



## Application for family members via recognised sponsor of your employee

It is also possible to submit and manage this application online. Start the online application on [www.ind.nl/en](http://www.ind.nl/en). Choose the button 'Login Business Portal' and login with eHerkenning.

### 1 Who can submit this application?

- You can only use this form if you have been recognised as sponsor by the IND or are the authorised representative of the recognised sponsor.
- You use this form for the family members of your employee who you bring/brought to the Netherlands. If the family members and your employee enter the Netherlands simultaneously, you should submit all applications to the IND simultaneously.
- The employee is the sponsor for his or her family members. The rights and obligations of the sponsor lie with the employee with whom the family members will reside. The employee must therefore record the evidence and inform the IND in case of any changes. For more information, you can refer the employee to the brochure 'Enabling a family-member or relative to come to the Netherlands'. If the family members and the employee enter the Netherlands simultaneously, you must also pay the fees for these family members via a direct debit collection.
- Here, you have to state the applicable procedure.

> *Please tick the applicable situation*

It concerns an application for the following procedure:

- Procedure for Entry and Residence: the family member of your employee still lives abroad and is obliged to apply for a regular provisional residence permit.
- Procedure for a regular residence permit: the family member of your employee is not obliged to apply for a regular provisional residence permit and resides in the Netherlands or still abroad.
- Extension of the validity of the residence permit.
- Changing the residence permit (together with extending the validity of the residence permit): the family member of your employee already has a residence permit and wants to change his residence permit into another purpose of residence.

Make sure that your application is received by the IND before the residence permit for the family member expires. This is important to prevent the family member encountering a residence gap. A residence gap is an interruption in your residence. This has consequences for any subsequent procedures, such as an application for a permanent residence permit or an application for naturalisation. Do not submit an application for extension of the validity if the residence permit is still valid for more than 3 months. The IND will disregard an application for extension which is submitted earlier than 3 months before the expiration date of the residence permit.

## 2 Details of the recognised sponsor

Write in block letters

2.1 Company name \_\_\_\_\_

2.2 IND client number 

K	1-																		
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2.3 Name of contact person \_\_\_\_\_

2.4 Correspondence address

Street \_\_\_\_\_

Number \_\_\_\_\_

Postcode \_\_\_\_\_

Town 

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2.5 Telephone number of contact person 

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2.6 E-mail of contact person \_\_\_\_\_

2.7 Chamber of Commerce number 

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## 3 Details of the authorised representative (if applicable)

Write in block letters

3.1 Company name \_\_\_\_\_

3.2 Name authorised representative \_\_\_\_\_

3.3 Name of contact person \_\_\_\_\_

3.4 Correspondence address

Street \_\_\_\_\_

Number \_\_\_\_\_

Postcode \_\_\_\_\_

Town 

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3.5 Telephone number 

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3.6 E-mail \_\_\_\_\_

#### 4 Details of your employee (the principal person)

Write in block letters

4.1 V-number (if known) 

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4.2 Citizen Service Number (if known) 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4.3 Name (as stated in the passport) *Surname*

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*First names*

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4.4 Sex  Male  
 Female

#### 5 Details of the spouse/(registered) partner

Write in block letters

5.1 V-number (if known) 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5.2 Citizen Service Number (if known) 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5.3 Name (as stated in the passport) *Surname*

---

*First names*

---

5.4 Sex  Male  
 Female

5.5 Date of birth *Day* *Month* *Year*  

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5.6 Place of birth 

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5.7 Country of birth (as stated in the passport) 

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5.8 Nationality 

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5.9 Civil status  unmarried  
 married  
 registered partnership  
 divorced  
 widow/widower

## 6.1 Details of minor child 1

Write in block letters

6.1 V-number (if known) 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.2 Citizen Service Number (if known) 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.3 Name (as stated in the passport) *Surname*

\_\_\_\_\_  
*First names*

6.4 Sex  Male  
 Female

6.5 Date of birth 

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

6.6 Place of birth \_\_\_\_\_

6.7 Country of birth (as stated in the passport) \_\_\_\_\_

6.8 Nationality \_\_\_\_\_

6.9 Civil status  unmarried  
 married  
 registered partnership  
 divorced  
 widow/widower

## 6.2 Details of minor child 2

Write in block letters

6.10 V-number (if known) 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.11 Citizen Service Number (if known) 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.12 Name (as stated in the passport) *Surname*

\_\_\_\_\_  
*First names*

6.13 Sex  Male  
 Female

6.14 Date of birth 

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

6.15 Place of birth \_\_\_\_\_

6.16 Country of birth (as stated in the passport) \_\_\_\_\_

6.17 Nationality

---

6.18 Civil status

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

### 6.3 Details of minor child 3

*Write in block letters*

6.19 V-number (if known)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.20 Citizen Service Number  
(if known)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.21 Name  
(as stated in the passport)

*Surname*

---

*First names*

---

6.22 Sex

- Male
- Female

6.23 Date of birth

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

6.24 Place of birth

---

6.25 Country of birth  
(as stated in the passport)

---

6.26 Nationality

---

6.27 Civil status

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

## 7 Statement on conditions

I state the following:

- The principal person has lasting and sufficient means of support.  Yes  No
- The family member(s) over 12 years of age has/have signed the antecedents certificate.  Yes  No  
*> Please enclose the antecedents certificate with the application.*
- The family member(s) intend(s) to undergo a TB test (if mandatory) within 3 months after having arrived in the Netherlands (only applicable in case of first admission).  Yes  No
- The family member(s) has/have his/their principal residence in the Netherlands or will establish the principal residence in the Netherlands.  Yes  No

*In case of residence as a family member of a researcher within the meaning of Directive (EU) 2016/801 (inbound long-term mobility)*

- The family member(s) is/are adequately insured for medical expenses  Yes  No

## 8 Entry date (if a regular provisional residence permit is required)

The entry date will be the start date of the residence permit. If the entry date is unknown the residence permit starts the day after issuing the regular provisional residence permit. Please note! Issuing of the residence document may take longer if no entry date has been provided.

> Please tick the applicable situation and fill in

- 8.1 Entry date  Entry date unknown  
 Entry date:

Day	Month	Year

## 9 Family member of a researcher within the meaning of Directive (EU) 2016/801 (inbound long-term mobility) (if applicable)

- 9.1 Indicate the period during which your family member will stay in the Netherlands
- from
- | Day | Month | Year |
|-----|-------|------|
|     |       |      |
- to
- | Day | Month | Year |
|-----|-------|------|
|     |       |      |
- 9.2 Expected date of departure from the Netherlands
- | Day | Month | Year |
|-----|-------|------|
|     |       |      |

## 10 Place of collection of regular provisional residence permit

(only if a regular provisional residence permit is required)

The entry date will be the start date of the residence permit. If the entry date is unknown the residence permit starts the day after issuing the regular provisional residence permit. Please note! Issuing of the residence document may take longer if no entry date has been provided.

- 10.1 Town \_\_\_\_\_
- 10.2 Country \_\_\_\_\_

## 11 Evidence to be enclosed

> Please tick the applicable situation

### In case of a marriage/registered partnership (320)

Please enclose the following means of evidence with your application:

- A copy of the legalised marriage certificate or certificate of registered partnership. Please note: Is the marriage or registered partnership registered with the municipality in the Netherlands (BRP)? If so, you do not have to enclose a copy of a legalised certificate.

*In case of marriage/registered partnership with a researcher within the meaning of Directive (EU) 2016/801 (inbound long-term mobility) please enclose:*

- A copy of the front and back of a valid residence permit as a family member of the researcher, issued by the first Member State.

### In case of a partner (322)

Please enclose the following means of evidence with your application:

- A copy of the legalised unmarried status declaration of the principal person. The unmarried status declaration must come from the country of origin. If the principal person did not reside in the country of origin before coming to the Netherlands, but in a country of continuous residence, please add a declaration of unmarried status from the country of origin **and** an unmarried declaration from the sponsor's country of continuous residence. If the principal person (in the meantime) has Dutch nationality, a permanent residence permit or an asylum residence permit, then he does not need to add an unmarried status declaration;
- A copy of the legalised unmarried status declaration of the partner. The unmarried status declaration must come from the country of origin. If the partner does not reside in the country of origin before coming to the Netherlands, but in a country of continuous residence, please add an unmarried status certificate from the country of origin **and** an unmarried certificate from the country of continuous residence.
- Appendix 'Declaration of relationship' completed and signed by your employee and his partner.
- A 'Questionnaire for residence with partner' that you have fully completed and signed.

*In case of a partner with a researcher within the meaning of Directive (EU) 2016/801 (inbound long-term mobility) please enclose:*

- A copy of the front and back of a valid residence permit as a family member of the researcher, issued by the first Member State.

### In case of a minor child (326)

Please enclose the following means of evidence with your application:

- A copy of a legalised birth certificate or, if the birth certificate does not show the family relationship between the principal person and the children, other copies of legalised documents about this family relationship, for example any adoption documents.

*If the child's other parent who also has custody remains in the country of origin, then also include:*

- A signed declaration of consent from the parent staying behind. This declaration of consent states that this parent gives his/her consent for the child to stay in the Netherlands; and
- A copy of legalised documents showing the legal authority of the principal person, spouse or partner over the minor child; and
- A copy of the identity document (for example passport) of the parent staying behind.

*If the child is 15 years of age or older, please also enclose:*

- A 'Certificate of non-impediment' appendix, completed and signed by the child.

*In case of a minor child of a researcher within the meaning of Directive (EU) 2016/801 (inbound long-term mobility) please enclose:*

- A copy of the front and back of a valid residence permit as a family member of the researcher, issued by the first Member State.

*If the child's other parent who also has custody remains in the other Member State, then also include:*

- A signed declaration of consent from the parent staying behind. This declaration of consent states that this parent gives his/her consent for the child to stay in the Netherlands; and
- A copy of the identity document (for example passport) of the parent staying behind.

*If the child is 15 years of age or older, please also enclose:*

- A 'Certificate of non-impediment' appendix, completed and signed by the child.

## 12 Location where the residence permit is collected

Please indicate below the IND Desk where the foreign national will collect the residence permit:

- Amsterdam       Den Bosch       Den Haag       Rotterdam  
 Utrecht       Zwolle

The foreign national can also collect his residence permit at an Expatcenter:  
(NB. Some Expatcenters charge a fee for this service. To collect the residence permit you must make an appointment)

- Amsterdam       Den Haag       Eindhoven       Enschede  
 Groningen       Maastricht       Rotterdam       Utrecht  
 Wageningen

## 13 Signing by the recognised sponsor

13.1 Name \_\_\_\_\_

13.2 Place and date *Place* \_\_\_\_\_

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

13.3 Signature (by a person authorised for this purpose) \_\_\_\_\_

## 14 Means of evidence and documents

Please enclose the following documents with this form:

- A copy of the passport of the family member(s) (only the identity details and stamped pages).
- The completed appendix antecedents certificate
- The completed appendix Authorisation and sponsorship declaration.
- The completed appendix direct debit collection

*Procedure for a regular residence permit, the foreign national resides in the Netherlands and has a nationality whereby he will need a Regular Provisional Residence Permit.*

- A copy of a valid residence permit issued by another Schengen member state.

Schengen member state: Belgium, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Austria, Poland, Portugal, Slovenia, Slovakia, Spain, Czech republic, Iceland, Sweden, Switzerland.

## 15 Biometric information (fingerprints, passport photo) and signature

The family member(s) of the employee must have his/her/their fingerprints and facial image (passport photo) taken to determine their identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature. See the appendix Fingerprints, passport photo and signature.

NB. Fingerprints are not taken from children younger than the age of 6.



## 16 Submitting the application and payment

You have collected, copied and enclosed all the means of evidence necessary for the application. Proceed to the appendix: "Submitting and paying for the application (by the sponsor)".

### 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 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) 

--	--	--	--	--	--	--	--	--	--	--

2.2 Name 

---

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

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## Appendix Declaration of relationship

Only complete this declaration if you apply for a residence permit for residence with or for your unmarried partner.  
Please note! If the declaration of relationship is not completed truthfully, this will constitute an offence, which will be reported in all cases.

### 1 Details of sponsor (the partner)

*Write in block letters*

1.1	Name (as stated in the passport)	<i>Surname</i>						
		_____						
		<i>First names</i>						
		_____						
1.2	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female						
1.3	Date of birth	<table border="1"><tr><td><i>Day</i></td><td><i>Month</i></td><td><i>Year</i></td></tr><tr><td> </td><td> </td><td> </td></tr></table>	<i>Day</i>	<i>Month</i>	<i>Year</i>			
<i>Day</i>	<i>Month</i>	<i>Year</i>						
1.4	Place of birth	_____						
1.5	Country of birth (as stated in the passport)	_____						
1.6	Nationality	_____						
1.7	Civil status	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower						
1.8	Home address	<i>Street</i>						
		_____						
		<i>Number</i>						
		_____						
		<i>Postcode</i>						
		_____						
		<i>Town</i>						
		_____						

## 2 Details of foreign national

Write in block letters

2.1 V-number (if known)

--	--	--	--	--	--	--	--	--	--	--

2.2 Name  
(as stated in the passport)

Surname

First names

2.3 Sex

- Male  
 Female

2.4 Date of birth

Day	Month	Year

2.5 Place of birth

2.6 Country of birth  
(as stated in the passport)

2.7 Nationality

2.8 Civil status

- unmarried  
 married  
 registered partnership  
 divorced  
 widow/widower

2.9 Home address

Street

Number

Postcode

--	--	--	--	--	--	--

Town



### 3 Declaration

The sponsor and the foreign national declare that they maintain an exclusive relationship and that they are running (or will be running) a joint household, and that they have been (or will be) cohabiting at the address mentioned under 1.8, from:

3.1 Date

<i>Day</i>	<i>Month</i>	<i>Year</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are not living together because your partner does not yet live in the Netherlands, please provide the expected date of arrival in the Netherlands).

The sponsor and the foreign national both declare that they will notify the Immigration and Naturalisation Service within 4 weeks if their exclusive relationship ends. Please use the 'Notification form for family members and relatives', which you can download from [www.ind.nl](http://www.ind.nl).

### 4 Signing

I have completed this form truthfully.

4.1 Name

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4.2 Place and date

*Place*

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<i>Day</i>	<i>Month</i>	<i>Year</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

4.3 Signature of foreign national

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4.4 Signature of sponsor

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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 Certificate of non-impediment

This statement only applies to children aged 15 years or older. With this statement you indicate whether you are (or have been) married and whether you are in a relationship.

*Please note!* Not completing this *Certificate of non-impediment* truthfully is an offense of which in all cases a report will be made.

This statement can be completed and signed by you (child aged 15 or older), your legal representative or sponsor.

### 1 Details of foreign national

*Write in block letters*

1.1 V-number (if known)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.2 Name

*Surname*

(as stated in the passport)

\_\_\_\_\_  
*First names*

1.3 Sex

- Male  
 Female

1.4 Date of birth

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

1.5 Place of birth

1.6 Country of birth

(as stated in the passport)

1.7 Nationality

1.8 Civil status

- unmarried  
 married  
 registered partnership  
 divorced  
 widow/widower

1.9 Are you in a relationship (other than marriage or registered partnership)?

- Yes  
 No

1.10 Home address

Street

Number

Postcode

--	--	--	--	--	--	--	--

Town

1.11 Details passport

Number

Country

Valid from (date)

Day

Month

Year

--	--	--	--	--	--	--	--	--	--

to

Day

Month

Year

--	--	--	--	--	--	--	--	--	--

## 2 Declaration

Please note! Tick 'yes' or 'no' after each statement and do not skip any lines.

> Please tick

I declare that:

- I am married.
- I have entered into a registered partnership.
- I am divorced.

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Name of former spouse or registered partner:

---

- I am a widow or widower.
- Name of deceased spouse or registered partner:

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

---

- I have a long-term and exclusive relationship with someone (a relationship similar to a marriage but you are not married).
- I do have the care of a child or children.
- I live independently (on my own).
- I live with my (adoptive or foster) parent(s).
- I provide for my own livelihood. This means, among other things, that you are financially able to buy food and clothing yourself.

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Explanation (optional)

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### 3 Signing

- ✓ I have completed this form truthfully.
- ✓ I know that not being honest about my marital status, this could have negative consequences for my application.
- ✓ I know that if something changes in my situation as a result of which my statements on this form are no longer correct, I must report this to the IND as soon as possible.

3.1 Name

---

3.2 Place and date

*Place*

---

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

3.3 Signature

---

#### 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 Submitting and paying for the application by the sponsor

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

Below, you can read how you can submit and pay for the Entrance and Residence Procedure (TEV procedure), the application for a residence permit (without a regular provisional residence permit) or a change to the restriction on the residence permit. *Please note!* If the foreign national relies on an exemption from the requirement to apply for a regular provisional residence permit you cannot send the application by post. In that case, the foreign national must always submit the application to the IND Desk in person. Please visit [www.ind.nl](http://www.ind.nl) for the ways you can contact the IND.

### **Submitting the Entrance and Residence Procedure (TEV procedure), a residence permit without a regular provisional residence permit or a change to the restriction on the residence permit**

You send the application form, the appendices and the requested evidence to the IND by post. Never send any original evidence. You must send clearly readable and full copies of the original evidence. Do not use any staples or paperclips. Do not send any USB sticks, CDs, DVDs and suchlike. Put all evidence in a sufficiently stamped envelope. Send your application to the following address:

*Application for an economic purpose of residence (work, study, for example)*

**Immigratie- en Naturalisatiedienst  
Postbus 5  
9560 AA Ter Apel**

*Application for a social purpose of residence (family formation or family reunification, for example)*

**Immigratie- en Naturalisatiedienst  
Postbus 16  
9560 AA Ter Apel**

### **How do you pay?**

An application is not free of charge. The costs depend on the purpose of the residence applied by you. After the IND has received your application, you will receive a letter stating the amount and the manner in which you have to pay (unless you use a direct debit collection) (*direct debit collection is not available for private persons, non-recognised sponsors, recognised sponsors relating to 'exchange' established in another Member State of the EU, EEA or Switzerland and applications for recognition as sponsor*). Here, you can find no information about the costs or any exemption from having to pay fees. Please visit [www.ind.nl](http://www.ind.nl) if you want to know the costs beforehand. If the assessment of your application shows that you do not qualify for the residence permit applied for, you will not receive a refund.

### **What happens with your application?**

If you have submitted your application to the IND and paid the related costs, the IND will assess your application. If your application is incomplete, the IND will be unable to properly assess your application. If you fail to make a payment or timely payment or submit an incomplete application, the handling of your application will be delayed. You will be informed in writing once your application has been handled. If your application is granted, you will also receive a letter with information about the follow-up procedure.

### **Providing correct information**

*Providing incorrect information or withholding relevant information may lead to withdrawal of the permit. If punishable offences are observed, the IND reports this to the police.*

### **V-number**

A V-number is a unique number, which is used for identification of a foreign national by the IND and cooperating organisations (such as the Aliens Police). The number is listed in the correspondence which the foreign national or sponsor receives from the IND and other organisations and is also printed on the residence document itself.

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## Appendix Authorisation and sponsorship declaration

This declaration must be completed by the foreign national who submits an application for his family members using a recognised sponsor. This application is submitted by the recognised sponsor.  
Please note! I am aware of the fact that if this declaration is not based on the truth, this may have consequences for the right of residence.

### 1 Details of foreign national

*Write in block letters*

1.1 Name  
(as stated in the passport)

*Surname*

\_\_\_\_\_  
*First names*

1.2 Sex

- Male  
 Female

1.3 Date of birth

<i>Day</i>	<i>Month</i>	<i>Year</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

1.4 Place of birth

1.5 Country of birth  
(as stated in the passport)

1.6 Authorisation and declaration

*> Please tick and fill in*

- I hereby authorise:  
Name of company, institution or educational institution

\_\_\_\_\_  
to submit the application for a residence permit for my dependent family members.

- Declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for my family members for whom a residence permit is applied for through the intervention of my recognised sponsor.

## 2 Signing

2.1 Place and date

Place

---

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

2.2 Signature

---

### Processing of personal data

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## Appendix Questionnaire for residence with partner

The questions must be answered by the partner (the sponsor) who lives in the Netherlands.

### What is important in this questionnaire?

You must answer the following list of questions extensively and in detail. The IND can then assess whether your relationship is lasting and exclusive. Use separate sheets of paper when answering the questions. Mention the number of the question and your answer on the sheet. You must place your signature and the date of signing on each sheet of paper. You must substantiate your answers with as much documentary evidence as possible. For example, letters, photographs, e-mails and aeroplane tickets. You may submit copies. If you do not answer the questions in extensive detail and do not submit documentary evidence, the IND cannot assess your relationship properly. Your application can then be rejected.

### Questions

- 1 Since when do you know your partner? Name the day, month and year.
- 2 How did you come in contact with your partner?
- 3 Where did you get to know your partner? Name the place and exact location.
- 4.1 If you got to know each other via internet or family: have you already met each other in person?
- 4.2 If so, when and where did you meet? If not, why not?
- 5 Since when have you had a love affair with each other? Name the day, month and year. How did this happen?
- 6 How have you maintained the relationship since the beginning until now? Submit as much documentary evidence as possible, such as letters, e-mails, photographs and aeroplane tickets.
- 7.1 Has your partner ever been in the Netherlands?
- 7.2 If so, when was that? Name the day, month and year.
- 7.3 What was the reason for that stay?
- 7.4 In what place and with whom did your partner stay?
- 8 Have you previously had a relationship with someone who came from abroad to the Netherlands for you? If so, with whom and when was that?
- 9 Has your partner previously had a relationship with someone in the Netherlands? If so, with whom and when was that?
- 10.1 Does your partner have minor-aged children?
- 10.2 If so, what are those children's names, how old are they and where do they live now?
- 11.1 Will the children travel together with your partner to the Netherlands?  
*Please be aware that if your children will not travel immediately with your partner there may be a waiting period of 1 year.*
- 11.2 If not, why not? Who will take care of the children after your partner's departure to the Netherlands?
- 12 Are you related to your partner? If so, what is the family relationship?

### Please note!

- ✓ Have you signed and dated all the pages?
- ✓ Have you attached all the documentary evidence (as copies)?

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Please note! If you do not agree with this withdrawal, you can have it reversed. Please contact your bank for this within 8 weeks. Ask your bank for the conditions. The IND does not accept a form that is not filled out completely or illegibly. (Version 2018b)

## Appendix Direct debit collection

(One time authorisation - SEPA)

Complete and sign the form. Do so for each foreign national separately. (Direct debit is only available for recognised sponsors and their authorised representatives. This paying method is not available for applications for recognition as sponsor.) IND debits your account for legal fees to be paid within three months stating the ID and reference of the collecting officer.

(Debit collection takes place per foreign national and per procedure). If assessment of the application shows that the foreign national does not qualify for the requested residence permit, you will not be reimbursed. See for current fees: [www.ind.nl/fees](http://www.ind.nl/fees)

### 1 Details of collecting officer

1.1	Name	Immigration and Naturalisation Service
1.2	Postal address	PO Box: 5 Postcode: 9560 AA Town: Ter Apel Country: Netherlands
1.3	ID Collecting Officer	NL77ZZZ507204570001
1.4	Authorisation Reference	(future) invoice number of the application

### 2 Details of the bank account from which the fees are debited

> The IND only accepts authorisations for Euro accounts (SEPA).  
Fill in the details of the paying party and not the details of the bank.

2.1	Name account holder	
	Street	
	Number	
2.2	Postal address	
	Postcode	
	Town	
2.3	IBAN	
2.4	BIC	

### 3 Details of the foreign national

		Surname as stated in the passport
3.1	Name	
		First names
3.2	Date of birth	
		Day
		Month
		Year

## 4 Signing

By signing this form, you authorise IND to send a once only direct debit collection order to your bank to debit your account for the legal fees to be paid. By signing this form you also authorise the bank to debit your account once only according to the order by IND.

4.1	Name	_____	
		Place	Day      Month      Year
4.2	Place and date	_____	
		Signature account holder	Stamp (optional)
4.3	Signature account holder (by a person authorised for this purpose) and company/organisation stamp	_____	

### **Processing of personal data**

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