



Application residence permit: to work on board a seagoing vessel (seafaring service)

Application by employee

About this form

You are a foreign employee who wishes to perform seafaring service on board a seagoing vessel in a Dutch seaport. This means taking care of the vessel, crew, cargo or passengers on a daily basis. If you are going to do this work for longer than 90 days, you will need a residence permit. This form is only intended if you are applying for a residence permit when you are already in the Netherlands. Do you already have a residence permit? And is it about to expire? Then you use this form to apply for an extension or change.

Before filling in the form

- Het [Nederlandse aanvraagformulier](https://ind.nl/schepelingendienst) is te vinden op ind.nl/schepelingendienst.
- Check the [requirements for this residence permit](https://ind.nl/en/seafaring-service) at ind.nl/en/seafaring-service.
- If you have the nationality of an EU or European Economic Area (EEA) country or Switzerland, read about [staying in the Netherlands as an EU, EEA or Swiss citizen](https://ind.nl/en/eu-citizen) at ind.nl/en/eu-citizen.
- First, collect all required documents. This is an important part of your application. Without documents, your application is not complete. Read on ind.nl/en/documents how to have official foreign documents [legalised and translated](https://ind.nl/en/documents).
- You can only extend your residence permit if you continue to work on the same seagoing vessel. In total, you may not perform this work for longer than 11 consecutive months.



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Appendix Antecedents Certificate: always fill this in

Filling in the form

Print the form and then fill it in with pen. Always use a black or blue pen. Answer the open questions in block letters. Choose a selection box by filling it completely. If you made a mistake, cross out the incorrect box. And then fill in the correct box. Print the form in black and white or colour, on A4 paper and in full size.

Sending the form

Send the form and the documents to: IND, postbus 5, 9560 AA Ter Apel.

After your application

- You will receive a letter explaining how to pay. Check the [costs of the application](#) on [ind.nl/en/fees](#). If you do not get a residence permit, you will not get a refund.
- The IND usually takes a decision within 90 days. Sometimes it takes more time. For example, when not all required documents are submitted with the application. You can follow your application in My IND. You will receive the decision in a letter.
- Do not book a flight to the Netherlands before the decision. This avoids unnecessary costs if your partner does not get an MVV and residence permit.

More information

[ind.nl/en/seafaring-service](#)

088 043 04 30

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](#).

PERSONAL DETAILS AND TYPE OF APPLICATION

1. Your personal details

The personal details you fill in must be the same as in your passport. Do you have (or have you applied for) a residence permit? Or have you held one in the past? Then you have a V-number. This number can be found in letters from the IND.

- 1.1 V-number (if you have one) _____
- 1.2 Surname _____
First names _____
- 1.3 Sex _____
- 1.4 Date of birth (dd-mm-yyyy) _____
- 1.5 Place of birth _____
- 1.6 Country of birth _____
- 1.7 Nationality _____
- 1.8 Civil status
 married
 registered partnership
 relationship with or without living together
 no relationship
 divorced
 widow or widower
- 1.9 Postal address
Street and number _____
Postal code en place of residence _____
- 1.10 Telephone number _____
The IND may call using an anonymous number.
- 1.11 Email _____

2. Details recruitment agency/authorised person

If you want, someone else may fill in and sign this form for you. For example, a recruitment agency. You must give official permission for this. This is called authorising. You authorise someone with the [Authorisation declaration](https://ind.nl/en/authorisation) on ind.nl/en/authorisation. Include the declaration with this form. Or is the authorised person a lawyer that lives and works in the Netherlands? Then including this declaration is not required.

2.1 Is someone else submitting the application for you?

- yes
 no → go to question 3

2.2 Is this authorised person your lawyer?

- yes
 no. No authorisation yet? Use the [Authorisation declaration](https://ind.nl/en/authorisation).
 → fill in 2.3 and then go to question 3

2.3 Name recruitment agency or other authorised person _____

2.4 Name law firm _____

2.5 Surname contact person _____

First name(s) contact person _____

2.6 Street and number _____

Postal code en place of residence _____

Country _____

2.7 Telephone number _____

The IND may call using an anonymous number.

2.8 Email _____

3. Shipping company, vessel and port details

3.1 Name shipping company (where you will actually be working) _____

3.2 Surname contact person shipping company _____

First name(s) contact person shipping company _____

3.3 Email contact person shipping company _____

- 3.4 Name seagoing vessel _____
- 3.5 IMO number (International Maritime Organization) _____
- 3.6 Minimum Safe Manning according to the vessel's MSMD (*Minimum Safe Manning Document*) _____
- 3.7 Average operational manning of the vessel in seaport _____
- 3.8 Name seaport _____
- 3.9 Municipality where the seaport is located _____
- 3.10 (Expected) date of arrival of the vessel (dd-mm-yyyy) _____
- 3.11 (Expected) date of departure of the vessel (dd-mm-yyyy) _____

4. Type of application

- 4.1 What is your nationality?
- nationality of EU, EEA or Switzerland. Usually you do not need a residence permit, read about [staying in the Netherlands as an EU, EEA or Swiss citizen](https://ind.nl/en/eu-citizen) on ind.nl/en/eu-citizen.
 - nationality of Australia, Canada, Japan, New Zealand, United States or America, South Korea, Vatican City or United Kingdom? You do not have a [nationality that requires an MVV](#).
 - other nationality. You have a [nationality for which an MVV is required](#), check ind.nl/en/mvv-visa.
- 4.2 Which application are you submitting?
- first residence permit: you have not had a residence permit in the Netherlands in the last 2 years.
 - Go to question 5 if you have a nationality that requires an MVV
 - Otherwise, go to question 6
 - extension of residence permit: You have a residence permit to work on a seagoing vessel. You wish to extend this. The maximum period of 11 months will not be exceeded and you will continue to work on the same seagoing vessel. → go to question 7
 - change of residence purpose: you currently have a residence permit for a different purpose and wish to apply for a residence permit to work on a seagoing vessel. → go to question 11

MVV AND TB TEST

You have a nationality for which an MVV is required. You are applying for this residence permit in the Netherlands and do not have a valid MVV. To still be eligible for the residence permit, you apply for an exemption from the MVV requirement. Visit ind.nl/en/mvv-exemptions for the [situations that qualify for an MVV exemption](#).

5. MVV exemption

5.1 Are you applying for an MVV exemption?

- yes
- no

5.2 What is the reason for applying for exemption?

- You have worked for 7 years or more on a Dutch seagoing vessel or on a mining installation on the continental shelf.
 - You have a residence permit as a long-term EU resident issued by another EU country.
 - Other namely:
-

6. TB test

After arriving in the Netherlands, 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 to find out in [which situations exemptions can be made from the TB test](#).

6.1 Have you already had a TB test?

- Yes, you had a TB test less than 6 months ago. No TB testing is required.
 - No, because you are exempt from TB testing. No TB testing is required because
-
- No, you are not exempt and have not yet had a TB test. Download the appendix [Declaration of intent to undergo a TB test](#) (pdf, 216 kB) on ind.nl/en/tb-declaration.
 -

CONSENT, DECLARE, SIGN AND COLLECT

7. Collecting the residence permit

- 7.1 In case of a positive decision, where will your child collect the residence permit?
- Amsterdam
 - Den Haag
 - 's-Hertogenbosch (Den Bosch)
 - Goes
 - Maastricht
 - Zwolle

8. Consent to use email

You will receive the decision on your application by post. Or by email if you give your consent. The IND may therefore contact you by email if we have any questions. Use Zivver or another secure email service if possible. Read more about [emailing securely](#) with Zivver and alternatives to this service at ind.nl/en/send-documents.

- 8.1 Do you agree that communication with the IND will take place by email?
- yes
 - no
- 8.2 Which email address would you like to use for this?
-

9. Declaration and signature

9.1 I declare that I

- ✓ filled in this form completely and honestly.
- ✓ report important changes in my situation.
- ✓ know that the application will take longer if I do not submit all required documents.
- ✓ know that my residence permit may be withdrawn if I provide incorrect information now or in the future. Or if I do not share important information.
- ✓ know that the IND may report me to the police if I commit a criminal offence by deliberately failing to provide important information. And/or by deliberately providing incorrect information.
- ✓ will only perform seafaring service.

9.2 Your surname and initials, or those of your authorised representative

9.3 Place _____ Date (dd-mm-yyyy) _____

9.4 Signature

Always sign with a pen, even when filling in this form digitally



→ go to Submitting documents on the next page to find out which documents are required for your application.

SUBMITTING DOCUMENTS

- Submit the documents that apply to your situation. The documents are in the lists below. You do not need to send the pages with this list with your application.
- With documents you show that you meet the requirements. This is an important part of your application.
- Read how to have official foreign documents legalised and translated on ind.nl/en/documents.
- Always submit copies of your original documents. Copies of your passport or other travel document must be in colour. The rest may be a black-and-white copy.
- If you do not submit all documents, the IND's decision will take longer. Furthermore, the IND may then reject your application.
- Are there any special facts or situations the IND must know about? For example, about your income? Then enclose a letter in which you explain the situation. And (official) documents proving this.

When applying for a first residence permit or a change of residence purpose

Copy of passport or other travel document

Only copy the pages with identity details. And the pages with travel stamps. Do not copy the empty pages.

Copy of your employment agreement seafaring service

The agreement must show the gross wage at which you perform seafaring duties on the seagoing vessel. It must also be stated that you will be provided with accommodation on board the ship and that you will be provided with food, drink, etc. free of charge.

Appendix Antecedents Certificate

Included with this form. Or download the appendix [Antecedents Certificate](#) (pdf, 160 kB) on ind.nl/en/antecedentscertificate.

Authorisation declaration

Do you have an authorised person? Fill in the [Authorisation declaration](#) (pdf, 165 kB) on ind.nl/en/authorisation and submit the form with the application.

Copy of your seaman's book.

The seaman's book must (also) be in English. Copy the pages showing the holder's identity, the authority that issued the seaman's book, and the date of issue and expiry date.

Copy of proof of MVV exemption

Is this a first application? And do you request for an MVV exemption? Read on ind.nl/en/mvv-appendix which documents you need to submit for an [MVV exemption](#).

Appendix Declaration of intent to undergo a TB test

Only if you need to undergo a TB test. Download the [Declaration of intent to undergo a TB test](#) (pdf, 216 kB) on ind.nl/en/tb-declaration.

When applying for extension of a residence permit

Copy of your employment agreement seafaring service

The agreement must show the gross wage at which you perform seafaring duties on the seagoing vessel. It must also be stated that you will be provided with accommodation on board the ship and that you will be provided with food, drink, etc. free of charge.

Copy of your seaman's book.

The seaman's book must (also) be in English. Copy the pages showing the holder's identity, the authority that issued the seaman's book, and the date of issue and expiry date.

Authorisation declaration

Do you have an authorised person? Fill in the [Authorisation declaration](#) (pdf, 165 kB) on ind.nl/en/authorisation and submit the form with the application.