



## Application replacement or renewal of a foreign nationals document or application Foreign Nationals Identity Document type W or W2

Has your residence document been stolen or lost? You can also submit the application for replacement online. You can start the online application on [www.ind.nl](http://www.ind.nl). Click the button Apply online and answer the questions.

### Nederlandse versie

Dit aanvraagformulier is ook verkrijgbaar in het Nederlands. Kijk op [www.ind.nl](http://www.ind.nl) om dit formulier te downloaden.

First read the notes on this page and the following page before you complete the form.

### Why use this form?

You can use this form to apply for a new foreign nationals document or Foreign Nationals Identity Document type W or W2. You can only use this form if:

- Your foreign nationals document or Foreign Nationals Identity Document (type W or W2) has been lost, stolen or damaged. You need to replace the document;
- You have a permanent regular residence permit or a Permanent Residence Document for Nationals of the Union and the period of validity of the current foreign nationals document is about to expire. You need to renew the foreign nationals document;
- You have the nationality of one of the EU Member States, EEA Member States or of Switzerland. You have a permanent residence permit or a Permanent Residence Document for Nationals of the Union and the period of validity of the current document is about to expire. You can renew the foreign nationals document. However, this is not obligatory;
- Your foreign nationals document contains incorrect employment status;
- Your foreign nationals document or Foreign Nationals Identity Document type W/W2 contains incorrect personal details, for example the wrong name, date of birth, place of birth or nationality. You first need to change the details in the Municipal Personal Records Database in the municipality where you live;
- Your foreign nationals document or Foreign Nationals Identity Document type W/W2 contains other incorrect details.
- You want to submit an application for a Foreign Nationals Identity Document type W.

You can apply for a Foreign Nationals Identity Document type W in the following situations. You have applied for:

- An application to extend your temporary asylum residence permit.
- An application for a permanent asylum residence permit.
- A first or repeat application for a temporary asylum residence permit.

Your application is still ongoing and your document type W is about to expire or has expired.

You can also apply for a Foreign Nationals Identity Document type W if you are waiting for a court decision for an appeal on:

- a rejection of your first or repeat application for a temporary asylum residence permit;
- a rejection of the extension of your temporary asylum residence permit;
- a rejection of your application for a permanent asylum residence permit;
- the withdrawal of your asylum residence permit.

You only qualify if you are allowed to await the court decision in The Netherlands.

- You want to submit an application for a Foreign Nationals Identity Document type W2.

You can apply for a Foreign Nationals Identity Document type W2 in the following situations:

- You have been granted suspension of departure from The Netherlands for health reasons and therefore unable to travel.
- You are a victim of human trafficking or you are a witness reporting human trafficking.
- You have applied for asylum before, however, you have now submitted an application for a non-asylum related residence permit. For example, for medical treatment or because you cannot leave the Netherlands through no fault of your own.
- Your application for an asylum residence permit has been disregarded due to the Dublin Implementation Regulation since another member state is responsible for the handling of your application. You are waiting for the transfer to this other member state.
- The Netherlands has requested to suspend your removal from The Netherlands due to an interim measure by the EHRM (Rule 39).

You only qualify if you are allowed to be in The Netherlands and you do not have a valid passport.

### **In which cases can you not use this form?**

You cannot use this form in the following cases:

- You have an EU document (other than the residence document Permanent Residence Document for Nationals of the Union) and you have the nationality of one of the EU Member States, EEA Member States or of Switzerland. You want to replace/renew your EU document because the period of validity of the document is about to expire. Do not use this form in such cases. You no longer need a residence document. Under certain conditions you may be eligible for the residence document Permanent Residence Document for Nationals of the Union. You can find further information about this on the website [www.ind.nl](http://www.ind.nl).
- You have an EU document (other than the residence document Permanent Residence Document for Nationals of the Union) and you are staying with someone with the nationality of one of the EU Member States, EEA Member States or of Switzerland. You want to replace/renew your EU document because the period of validity of the document is about to expire. Do not use this form in such cases. Instead you should use the form 'Application for Verification against EU Law (certificate of lawful residence)'. Under certain conditions you may be eligible for the residence document Permanent Residence Document for Nationals of the Union. You can find further information about this on the website [www.ind.nl](http://www.ind.nl).

Countries that belong to the European Union (EU) are: Belgium, Bulgaria, Cyprus, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Republic of Ireland, Italy, Croatia, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Czech Republic and Sweden.

Countries that belong to the European Economic Area (EEA) are: Liechtenstein, Norway and Iceland.

### **How do you complete this form?**

This form comprises several different appendices; which appendices you need to complete depends on your situation. Only submit your application once you have fully completed this form, signed and collected together all the necessary documents and items of evidence. If your application is incomplete then the Immigration and Naturalisation Service (IND) will not be able to assess your application properly.

### **Minor children**

If the foreign nationals document of a minor child needs to be replaced or renewed, or if it is damaged, then you can complete this form on his/her behalf. Where reference is made in the form to 'you' or 'the applicant' then this refers to the child. Complete a separate form for each child. Answer all the questions on behalf of the child. If the child is 12 years old or older, then he/she can sign the form him/herself. In case of an application for a minor child who is younger than 12 years old, then you do not need to complete the Antecedents certificate appendix.

### **How do you submit this application?**

Send the form to the Immigration and Naturalisation Service (IND). Only submit the application once this form is fully completed and signed, therefore not in parts. Send all the required documents together with your application.

If you are requesting the replacement of your foreign nationals document, then you should send your application as soon as possible to the Immigration and Naturalisation Service (IND). If you are requesting renewal of the foreign nationals document, then you should send your application to the Immigration and Naturalisation Service (IND) at least 8 weeks before the date on which the foreign nationals document expires. Assessment of the application and making the foreign nationals document takes several weeks to complete.



1.10 Civil status

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

1.11 Telephone number

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1.12 E-mail

## 2 Reason and type of document

2.1 Indicate the reason why you want a new foreign nationals document.  
 > *Please tick the applicable situation*

- Replacement of the foreign nationals document or Foreign Nationals Identity Document type W/W2 due to loss or theft (720)
- Replacement of the foreign nationals document or Foreign Nationals Identity Document type W/W2 because it is damaged (721)
- Application for a Foreign Nationals Identity Document type W or W2, or renewal of your Foreign Nationals Identity Document type W or W2 because the period of validity of your current document is about to expire (782/781)
- Renewal of the foreign nationals document (permanent residence permit or Permanent Residence Document for Nationals of the Union) because the period of validity is about to expire (721)
- Replacement of the foreign nationals document because it contains incorrect employment status (721)
- Replacement of the foreign nationals document or Foreign Nationals Identity Document type W/W2 because it contains incorrect personal details (721)  
 Please note! If there are changes to your personal details and you have not yet passed these on to your local municipality, then you must do so as soon as possible. The IND always uses your personal details as they are registered with your local municipality. It is very important therefore that your local municipality has your correct personal details.  
 > Indicate below which details are incorrect.
- Replacement of the foreign nationals document or Foreign Nationals Identity Document type W/W2 because it contains incorrect details (721)

> Indicate which details are incorrect.

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2.2 Indicate the type of document you are applying for.  
> Please tick the applicable situation

- Regular residence permit  
> Continue further with 3 and complete the rest of the form
- Evidence of legitimate stay (EU/EEA) (other than the residence document Permanent Residence Document for Nationals of the Union); are you a family member of a person with an EU/EEA nationality or Swiss nationality?  
Please note! Only choose this option if you want to replace your residence document in connection with theft, loss or incorrect details. On page 1 under "In which cases can you not use this form?" you can read what you should do in other situations.  
> Continue further with 3 and complete the rest of the form
- Permanent Residence Document for Nationals of the Union  
> Continue further with 3 and complete the rest of the form
- Asylum residence permit (721)  
> Continue further with 4 and complete the rest of the form
- Foreign Nationals Identity Document type W (782)  
> Continue further with 5 and complete the rest of the form
- Foreign Nationals Identity Document type W2 (781)  
> Continue further with 5 and complete the rest of the form

### 3 Identification

Enclose together with your application a copy of the pages of your valid passport on which your personal details and the period of validity of the document are recorded. As citizen of the EU/EEA or Swiss you can enclose a copy of your valid ID card instead of your passport. If the application relates to a minor child, then enclose with the application a copy of the pages of your valid passport on which your personal details, the period of validity of the document and the addition of your child are recorded in the document.

### 4 Municipal administration

The IND checks the details recorded in the municipal administration.

### 5 Declaration on main residence

*Please note!* This statement only applies if you apply for a renewal of the foreign nationals document.

Have you been outside the Netherlands for more than 6 months, since the release of your residence document?

- No                       Yes                      > Give details about your stay abroad.

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## 6 Report of loss or theft

Enclose a copy of the report of loss or theft together with your application. In case of the loss or theft of a foreign nationals document or Foreign Nationals Identity Document type W/W2 you must report this at the nearest police station. It must be clearly stated in the official report that this involves the loss or theft of your foreign nationals document or Foreign Nationals Identity Document type W/W2. A report that is filed with the local police abroad must be compiled in Dutch, English, French or German. If this is not the case, then you are required to have the report translated by a translator who has been sworn in by a district court and enclose a copy of the translation together with official report and your application.

### **Finding the residence document again after report of theft/loss**

Did you report the theft/loss to the police? This makes the residence document permanently invalid. You then always have to apply for replacement. Even when you find the residence document again, you can no longer use it. You must hand in this residence document to the IND. You can do this at an IND Desk. For example, when you collect the replacement residence document. Or, you can send the document, that you found again, to the following address:

Immigratie- en Naturalisatiedienst, Bureau Documenten  
Postbus 7025, 8007 HA Zwolle

## 7 Copy of the current document

Enclose a copy of the front and back of your current document together with your application, even if this document is damaged. In the case of loss or theft, then you are not required to enclose a copy of the document.

## 8 Biometric details, Antecedents certificate and signature

You need to allow your fingerprints to be taken and also a passport photo for the purpose of establishing your identity. The biometric details are also needed for making a residence document. In addition, your signature is also needed. Fingerprints are made of applicants of 6 years old and older. Every applicant from 12 years old and older is required to provide his/her own signature. In the appendix 'Fingerprints, passport photo and signature' you can read how to give biometric details.

### *Citizens of the EU, EEA and Switzerland*

If you are a citizen of the EU, EEA or Switzerland then your fingerprints will not be taken and these will not appear on your residence document. However, your residence document will include your passport photo and signature. You can use the photo card appendix for this purpose. The appendix includes instructions for use. You can also choose to go to an Immigration and Naturalisation Service (IND) desk to make a passport photo and to place your signature. You need to make an online appointment for this. Please check [www.ind.nl](http://www.ind.nl) for how to make an online appointment. You can also find the addresses and opening times of the Immigration and Naturalisation Service (IND) desks on the website [www.ind.nl](http://www.ind.nl).

> *Please tick the applicable situation*

- I understand that IND needs my fingerprints, passport photo and signature for making a residence document.
- I am a citizen of the EU, EEA or Switzerland. I understand that the IND needs my passport photo and signature for making a residence document.

### **Antecedents certificate**

Fill out the Antecedents certificate appendix and submit this appendix together with your application. If you do not complete the antecedents certificate truthfully, this may have consequences for the right of residence!

You do not have to complete this antecedents certificate if you (the permit holder):

- submit an application for replacement, or
- if you are younger than 12 years old, or
- if you are a national of the EU or EEA or Switzerland, or
- if you have Belgian or Luxembourgian nationality.

## 9 Signature by the applicant (the permit holder)

I declare I have completed this form truthfully. I understand that the personal details included in the form will be processed under the implementation of the Aliens Act 2000 and will be passed on to authorities that need these details for that purpose. I will inform the Immigration and Naturalisation Service (IND) without delay of any changes to my situation (and to the situation of the child) that relate to the right of residence.

9.1 I am submitting this form together with \_\_\_\_\_ (number) appendices/items of evidence.

9.2 Name \_\_\_\_\_

9.3 Place and date *Place* \_\_\_\_\_

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

9.4 Signature \_\_\_\_\_

## 10 Submitting and sending the application

- If you need to enclose the photo card appendix, place your colour passport photo and signature on the photo card appendix, which is enclosed with this application form. Your passport must comply with the requirements for Dutch passports. These requirements can be found at [www.rijksoverheid.nl](http://www.rijksoverheid.nl) (Welke eisen stelt de overheid aan mijn pasfoto voor mijn paspoort of identiteitskaart?)
- Check that you have fully completed this form.
- Check that you have signed this form.
- Enclose all the requested appendices, items of evidence and documents together with your application. Do not use any staples or paper clips!
- Send your application to the IND.

For the purposes of residence:

- working as an employee or self-employed person;
- study; exchange; au pair;
- residence as researcher or highly skilled migrant;
- residence with a family member with a residence permit as researcher or highly skilled migrant or work or study, then you should send the application to:

Immigratie- en Naturalisatiedienst  
Postbus 5  
9560 AA Ter Apel

In all other cases send the application to:

Immigratie- en Naturalisatiedienst  
Postbus 9  
9560 AA Ter Apel







## Appendix Antecedents Certificate

### Who should complete this appendix?

Pursuant to Articles 3.77, paragraph 11 and 3.86, paragraph 18 of the Aliens Decree, every foreign national aged 12 years or older must complete this appendix.

*Please note!* This statement consists of 2 pages. You must complete **both** pages.

### 1 Declaration of the foreign national

On this form you fill in whether you have ever committed a crime or a criminal offence. These are crimes committed in the Netherlands and criminal offences committed outside the Netherlands. You must answer the questions with *Yes* or *No*. Not completing the form truthfully or failing to report is a criminal offence. This can lead to a sanction. Your answers may have consequences for your application or for a residence permit that you have previously received.

> *Please tick the applicable situation*

Are you currently being prosecuted for committing a crime in the Netherlands? Or for committing a criminal offence abroad?  Yes  No

Have you ever been sentenced to a fine, community service, penalty order by a public prosecutor, custodial measure or imprisonment or have you accepted an out-of-court settlement for committing a crime in the Netherlands? Or have you ever been convicted of committing a criminal offence abroad?  Yes  No

Have you ever committed a crime, or have you been involved in a crime as referred to in Article 1F of the 1951 Geneva Convention on Refugees? Like a murder, war crime, genocide, terrorist crime or crimes against humanity?  Yes  No

Have you received an entry ban from one of the countries of the EU/EEA or Switzerland?\*  Yes  No  
Or a measure similar to an entry ban?

\* *This is a ban on travel to the Netherlands, the EU / EEA or Switzerland.*

Have you submitted incorrect data during earlier residence procedures in the Netherlands?  Yes  No

Have you ever stayed illegally in the Netherlands?  Yes  No

> *Have you ticked Yes for one or more questions? Then explain why.*

## 2 Signature of the foreign national

- ✓ I have completed this form truthfully.
- ✓ I know that the IND can reject my application or withdraw my residence permit if I have ever been convicted of committing a crime.
- ✓ If something changes in my situation through which my statements on this form are no longer correct, I will notify the IND as soon as possible. I do this within four weeks after the change in my situation.

2.1 V-number (if known) 

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2.2 Name 

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2.3 Date of birth 

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

2.4 Place and date *Place* 

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

2.5 Signature 

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### 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.



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



## Appendix Passport photo form

*This appendix may only be used for children younger than 1 year 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 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.

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		Town										
6	Signature											
7	Passport photo	<p>Stick the passport photo here</p>										

**Processing of personal data**

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