



## Application for the purpose of residence of 'paid employment - regular' (sponsor)

### **Please note!**

Please print the form in **A4 format** and in **actual size**. You must send this cover page with the application. This prevents delays in processing your application!

*Please read the explanation before you start to fill out the form.*

### **Filling-in instructions**

In order to be able to assess your application quickly and carefully in terms of content, the Immigration and Naturalisation Service uses scanning software with which your application is recorded in the immigration administration system. To support this, this form is equipped with a number of features, including a barcode and so-called "adjustment fields" in the corners of each page. The following is important for a good scan of your application:

1. When filling out this form, use only an HB pencil or pen with black or blue ink.
2. Write only in the space provided behind or below each question. Do you need more space? Then add a separate page on which you state your personal data and indicate to which question the added text belongs.
3. When you are presented with a choice where you have to choose between different answer options, keep the following instruction.

Check the box of your choice (as with "b")

a...  b...  c...  d...

You want to change your choice? Then make the box of your first choice completely black and then tick the desired box.

a...  b...  c...  d...

This form comprises different appendices. Which appendices you need to fill out depends on your own situation. Only submit your application once you have completed filling out this form, signed and you have gathered together all the requested documents and evidence. If your application is incomplete, the IND will be unable to assess your application properly.



Dit formulier is ook in het [Nederlands](#) beschikbaar op [ind.nl/formulieren](http://ind.nl/formulieren).

Please check that you have [the latest version of this form](#) on [ind.nl/en/forms](http://ind.nl/en/forms).

#### **For whom is this form intended?**

You can use this form if you are the sponsor of an employee for whom you want to apply for a residence permit based on employment and for paid employment a combined permit for residence and work is not required. If a combined permit for residence and work is required, then you should use a different application form. You will find further information about this on the Immigration and Naturalisation Service (IND)'s website.

The sponsor is the employee's employer. You can use this form in order to submit, on behalf of the employee, an application for a residence permit for one of the following purposes of residence:

- Paid employment;
- International trade regulation;
- Work experience within the framework of an EU action programme;
- Paid employment as non-privileged soldier or as non-privileged civilian personnel;
- (taking leave after, waiting for, or recovering from) Paid employment on board a Dutch seagoing vessel or mining installation on a continental plate;
- Cross-border service provision; or
- Labour on grounds of a Headquarters Agreement.

Do you want to have the employee carry out temporary employment (seasonal labour or work experience general)? In that case, you should use the form 'Application for a combined permit for residence and work (Single Permit) (sponsor)'. Only available in Dutch.

#### **Processing of personal data**

The IND records your data in the IND systems to be able to carry out legal tasks. The IND uses and secures your personal data carefully and on the basis of the requirements of the privacy legislation. Read [how the IND handles your personal data](#) on [ind.nl/en/privacy](http://ind.nl/en/privacy).

#### **Would you like more information?**

Then visit the IND website at [www.ind.nl](http://www.ind.nl). You can also contact the IND by telephone via 088 043 04 30 (normal charges apply). From abroad you can call +31 88 043 04 30.

## 1 What is the situation of the foreign national

> Please tick the applicable situation and follow the instructions

- The foreign national has a valid residence permit in the Netherlands and you want to change the residence permit (as well as renewing the period of validity of the residence permit) to a different purpose of residence.**

- You want to submit an application for changing the purpose of residence of your residence permit.  
> Proceed to 3 'Tuberculosis'

- The foreign national is in the Netherlands or resides abroad and wants a residence permit and the foreign national is a national of Australia, Canada, Japan, New Zealand, the United States of America, South Korea, Monaco, Vatican City, the United Kingdom, the EU/EEA countries or Switzerland.**

- You want to submit an application for a regular residence permit.  
> Proceed to 3 'Tuberculosis'

- The foreign national resides abroad and his nationality is one for which a regular provisional residence permit (mvv) is required (a nationality other than the nationalities mentioned under 2).**

A regular provisional residence permit is a visa with which the foreign national can enter the Netherlands for a stay of longer than 90 days. After entry in the Netherlands with a valid regular provisional residence permit, the foreign national can obtain a residence permit.

- You want to submit an application for a regular provisional residence permit and a residence permit (a procedure for 'entry and residence').

> Proceed to 2 'Place of collection of regular provisional residence permit and date of entry'

- The foreign national resides in the Netherlands and you want to submit an application. The nationality of the foreign national is one whereby you will need a Regular Provisional Residence Permit (MVV) (a nationality other than the nationalities mentioned under 2). The foreign national usually need a Regular Provisional Residence Permit (MVV) in order to apply for residence in the Netherlands. In exceptional circumstances mentioned in the appendix ['Exemption from the obligation to apply for a regular provisional residence permit and special situations'](#), this is not necessary. Follow the instructions below if you think that one of the exceptional circumstances apply to the foreign national. In some situations, you will be asked to enclose supporting documents with your application.**

- You want to submit an application for a residence permit (without a regular provisional residence permit). > Go to the appendix ['Exemption from the obligation to apply for a regular provisional residence permit and special situations'](#) and see which exceptions there are to the requirement to apply for a regular provisional residence permit.

Please indicate below which situation applies.

The foreign national is applying for an exemption from the requirement to apply for a regular provisional residence permit because:

- the residence permit of the foreign national has expired;
- the foreign national cannot apply for a regular provisional residence permit in the country of origin due to health reasons;
- the foreign national is residing as a family member with someone who had a privileged status;
- the foreign national worked on a Dutch seagoing vessel or in a mining installation on the continental shelf for 7 years or longer;
- the foreign national has a residence permit for EU long-term residence or is a family member of someone with a EU long-term residence;
- the foreign national qualifies for a residence permit as a bordercrossing service provider
- the foreign national is a victim of or witness reporting human trafficking;
- the foreign national is unable to depart from the Netherlands because this is contrary to Article 8 of the ECHR;
- other, you cannot use this form. The foreign national must submit an application to the IND Desk him/herself.

> Proceed to 3 'Tuberculosis'

## 2 Place of collection of regular provisional residence permit and date of entry

The foreign national can collect the mvv at the Dutch embassy or Dutch consulate in the country of origin or country of continuous residence\*.

If the foreign national resides in the country of continuous residence, please include with the application:

- a copy of his residence document; or
- a copy of proof that the foreign national has applied for residency in that country and that he is allowed to await that application there.

\*The country of continuous residence is the country where the foreign national is allowed to reside because he:

- has a residence permit in that country that is still valid for at least three months; or
- because he has applied to stay in that country and he is allowed to await that application there.

If no Dutch embassy or Dutch consulate is available, then you need to collect the regular provisional residence permit in the nearest country where an embassy or consulate is available.

2.1 Town and Country *Town*

Country

Expected date of entry of the foreign national

NB! Indicate the date on which the foreign national expects to enter the Netherlands. This date will be held to be the commencement date of the residence permit. If you do not fill in a date here, then the IND will use as commencement date of the residence permit the day after that on which the foreign national collected the regular provisional residence permit.

2.2 Expected date of entry

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

## 3 Tuberculosis

After arriving in the Netherlands, the foreign national you may be given a TB test. This is to prevent an outbreak of this disease. Sometimes, a TB test is not necessary. Check [ind.nl/en/requirements](https://ind.nl/en/requirements) to find out in [which situations exemptions can be made from the TB test](#).

Has the foreign national already had a TB test?

- No, because the foreign national is exempt from TB testing. No TB testing is required.
- Yes, the foreign national had a TB test less than 6 months ago. No TB testing is required.
- No, the foreign national is not exempt and has not yet had a TB test. Download the appendix [Declaration of intent to undergo a TB test](#) on [ind.nl/en/tb-declaration](https://ind.nl/en/tb-declaration).

## 4 Means of evidence

### Requirements of foreign means of evidence

You must gather together the means of evidence before submitting your application. You may be required to submit foreign means of evidence together with this application, for example a foreign marriage certificate. Your personal situation and the purpose of residence determine which foreign means of evidence you will need to include.

### **Language**

All foreign means of evidence must be compiled in Dutch, English, French or German. Is this not the case? Then you must have the means of evidence translated by a translator who has been sworn in by a District Court. Submit (a copy of) the translation and (a copy of) the means of evidence together with the application form. If you have the means of evidence translated in a foreign country and therefore not by a translator who has been sworn in by a District Court, then you are required to have the translation legalised or to have an apostille stamp provided by the competent authorities in the country of issue.

### **Official foreign means of evidence**

Official foreign means of evidence must be issued and legalised by the competent authorities of the country that issued the means of evidence. In some countries the document must then also be legalized by the Dutch embassy or the Dutch consulate in the country in question. In 'apostille countries' an apostille, issued by the competent local authorities, is sufficient. If no Dutch embassy or consulate is available in that country, the document must be legalised by the Dutch embassy or consulate responsible for that country. Official foreign means of evidence include, for example, birth certificates and marriage certificates. Having these means of evidence legalised or provided with an apostille stamp can take a long time. You should start several months in advance of submitting your application with having documents legalised or provided with an apostille stamp in the country of origin. For more information about legalisation or apostille requirements for documents per country and any exceptions to these requirements, you can telephone the 'Public Information Service', telephone number 1400. You can also visit the website [www.rijksoverheid.nl](http://www.rijksoverheid.nl).

### **Special facts and circumstances**

If you think special facts and circumstances may apply, that have to be considered when assessing your application, you have to provide a written declaration. You have to substantiate this declaration with as many (official) means of evidence as possible.

If you submit special circumstances in the context of Article 3.6ba, first paragraph, of the Aliens Decree, you must only submit these circumstances if this concerns your first application submitted in the Netherlands.

### Choose the purpose of residence

You can only choose one purpose of residence. If you choose more than one purpose then (possibly) your application will be no longer valid. If you are in doubt about the purpose of residence then contact the IND. Do not submit your application if you are not sure whether you and the foreign national comply with the conditions. Visit the website [www.ind.nl](http://www.ind.nl) for more information about your purpose of residence.

#### Paid employment (370)

Please enclose the following means of evidence with the application:

- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)'; and
- a copy of the employment contract showing that the foreign national will be carrying out paid employment.

#### International Trade Regulation (425)

Please enclose the following means of evidence with the application:

- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- the decision of the Employee Insurance Agency showing that you have been admitted to the International Trade Regulation;
- means of evidence showing that the foreign national is registered with the Employee Insurance Agency.

#### **Work experience within the framework of an EU action programme**

##### within the context of a studies on hbo/wo level (523)

##### after graduation at hbo/wo level (523)

##### within the context of a studies on mbo level (643)

Please enclose the following means of evidence with your application:

- a statement of the educational institution that the traineeship will take place within the framework of an EU action programme;
- supporting documents of the trainee's income. See 1.12 and 1.13, or 2.7 and 2.8 in the appendix '[Gegevens \(over noodzaak\) van lerend werken \(stagiair\)](#)' (only available in Dutch);
- the completed and signed appendix '[Gegevens \(over noodzaak\) van lerend werken \(stagiair\)](#)' (only available in Dutch), completed with the supporting documents as requested in the appendix;
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)'.

##### work experience for employment purposes (apprentice) (643)

Please enclose the following means of evidence with your application:

- means of evidence showing that the employment will take place within the framework of an EU action programme;
- the appendix '[Gegevens \(over noodzaak\) lerend werken in het kader van arbeid \(praktikant\)](#)' (only available in Dutch), completed and signed by the employer, completed by the supporting documents as requested in the appendix.
- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)'.

##### Paid employment as non-privileged soldier or as non-privileged civilian personnel (460)

Please enclose the following means of evidence with the application:

- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- a military identity document issued by the country posting the foreign national; and a Travel Order or comparable document.

**Paid employment on a Dutch seagoing vessel (372)**

Please enclose the following means of evidence with the application:

- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- a copy of the foreign national's employment contract;
- an [Employer's declaration](#);
- means of evidence of his/her employment history, showing that the foreign national has worked for at least 7 years on board a Dutch seagoing vessel or a mining installation on a continental shelf. Examples of these means of evidence include a copy of his/her seaman's book or an employment contract. Is there a break in the employment history of the foreign national? Then you must submit means of evidence showing the duration and reason for this break. Did the foreign national receive benefit payments during this period? Submit means of evidence of this as well.

**Waiting for recovery from illness and resumption of paid employment on board a Dutch seagoing vessel or mining installation on a continental shelf (381)**

Please enclose the following means of evidence with the application:

- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- a copy of the foreign national's employment contract;
- a decision of benefits to be awarded by the benefits agency showing that the foreign national will receive benefits on grounds of the Sickness Benefits Act (ZW).
- specification of benefits received/benefits slip showing the level of the benefits.

**Looking for paid employment on board a Dutch seagoing vessel or mining installation on a continental shelf (382)**

Please enclose the following means of evidence with the application:

- means of evidence of his/her employment history, showing that the foreign national has worked for at least 7 years on board a Dutch seagoing vessel or a mining installation on a continental shelf. Examples of these means of evidence include a copy of his/her seaman's book or an employment contract. Is there a break in the employment history of the foreign national? Then you must submit means of evidence showing the duration and reason for this break. Did the foreign national receive benefit payments during this period? Submit means of evidence of this as well;
- a decision of benefits to be awarded by the benefits agency showing that the foreign national will receive benefits on grounds of the Unemployment Insurance Act (WW); and
- specification of benefits received/benefits slip showing the level of the benefits.

**Paid employment in a mining installation on a continental shelf (383)**

Please enclose the following means of evidence with the application:

- the completed and signed appendix '[Declaration by sponsor \(employment\)](#)';
- a copy of the foreign national's employment contract; and
- an [Employer's declaration](#).

**Cross-border service provision (500)**

Choose this option if the foreign national does not have an EU/EEA nationality, but does live and work in an EU/EEA country and will be carrying out temporary services under assignment from an employer in the Netherlands. Please enclose the following means of evidence with the application:

- a copy of the residence permit of the foreign national and of his/her work permit showing that the foreign national has a right of residence in the country of his/her employer and that the foreign national is allowed to perform work there as an employee of his/her employer.
- a copy of the employment contract with the employer for whom the foreign national will be providing services in the Netherlands temporarily.

*Please note!* For cross-border service provision, the employer must register work online at [www.postedworkers.nl](http://www.postedworkers.nl). The IND checks whether the registration has taken place.

Please enter the registration number of the registration at [www.postedworkers.nl](http://www.postedworkers.nl):

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## 7 Details of the foreign national

Write in block letters

7.1 Name  
(as stated in the passport)

Surname

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

7.2 Sex

- Male  
 Female

7.3 Date of birth

Day	Month	Year

7.4 Place of birth

7.5 Country of birth  
(as stated in the passport)

7.6 Nationality

7.7 Civil status

- unmarried (single or living together)  
 married  
 registered partnership  
 divorced  
 widow/widower

7.8 Home address

Street

\_\_\_\_\_  
Number

\_\_\_\_\_  
Postcode

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Town

\_\_\_\_\_  
Country

7.9 Telephone number

--

7.10 E-mail

\_\_\_\_\_

## 8 Location where the residence permit is collected

Please indicate below the location where the employee will collect the residence permit

- Amsterdam       Goes       's-Hertogenbosch (Den Bosch)       Den Haag  
 Maastricht       Zwolle

## 9 Identification

Enclose a copy of the foreign national's passport with your application. Make copies of all the pages with travel stamps as well. It is unnecessary to copy any empty pages.

## 10 Signing

Signing this form will bring you rights and obligations. If you do not know what these rights and obligations are, then visit the website [www.ind.nl](http://www.ind.nl).

- ✓ I declare I have completed this form truthfully.
- ✓ I know that the personal details supplied will be processed in connection with the Aliens Act 2000 and will be passed on to authorities that need these personal details for that purpose.
- ✓ I will pass on any changes to my situation which will affect the right of residence of the foreign national, without delay to the IND. I am aware that if I do not do this, it may affect my position as sponsor or the position of right of residence of the foreign national. I know that I may incur an [administrative fine](#).
- ✓ I know what my rights and obligations are.
- ✓ I have enclosed the signed appendix '[Declaration by sponsor \(employment\)](#)'.

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

10.2 Name \_\_\_\_\_

10.3 Place and date

*Place*

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

10.4 Signature \_\_\_\_\_

## 11 Submitting the application and payment

You have gathered together all the means of evidence necessary for the application. Proceed to the appendix: '[Submitting and paying for the application by the sponsor](#)'.



## 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 Declaration by sponsor (employment)

*Please read the explanation on page 3*

### 1 Details of sponsor

*Write in block letters*

1.1	Name of company/institution (if applicable)	<hr/>										
1.2	Chamber of Commerce registration number	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
1.3	Name (as stated in the passport)	<i>Surname</i> <hr/> <i>First names</i> <hr/>										
1.4	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female										
1.5	Where you keep the records of the foreign national?	<i>Street</i> <hr/> <i>Number</i> <hr/> <i>Postcode</i> <hr/> <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <i>Town</i> <hr/>										

#### Processing of personal data

The [IND privacy statement](#) explains how the IND handles your data.



## Statement due to European sanctions against Russia and Belarus

- 1.6 Is your company a subsidiary of a parent company?  Yes Skip to question 1.7  
*If the company is a sole trader, then tick 'No'*  No Continue with section 2
- 1.7 Is the parent company Russian or Belarussian?  Yes Skip to question 1.8  
 No Continue with section 2
- 1.8 Is the parent company in Russia or Belarus on the European sanctions list? (see [www.sanctionsmap.eu](http://www.sanctionsmap.eu))  Yes Skip to question 1.9  
 No Continue with section 2
- 1.9 Is your company under control or owned by the parent company in Russia or Belarus?  Yes  
 No  
*Please see the text below for a more detailed explanation of control or ownership.*

### When does ownership or control exist?

This follows from the European Sanctions Guidelines ([pdf \(europa.eu\)](http://pdf.europa.eu)) under 55a and 55b:

**Ownership:** The criterion to be taken into account when assessing whether a legal person or entity is owned by another person or entity is possession of more than 50% of the proprietary rights of an entity or having a majority interest in it.

**Control:** The criteria to be taken into account when assessing whether a legal person or entity is controlled by another person or entity, alone or pursuant to an agreement with another shareholder or other third party, could include, inter alia):

- a. having the right or exercising the power to appoint or remove a majority of the members of the administrative, management or supervisory body of such legal person or entity;
- b. having appointed solely as a result of the exercise of one's voting rights a majority of the members of the administrative, management or supervisory bodies of a legal person or entity who have held office during the present and previous financial year;
- c. controlling alone, pursuant to an agreement with other shareholders in or members of a legal person or entity, a majority of shareholders' or members' voting rights in that legal person or entity;
- d. having the right to exercise a dominant influence over a legal person or entity, pursuant to an agreement entered into with that legal person or entity, or to a provision in its Memorandum or Articles of Association, where the law governing that legal person or entity permits its being subject to such agreement or provision;
- e. having the power to exercise the right to exercise a dominant influence referred to in point (d), without being the holder of that right;
- f. having the right to use all or part of the assets of a legal person or entity;
- g. managing the business of a legal person or entity on a unified basis, while publishing consolidated annual accounts;
- h. sharing jointly and severally the financial liabilities of a legal person or entity or guaranteeing them.

If any of these criteria are satisfied, it is considered that the legal person or entity is controlled by another person or entity.

## 2 Details of foreign national

Write in block letters

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

*First names*

2.2 Sex  Male  
 Female

2.3 Date of birth

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

2.4 Place of birth

2.5 Country of birth  
(as stated in the passport)

## 3 Signing by sponsor

I declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for the following foreign national for whom a residence permit is applied for.

3.1 Place and date *Place*

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

3.2 Signature

### Explanation

If you apply for a residence permit for a foreign national, you are the sponsor. This comes with responsibilities. As a sponsor, you must ensure that the foreign national meets the conditions for a residence permit. Not only when applying for a residence permit, but also afterwards. If the foreign national can no longer lawfully reside in the Netherlands, you, as sponsor, are responsible for the foreign national leaving the Netherlands.

### Obligation to provide information

You are obliged to report changes to the IND within 4 weeks if they could have an effect on the residence permit. Please use the 'Notification form for labour-related residence purposes', which you can download from [www.ind.nl](http://www.ind.nl). The form lists the changes you need to report to the IND.

### Duty to keep records

You are obliged to collect and store any relevant information about the foreign national. You can find the data you are obliged to store in the Aliens Regulations. You must store this documentary evidence up to 5 years after you are no longer the sponsor of the foreign national. The IND can request data at any time in order to assess whether you have complied with your obligations.

