



## Application for admission and residence 'to work on a self-employed basis' (foreign national)

### To be filled in by the Dutch embassy or consulate

Location of the embassy/consulate where the application is submitted

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Date

Day			Month		Year		

Name and initials embassy employee

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File password (if applicable)

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Passport photo

size 35 x 45 mm  
(width x height)

*Please note!* If you have received a printed version of this information form, please check out the digital version, including direct links, on [www.ind.nl](http://www.ind.nl).

With this form, you apply for admission and residence in the Netherlands as a 'self-employed person'. You can only use this form if you are a foreign national staying outside the Netherlands. You submit the application to the Dutch embassy or consulate in the country of origin or the country of continuous residence.\* Please check the contact page of [www.netherlandsworldwide.nl](http://www.netherlandsworldwide.nl) to find out whether and how you can make an appointment for this.

\* In case there is no Dutch consulate or embassy in your country of origin or permanent residence, please turn to the nearest Dutch representation.

### Appointment at the Dutch embassy or consulate

Please take this application form, your passport photo and valid passport with you to the appointment at the Dutch embassy or consulate. The embassy or consulate employee will register your application and fill out the information box above. You will also receive a confirmation letter with your registration number (V-number). Please keep this letter: you will need it later. After submitting the application to the embassy or consulate, you will receive this application form back.

If you give your consent to communication by e-mail (see section '6 Declaration of consent'), the embassy or consulate employee will provide you with a file password. This password will be written in the box at the top of this page. It is very important that you keep your password safe and it is strongly recommended that you keep a copy of this application form for your records.

### After the appointment

To be able to assess your application, the Immigration and Naturalisation Service (IND) in the Netherlands needs information from you. Please complete and send this form, with all the necessary documents mentioned in section '4 Means of evidence', to the IND within three weeks from the date of your application (see the date above). Please also enclose the confirmation letter you received from the embassy or consulate. If you do not send all the necessary documents, the assessment of your application will be delayed. If the IND does not receive the information and documents in time, your application may be rejected.

# 1 Your personal details

Write in block letters

1.1 V-number

*Please note!* It is imperative that your V-number is mentioned above. Without this number, your application can not be processed. The embassy or consulate will give you this number.

1.2 Dutch Citizen service number (if applicable)

*The Dutch Citizen service number (BSN) is a unique number for everyone who has dealings with the Dutch government.*

1.3 Name (as stated in the passport)

Surname

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First names

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1.4 Sex

- Male  
 Female

1.5 Date of birth

Day Month Year

1.6 Place of birth

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1.7 Country of birth (as stated in the passport)

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1.8 Nationality at birth

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1.9 Current nationality

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1.10 Civil status

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

1.11 Home address

Street

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Number

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Postcode

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Town

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Country

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1.12 Telephone number

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

1.13 E-mail

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1.14 Type of travel document

- National passport
- Diplomatic passport
- Service passport
- Official passport
- Special passport
- Other type of travel document, namely:

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1.15 Specifications of the travel document

Travel document number

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Date of issue

Day		Month		Year						

Valid until

Day		Month		Year						

Issued by

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## 4 Means of evidence

### Requirements of foreign means of evidence

Documents must be in Dutch, English, French or German. In case the documents are drafted in another language, you need to have these translated by an authorised translator. Send a copy of the original documents together with a copy of the translation.

#### Self-employed person (377)

*Please note! The financial supporting documents that you enclose must have been checked by an authorized independent external expert (chartered accountant, an accountant administratieconsulent [a Dutch accountant's qualification], bookkeeper or a financial advisor).*

Please enclose the following means of evidence with your application:

- a proof of registration with the Chamber of Commerce, not older than three months, or fill in the Chamber of Commerce registration number at 5.12 in this application form;
- if applicable: a copy of a document that was issued by the competent Dutch authority showing that you have the necessary permits to be allowed to practice a particular profession or run a particular enterprise; and
- a completed and signed 'Declaration of income of self-employed person appendix' with the appendices demanded therein;
- a completed and signed 'Statement due to European sanctions against Russia and Belarus' appendix;
- documents that demonstrate that your company is of essential interest to the Dutch economy. The subdivision of the scoring system is followed:

#### A. Personal experience

- copies of all diplomas awarded. Does this involve foreign diplomas? Then these must include an evaluation from Nuffic/Vocational Education Labour Market (SBB);
- copies of educational certificates (diplomas, doctorate) from Dutch study programmes;
- financial data, such as turnover data, annual accounts, tax data, pay slips, wage tax declarations, etc.;
- a copy of the employment contract(s) from your previous employment(s);
- income data showing the income of the twelve months prior to the application;
- other evidence showing entrepreneurial experience;
- employer references;
- means of evidence showing experience with the Netherlands.
- *if there is an enterprise in the country of origin:* a copy of the deed of incorporation and the articles of association of the enterprise;
- *if you are a freelancer:* copies of agreement(s) relating to the assignment(s) that you will be carrying out as freelancer.

#### B. Business plan

- a business plan that includes information about:
  - the personal details of the entrepreneur;
  - the product or the service;
  - a market analysis that is focussed on the relevant product or service;
  - a substantiated pricing;
  - the organisation;
  - the balance sheet;
  - the turnover and liquidity forecast, including calculations for at least three years;
  - specification and budget of labour creation and investments;
  - turnover data from the Dutch market.

#### C. Added value of the economic activities for the Dutch economy

- means of evidence (e.g. patents or references from professional institutes, etc.) that show the innovative character of the product or the service for the Netherlands;
- means of evidence of labour creation in your own enterprise;
- data relating to proposed investments.

## □ **Employment as a self-employed artist (562)**

Please enclose the following documents with your application:

In case of direct funding from a national culture fund (in Dutch: Rijkscultuurfonds). Information on national culture funds can be found at [www.cultuursubsidie.nl](http://www.cultuursubsidie.nl).

- a copy of the subsidy decision from the national culture fund.

In case there is **no** direct funding from a national culture fund:

- a substantiated statement showing that the cultural institution has the required artistic quality. This is in any case the case if the artistic content has been positively assessed by the Raad voor Cultuur or by a provincial or municipal arts council;
- a commission agreement between you and the Dutch cultural institution. The commission agreement will in any case include:
  - a) the considerations for arriving at the commission agreement;
  - b) a description of the content and performance of the commission;
  - c) the starting date and the end date of the assignment;
  - d) the fee;
  - e) signature of the signatories.
- the fully completed and signed [Appendix 'Declaration on essential cultural importance'](#).

## **5 Payment of fees**

Before your application can be assessed, you must pay a fee. The fee for an application for admission and residence in the Netherlands for work as a self-employed person, submitted on or after 1 January 2025, is € 405. This amount has to be paid by all applicants, except for citizens of Turkey, San Marino and Israel. The fee for citizens of Turkey is € 81. The application is free of charge for citizens of San Marino and Israel. You can also find this information on [www.ind.nl](http://www.ind.nl).

Please transfer the fee for the application to the bank account of the IND referred to below.

**As a payment reference, you must fill in your V-number, which you receive from the Dutch embassy/consulate where you submit your application. If you do not do this, your payment may not be processed properly.**

Bank	ING
Account number	70.50.05.356
Name	Min. van Justitie en Veiligheid 601/IND LEGES Storting Bank
IBAN number	NL31INGB0705005356
SWIFT code	INGBNL2A
Address	Postbus 85449
Postcode	2508 CC
City	Den Haag
Payment reference	Your V-number

You must transfer the fee within three weeks after the date on top of this form (filled in by the Netherlands embassy or consulate). Your application will only be assessed when the whole amount has been received by the IND. Please check whether your bank deducts a fee from the amount being transferred.

If the assessment of your application shows that you do not qualify for a residence permit in the Netherlands, you will not receive a refund.

## 6 Declaration of consent

The IND will assess and decide on your application. If you wish communication with the IND to take place by e-mail (instead of by post), you must consent to this first.

> Please check either one of the following two boxes

- I agree that communication with the IND will take place by e-mail. I want the email address I provided above to be used for this (section 1.13). I access this email address on a regular basis.
- I do not agree that communication with the IND will take place by e-mail. I want correspondence to be sent to the address I provided above (section 1.11).

If you give your consent to communication by e-mail, the IND will send the decision on your application to your e-mail address. The message will be encrypted using the file password you received from the embassy or consulate employee. You can open the encrypted document in the email with this password. Therefore, it is very important that you keep your password safe and it is strongly recommended that you keep a copy of this application form for your records.

Please note! The IND accepts no responsibility for any email messages that fail to reach you or are delayed. The IND cannot guarantee the reliability of sending or receiving messages by email, or the confidentiality and integrity of email correspondence sent over the internet.

## 7 What will happen with your application?

After receipt of your application, your documents and fee, the IND will assess your application. You will be contacted by the IND if your payment or your documents are not received. You will also be informed once the assessment of your application has been finalised. If your application is granted, you will also receive information about the follow-up procedure.

## 8 MVV and residence permit

In case your application is granted you will receive an MVV (entry visa) from the Dutch embassy/consulate. When your application is granted you can make an appointment to collect your MVV via [www.netherlandsworldwide.nl](http://www.netherlandsworldwide.nl). The IND aims to have your residence permit ready within a few weeks following your arrival in the Netherlands. The IND will send you a letter indicating when you can collect your residence permit. For this, you have to make an appointment online at the IND desk stated in the letter.

8.1

Intended date of departure to  
the Netherlands

Day	Month	Year

8.2

Please indicate below where you will collect the residence permit:

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

## 9 Registering in the Netherlands

You need your birth certificate (legalised and translated if necessary, please check [www.ind.nl](http://www.ind.nl)) for registering in the [Personal Records Database \(BRP\)](#) at your local municipality after arriving in the Netherlands. This is a mandatory procedure. When you are registered in the BRP, you will automatically obtain a [citizen service number \(BSN\)](#), unless you already have this.

## 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 my right of residence, within 4 weeks to the IND with the 'Notification form for family members and relatives'. I am aware that if I do not do this, it may affect my right of residence as foreign national. I know that I may incur an administrative fine.
- ✓ I know what my rights and obligations are.

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 this form with the necessary documents

Sign and send the completed form, the appendices and the requested documents to the IND in the Netherlands by post. Never send any original documents. You must send clearly readable and full copies of the original documents. Do not use any staples or paperclips. Do not send any USB sticks, CD's, DVDs and suchlike. Put all the documents in a sufficiently stamped envelope. Send this to the following address:

**Immigration and Naturalisation Service (IND)**  
**P.O. Box 5**  
**9560 AA TER APEL**  
**The Netherlands**

### 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 organizations or persons. The IND also uses and stores data and shares them with other organizations. 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.