence document before and must bear a clear resemblance;
- The passport photo must meet the Dutch passport requirements. These requirements can be found at [www.rijksoverheid.nl](http://www.rijksoverheid.nl) (*Criteria for accepting passport photos in Dutch travel documents*)

Please note! No residence document can be issued to you if your passport photo does not meet the Dutch passport requirements.

### Instruction enter personal data and signature

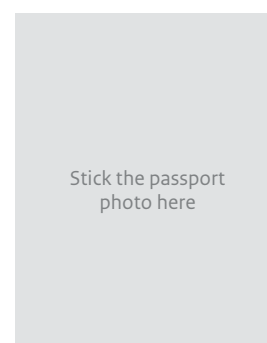
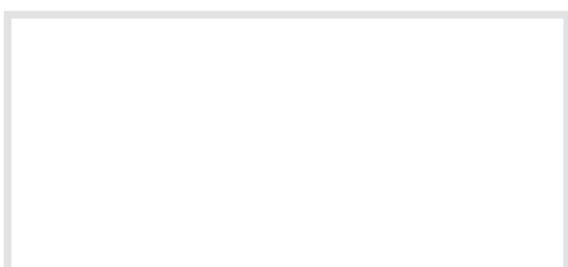
1. Complete in this passport photo form the foreign national's personal details (1 to 5).  
Please note! Complete in capital letters
2. Have the foreign national place a signature in the signature box on the lower left side (6). Use a pen with dark, preferably black ink.  
Please note! If the signature is not clearly visible, a residence document can not be issued.
3. Stick the passport photo with glue in the grey photo frame on the lower right side.  
Please note! Never use paperclips or staples, the passport photo will damage hereby.

### Send this 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. If you choose to use the Passport photo form, then you do not have to go to an IND desk to have your photo taken and to put your signature.

1.	First name(s) and surname											
	Street	Number										
2.	Home address											
	Postcode	Town										
3.	Date of birth	<table border="0" style="width: 100%; font-size: x-small;"> <tr> <td style="width: 10%;">Day</td> <td style="width: 10%;">Month</td> <td style="width: 10%;">Year</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	Day	Month	Year							
Day	Month	Year										
4.	Nationality											
5.	V-number	<table border="0" style="width: 100%; font-size: x-small;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>										
6.	Signature											



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