Registration for EU-citizens

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

For whom is this form intended?
You have the nationality of an EU/EEA Member State or Switzerland. You do not need a residence permit or TWV to live and work in the Netherlands. Registration with the IND is not necessary. A valid passport or ID-card (issued by an EU/EEA Member State or Switzerland) shows that you have lawful stay and that you are allowed to work.

When do you have to register at IND:
1. You want to stay in the Netherlands together with a family member who is not an EU/EEA or Swiss national.
2. The Municipal Personal Records Database (BRP) states that your previous lawful residence as an EU national has ended (code 41). You can use this form to change this.

How to fill in this form
This form consists of several appendices. Do not submit your application until you have filled in this form completely, signed it and collected all the required documents and evidence. If your application is not complete, the IND cannot assess your application properly.

Copies
Provide copies of all required documents and evidence. Submit the copies together with the form. Never send original documents by mail. Make sure that the copies are clearly legible, and A4 size. Do not use other sizes of paper. Write your V-number (if known), customer number (if known), or your personal data on every copy. Never include objects, like USB-drives, DVDs or photo albums.

Foreign documents
Any official foreign documents about persons that are required for the application must have been legalised or provided with an Apostille stamp by the competent authorities of the issuing country. This may relate to documents such as birth certificates, certificates of unmarried status (not older than 6 months), marriage certificates, and court decisions regarding adoption and guardianship. This may take a great deal of time. We therefore advise you to have the relevant documents legalised or provided with an Apostille stamp in the country of origin several months before submitting the application. For more information about legalisation or Apostille requirements for documents for each country and any exceptions to this, please call the public information line of the Ministry of General Affairs at 1400 from inside the Netherlands, or send an e-mail to info.consulair@minbuza.nl or see www.rijksoverheid.nl.

Biometric details (Passport photo, fingerprints and signature)
The IND needs your passport photo and signature to create a registration card. You can use the Appendix Passport photo form. On the Appendix Passport photo form you will find instructions for use.

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.

Would you like 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 Your personal details

1.1 V-number (if known)

1.2 Name
(as stated in the passport)

Surname

First names

1.3 Sex

☐ Male
☐ Female

1.4 Date of birth

Day

Month

Year

1.5 Place of birth

1.6 Country of birth
(as stated in the passport)

1.7 Nationality

1.8 Home address

Street

Number

Postcode

Town

Country

1.9 Telephone number

1.10 E-mail
2 Purpose of stay in the Netherlands

Mark the purpose of your stay in the Netherlands below (or check that the correct purpose of stay has been marked). You may only mark one purpose of stay.

I request registration for the following purpose of stay:

☐ work in employment/ for an employer
☐ work as a self-employed person
☐ study
☐ family members and relatives of a citizen of the Union
☐ other (you have sufficient means of support of your own)

See 3 for the documents you should bring to your appointment.

3 Supporting documents

You have chosen one of the following reasons as the purpose of your stay in the Netherlands. For each reason it is explained which supplementary evidence you can enclose. You may also enclose other supporting documents to prove that you meet the conditions.

Work in paid employment / for an employer
• An appendix employer’s declaration completed and signed by your employer or a labor agreement showing that it concerns real work, and not labor that is either marginal or incidental in nature

Work as a self-employed person
• Proof of registration at the Chamber of Commerce; and
• Proof of documents showing that it concerns real work, and not labor that is either marginal or incidental in nature, for example:
  ▪ a balance sheet and a profit and loss account, or
  ▪ monthly records of business results, or
  ▪ if none of the abovementioned documents are available to you, a statement or prognosis from your accountant or financial advisor.

Study
• The original proof of enrolment at the educational institution in question.
• Your own statement that you have sufficient means of support at your disposal. You may use the Appendix statement sufficient means of support for this purpose.
• Proof of your medical insurance (insurance card and/or medical insurance policy).

Family members and relatives of a EU-citizens

You must also register if you are staying in the Netherlands as a family member of a citizen of the Union and have the nationality of an EU member or Switzerland. Submit the following (original) document(s) with your registration form:
- **Spouse or (registered) partner**
  - A document issued by the competent authority proving marriage or (registered) partnership, such as a marriage certificate (see under ‘Foreign documents’). Is your marriage or registered partnership registered in the Personal Records Database (BRP) at your municipality in the Netherlands? If so, you do not have to enclose a copy of the document;
  - If you yourself have the nationality of an EU or EEA (European Economic Area) member state or Switzerland and you want to stay in the Netherlands as the (married) partner of a person of Dutch nationality in the Netherlands, then there are two cases in which you may use the present form:
    1. The Dutch person with whom you wish to stay has previously lived and worked in another EU or EEA member state or in Switzerland, and is now continuing his or her economic activities in the Netherlands. In this case you must bring copies of his/her and your residence permits issued by that other member state or Switzerland to the appointment.
    2. The Dutch person with whom you wish to stay has not previously worked as an employee or self-employed person in another EU or EEA member state or in Switzerland, but he (or she) does have sufficient means of support. In this case you should mark the box: ‘other’, and bring the documents referred to there with you.

- **Child below the age of 21 years**
  - A document showing the family relationship, such as a birth certificate or proof of adoption (see under ‘Foreign documents’).
  - If you are the parent or legal representative of a minor, then you may fill in this form on his or her behalf. Fill in one form for each child. Answer all the questions on behalf of the child. If the child is 12 years of age or older, he or she may sign the form himself/herself.

- **Child 21 years of age or older**
  - A document showing the family relationship, such as a birth certificate or proof of adoption (see under ‘Foreign documents’).
  - A document showing that the parent, who is a citizen of the Union and who gives the child the right to stay in the Netherlands, is maintaining the child.

- **Other EU family member (parents or grandparents, children or grandchildren)**
  - Documents showing the family relationship, such as a birth certificate (see under ‘Legalisation of foreign documents’).
  - A document showing that the family member, who is a citizen of the Union and who gives the family member the right to stay in the Netherlands, is maintaining this family member.

**Other (you have sufficient means of support)**
- Proof of your medical insurance (insurance card and/or medical insurance policy).
- Documents showing you have sufficient means of support, so that you will not place a burden on the system for welfare payments.

The source of your sufficient means of support (e.g. an inheritance, alimony, real estate, labor outside the Netherlands, foreign social security, pension or equity) is not relevant, providing they are at your disposal or you are entitled to (periodical) payments. Own means of support could also be the means of your partner (in marriage), a (registered) partner or a third person. If you have a spouse or a registered partner you must bring proof of the income of this partner with you, in the form of a wage slip for example, or a bank statement from a shared account showing the income of your partner. If a partner or third person is involved, you should bring a recent bank statement from a shared account to the appointment showing the income of the partner or third person in question.
4 Location where the registration card is collected

Please indicate below the location where you will collect the registration card:

☐ Amsterdam  ☐ Den Bosch  ☐ Den Haag  ☐ Maastricht (MIC)*
☐ Rotterdam  ☐ Utrecht  ☐ Zwolle

*MIC – Maastricht International Centre

5 Signature

I request registration and issuance of a registration card for myself/my child/the child I am legally representing. I declare I have completed this form truthfully. I know that the personal data filled in on the form will be used in execution of the Aliens Act 2000, and passed on to the authorities who need these data for that purpose. I will immediately notify the IND of any changes in my situation/the situation of my child that are related to the right of residency.

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

5.1 Name

________________________________________

5.2 Place and date

Place

Day    Month    Year

5.3 Signature

________________________________________

6 Submitting the form

- Check that the form has been completed in full.
- Sign the form.
- Make sure that your application is accompanied by all the enclosures, documents and evidence that have been requested. Do not use any staples or paperclips.

Send the completed form and all requested documents in 1 envelope to:
Immigration and Naturalisation Service
Postbus 16
9560 AA Ter Apel
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).

<table>
<thead>
<tr>
<th>1</th>
<th>Details of employee</th>
<th>Write in block letters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>V-number (if known)</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Name</td>
<td>Surname</td>
</tr>
<tr>
<td></td>
<td>(as stated in the passport)</td>
<td>First names</td>
</tr>
<tr>
<td>1.3</td>
<td>Sex</td>
<td>[ ] Male</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Female</td>
</tr>
<tr>
<td>1.4</td>
<td>Date of birth</td>
<td>Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Month</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year</td>
</tr>
<tr>
<td>1.5</td>
<td>Place of birth</td>
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</tr>
<tr>
<td>1.6</td>
<td>Country of birth</td>
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<td></td>
<td>(as stated in the passport)</td>
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<tr>
<td>1.7</td>
<td>Nationality</td>
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<tr>
<td>1.8</td>
<td>Home address</td>
<td>Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number</td>
</tr>
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<td></td>
<td></td>
<td>Postcode</td>
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<tr>
<td></td>
<td></td>
<td>Town</td>
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</tbody>
</table>
## Details of company/institution

**Write in block letters**

<table>
<thead>
<tr>
<th>2.1</th>
<th>Name company/institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>2.2</th>
<th>Withholding tax number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>2.3</th>
<th>Visiting address</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Street</td>
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<tr>
<td></td>
<td>Number</td>
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<tr>
<td></td>
<td>Postcode</td>
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<td></td>
<td>Town</td>
</tr>
</tbody>
</table>

## Employment details

**Write in block letters**

<table>
<thead>
<tr>
<th>3.1</th>
<th>Position of employee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>3.2</th>
<th>Date of employment</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Day</td>
</tr>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>3.3</th>
<th>Nature of the employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fixed employment</td>
</tr>
<tr>
<td></td>
<td>Temporary contract</td>
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<tr>
<td></td>
<td>On-call contract</td>
</tr>
<tr>
<td></td>
<td>Zero hours contract</td>
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<tr>
<td></td>
<td>Contract with minimum-maximum hours</td>
</tr>
<tr>
<td></td>
<td>On-call contract with preliminary agreement</td>
</tr>
<tr>
<td></td>
<td>Contract with an employment agency</td>
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</tbody>
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<table>
<thead>
<tr>
<th></th>
<th>ABU</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Fase A</td>
</tr>
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<table>
<thead>
<tr>
<th></th>
<th>NBBU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fase 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.4</th>
<th>Is there a provision for continued payment of wage during the term of the contract if there is no work?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Only to be filled in in case of on-call contract or contract with an employment agency*
3.5 Employment period

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

3.6 Is there a trial period?

- No
- Yes, until:

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
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<td></td>
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</table>

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>
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</tbody>
</table>

3.8 Gross salary (excluding holiday allowance)

- Per month, or
- Per 4 weeks

*All amounts rounded to the nearest full euro*

<table>
<thead>
<tr>
<th>€</th>
<th></th>
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<th></th>
<th></th>
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<th></th>
</tr>
</thead>
</table>

3.9 Wage for social security purposes (excluding holiday allowance)

- Per month, or
- Per 4 weeks

*All amounts rounded to the nearest full euro*

<table>
<thead>
<tr>
<th>€</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

3.10 Net salary (excluding holiday allowance)

- Per month, or
- Per 4 weeks

*All amounts rounded to the nearest full euro*

<table>
<thead>
<tr>
<th>€</th>
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<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
</table>

3.11 Holiday allowance

<table>
<thead>
<tr>
<th>%</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
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<tbody>
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Only for the International Trade Regulation

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
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</table>

= date of entry
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

4.5 Signature and stamp of company/institution

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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 Passport photo form

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

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

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

Send completed passport photo form to the IND:
Immigratie- en Naturalisatiedienst
Postbus 7025
8007 HA Zwolle

Please note! Only send to this address if you use the Passport photo form apart from the application form.
1  V-number (if known)

2  Name
   (as stated in the passport)

3  Date of birth
   Day  Month  Year

4  Nationality

5  Home address
   Street
   Number
   Postcode
   Town

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

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

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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 Declaration of sufficient means of existence

Only fill in this declaration if you are submitting a registration form for the purpose of stay 'study'. Enclose the completed and signed declaration with your registration form.

1 Your personal details

1.1 Name
(as stated in the passport)

Surname
First names

1.2 Sex

☐ Male
☐ Female

1.3 Date of birth

Day
Month
Year

1.4 Nationality

> Please tick

☐ Hereby I declare to have sufficient means of existence in order to prevent that I and my family members from depending on public resources during the stay in the Netherlands.

2 Signature

I have filled in this form truthfully.

2.1 Place and date

Place

Day
Month
Year

2.2 Signature

Signature

7665 – 01
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.