

General information - non-EU driving licence

Before explaining the exchange process of your driver license, first a few facts:

- The Dutch word for driving licence is 'rijbewijs';
- In the Netherlands, the minimum age for driving is 18;
- Your non-EU driving licence is only valid in combination with an international driving permit.

Non-EU/EER driving licence (regardless of your nationality)

You are allowed to drive in the Netherlands with a valid non-EU/EER driving licence for 185 days (6 months) after the first registration at the town hall. Before the 6 months have passed, you need to have exchanged your driving licence for a Dutch one. Otherwise you will be driving illegally, which may result in a considerable fine. In case of an accident your insurance company may not cover any damages.

Important:

- If you have a driving licence that was issued by a non-EU or non-EFTA country, at some driving-licence checks in the Netherlands you may have to show an international permit as well as a valid foreign driving licence. An international driving permit is a translation of your driving licence and is available from recognised automobile associations in your home country. The Dutch embassy in the country in which you live can give you more information about the situations in which an international driving permit is necessary and where you can apply for one in your home country (must be arranged before your move to the Netherlands);
- By law everyone is obliged to carry a valid driving licence in the car at all times. Please note that a copy officially is not accepted;
- When your licence is out of date, you are not allowed to drive a car in the Netherlands and it is not possible to exchange your license when it is not valid. You will first have to renew this in the country of issue or the embassy in the Netherlands;
- We strongly advise you not to drive a car during the period of exchange, as you have handed in your foreign driving licence and it is illegal to drive without a valid driving licence. The consequence of driving without a valid driving licence can be a considerable fine. More importantly, damages caused in accidents may not be covered by your insurance company. Therefore please check your car insurance conditions.
- Please note that in order to rent a car, rental companies request that your driving licence is at least 1 year old (issue date). If you have just exchanged your foreign driving licence for a Dutch one, which means that the issue date of your Dutch driving licence is less than 1 year, you may not be able to rent a car.

In order to exchange your driving licence, your registration at the civil affairs department of your local Town Hall needs to be completed and you *need to be in possession of your residence permit* (this may take up to a couple of months). In the meantime you can prepare some of the documentation required for the exchange. You have to proof that you were a resident in the country where your driving licence has been issued for at least 185 days in the year after the issue date. For more information please see the exchange process on the next pages.

A driving test is not necessary if one of the following conditions apply:

- you are entitled to the 30% tax rule;
- your driving license is issued in the following countries for the specified categories:
 - Andorra: B (passenger vehicle);
 - Taiwan: B (passenger vehicle);
 - South-Korea: B (passenger vehicle);
 - Israel: B (passenger vehicle);
 - Japan: IB (passenger vehicle and motorcycle of more than 400 cc);
 - Singapore: Class 2 (motorcycle of more than 400 cc) or Class 3 (passenger vehicle);
 - Canada (Quebec province only): B (passenger vehicle).

In all other cases the driving test can be taken at the CBR (central bureau for driving proficiency proofs) in your region. Before you can take the driving test, you need to pass the theoretical exam. You can do this through a driving school or you can call the CBR at 0900 227 02 27 (only possible to call with a Dutch phone) to schedule an appointment. For addresses of driving schools in your vicinity, please contact your relocation coordinator at Settle Service.

Exchanging your non-EU driving licence

Please find below the steps you will need to complete for the exchange process:

Step 1: first visit Town Hall (arranging the medical statement form)

- A. Request and complete the medical statement form (so called "eigen verklaring" form - please find the translation in attachment 1);
- B. Send this filled out form by regular mail to the nearest CBR office using the pre-addressed envelope attached to the form.

Note:

- *It is advisable to request the "eigen verklaring" form at the first Town Hall appointment to prevent you having to visit the Town Hall again to obtain this document;*
- *The costs of the medical statement form are approximately €22;*
- *In approximately two weeks the CBR will send you a letter (proof you are physically able to drive a vehicle: "Bewijs van geschiktheid") in which they confirm you can start up the exchange process after you have received your residency card and 30% tax ruling approval.*

Step 2: second visit Town Hall (filing for the exchange)

After you have received your residency card and the 30% tax ruling approval (*and if applicable: when you have a driving licence which is issued in Arabian, Chinese, Japanese, Korean or Greek this must be provided with an official translation in Dutch, German, English or French by a sworn translator, by the Embassy or the Consulate*) you are able to proceed with the following steps:

- A. Request, complete and hand-over the 'Aanvraag omwisseling voor Nederlands rijbewijs' (3 E 0397) form to the Town Hall employee (translation; request for exchanging a foreign driver license to a Dutch driving license);

You will need to present the following documents at the Town Hall:

- Your passport;
 - 1 official colour passport photo (made by an official Dutch photographer);
 - Your foreign driving licence (note: you might not receive this back – more information below);
 - Request letter for returning your foreign driver license (note: this does not guarantee you will get your license back but this will increase the chance of this – please find an example letter which needs to be filled out by your employer in attachment 2 (page 5 of this document) - please find more information in the below note).
 - Approval letter of the 30% tax rule;
 - Residence permit;
 - Proof that you were a resident in the country where your driving license is issued for at least 185 days in the year after the issue date (for example: your foreign lease of your house, your foreign employment contract, a foreign cell phone bill, etc.);
 - Letter step 1: "Bewijs van geschiktheid" (recommended to bring although the Town Hall should be able to see this in their system);
 - *Only when you have a driving licence which is issued in Arabian, Chinese, Japanese, Korean or Greek writing you must provide an official translation in Dutch, German, English or French (this has to be done by a sworn translator, by the Embassy or the Consulate).*
- B. Hand over the request letter for the RDW to return your foreign driver license to the Town Hall employee;
 - C. Pay the costs of approximately €50 for exchanging your foreign driver license (you can pay in cash or with your Dutch debit card);
 - D. Request a proof which states you have handed over your foreign driver license;
 - E. Request a proof of payment.

Note:

- *As stated above you are able to request the RDW (national vehicle administration) to return your foreign driver license by sending them an official letter of your employer (company paper and company stamp – send this together with the exchange forms – see attachment 2 for an example letter) which states that you are in need of your foreign driver licenses for*

work purposes abroad and that you therefore would like to have your foreign driver license returned. Please note that there are no guarantees the RDW will return your driver license, but this does increase your chances. When they do not return your foreign driver licence they will send this to the equivalent of the RDW in the country of issue.

- *Within 6 weeks after the filing for the exchange (step 2) you will receive a letter from the RDW at your home address that your new Dutch driver license is ready for pick-up at the Town Hall you have filled for the exchange. You will have to visit the Town Hall within 3 months to pick-up your driver license.*
- *When you have a driving licence which is issued in Arabian, Chinese, Japanese, Korean or Greek this must be provided with an official translation in Dutch, German, English or French by a sworn translator or by the Embassy or Consulate. Please note that driving without translation is illegal.*

Step 3: second visit Town Hall (filing for the exchange)

After you have received the letter from the RDW you are able to proceed with the following steps:

- F. Inform the Town Hall employee that you would like to pick-up your new Dutch driver license and foreign driver license (the last only if the RDW has approved your request);

You will need to present the following documents at the Town Hall:

- Your passport;
- The RDW letter which states your driver license is ready for pick-up

Note:

- *When the Town Hall does not return your foreign driver licence they will send this to the equivalent of the RDW in the country of issue.*

Attachment 1: Translation "eigen verklaring" form

Page 1

- 1) Are you suffering from or have you ever suffered from epilepsy (fits), repetitive faints, abnormal drowsiness during the day or any other disturbances of consciousness?
- 2) Are you suffering from or have you ever suffered from equilibrium disturbances or severe dizziness?
- 3) Are you being treated or have you ever been treated by a specialist for a mental illness, a brain disease – like a stroke- or a disorder of the nervous system?
- 4) Are you or were you ever dependent on the use of alcohol, drugs, psychotropic substances or excessive use of medicines, and/ or have you ever been professionally treated for this?
- 5) Are you being treated for or have you ever been treated for internal diseases, like diabetes, elevated blood pressure, kidney-disease, lung- disease or cardiovascular disease? Or did you ever undergo a cardiovascular surgery?
- 6) Are you suffering from any malfunction in the use of your arms, hands, fingers?
- 7) Are you suffering from any malfunction in the use of your legs and feet?
- 8) (a) Are you suffering from lack of sight in one or both eyes, even when wearing glasses or contact lenses?
(b) Are you being treated or have you ever been treated by an ophthalmologist (eye-doctor) or did you ever undergo eye surgery or laser treatment?
- 9) Are you using any medication that may influence the ability to drive, such as hypnotics, tranquilizers, anti-depressants, drugs acting on the central nervous system, stimulants, insulin, anti-consultants or alike?
- 10) Are you suffering from any other disabilities or diseases that may hinder or prevent the driving of motor vehicles without special adaptations?

Page 2

- Please use only blue or black ink when filling out this form.
- You can find your Burgerservice number (BSN) or the equivalent sofi number, on your residence permit.
- Always complete "reden van aanvraag" (reason application) which is "omwisseling buitenlands rijbewijs (exchange driving licence)
- If you have answered yes to any of the above questions, you must visit a doctor to complete this form.
- If you have answered any questions untruthfully , legal actions will be taken as stated in article 114 of the wegenverkeerswet (law on traffic and infrastructure).
- Please do not forget to date and sign this form.

Attachment 2: example request letter to request the return of a foreign driver license (important note: the below will need to be printed on company paper)

STATEMENT

**COMPANY NAME
ADDRESS
POSTCAL CODE + CITY**

DATE MONTH YEAR

Dear Sir/Madam,

With this letter we would like to inform you that **NAME** is in need for his **COUNTRY** driving licence in order to perform **HIS/HER** position for **COMPANY** in **COUNTRY**.

NAME will be regularly visiting **COUNTRY** and will need the driver license in order to be able to drive a company car and therefore we would like to request to return the **COUNTRY** driving license together with the Dutch driving licence.

Kind regards,

Name:

Position:

Signature:

Company Stamp:
