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

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

Why this form?
You are a family member of an EU / EEA or Swiss citizen and you wish to live together with your family member in the Netherlands. You do not have an EU / EEA or Swiss nationality yourself. You can use this form to submit an application for verification against EU law to obtain an EU residence document for the purpose of staying with an EU citizen (your sponsor).

You are required to submit an application for verification against EU law. You must be able to prove that you have legal residence in the Netherlands and for what purpose. The residence document is valid for a maximum of five years.

The EU citizen with whom you reside must also prove that they have lawful residence in the Netherlands. For example, they have a permanent residence document for EU citizens, or another residence permit. If they do not have this proof, they can make an appointment to register with the IND. See the form: Registration for EU citizens (proof of entitlement to residence status). You can also find out more on www.ind.nl.

Exception: Dutch nationals
Although Dutch nationals are also citizens of the European Union, you cannot use this form if you wish 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 live, previously resided 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 lived with the Dutch national in the other EU/EEA Member State or in Switzerland, and the Dutch national is currently living in the Netherlands again.
2. You do not originate from the EU and you are a parent of a Dutch child who is a minor.
   If one of these exceptions applies to you, you can still use this form.

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.

Documentary evidence
Make a clearly legible copy of all documents and supplementary supporting documents on A4 paper. Do not use other sizes of paper. On every copy, write your V-number or client number (if you know this), or otherwise your personal details.

Children (minors)
If you are the parent or representative of a child who is a minor, you can also fill in this form on your child's behalf. 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.
How to submit this application
To submit your application at the IND desk in your region, you must first make an appointment. Please call 088 043 04 30 to make an appointment (standard rates apply for this information number). You will also immediately learn which information you need to bring to the appointment. Everyone who makes an application must attend an IND desk in person to submit their 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 for the nearest IND desk.

EU citizens
EU citizens 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 (fees)
Applying for a certificate of lawful residence costs money. These costs must be paid when 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 fees. If you would like to know what the costs are in advance, please visit 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.

Biometric information (passport photo, fingerprints and signature)
The IND needs your passport photo, fingerprints and signature to prepare a residence permit. Fingerprints are taken from applicants aged 6 years or over. This means that your fingerprints will be taken at your appointment for the submission of your application at the IND desk. A digital photo will also be taken and your signature will be required. Everyone aged 12 years or over has to provide their signature.

Passport
When you are going to submit your application, you must also bring along your valid passport. A residence endorsement sticker will be placed in your passport.

What happens to your application?
Once you have submitted your application at one of the IND desks and you have paid the application costs (fees), 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 supporting documents must be issued and legalised by the competent authorities of the country that issued the supporting document. In some countries the document must then also be legalised 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 supporting documents include, for example, birth certificates and marriage certificates. Having these supporting documents 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 by the competent authorities 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 Dutch government’s public information service on 1400. You can also visit the website www.rijksoverheid.nl.
Language of the documents to be enclosed
All documents must be 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 did 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 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

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

Day Month Year 

1.5 Date of birth 

1.6 Place of birth 

1.7 Country of birth 

1.8 Nationality 

1.9 Civil status

☐ unmarried

☐ married

☑ registered partnership

☐ divorced

☐ widow/widower
2 Purpose of stay in the Netherlands

Please state below the specific reason for applying for a certificate of lawful residence and follow the related instructions below. 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 an EU citizen (who is not a Dutch national) and you yourself do not originate from the EU

☐ You are the spouse, partner or registered partner of an EU citizen (who is not a Dutch national) and you yourself do not originate from the EU (740 - 741 - 746 - 747 - 753 - 754 - 755 - 760)

Please submit a copy of the following documents and supplementary evidence with your application:

- The document issued by the competent authorities evidencing the marriage or registered partnership (see the explanation under ‘Foreign documents’ and ‘Language’);
- The certificate of lawful residence of your sponsor;
- Evidence showing that your sponsor (still) has income from work or other sufficient means of support 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 a copy of:

- Supporting documents 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 being run, or has not been run in the Netherlands, you can show 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 agreement, purchase contract for a house inhabited jointly, or joint bank statements; or
  - a birth certificate showing that a child was born from your relationship.
- The Appendix ‘Declaration of Relationship for Partner of EU Citizen filled in completely and signed by you and your sponsor;
- 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 an EU citizen (who is not a Dutch national) and you yourself do not originate from the EU and your residence permit has expired. (740 - 741 - 746 - 747 - 753 - 754 - 755 - 760 - 761)

Please submit a copy of the following documents and supplementary evidence with your application:

- Evidence showing when your relation ended or your marriage was dissolved;
- Evidence showing that you are employed and/or have sufficient means to support yourself.
☐ You are younger than 21 years of age and you are the child or grandchild of an EU citizen (who is not a Dutch citizen) or his/her spouse, partner or registered partner and you yourself do not originate from the EU (742 - 749 - 756)

Please submit a copy of the following documents and supplementary evidence with your application:

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

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

☐ You are 21 years or older and you are the child or grandchild of an EU citizen 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 an EU citizen or his/her spouse, partner or registered partner and you yourself do not originate from the EU (744 - 751 - 758)

Please submit a copy of the following documents and supplementary evidence with your application:

- The document showing the family relationship (see the explanation 'Foreign documents’ and 'Language’).
- 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 parent caring for a minor and you do not originate from the EU and are not a Dutch citizen (744 - 751)

Please submit a copy of the following documents and supplementary evidence with your application:

- A ‘Declaration of Registration as a Citizen of the Union’ for your child;
- 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 evidence showing the familial relationship, for example evidence of adoption;
- Evidence showing that you have legal custody of your child;
- Evidence showing that you can support your child financially to prevent you and your child have to make use of general resources;
- Evidence showing that you are actually taking care of your child; and
- Evidence showing that your child lives with you.
☐ You are a relative of an EU citizen (who is not a Dutch national), other than a parent, grandparent, child or grandchild and you yourself do not originate from the EU (745 - 752 - 759)

Please submit a copy of the following documents and supplementary evidence with your application:

- The document showing the family relationship (see the explanation ‘Foreign documents’ and ‘Language’ on page 2 of this form);
- 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 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 health reasons.

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)

You must have lived with your family member for a consecutive period of at least three months in another EU Member State. You must have lived there as a family. When submitting your application, enclose copies of as many of the following supporting documents as possible, that apply to your situation:

- A document showing your family relationship with the Dutch national;
- A copy of your EU residence document and that of your Dutch sponsor (or if applicable, a copy of your sponsor’s certificate of lawful residence) issued by the other EU Member State or Switzerland;
- Proof of registration and deregistration for you and your Dutch family member in the place of residence in the other Member State;
- Employment contract(s), salary statements, annual income statement(s) and / or other income details of employment for yourself and / or your family member in the other Member State;
- If you or your family member have/has worked as a self-employed person in the other EU Member State: proof of registration in the Commercial Register, balance sheet, profit or loss accounts, company results;
- Tax returns and assessments;
- Proof that you and your Dutch family member have been medically insured in the other country and proof that the health insurance has been paid.
- Doctors’ and dentists’ bills.
- Diplomas and / or certificates of (integration) courses and training courses that you and your family member have followed in the other Member State.
- Proof that you and your family member have paid your fixed costs in the other EU Member State.

Did you live in the other Member State for a longer period? Then send supporting documents for the last 3 months that you lived as a family in the other EU Member State.

For example, proof of payment of:
- rent/ mortgage for your home with the corresponding rental and / or purchase agreement(s).
- annual statements showing your gas / energy usage or other energy bills.
- invoices from television and internet providers.
- (detailed) telephone bills from the other EU member state.
- invoices from newspaper or other subscriptions that you have taken out.
- other bills showing that you and your Dutch family member actually lived in the other EU member state.
- all bank statements for you and your Dutch family member for at least the last three months of your stay in the other EU member state. In particular those showing all debit card transactions making it clear that you and your Dutch family member did the daily shopping in the other EU member state.

The statements must also show what the bank account (IBAN) number is (only the last four digits need to be visible) and in whose name or names the bank account is.
- bank cards on which the last four digits of the bank account number (IBAN) must be visible.
• If you and/or your Dutch family member had a car: proof that the car was registered in the other EU member state with a number plate from that country, or a document proving that after your stay in the other EU member state you had the car registered in the Netherlands (again) with a Dutch number plate.

• In the case of a child/children, for example: declarations/invoices for pregnancy and birth, declarations/invoices for childcare, the child’s development booklet, school reports for your child(ren), declarations/payments for sports associations, part-time employment in the other EU Member State. If the child/children did not live with you, you must state in a separate annex why the child did not live with you, with whom the child lived and why the child lived with that person(s). If possible, please support your explanation with documents.

• If you and/or your Dutch family member continued to work in the Netherlands during your stated stay in the other EU member state: proof of commuting (for example, public transport route cards or proof of payment at petrol stations).

• If you and/or your Dutch family member did not work in the other EU Member State or in the Netherlands, please substantiate how you have provided for your living in the other EU Member State and/or whether you looked for work (for example, proof of benefits received, registration at employment office or employment agencies, invitations to apply for work, job applications, etc.)

• Other evidence showing that you and your Dutch family member had your main residence in another Member State.

• If you lived outside the EU for an uninterrupted period of six months or longer prior to your return to the Netherlands: supporting documents about the period, the reason and in which country you were living.

☐ You do not originate from the EU and you are a parent of a Dutch child who is a minor as explained above in the ‘Exception: Dutch nationals’ (exception 2) (348)

Please submit a copy of the following documents and supplementary evidence with your application if these apply to your situation:

• Your passport or identity card. If you do not have a passport or identity card, provide other documents that clearly state your nationality and identity;

• Your child’s Dutch passport;

• Your child’s birth certificate, or if the familial relationship between you and the child is not evident from the birth certificate, copies of other evidence showing the relationship between you and your child, for example evidence of adoption or foster care;

• Evidence showing that you actually take care of your Dutch child, for example photographs, statements from school or general practitioner;

• Evidence showing that you have legal custody of your child;

• Evidence showing that you support your child financially;

• Evidence showing that your child lives with you;

• If the parents do not live together: the parenting plan, or the access agreement, which contains the agreements on the care and upbringing of your child and evidence that these agreements are being met.

• If you already have a right of residence in the European Union, evidence from the authorities of that Member State that your right of residence has expired.
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 that I have completed this form truthfully. I know that for the purpose of implementing the Aliens Act 2000, the completed personal details 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.

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

3.2 Name

3.3 Place and date

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3.4 Signature

4 **Identification**

Please submit a copy of your passport with your application. Make copies of all the pages with travel stamps as well. Do not copy empty pages.

*Are you younger than 18 years old and do you not have your own passport?*

Then you should submit a copy of the passport of your parent in whose passport you are registered. Make copies of all the pages with travel stamps as well. Do not copy empty pages.

5 **Submitting the application**

- The IND needs a passport photo, fingerprints and signature of the foreign national to prepare a residence permit. See the appendix Passport photo, fingerprints and signature.
- Please check whether you have fully completed the form and the required appendices.
- Please check you have signed the form.
- Please make sure that you have enclosed all the necessary appendices and copies of documents and supplementary evidence with your application. All information must be on paper (A4 format). Do not send original documents. Do not use staples or paper clips! Do not send USB sticks, CDs or DVDs.
- You can submit the application at an IND desk *. Call 088 043 04 30 to make an appointment (standard rates apply for this information number).
  * Exception: applications for residence as a parent of a Dutch child who is a minor (348) can also be submitted by post. You can send your application to the following address: Immigration and Naturalisation Service, Postbus 16, 9560 AA Ter Apel.
- Please take your valid passport with you to the appointment.
Appendix Declaration of Relationship for Partner of EU Citizen

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

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.

1 Details of the foreign national (the applicant) Write in block letters

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<th>Number</th>
<th>Description</th>
<th>Instructions</th>
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<td>1.1</td>
<td>V-number (if known)</td>
<td>The V-number can be found in previous correspondence from the IND or on your previous residence permit</td>
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<td>Name</td>
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<td>☐ divorced</td>
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<td></td>
<td>☐ widow/widower</td>
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1.9 Home address

[...]

1.10 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

First names

2.2 Sex

☐ Male

☐ Female

2.3 Date of birth

2.4 Place of birth

2.5 Country of birth

2.6 Nationality
2.7 Civil status

- unmarried
- married
- registered partnership
- divorced
- widow/widower

2.8 Home address

Street

Number

Postcode

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<th>Town</th>
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2.9 Declaration

The sponsor declares as follows:

- 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:

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- 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:

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3 Signing

I have filled in this form truthfully.

3.1 Place and date

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3.2 Signature of the foreign national

Signature of the sponsor

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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.

**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 to 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 photo and his/her 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.

- 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.

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 Employer’s declaration

**Please note!** Not completing this employer’s declaration truthfully may be considered a crime (such as forgery) and may lead to filing a police report.

One copy must be completed and signed for each employer. The application form states when and of which person(s) you must enclose the employer’s declaration with your application.

**Please note!** The IND may check the correctness of your enclosed wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).

## 1 Details of employee

<table>
<thead>
<tr>
<th></th>
<th>Write in block letters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>V-number (if known)</td>
</tr>
<tr>
<td>1.2</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>(as stated in the passport)</td>
</tr>
<tr>
<td>1.3</td>
<td>Sex</td>
</tr>
<tr>
<td></td>
<td>[ ] Male</td>
</tr>
<tr>
<td></td>
<td>[ ] Female</td>
</tr>
<tr>
<td>1.4</td>
<td>Date of birth</td>
</tr>
<tr>
<td>1.5</td>
<td>Place of birth</td>
</tr>
<tr>
<td>1.6</td>
<td>Country of birth</td>
</tr>
<tr>
<td>1.7</td>
<td>Nationality</td>
</tr>
<tr>
<td>1.8</td>
<td>Home address</td>
</tr>
<tr>
<td></td>
<td>Street</td>
</tr>
<tr>
<td></td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td>Postcode</td>
</tr>
<tr>
<td></td>
<td>Town</td>
</tr>
</tbody>
</table>
2 Details of company/institution  

2.1 Name company/institution

2.2 Withholding tax number

2.3 Visiting address  

	Street

	Number

	Postcode

	Town

3 Employment details  

3.1 Position of employee

3.2 Date of employment

3.3 Nature of the employment

- Fixed employment
- Temporary contract
- On-call contract
- Ongoing temporary work

3.4 Employment period

- Indefinite period
- Definite employment

> Enter the period (from (date), to (date) below

from  

to

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

<table>
<thead>
<tr>
<th>Hours per week by contract</th>
<th>Hours per week actually</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   |   | %

3.12 Period of residence in the Netherlands (maximum of 3 years)

from

Day | Month | Year
---|---|---

= date of entry

to

Day | Month | Year
---|---|---

Only for the International Trade Regulation
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

4.5 Signature and stamp of company/institution

Signature

Stamp of company/institution

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Appendix Passport photo form

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

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.

Requirements passport photo
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 (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.
Processing of personal data
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