



Authorisation declaration

With this *Authorisation declaration*, you authorise someone else to act for you. Is that other person your lawyer? Then an authorisation is not necessary.

In section 1 you enter your details.

In section 2 you enter the details of the person you want to authorise.

In section 3 you indicate what the authorised person may do for you.

In section 4 you can read which documents you need to enclose with your *Authorization Declaration*.

Please note! Complete this authorisation truthfully. Not doing so is a criminal offence. The IND will report this in all cases.

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.

1 Details of you

Write in block letters

1.1 Name
(as stated in your passport)

Surname

First names

1.2 V-number
(if known)

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1.3 Sex

- Male
 Female

1.4 Date of birth

1.5 Place of birth

1.6 Country of birth
(as stated in your passport)

1.7 Telephone number

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2 Details of authorised representative

Write in block letters

2.1 Company name
(if applicable)

2.2 Name of authorised
representative

2.3 Name of contact person

2.4 Postal address

Street

Number

P.O. box (if applicable)

Postcode

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Town

2.5 Telephone number

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2.6 E-mail

3 Declaration

Write in block letters

> Please tick here what you authorise the other person for.

I hereby authorise the person mentioned under section 2 to, on my behalf:

- submit an application.
- submit a request.
- file an objection.
- submit a notification.
- file a complaint.
- file a notice of default.
- to collect my residence document or residence endorsement sticker.

Please note: you can only authorise someone to do for this for you if your medical situation prevents you from travelling to the IND desk for a long time (and also not accompanied). The authorised representative must bring this *Authorisation declaration* and a doctor's note. This doctor's note must clearly show that you cannot travel for a long time.

In all other cases, you must always collect your residence document or residence endorsement sticker yourself.

- other, namely
-
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4 Supporting documents

Write in block letters

Please attach the following supporting documents to this *Authorisation declaration*:

- A copy of the specific page of your passport or identity card including the identity details.
- A copy of the specific page of the authorised representative's passport or identity card including the identity details.

If your medical situation prevents you from travelling to the IND desk, also include:

- A doctor's note clearly showing that you are unable to travel for a long time, also not accompanied.
- Your valid passport or identity card. *Please note!* The authorised representative must bring your **original** document to the IND desk. A copy is **not** sufficient because a residence endorsement sticker may be placed in your travel document.
- A valid passport or other identity document of your authorised representative. This document must also be **original**. This is because for identification at the IND desk, a copy is **not** sufficient.

5 Signing

5.1 Place and date

Place

Day		Month		Year		

5.2 Your signature
