



Immigration and Naturalisation  
Service  
*Ministry of Security and Justice*

## Application for the purpose of residence of ‘family members and relatives’ (sponsor)

*Read the explanation before you start to fill out the form.*

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

You can use this form if you are a sponsor. A sponsor is someone who lives in the Netherlands and wants to bring a family member to the Netherlands, for example. A sponsor has Dutch nationality or a Dutch residence permit. A sponsor can use this form to submit an application for the foreign national. If you are a foreign national and you want to submit an application for yourself, you can use the form ‘Application form for a residence permit with the purpose of residence being ‘family members and relatives’ for the foreign national’.

You are a sponsor.

You can use this form to submit an application for the foreign national who wants to reside in the Netherlands on grounds of one of the following purposes of residence:

- stay with spouse or (registered) partner;
- stay with a parent;
- stay as foreign adoptive child or foster child;
- stay with a minor who holds an asylum permit;
- stay with the holder of a medical residence permit; or
- stay in order to carry out family life on grounds of Article 8 of the ECHR.

*N.B.* If you want to submit an application for a residence permit to conduct family life on grounds of Article 8 of the ECHR, then you must first submit the ‘Notification of Application for Regular Residence Permit Article 8 ECHR/Humanitarian’. You can find this form, as well as further information about this, on the website [www.ind.nl](http://www.ind.nl). If you already have a residence permit and you want to change this to a permit for conducting family life on grounds of Article 8 of the ECHR, then you may use this form.

If you want to submit an application for your child you have to be the legal representative of your child. You are the legal representative of your child if you have parental authority over your child. You can find more information on this on [www.ind.nl](http://www.ind.nl).

### **How do you fill out this form?**

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.

### **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 (local call charges plus any additional costs charged by your operator if you are calling from a mobile phone). 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

**1. 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 4 'Tuberculosis'

**2. 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 EU/EEA countries or Switzerland.**

- ☐ You want to submit an application for a regular residence permit.  
> Proceed to 4 'Tuberculosis'

**3. 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 'Civic integration examination abroad'

**4. 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 requirement for Regular Provisional Permit, this is not necessary. Follow the instructions below if you think that one of the exceptional circumstances apply to the foreign national.**

- ☐ You want to submit an application for a residence permit (without a regular provisional residence permit).  
> Go to the appendix 'Exemption from the requirement to apply for a regular provisional residence permit' and see which exceptions there are to the requirement to apply for a regular provisional residence permit. Please indicate below which situation applies. You can only tick one situation.  
The foreign national is applying for an exemption from the requirement to apply for a regular provisional residence permit because:

- ☐ for health reasons, the foreign national is unable to apply for a regular provisional residence permit in the country of origin.  
☐ 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: special and individual circumstances apply to the foreign national and he cannot return to the country of origin to apply for an MVV.

> You cannot use this form. You first need to submit the form Notification of an application for a temporary regular residence permit. This form and more information can be found on [www.ind.nl](http://www.ind.nl)

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 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 Turkish nationality and worked legally in the Netherlands over the past year.  
☐ the foreign national is a (former) family member of an employee having Turkish nationality and lived together with this employee having Turkish nationality.  
☐ the foreign national has the Turkish nationality and wants to be self employed.  
☐ the foreign national is a minor child of of a foreign national with a residence permit with the purpose of stay for temporary humanitarian grounds, based on human trafficking, honor related violence or domestic violence.  
☐ the foreign national was born in the Netherlands, is 12 years of age or younger and did not move the location of principal residence outside the Netherlands.  
☐ the foreign national is unable to depart from the Netherlands  
☐ the foreign national is a minor child and actually resided in the Netherlands for at least three years.  
☐ the foreign national is unable to depart from the Netherlands because this is contrary to Article 8 of the ECHR;  
☐ the foreign national resided in another Member State as a holder of a European blue card.  
☐ the foreign national is a victim of human trafficking and he/she is either unwilling or unable to file a report about this or collaborate in the criminal detection and prosecution of the human trafficker in connection with a serious threat and/or a medical or physical limitation.

> Proceed to 4 'Tuberculosis'

## 2 Civic integration examination abroad

The foreign national wants to apply for a regular provisional residence permit. Before the foreign national can apply for a regular provisional residence permit, he must first have passed the civic integration examination abroad or have or obtain an exemption from this. See the 'Civic integration examination abroad' appendix for exemptions. This appendix also states what proof is required in order to obtain an exemption. Enclose this with the application.

> Please tick the applicable situation

- ☐ **The foreign national is exempt from the civic integration examination abroad or wants to obtain an exemption from this.**

Enclose with the application the 'Civic integration examination abroad' appendix and the proof showing that the foreign national qualifies for an exemption.

- ☐ **The foreign national has passed the civic integration examination abroad.**

Enclose with the application a copy of the certificate for the civic integration examination abroad showing that the foreign national has passed the civic integration examination abroad.

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

- 3.1 Dutch embassy or consulate in the country of origin (or country of continuous residence). If no Dutch embassy or consulate is available, then you need to collect the regular provisional residence permit in the nearest country where a Dutch embassy or consulate is available.  
NB! The foreign national must collect the regular provisional residence permit from the Embassy or Consulate where he sat the civic integration examination abroad. The foreign national can travel to the Netherlands with this regular provisional residence permit.

Place

\_\_\_\_\_

Country

\_\_\_\_\_

# Application

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## 4 Tuberculosis

You want to apply for a residence permit in the Netherlands on behalf of a foreign national. One condition for this is that the foreign national must undergo a tuberculosis test and, if necessary, treatment for tuberculosis (TB). If the foreign national is applying for a residence permit for the first time, then you must use the 'TB test referral form' to show that the foreign national has undergone this test.

> Please tick the applicable situation

- ☐ The foreign national does not need to undergo a TB test because he has a valid residence permit in the Netherlands.
  - ☐ The foreign national does not need to undergo a TB test because he was born in the Netherlands and he has not changed the location of his principal place of residence since birth.
  - ☐ The foreign national does not need to undergo a TB test because he is a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'.
- The foreign national has a different nationality and:
- ☐ has already undergone a TB test in the Netherlands. Enclose an original and recent 'TB test referral form' with the application. This form is the proof that the foreign national has undergone a TB test in the Netherlands. This form may not be more than 6 months old; or
  - ☐ has not yet undergone a TB test in the Netherlands. Then you should complete the 'Declaration of intent to undergo a TB test' appendix and send this together with the application. The foreign national must sign this appendix him/herself.

If the foreign national is in the Netherlands, then an appointment should be made for the test with the Municipal Health Service (GGD) in the area where he/she lives or will be living (for further information visit the website [www.ggd.nl](http://www.ggd.nl)). Take the appendix 'TB test referral form' with you to the Municipal Health Service (GGD). The Municipal Health Service (GGD) will then send the form to the IND.

## 5 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 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.

The document must also be legalised or provided with an apostille stamp by the Dutch embassy or consulate in the country concerned. 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 (Monday to Friday from 08.00 to 20.00 hrs, local rates apply). 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.

**Select the family member you want to bring over.** Complete 1 application form for each family member. 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 of the foreign national, then contact the IND. Do not submit the application if you are not sure whether he/she complies with the conditions. Visit the website [www.ind.nl](http://www.ind.nl) for more information about the purpose of residence.

### Your spouse or registered partner

- ☐ **You are married to the foreign national or you have a registered partnership with the foreign national. (320 - 340)**  
Please enclose the following means of evidence with your application:
  - proof of your income. See the 'Proof of income' appendix which documents are needed for your application.
 If this involves a marriage, then you must also submit:
  - a copy of the legalised marriage certificate.
 If this involves a registered partnership, then you should also submit:
  - a copy of the legalised certificate of registered partnership.

### Your unmarried partner

- ☐ **You are the unmarried partner of the foreign national (322 - 342)**  
Please enclose the following means of evidence with your application:
  - proof of your income. See the 'Proof of income' appendix which documents are needed for your application;
  - a 'Declaration of relationship' appendix that you and the foreign national have fully completed and signed;
  - a 'Questionnaire for residence with partner' that you have fully completed and signed;
  - a copy of the unmarried status declaration relating to yourself. The unmarried status declaration must come from the country of origin and may not be more than 6 months old. If you have Dutch nationality or a permanent residence permit, you need not enclose any unmarried status declaration; and
  - a copy of an unmarried status declaration of the foreign national. The unmarried status declaration must come from the foreign national's country of origin and may not be more than 6 months old.

## Your minor child

- ☐ **You want to submit an application for your minor child (younger than 18 years old) or the minor child of your spouse or (registered) partner. (326)**

Please enclose the following means of evidence with your application:

- proof of your income and/or the income of your partner. See the 'Proof of income' appendix which documents are needed for your application;
- a copy of the birth certificate of the child or, if the family relationship between you and the child is not evident from the birth certificate, copies of other means of evidence showing the family relationship, for example adoption documents; and
- means of evidence showing that you have legal custody of the foreign national.

*If the child's other parent who also has custody remains in the country of origin, then you must also include:*

- a signed declaration of consent from the parent staying behind. This declaration of consent states that this parent gives his/her consent for the child to stay in the Netherlands; and
- a copy of the identity document (for example passport) of the parent staying behind.

*If the foreign national is 15 years of age or older, please also enclose:*

- a 'Declaration of civil status' appendix, completed and signed by the foreign national.

*If the child is born in the Netherlands and you and your spouse (or partner) both reside in the Netherlands with a residence permit, you only have to submit:*

- a copy of the birth certificate of the child and, if the family relationship between you and the child is not evident from the birth certificate, copies of other means of evidence showing the family relationship, for example adoption documents.

## Your parent(s)

- ☐ **You are a minor child (younger than 18 years of age), who has a temporary asylum residence permit and you want to submit an application for your parent(s) (347)**

Please enclose the following means of evidence with your application:

- proof showing that the foreign national is your parent; and
- proof of your income. See the 'Proof of income' appendix which documents are needed for your application.

*If you have become 18 years of age, you should also enclose:*

- evidence showing that a Dutch Court has appointed a guardian or curator in connection with your mental capacity.

## Your related foster child

- ☐ **The foreign national is your related foster child (352)**

**Please note!** You may only be a grandparent, brother, sister, uncle or aunt of the foster child. Please enclose the following means of evidence with your application:

- proof of your income. See the 'Proof of income' appendix which documents are needed for your application;
- a copy of the medical statement of the foreign national's health that was issued by the country of origin. This statement may not be more than 6 months old;
- proof showing that the parents or legal representatives are in agreement with the foreign national going to live with the you in the Netherlands. If the law in the country of origin demands this, then you must also submit proof showing that the authorities in the country of origin are in agreement with the foreign national staying with your family;
- proof concerning the family relationship between you and the foreign national (for example, a copy of a familial extract from the register of births, deaths and marriages);
- a written substantiation from the family members of the foreign national in the country of origin, showing that they are either not able to care for the foreign national or cannot care for the foreign national well enough; and
- a copy of the declaration from the competent authorities that you have custody of the foreign national, for example a guardianship certificate.

## Your adopted child

- ☐ **The foreign national is your adopted child (the foreign adoption decision must still be recognised by the Dutch court), or the foreign national is not yet your adopted child, but will be taken into your family for adoption (350)**

Please enclose the following means of evidence with your application:

- a copy of the permission in principle from the Ministry of Security and Justice - Central Authority of international adoptions;
- a copy of the declaration from the intermediary institution showing that use has been made of a licensed intermediary institution;
- if a licensed intermediary institution has not been involved in any way, then you must include a Declaration of Consent from the Ministry of Security and Justice - Central Authority for international adoptions;
- a copy of a medical statement concerning the foreign national's health, such as is meant in the Placement of Foreign Children for Adoption Act. This statement must have been issued by the country of origin and may not be more than 6 months old;
- a copy of the decision from the relevant competent authorities in the country of origin (for example, a decision from the Court in the country of origin), as well as a translation of this. This must show that the authorities in the country of origin have agreed to the fact that you will be taking the foreign national into your family for adoption; and
- means of evidence showing that the biological parent(s) renounce(s) the foreign national (this Declaration of Consent can be evident from the above-mentioned decision).

*If the foreign national has been adopted by you and the foreign adoption decision was issued by a foreign institution that applied the Hague Adoption Convention (356), then you must enclose:*

- a statement of conformity.

- ☐ **You took the foreign national into your family for adoption during the period you and the foreign national lived abroad (355)**

Please enclose the following means of evidence with your application:

- proof showing that you took the foreign national into your family and raised and cared for him during the period you lived abroad (including a copy from the public registers of the relevant country);
- proof showing that the parents or, if they have died or are living in an unknown place, the authorities in the country of origin before the foreign national's arrival in the Netherlands have agreed to the departure and to the adoption (statement from the parents or statement from the authorities in the country of origin); and
- proof showing that you entered/will enter the Netherlands together with the foreign national.

## Stay with the holder of a residence permit for medical treatment

- ☐ **The foreign national is your family member and you are a holder of a residence permit for medical treatment (415 - 416 - 417 - 418)**

Please enclose the following means of evidence with your application:

- proof concerning the family relationship between you and the foreign national (for example, a copy of a marriage booklet, a birth certificate or familial extract from the register of births, deaths and marriages); and
- proof of your income. See the 'Proof of income' appendix which documents are needed for your application.

*If the foreign national is your minor child, please also enclose:*

- proof showing that you have parental authority over the child. If the foreign national was born during your marriage, a birth certificate will suffice.

*If the foreign national is your parent, please also enclose:*

- proof showing that the foreign national has parental authority over you (if you were born during the marriage of your parents, a birth certificate will suffice).

## Stay on grounds of Article 8 of the ECHR

- ☐ **You want to partake in family life with the foreign national on grounds of Article 8 of the ECHR (334)**

**Please note!** If you want to submit an application for your spouse or (registered) partner, or your child, then you must submit an application to stay with your spouse or registered partner, or an application to stay with a parent.

Please enclose the following means of evidence with your application:

- means of evidence showing the family relationship between you and the family member, for example a copy of a birth certificate; and
- means of evidence showing how your family life will be led with the foreign national.

# Application

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## 6 Biometric information (fingerprints, passport photo) and signature, Antecedents certificate

- The foreign national must have his fingerprints and facial image (passport photo) taken to determine his identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature of the foreign national. See the appendix Fingerprints, passport photo and signature.
- NB. No fingerprints are taken from children younger than 6 years of age, only a passport photo is required. If your child is in the Netherlands and submits an application for a residence permit (not with an MVV procedure or the 'entry and residence procedure'), you can have a passport photo taken at the IND desk, or you can send a passport photo to the IND, using the appendix passport photo form on [www.ind.nl](http://www.ind.nl).
- Fill out the Antecedents certificate appendix and submit this appendix together with your application.

## 7 Your personal details (the sponsor)

WRITE IN BLOCK LETTERS

7.1	Citizen Service Number (if known)	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
7.2	Name	<div>Surname as stated in the passport</div> <div></div> <div>First names</div> <div></div>
7.3	Sex and Date of birth	<div>&gt; Please tick the applicable situation</div> <div> <input type="checkbox"/> Male           <input type="checkbox"/> Female         </div> <div> <div>Day</div><div></div><div></div> <div>Month</div><div></div><div></div> <div>Year</div><div></div><div></div><div></div><div></div><div></div> </div>
7.4	Place of birth	<div></div>
7.5	Country of birth	<div></div>
7.6	Nationality	<div></div>
7.7	Civil status	<div>&gt; Please tick the applicable situation</div> <div> <input type="checkbox"/> unmarried           <input type="checkbox"/> married           <input type="checkbox"/> registered partnership           <input type="checkbox"/> divorced           <input type="checkbox"/> widow/widower         </div>
7.8	Home address	<div>Street</div> <div></div> <div>Number</div> <div></div> <div>Postcode</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>Town</div> <div></div> <div>Country</div> <div></div>
7.9	Telephone number	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
7.10	E-mail	<div></div>
7.11	Residence status	<div>&gt; Please tick the applicable situation</div> <div> <input type="checkbox"/> Dutch nationality           <input type="checkbox"/> Privileged           <input type="checkbox"/> Residence Permit           <input type="checkbox"/> Waiting for the application for a residence permit to be dealt with           <input type="checkbox"/> None         </div>

## 8 Details of the foreign national

WRITE IN BLOCK LETTERS

8.1	Name	<div>Surname as stated in the passport</div> <div></div> <div>First names</div> <div></div>
8.2	Sex and Date of birth	<div>&gt; Please tick the applicable situation</div> <div> <input type="checkbox"/> Male           <input type="checkbox"/> Female         </div> <div> <div>Day</div><div></div><div></div> <div>Month</div><div></div><div></div> <div>Year</div><div></div><div></div><div></div><div></div><div></div> </div>
8.3	Place of birth	<div></div>

8.4	Country of birth	<div></div>
8.5	Nationality	<div></div>
<i>&gt; Please tick the applicable situation</i>		
8.6	Civil status	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower
		Street <span style="float: right;">Number</span>
8.7	Home address	<div></div>
		Postcode <span style="float: right;">Town</span>
		<div></div>
		Country
		<div></div>
8.8	Telephone number	<div></div>
8.9	E-mail	<div></div>

## 9 Identification

Submit the following copies:

*Of the sponsor:*

- A copy of the page in the passport or the identity card of the sponsor showing the identity details. Make copies of all the pages with travel stamps as well. It is unnecessary to copy any empty pages; or
- A copy of the front and reverse sides of a valid Dutch residence permit.

*Of the foreign national:*

- A copy of the passport. Make copies of all the pages with travel stamps as well. It is unnecessary to copy any empty pages.

*Are you younger than 18 years old and do you not have your own passport?*

Then you should submit a copy of the passport of your parent in whose passport you are registered. 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).

*> Please tick*

- ☐ 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, 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 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.

*> Please tick*

- ☐ I have enclosed the signed appendix 'Declaration by sponsor'.

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

10.1	Name	<div></div>
		Place <span style="float: right;">Day   Month   Year</span>
10.2	Place and date	<div></div>
10.3	Signature	<div></div>

## 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)".



This certificate only needs to be completed if  
the foreign national is 12 years of age or older.

## Appendix Antecedents Certificate

### 1 Certificate

> Please tick the applicable situation

- ☐ I certify that:
- I have never been sentenced to imprisonment or a custodial measure for committing a crime;
  - I have never been sentenced to perform community service for committing a crime;
  - I have never been imposed an unconditional fine for committing a crime;
  - I have never accepted an out-of-court settlement for committing a crime;
  - I have never been imposed a penalty order by a public prosecutor for committing a crime;
  - I am currently not subject to prosecution for committing a crime;
  - I have never been responsible for one of the following categories of acts as referred to in Article 1 F of the 1951 Refugee Convention: a crime against peace, a war crime, a crime against humanity, a serious non-political crime (for example murder or terrorism), or acts contrary to the purposes and principles of the United Nations (for example terrorist acts); and
  - I am aware of the fact that a sentence for committing a crime may result in a refusal or termination of the right of residence.
  - I have not submitted any incorrect data during earlier residence procedures;
  - I did not reside in the Netherlands illegally in the past;
  - I am not subject to any entry ban.

- ☐ I am unable to certify the above for the following reasons:

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### 2 Signing (by the foreign national)

I have completed this form truthfully.

2.1 Name

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2.2 Place and date

Place	Day	Month	Year
<hr/>	<hr/>	<hr/>	<hr/>

2.3 Signature

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#### Please note!

Not completing this antecedents certificate truthfully is an offense of which in all cases a report will be made.







**Do not enclose this appendix with the form!**

## Appendix

### Fingerprints, passport photo and signature

In order to be able to make a residence document, the Immigration and Naturalisation Service (IND) need the fingerprints, passport photo and signature of the foreign national. How can the foreign national submit these?

#### **This can be done while still abroad, by means of the Entry and Residence procedure**

- The sponsor (in the Netherlands) will have submitted the application for Regular Provisional Residence Permit for the foreign national (who is still abroad).
  - If a positive decision is given, then the foreign national can collect the Regular Provisional Residence Permit from the Dutch Embassy or Consulate in his/her country of origin or long-term residence. When collecting the Regular Provisional Residence Permit, the foreign national must take a new (and not previously used) passport photo with him/her. This passport photo must comply with the requirements which also apply for Dutch passports. The Embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.
  - The employee at the Dutch Embassy or the Consulate will take fingerprints and the foreign national will also be required to sign the document.
- The foreign national has submitted the Regular Provisional Residence Permit to the Dutch Embassy or the Consulate in the country of origin or long-term residence.
  - When submitting the application, the foreign national must take a new (and not previously used) passport photo with him/her. The employee at the Dutch Embassy or the Consulate will also take the fingerprints and the foreign national will be required to sign the document.

#### **When abroad, application for temporary Regular Residence Permit for persons who do not require a Regular Provisional Residence Permit**

- If an application is submitted in the Netherlands by a (recognised) sponsor for a foreign national who does not require a Regular Provisional Residence Permit, then the foreign national must go to an Immigration and Naturalisation Service (IND) counter immediately after arrival in the Netherlands. The Immigration and Naturalisation Service (IND) employee will make fingerprints and a passport photo and the foreign national will be required to sign the document. No appointment needs to be made for this. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website [www.ind.nl](http://www.ind.nl)

#### **Applying for a first residence permit in the Netherlands or changing the purpose of residence**

- The foreign national or sponsor submits the application in writing (and sends the application by post to the Immigration and Naturalisation Service (IND)). The foreign national must then go to the Immigration and Naturalisation Service (IND) counter within 2 weeks in order to have his/her fingerprints and passport photo taken. No appointment is necessary for this purpose. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website [www.ind.nl](http://www.ind.nl).
- The foreign national must submit the application immediately at the counter. A passport photo and the fingerprints will be taken at the counter. The foreign national will also be required to sign the document. Submitting an application to an Immigration and Naturalisation Service (IND) counter is by appointment only. Information about making appointments can be found on the website [www.ind.nl](http://www.ind.nl).

#### **Application for extension of a residence permit, a permanent residence permit or an application for renewal or replacement of a residence document**

- The foreign national or sponsor submits the application in writing (and sends the application by post to the Immigration and Naturalisation Service (IND)). The foreign national must then go to the Immigration and Naturalisation Service (IND) counter within 2 weeks in order to have his/her fingerprints and passport photo taken. No appointment is necessary for this purpose. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website [www.ind.nl](http://www.ind.nl).





Do not enclose this appendix with the form!

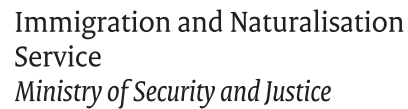
## Appendix

### Exemption from the obligation to undergo a tuberculosis (TB) test

If you have the nationality of one of the countries on this list,  
you do not have to undergo a tuberculosis (TB) test.

Albania	Latvia	United Kingdom
Andorra	Lebanon	United States of America
Antigua and Barbuda	Libya	Uruguay
Argentina	Liechtenstein	Venezuela
Australia	Lithuania	
Austria	Luxembourg	
Bahamas	Macedonia	
Bahrain	Maldives	
Barbados	Malta	
Belgium	Mauritius	
Belize	Mexico	
Bosnia and Herzegovina	Monaco	
Brazil	Montenegro	
Bulgaria	Netherlands	
Canada	New Zealand	
Chile	Nicaragua	
Colombia	Niue	
Comoros	Norway	
Costa Rica	Oman	
Croatia	Panama	
Cuba	Paraguay	
Cyprus	Poland	
Czech Republic	Portugal	
Denmark	Qatar	
Dominica	Romania	
Egypt	Samoa	
El Salvador	San Marino	
Estonia	Saudi Arabia	
Fiji	Serbia	
Finland	Seychelles	
France	Singapore	
Germany	Slovakia	
Greece	Slovenia	
Grenada	Spain	
Hungary	St Kitts & Nevis	
Iceland	St Lucia	
Iran	St Vincent and the Grenadines	
Iraq	Suriname	
Ireland	Sweden	
Israel	Switzerland	
Italy	Syria	
Jamaica	Tonga	
Japan	Trinidad and Tobago	
Jemen	Tunisia	
Jordan	Turkey	
Kuwait	United Arab Emirates	





Enclose the completed and signed declaration of intent with your application before you make an appointment with the Municipal Health Service. In doing so, you declare that you are prepared to undergo a TB test and, if necessary, TB treatment. For the appointment with the Municipal Health Service, you must complete the referral form as much as possible (part 1) and take it with you.

You are granted this permit under the express condition that you will actually undergo a TB test within three months. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EU residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

1.1	Application for a permit for the purpose of work, wealthy foreign national, learning while working or study?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	V-number (if known)	<input type="text"/> <small>Surname as stated in the passport</small>
1.3	Name	<input type="text"/> <small>First names</small> <input type="text"/> <small>&gt; Please tick the applicable situation</small>
1.4	Sex and Date of birth	<input type="checkbox"/> Male <input type="checkbox"/> Female <div style="float: right; margin-top: -20px;">           Day    Month    Year         </div>
1.5	Place of birth	<input type="text"/>
1.6	Country of birth	<input type="text"/>
1.7	Nationality	<input type="text"/>
1.8	Home address	<div style="display: flex; justify-content: space-between;"> <span>Street</span> <span>Number</span> </div> <input type="text"/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Postcode</span> <span>Town</span> </div> <input type="text"/>
1.9	Civil status	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower

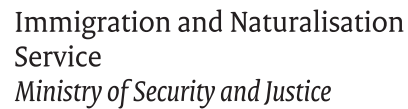
1.10	Details passport	<div>Number</div> <div>Country</div> <div>Valid from (date)</div> <div>to (date)</div>
1.11.1	Do you have a spouse or (registered) partner?	<input type="checkbox"/> No > Go to 2 'Signing' <input type="checkbox"/> Spouse > Please complete the requested details below <input type="checkbox"/> (Registered) partner > Please complete the requested details below
1.11.2	Name	<div>Surname as stated in the passport</div> <div>First names</div> <div>&gt; Please tick the applicable situation</div>
1.11.3	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
1.11.4	Home address	<div>Street</div> <div>Number</div> <div>Postcode</div> <div>Town</div>
1.11.5	Nationality	

## 2

### Signing

I hereby declare that I am prepared to cooperate in a tuberculosis test and any treatment. I am aware of the fact that I must undergo a TB test within three months after the residence permit has been issued. If I fail to do so, this might have consequences for my right of residence in the Netherlands.

2.1	Name of foreign national	
2.2	Place and date	<div>Place</div> <div>Day</div> <div>Month</div> <div>Year</div>
2.3	Signature of foreign national	
2.4	Name in case of legal representative	
2.5	Place and date	<div>Place</div> <div>Day</div> <div>Month</div> <div>Year</div>
2.6	Signature of legal representative	



Please complete the referral form before you make an appointment with the Municipal Health Service. See also [www.ggd.nl](http://www.ggd.nl) for information about the Municipal Health Service. The completed form signed by the Municipal Health Service, showing that you underwent a TB test, must have been received by the IND from the Municipal Health Service within three months after the date on which the application for a residence permit has been submitted.

In order to undergo the TB test, you must make an appointment with the Municipal Health Service. For this appointment, you must complete the referral form as much as possible (part 1) and take it with you.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EC residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

The State Secretary for Security and Justice asks the director of the Municipal Health Service to test the below-mentioned person for tuberculosis (in the respiratory organs), as referred to in the Aliens Act Implementation Guidelines.

b04

1.9	Home address	<div>Street</div> <div>Number</div> <div>Postcode</div> <div>Town</div>
> Please tick the applicable situation		
1.10	Civil status	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower
1.11	Details passport	<div>Number</div> <div>Country</div> <div>Valid from (date)</div> <div>to (date)</div>
1.12.1	Do you have a spouse or (registered) partner?	<input type="checkbox"/> No    > Go to 2 'Signing' <input type="checkbox"/> Spouse    > Please complete the requested details below <input type="checkbox"/> (Registered) partner    > Please complete the requested details below
Surname as stated in the passport		
1.12.2	Name	<div>First names</div>
> Please tick the applicable situation		
1.12.3	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
1.12.4	Home address	<div>Street</div> <div>Number</div> <div>Postcode</div> <div>Town</div>
1.12.5	Nationality	

## 2

### Statement by physician from the Municipal Health Service

The undersigned, employed by the Municipal Health Service as a physician, states that he/she has, for the State Secretary for Security and Justice, tested the foreign national referred to in this form for tuberculosis (in the respiratory organs) under the below number.

> The physician from the Municipal Health Service completes this section (part 2)

2.1	Name of Municipal Health Service	
2.2	Name of physician	
2.3	Test number and date	<div>Test number</div> <div>Day</div> <div>Month</div> <div>Year</div>
2.4	Place and date	<div>Place</div> <div>Day</div> <div>Month</div> <div>Year</div>
2.5	Signature of physician	
> The Municipal Health Service sends this completed and signed statement to the Immigration and Naturalisation Service. Use the address that applies to the situation of the foreign national.		
2.6	Submit form	<p>Did the foreign national submit an application for the residence purpose of work, scientific researcher, highly skilled migrant, wealthy foreign national, work experience, seasonal labour or study?</p> <p>Yes    →    <b>Immigratie-en Naturalisatiedienst</b>  <b>Postbus 245</b>  <b>7600 AE Almelo</b></p> <p>No    →    <b>Immigratie-en Naturalisatiedienst</b>  <b>Postbus 287</b>  <b>7600 AG Almelo</b></p>





**Do not enclose this appendix with the form!**

Usually, a foreign national requires a regular provisional residence permit in order to travel into the Netherlands and to qualify for a residence permit in the Netherlands. The foreign national applies for a regular provisional residence permit in his country of continuous residence. This is the country of origin or the country where the foreign national may reside for more than 90 days under a residence permit.

Sometimes, a foreign national does not require a regular provisional residence permit. These situations are mentioned and explained below. Please read all situations first. Then tick in the application form the situation that applies and enclose the requested documents with the application form.

**My residence permit has expired**

The validity of your residence permit is stated in your residence document. If you have been unable to extend the validity of your residence permit or to change the restriction within 2 years after your document has expired, you must state the reason for this in a separate letter. You do not require a regular provisional residence permit only in case of circumstances beyond your control. Enclose this letter and as many pieces of evidence and documents as possible with your application in order to substantiate your story.

**For health reasons, I am unable to apply for a regular provisional residence permit in my country of origin (N.B. see also under the title Notification)**

If you are in the Netherlands and, for medical reasons, it is not wise for you to travel to your country of origin, you do not have to apply for a regular provisional residence permit. You have to prove this with the following pieces of evidence and documents:

- An Appendix 'Proof of medical situation of foreign national' completed and signed by your physician(s). This appendix may not be older than 6 weeks. Changes to your medical situation that could be of importance to a decision to be made must be notified by means of new evidence.
- The Appendix 'Medical Information Disclosure Consent Form' completed and signed by you. This appendix may not be older than 6 months. If several practitioners are involved, you must give your consent for each practitioner separately.
- Your relevant medical details from your doctor(s) in reaction to the letter with explanation from the Medical Advisors Office (BMA). In order to do this you need to give the letter (with explanation) from the Medical Advisors Office (BMA) to your Mental Healthcare Association (GGZ) doctor, general practitioner and/or specialist (therefore not a letter with questions composed by someone else). You can find these letters with explanations from the Medical Advisors Office (BMA) in the appendix 'Notes and means of evidence medical circumstances'. Therefore you should use this appendix. If you do not submit all the requested details or these are incomplete, then your medical situation cannot be assessed.

## Appendix

### Exemption from the obligation to apply for a regular provisional residence permit and special situations

**I am residing as a family member with someone who had a privileged status.**

My family member qualifies for a permanent residence permit him/herself. If you are residing as a family member with someone having a privileged status and you currently also have a privileged status yourself, you do not require a regular provisional residence permit. This only applies if you and the family member you are residing with have submitted an application for a permanent residence permit simultaneously. Staff members of a foreign diplomatic or consular post or an international treaty organisation have a privileged status, for example.

**I worked on a Dutch seagoing vessel or in a mining installation on the continental shelf for 7 years or longer**

If you can demonstrate that you worked on a Dutch seagoing vessel or on the continental shelf for 7 years or longer, you do not require a regular provisional residence permit. Please enclose the proof hereof with this application.

**I have Turkish nationality and worked legally in the Netherlands over the past year.**

If you have Turkish nationality and worked legally in the Netherlands over the past year, you do not require a regular provisional residence permit under an international convention. This convention only applies if you want to remain employed in the Netherlands and apply for a residence permit for this purpose.

**I am a (former) family member of an employee having Turkish nationality and lived together with this employee having Turkish nationality**

If, as a family member of an employee having Turkish nationality, you lived together with him legally in the Netherlands for three years, you do not require a regular provisional residence permit under an international convention.

**I have Turkish nationality and I want to perform work in the Netherlands as a self-employed person**

If you have Turkish nationality and you want to perform work in the Netherlands as a self-employed person, the requirement to apply for a regular provisional residence permit will not be enforced against you beforehand if, upon submitting your application for performing work as a self-employed person, you immediately submit a business plan and you appear to have sufficient personal experience and your profession or business has added value for the Dutch economy. If the handling of your application shows that you meet all substantive admission conditions for work as a self-employed person, you do not require a regular provisional residence permit under an international convention.

**I was born in the Netherlands, am 12 years of age or younger and did not move the location of my principal residence outside the Netherlands**

A child aged 12 or younger, born in the Netherlands and forming part of the family of the sponsor (who did not move the location of his principal residence outside the Netherlands either) does not require a regular provisional residence permit. The parent(s) must lawfully reside in the Netherlands.

**I am a victim of or witness reporting human trafficking (N.B. see also under the title Notification)**

If you are a victim of or witness reporting human trafficking, you must report to the police. You may be entitled to a residence permit based on this report. You are not obliged to submit a separate application for this. In that case, you do not require a regular provisional residence permit.

**I am a minor child of a person who has a residence permit on temporary humanitarian grounds in connection with human trafficking or honour-related violence or domestic violence**

If you are the minor child of someone who has a residence permit on temporary humanitarian grounds, as referred to above, and you are staying in the Netherlands with this parent, then you may be eligible for exemption from the requirement for a Regular Provisional Residence Permit.

**I am unable to depart from the Netherlands**

If you are not to blame for being unable to depart from the Netherlands, because you do not have a valid passport and, for valid reasons, you cannot be put into the possession of alternative travel documents, you do not require a regular provisional residence permit.

**I am a minor child and actually resided in the Netherlands for at least three years**

You do not require a regular provisional residence permit if you:

- are under age;
- actually resided in the Netherlands for at least three years;
- are of school age; and
- intend to reside with a lawfully residing parent.

**I want to reside with a family member who has an asylum residence permit, but my nationality differs from the nationality of this family member**

You do not require a regular provisional residence permit if you:

- submit the application for family reunification within three months after an asylum residence permit has been granted to your family member residing in the Netherlands;
- you are unable to reside in a country you have special ties with (your country of origin, for example).

**I am unable to leave the Netherlands because this is contrary to Article 8 of the ECHR (N.B. see also under the title Notification)**

*In case of an appeal for protection of your family life:*

- evidence showing the relationship pertaining to family law between you and the sponsor, for example a copy of a birth certificate; and
- evidence showing how you conduct your family life with the sponsor.

*In case of an appeal for protection of your private life:*

- evidence showing your connections with the Netherlands and which also shows the intensity of these connections.

**I want to reside with my Dutch minor child of whom I am the only carer parent**

If you are the only carer parent of a Dutch minor child who you have to support and who must leave the European Union if no residence permit is granted to you, you do not require a regular provisional residence permit.

**I resided in another Member State as a holder of a European blue card**

You need not have a regular provisional residence permit if:

- You resided in another Member State for a period of eighteen months as a holder of a European blue card; or
- resided as a family member with a holder of a European blue card in another Member State for eighteen months. Please enclose with this application the documentary evidence showing the nature and duration of the residence in the other Member State.

**You are the victim of human trafficking and you are unwilling or unable to file a report of this or collaborate in another way with the criminal investigation and prosecution of the human trafficker in connection with serious threats and/or a medical or psychological limitation**

You do not need a Regular Provisional Residence Permit if you can show that you are unable or unwilling to file a report or collaborate in another way with the criminal investigation and prosecution of the human trafficker in connection with serious threats and/or a medical or psychological limitation. You are required to prove this by means of the following evidence:

- a statement from the police showing that you are the victim of human trafficking;
- a statement from the police indicating that you cannot be expected to collaborate in the criminal proceedings in connection with serious threats in this country by the human trafficker; and/or
- medical information showing that a physical or psychological disorder stands in the way of your collaborating in the criminal proceedings. The medical information must come from a person providing treatment who is either registered in the BIG (Individual Healthcare Professions) register or the Netherlands Institute of Psychologists register.

**Other (N.B. see also under the title Notification)**

You want to apply for a regular residence permit and do not have a valid or correct regular provisional residence permit. Only in case of special and individual circumstances could you be granted a residence permit without a regular provisional residence permit. This only applies if you cannot be expected to apply for a regular provisional residence permit in your country of origin or a country of continuous residence outside the Netherlands. Please state in a separate letter why this is not possible for you. Enclose this letter with the application form.

**N.B. Notification**

Are you making an appeal on grounds of one of the following exemptions from the requirement for a Regular Provisional Residence Permit?

1. I am unable to apply for a Regular Provisional Residence Permit in my country of origin due to health reasons
2. I am a victim or witness/reporter of human trafficking
3. I am unable to leave the Netherlands because this is contrary to Article 8 of the ECHR
4. Other reasons

Then you should first inform the Immigration and Naturalisation Service (IND) in writing that you want to submit an application for a temporary regular residence permit. You should use the form 'Notification of application for a temporary regular residence permit' for this purpose, whereby you want to make an appeal under one of these four grounds for exemption from the requirement for a Regular Provisional Residence Permit. You can find this form, as well as further information, on the website [www.ind.nl](http://www.ind.nl).

*Please note! If you rely upon one of the exemptions from the MVV-requirement, the application cannot be sent by post. You should visit the IND Desk in person in order to submit your application for a residence permit. Please visit [www.ind.nl](http://www.ind.nl) to find out how you can contact the IND. You must bring the original copies of all evidence requested. The IND verifies and copies this evidence, after which all original evidence is returned to you. The copies must be enclosed with your application. The person submitting an application must take his valid passport with him. You can pay the fees (costs) due at the IND Desk. You can pay with a bank card or in cash.*



## Appendix

### Civic integration examination abroad

A foreign national must sit the civic integration examination abroad if he is at least 18 years old. If the foreign national has reached the statutory pensionable age or is older, he need not sit the examination

In some cases, the foreign national can be exempt on the basis of diplomas, certificates or other documents or the foreign national qualifies for a medical exemption or exemption from the rule on the ground of hardship (which means that there are special individual circumstances). Please tick the situation that applies to the foreign national and enclose any requested documents with the request for advice.

#### Period of validity of examination

The validity of the passed civic integration examination abroad is 1 year. Did you pass the civic integration examination abroad and was this more than 1 year ago? In that case, you must resit the examination. Did you

pass the civic integration examination after November 1, 2014? Then the validity is 1 year from the date you passed the last part of the exam.

#### Sending documentary evidence

If you send the application, you should enclose a certified copy of the requested diplomas, certificates and/or lists of marks. A certified copy contains a statement that the contents of the copy correspond with the original. This statement must have been signed by a person (from an institution) who is authorised to do so. The statement must also contain: the name of this person, a date and a stamp of the school (or the municipality, the notary's office). A copy of a diploma may only be certified by the relevant educational institution.

If it concerns a diploma that has not been issued in the Netherlands, the diploma or certificate must bear an apostille stamp.

> Please tick the applicable situation

☐ **The foreign national has one of the below diplomas, certificates or documents to which an exemption from the civic integration examination abroad applies**

Please enclose one of the following additional pieces of evidence with the application:

- a copy of the civic integration diploma of the Civic Integration Act
- a university degree, higher professional education (HBO) degree, senior secondary vocational education (MBO) diploma, pre-university education (VWO) diploma, senior general secondary education (HAVO) diploma, junior general secondary education (MAVO) diploma or pre-vocational secondary education (VMBO) diploma, for example. The foreign national has such a diploma if the diploma states, for example: Higher Education and Research Act, Secondary Education Act, Adult and Vocational Education Act or Part-Time Vocational Education Act. Education has to be given in Dutch.
- a 'Dutch as a Second Language' state examination diploma (programme I or II)
- A school diploma obtained in Belgium or Suriname. In that case, the education must have been in Dutch. Furthermore, the foreign national must have passed the subject of Dutch. The level of the training course must be higher than primary education and the diploma must be based on an act of parliament. The act of parliament need not be an education act
- a diploma, certificate or other document from Aruba, Curacao, or Sint Maarten, obtained in Dutch-language education, with a passing mark for the subject of Dutch. Also enclose the list of marks;
- a diploma, certificate or other document from the public bodies of Bonaire, Sint Eustatius or Saba, obtained in Dutch-language education, with a passing mark for the subject of Dutch. Also enclose the list of marks;
- a diploma from the European school of the European Baccalaureate. The foreign national must have finished the subject of Dutch as a first or second language. The foreign national must also have passed the subject of Dutch
- an International Baccalaureate Middle Years Certificate or an International General Certificate of Secondary Education or an International Baccalaureate. In that case, you must have passed the subject of Dutch
- a civic integration certificate within the context of the Civic Integration (Newcomers) Act (Wet inburgering nieuwkomers or WIN), if the WIN programme continued in 2007 or 2008, and the pertaining statement from the Regional Training Centre (ROC) showing that the 'listening', 'speaking', 'reading' and 'writing' parts were finished at at least level NT2-2 and the Social Orientation part at level 2 or 80% if this test was done after 31 August 2001 or 85% if the test was done before 1 September 2001;
- A Civic Integration Certificate for Settled Migrants with level NT2 2 for the 'listening', 'speaking', 'reading' and 'writing' parts;
- a copy of the document 'Short Exemption Test' referred to in Article 2.7(2) of the Civic Integration Decree as it read until 1 January 2013, issued by the Education Executive Agency (Dienst Uitvoering Onderwijs or DUO); or
- a copy of a decision from the DUO stating that no civic integration programme is determined, because the foreign national passed the test as referred to in Article 5(4) of the Civic Integration (Newcomers) Act.

- ☐ **The foreign national lived in the Netherlands for at least eight years during your school age (from the age of five until the end of the school year in which you reached the age of sixteen)**

The foreign national must have been registered in the municipal personal records database during the above period.

- ☐ **The foreign national has Surinamese nationality and at least finished primary school in the Dutch language**

Please enclose the following additional pieces of evidence and documents with your application:

*If the foreign national at least finished primary school in Suriname before 25 November 1975, you should also enclose*

- A primary school (or higher) diploma or certificate and a statement from the Central Registry Office bearing an apostille and showing that the foreign national resided in Suriname at the time when he finished primary school or secondary school (see the explanation under 'Foreign documents' and 'Language' on page 2 of this form)

*If the foreign national at least finished primary school in Suriname after 25 November 1975, you should also enclose*

- A school diploma or certificate issued by the Surinamese Ministry of Education and Adult Education, obtained in Suriname and showing that the foreign national at least finished primary school or a course in the Dutch language, or a certificate from the Examination Centre of the Ministry of Education and Adult Education showing this. The diploma, certificate or statement must bear an apostille

*If the foreign national attended a higher education course in the Netherlands, please also enclose*

- A copy of the Dutch education diploma

- ☐ **The foreign national is unable to sit a civic integration examination abroad for medical reasons**

For example due to a serious physical or mental impairment, such as blindness, deafness or deaf-muteness.

In that case, the foreign national must undergo a medical examination. This medical examination is conducted by a physician who has been appointed by the Dutch representation in the country of origin. The foreign national must, however, give the physician permission to forward the completed medical questionnaire.

Please enclose the following additional evidence with the application:

- A copy of the medical questionnaire completed and signed by a physician appointed by the Dutch representation in the country of origin

- ☐ **The foreign national relies on the hardship clause (extreme unfairness)**

Please enclose the following with the reliance on the hardship clause:

- evidence showing that the foreign national made such efforts that could reasonably be required in order to pass the civic integration examination abroad. This could be evidenced by, among other things, the foreign national having sat the civic integration examination abroad one or several times, a positive result being obtained for the Spoken Dutch test/'Speaking skills' part and the Knowledge of Dutch Society test, but a negative result for the Literacy and Reading Comprehension test/'Reading skills' part, for example. These results are evidenced by the results letter from the Ministry of Foreign Affairs made out in the name of the foreign national if the foreign national has taken the examination before 1 November 2014. This results letter is received by the foreign national from the Dutch representation abroad after having sat the civic integration examination abroad and enclosed by the foreign national with the application for a regular provisional residence permit. If the examination was taken after 1 November 2014 the foreign national will receive the exam results from the Education Executive Agency (Dienst Uitvoering Onderwijs or DUO); and
- evidence showing that it concerns a combination of very special individual circumstances based on which the Minister of Social Affairs and Employment decides whether the foreign national is unable to pass the civic integration examination abroad.

- ☐ **The foreign national will only perform work as a contemplative, internal officer or board member of a religious or ideological organisation**

Please enclose the following evidence with the application:

- An employer's declaration containing a description of the nature of the work showing the religious or ideological nature of the activities.

- ☐ **The foreign national does not have to sit a civic integration examination abroad, because he/she has the Turkish nationality.**

- ☐ **The foreign national does not have to sit a civic integration examination abroad, because he/she will be staying with a foreign national with the Turkish nationality.**

**Nb. the non-registered (unmarried) partner is not considered a family member.**

- ☐ **The foreign national is younger than 18 years old, or has reached the statutory pensionable age**

- ☐ **The foreign national will be staying with a foreign national who has a temporary asylum residence permit or a permanent asylum residence permit**

- ☐ **The foreign national will be staying with a foreign national who has a residence permit for medical treatment, wealthy foreign national, to work or for study.**



Only complete this declaration if you apply for a residence  
permit for residence with or for your unmarried partner.

## Appendix

### Declaration of relationship

#### 1 Details of sponsor (the partner)

1.1	Name	Surname as stated in the passport		
		<input type="text"/>		
		First names		
		<input type="text"/>		
		> Please tick the applicable situation		
1.2	Sex and Date of birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	Day	Month
			<input type="text"/>	<input type="text"/>
			Year	<input type="text"/>
1.3	Place of birth	<input type="text"/>		
1.4	Country of birth	<input type="text"/>		
1.5	Nationality	<input type="text"/>		
1.6	Home address	Street	Number	
		<input type="text"/>	<input type="text"/>	
		Postcode	Town	
		<input type="text"/>	<input type="text"/>	
		> Please tick the applicable situation		
1.7	Civil status	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower		

#### 2 Details of foreign national

2.1	V-number (if known)	<input type="text"/>		
		Surname as stated in the passport		
2.2	Name	<input type="text"/>		
		First names		
		<input type="text"/>		
		> Please tick the applicable situation		
2.3	Sex and Date of birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	Day	Month
			<input type="text"/>	<input type="text"/>
			Year	<input type="text"/>
2.4	Place of birth	<input type="text"/>		
2.5	Country of birth	<input type="text"/>		
2.6	Nationality	<input type="text"/>		
2.7	Home address	Street	Number	
		<input type="text"/>	<input type="text"/>	
		Postcode	Town	
		<input type="text"/>	<input type="text"/>	

&gt; Please tick the applicable situation

2.8 Civil status

☐ unmarried    ☐ married    ☐ registered partnership    ☐ divorced    ☐ widow/widower

### 3 Declaration

The sponsor and the foreign national declare that they maintain an exclusive relationship and that they are running (or will be running) a joint household, and that they have been (or will be) cohabiting at the address mentioned under 1.6, from:

3.1 Date

Day	Month	Year

If you are not living together because your partner does not yet live in the Netherlands, please provide the expected date of arrival in the Netherlands)

The sponsor and the foreign national both declare that they will notify the Immigration and Naturalisation Service within 4 weeks if their exclusive relationship ends. Please use the 'Notification form for family members and relatives', which you can download from [www.ind.nl](http://www.ind.nl).

### 4 Signing

I have completed this form truthfully.

4.1 Name

--

4.2 Place and date

Place	Day	Month	Year

Signature of foreign national

Signature of sponsor

4.3 Signature

--	--

#### Please note!

If the declaration of relationship is not completed truthfully, this will constitute an offence, which will be reported in all cases.



Only complete this certificate if you apply for a residence permit  
for residence as a child aged 15 or older with his/her parent.

## Appendix

### Certificate of non-impediment

#### 1 Details of foreign national

1.1	Name	Surname as stated in the passport	
		<input type="text"/>	
		First names	
		<input type="text"/>	
		> Please tick the applicable situation	
1.2	Sex and Date of birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	Day <input type="text"/> <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1.3	Place of birth	<input type="text"/>	
1.4	Country of birth	<input type="text"/>	
1.5	Nationality	<input type="text"/>	
1.6	Home address	Street	Number
		<input type="text"/>	<input type="text"/>
		Postcode	Town
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
		> Please tick the applicable situation	
1.7	Civil status	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower	
1.8	Details passport	Number	Country
		<input type="text"/>	<input type="text"/>
		Valid from (date)	to (date)
		<input type="text"/>	<input type="text"/>

#### 2 Declaration

> Please tick the applicable situation(s)

I declare:

☐ that I am not married and have never been married or have never entered into a registered partnership.

☐ after the dissolution of my marriage to my former spouse I did not remarry (did not enter into a registered partnership)

Name of former spouse

☐ after the dissolution of my registered partnership with my former registered partner I did not remarry (did not enter into a registered partnership)

Name of former registered partner

☐ do not have the care of any children

### 3 Signing

I have completed this form truthfully.

3.1

Name

3.2

Place and date

Place

Day

Month

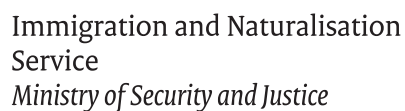
Year

3.3

Signature

**Please note!**  
I am aware of the fact that if this certificate is not based on the truth, this may have consequences for the right of residence.





*Please note! The IND may check the correctness of your enclosed wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).*

One copy must be completed and signed for each employer.  
The application form states when and of which person(s) you must  
enclose the employer's declaration with your application.

## 1

- Surname as stated in the passport

- First names

- > Please tick the applicable situation
- |   | Day                                 | Month                    | Year                     |
|---|-------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Male <input type="checkbox"/> Female | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- Street \_\_\_\_\_ Number \_\_\_\_\_

- |                      |                      |
|----------------------|----------------------|
|                      |                      |
| Postcode             | Town                 |
| <input type="text"/> | <input type="text"/> |

## 2

- 
- A horizontal number line with 13 tick marks. The first tick mark is labeled 'Street' and the last tick mark is labeled 'Number'.

- Postcode

Town

### 3 Employment details

3.1	Position of employee		
3.2	Date of employment	<div>Day      Month      Year</div> <div>                 </div>	
> Please tick the applicable situation			
3.3	Nature of the employment	<input type="checkbox"/> Fixed employment <input type="checkbox"/> On-call contract <input type="checkbox"/> Ongoing temporary work	
> Please tick the applicable situation			
3.4	Employment period	<input type="checkbox"/> Indefinite period <input type="checkbox"/> Definite employment > Enter the period (from (date), to (date) below	
<div>Day      Month      Year      Day      Month      Year</div> <div>                         </div>			
> Please tick the applicable situation			
3.5	Is there a provision for continued payment of wage during the term of the contract if there is no work?	<input type="checkbox"/> No <input type="checkbox"/> Yes	
3.6	Is there a trial period?	<input type="checkbox"/> No <input type="checkbox"/> Yes, until	
<div>Day      Month      Year</div> <div>               </div>			
3.7	Working hours per week	<div>Hours per week by contract      Hours per week actually</div> <div>             </div>	
3.8	Gross salary (excluding holiday allowance)	<input type="checkbox"/> Per month, or <input type="checkbox"/> Per 4 weeks      €	
All amounts rounded to the nearest full euro			
3.9	Wage for social security purposes (excluding holiday allowance)	<input type="checkbox"/> Per month, or <input type="checkbox"/> Per 4 weeks      €	
All amounts rounded to the nearest full euro			
3.10	Net salary (excluding holiday allowance)	<input type="checkbox"/> Per month, or <input type="checkbox"/> Per 4 weeks      €	
All amounts rounded to the nearest full euro			
3.11	Holiday allowance	<div>      %</div>	
> You only have to complete 3.12 for the pilot Knowledge Industry			
3.12	Period of residence in the Netherlands (maximum of 1 or 2 years)	<div>Day      Month      Year</div> <div>From                   (= date of entry)</div> <div>Day      Month      Year</div> <div>To                </div>	

### 4 Signing by employer

I declare that the above employee is employed by the above company/institution.  
I have completed this form truthfully.

4.1	Name		
4.2	Position		
4.3	Telephone number	<div>                 </div>	
4.4	Place and date	<div>Place      Day      Month      Year</div> <div>               </div>	
		Signature	Stamp
4.5	Signature and stamp of company/institution		



Do not enclose this appendix with the form!

## Appendix Proof of income

This list shows the proof of income the IND needs in order to assess the application. The application form shows the person(s) of whom you must enclose proof of income with your application. This usually concerns you (the sponsor) and your (registered) partner. The proof of income must be enclosed as a copy.

*Please note! The IND may check the correctness of your enclosed wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).*

**If you or your (registered) partner has an employment contract that is valid for at least 1 year at the time of the application; or  
If you (the foreign national) will work as an employee (in the context of an EU action programme or an International Agreement to which the Netherlands is party)**

- Your current employment contract(s)
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Payslips over the past 3 months

*Only if you regularly earn more money than evidenced by your employment contract (for example due to overtime)*

- Payslips over the past 12 months

*If you are paid by a third party from a Personal Budget*

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB)

**If you or your (registered) partner has an employment contract that is valid for less than 1 year at the time of the application**

- Your current employment contract(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
  - all salary slips; and
  - all annual income statements; and
  - all (temporary) employment contract(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received

**If you or your (registered) partner work as a temporary agency worker or under an on-call contract, seasonal work contract, zero hours contract or other contract with a deferred duty of performance**

- Your current (temporary) employment contract(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
  - all salary slips; and
  - all annual income statements; and
  - all (temporary) employment contract(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received

**If you or your partner are a scientific researcher pursuant to Directive 2005/71/EC, it concerns the following proof**

- if you receive sponsor funds: a sponsor agreement showing the amount of the sponsor funds and the duration of the sponsor agreement; or
- if you receive periodic payments in order to pay for the stay in the Netherlands: a proof of these payments; or
- if you receive a grant or stipend: proof showing the amount and the start and end date of the grant or stipend; or
- if you have paid work abroad: a copy of an employment contract with the current employer abroad; or
- if you become employed by the research institution: a copy of the employment contract that must be signed by both you and the research institution.

**If you or your (registered) partner have a (supplementary) benefit**

*Do you or your (registered) partner have a (supplementary) benefit (for example, an unemployment benefit, sickness benefit, old-age pension, surviving dependants' benefit or a benefit under the Disability (Reintegration) Act)*

- The letter from your benefits agency granting your benefit
- The most recent specification of benefits received

*Do you or your (registered) partner have an invalidity benefit, a benefit under the Invalidity Insurance (Self-Employed Persons) Act or a benefit under the Work and Employment Support (Young Disabled Persons) Act*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work)
- The most recent specification of benefits received (of at least one year after the confirmation of benefits awarded)
- A letter from the benefits agency stating the date of re-examination

*Do you or your (registered) partner have an occupational disability benefit under the Work and Income (Capacity for Work) Act or the Work and Employment Support (Young Disabled Persons) Act*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work);
- The most recent specification of benefits received
- The most recent reassessment

*Are you or your (registered) partner permanently incapacitated for work and do not receive an invalidity benefit, benefit under the Work and Income (Capacity for Work) Act, a benefit under the Invalidity Insurance (Self-Employed Persons) Act or a benefit under the Work and Employment Support (Young Disabled Persons) Act.*

**Please note! This does not apply if you submitted an application for a permanent residence permit.**

- A statement from the Municipal Health Service, company doctor or medical examiner, showing that you are fully incapacitated for work, for how long you have been incapacitated for work and the expected duration of the incapacity for work

*Do you or your (registered) partner receive social assistance, and is it permanently impossible for you or your partner to work again. Please note! This does not apply if you submitted an application for a permanent residence permit.*

- All confirmations of benefits awarded over the past 5 years and any correspondence with the Municipal Executive about the exemption of you and your (registered) partner from all obligations involving workforce integration and proof showing that integration into the workforce within a year cannot be expected.

**If you or your (registered) partner are self-employed**

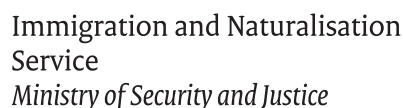
- The Appendix declaration of income of self-employed person with the requested appendices, completed and signed by you and (for example) a registered accountant, accountant, accounting consultant, a tax consultant from the Tax Consultants Federation, a tax consultant from the Tax Consultants Association or an accountant with a BECON number from the Tax and Customs Administration
- A recent (not older than 3 months) original extract from the registration with the Chamber of Commerce pertaining to the company/business

**You or your (registered) partner are director-major shareholder of a company**

- The official documents showing your interest in the company (ownership percentage);
- A copy of your employment contract (or contracts if you have several jobs);
- An original and completed Appendix employer's declaration, bearing a date, signature of the employer and company stamp (not older than 3 months);
- Details over the three months preceding the date of your application, showing that a monthly salary was paid (payslips, bank statements);
- Proof that the withheld wage tax was transferred by the company to the Tax and Customs Administration (bank statements).

**You or your (registered) partner have an income from own funds**

- A tax statement of the year preceding this application for residence permit.



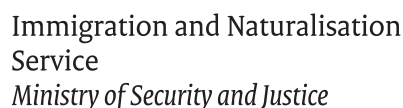
Have this declaration completed and signed only by an accountant if you apply for a residence permit and you or your sponsor earn an income as a self-employer person. Please enclose the completed and signed declaration with your application. *Please note! The IND may check the contents of this declaration with another government agency (the Netherlands Employee Insurance Agency or the Tax and Customs Administration, for example).*

Have this declaration completed and signed only by an accountant if you apply for a residence permit and you or your sponsor earn an income as a self-employer person. Please enclose the completed and signed declaration with your application. *Please note! The IND may check the contents of this declaration with another government agency (the Netherlands Employee Insurance Agency or the Tax and Customs Administration, for example).*

1.1	Name accountant	<input type="text"/>	
1.2	Professional title	<input type="checkbox"/> Advisor from the Netherlands Association of Accounting and Tax Experts (Accounting+Tax Expert) <input type="checkbox"/> Tax consultant from the Tax Consultants Association <input type="checkbox"/> Registered accountant <input type="checkbox"/> Tax consultant from the Tax Consultants Federation <input type="checkbox"/> Accounting consultant <input type="checkbox"/> Other, namely:	
> Please tick the applicable situation			
1.3	BECON number of Tax and Customs Administration and telephone number accountant	<div> <div>BECON number</div> <div><input type="text"/></div> </div> <div> <div>Telephone number</div> <div><input type="text"/></div> </div>	
1.4	Visiting address	<div> <div>Street</div> <div><input type="text"/></div> </div> <div> <div>Number</div> <div><input type="text"/></div> </div>	
		<div> <div>Postcode</div> <div><input type="text"/></div> </div> <div> <div>Town</div> <div><input type="text"/></div> </div>	

2.1	Name	Surname as stated in the passport _____ First names _____ V-number _____ Day _____ Month _____ Year _____
2.2	V-number (if known) and date of birth	_____ Place of birth _____ Nationality _____
2.3	Place of birth and nationality	_____ Street _____ Number _____
2.4	Home address	_____ Postcode _____ Town _____ _____
2.5	Name of the company	_____ Street _____ Number _____
2.6	Visiting address	_____ Postcode _____ Town _____ _____
2.7	Chamber of Commerce registration number	_____





# Appendix

## Medical information disclosure consent form

If the foreign national is under 12 years of age or incapable of performing legal acts, the legal representative must complete the consent form. If the foreign national is between the age of 12 and 16, the foreign national and his/her legal representative must complete the consent form. If the foreign national is over 16 years of age, the foreign national must complete the consent form.

V-number Day Month Year

### 3 Details of the physician/practitioner

> Please tick the applicable situation

3.1 Name of general practitioner/  
COA physician/specialist 1 ☐ General practitioner  
☐ COA physician  
☐ Specialist

3.2 Name of hospital/practice/institution

3.3 Visiting address

3.4 Telephone number

3.5 Name of general practitioner/  
COA physician/specialist 2 ☐ General practitioner  
☐ COA physician  
☐ Specialist

3.6 Name of hospital/practice/institution

3.7 Visiting address

3.8 Telephone number

### 4 Referral of medical advice

The undersigned gives his/her consent to the IND medical advisor to provide the medical advice to:

- the IND official handling the application for a residence permit;
- the official from the Repatriation and Departure Service who is responsible for offering medical facilities before, during or after the removal.
- the involved legal experts from the State Advocate's office; and
- the statutory bodies entrusted with the administration of justice.

4.1 Name of foreign national

4.2 Place and date

4.3 Name of legal representative

4.4 Place and date

4.5 Signature





**For the foreign national: Please have this appendix completed and signed by your physician/ practitioner. If you have more than one physician/practitioner, you are asked to copy this appendix so that each physician can complete and sign a copy.**

## Appendix

### Proof of medical situation of foreign national

The physician/practitioner must be registered in the registers under the Individual Healthcare Professions Act (Wet op de Beroepen in de Individuele Gezondheidszorg or BIG) or the Dutch Association of Psychologists (Nederlands Instituut van Psychologen or NIP).

For the physician/practitioner: Through this form, you are asked a few questions about the presence of any medical treatment of the foreign national you refer to below. The foreign national can use your answers to demonstrate that any medical facts or treatments exist which could be of importance to the assessment of his/her application for a residence permit in the Netherlands. When answering these questions, you are not

asked to assess whether the conditions for a residence permit in the Netherlands are met. You only need to provide factual data in simple words that can be understood by non-physicians. The non-medically qualified officials from the Immigration and Naturalisation Service (IND) will not use your answers to form a medical opinion themselves, but do want to be informed of the fact that the foreign national receives active medical treatment from you. In case of any ongoing treatment, they may ask the independent physician from the IND's Medical Advisors Office (Bureau Medische Advisering or BMA) for advice. Following this, the BMA will contact you with the specific written consent of the foreign national.

#### 1 Details of medical care provider

1.1	Name		
1.2	Telephone number		
1.3	Professional title		
1.4	BIG registration number		
> Please tick the applicable situation			
1.5	NIP registered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Visiting address		Street	Number
1.6		Postcode	Town

#### 2 Details of foreign national

Surname as stated in the passport	
2.1	Name
First names	
> Please tick the applicable situation	
2.2	Sex and Date of birth
<input type="checkbox"/> Male <input type="checkbox"/> Female	
2.3	Place of birth
2.4	Country of birth
2.5	Nationality

2.6 Home address

Street

Number

Postcode

Town

### 3 Treatment details

> Please tick the applicable situation

3.1 Does the foreign national have (one or more) medical symptoms? ☐ Yes ☐ No

*> Please tick the applicable situation*

> Please tick the applicable situation

3.2.1 Is the foreign national currently receiving active medical treatment for these medical symptoms? ☐ Yes ☐ No

3.2.2 What is the nature of these symptoms?

---

---

---

---

---

---

3.2.3 When did this medical treatment start?

Day Month Year

The timeline for 'When did this medical treatment start?' shows a single tick mark at the very beginning of the timeline, indicating the start of the treatment.

3.2.4 And when is the treatment expected to be finished?

Day Month Year

A horizontal timeline with three scales: Day (0 to 30), Month (1 to 12), and Year (1 to 10). A single vertical tick mark is present at the beginning of the Day scale, corresponding to Day 0.

## 4 Signing

The undersigned, medical care provider, hereby declares that the foreign national is currently receiving active medical treatment from him/her

4.1 Place and date

4.2 Signature \_\_\_\_\_



Immigration and Naturalisation  
Service  
Ministry of Security and Justice

Do not enclose this appendix with the form!

## Appendix

### Submitting and paying for the application by the sponsor

Below, you can read how you can submit and pay for the Entrance and Residence Procedure (TEV procedure), the application for a residence permit (without a regular provisional residence permit) or a change to the restriction on the residence permit.

Please note! If the foreign national relies on an exemption from the requirement to apply for a regular provisional residence permit you cannot send the application by post. In that case, the foreign national must always submit the application to the IND Desk in person. Please visit [www.ind.nl](http://www.ind.nl) for the ways you can contact the IND.

#### **Submitting the Entrance and Residence Procedure (TEV procedure), a residence permit without a regular provisional residence permit or a change to the restriction on the residence permit**

You send the application form, the appendices and the requested evidence to the IND by post. Never send any original evidence. You must send clearly readable and full copies of the original evidence. Please provide color copies of official (foreign) documents and your passport. Do not use any staples or paperclips. Do not send any USB sticks, CDs, DVDs and suchlike. Put all evidence in a sufficiently stamped envelope. Send your application to the following address:

*Application for an economic purpose of residence (work, study, for example)*

**Immigratie- en Naturalisatiedienst  
Postbus 245  
7600 AE Almelo**

*Application for a social purpose of residence (family formation or family reunification, for example)*

**Immigratie- en Naturalisatiedienst  
Postbus 287  
7600 AG Almelo**

#### **How do you pay?**

An application is not free of charge. The costs depend on the purpose of the residence applied by you. After the IND has received your application, you will receive a letter stating the amount and the manner in which you have to pay (unless you use a direct debit collection) (*direct debit collection is not available for private persons, non-recognised sponsors and applications for recognition as sponsor*).

Here, you can find no information about the costs or any exemption from having to pay fees. Please visit [www.ind.nl](http://www.ind.nl) if you want to know the costs beforehand. If the assessment of your application shows that you do not qualify for the residence permit applied for, you will not receive a refund.

#### **What happens with your application?**

If you have submitted your application to the IND and paid the related costs, the IND will assess your application. If your application is incomplete, the IND will be unable to properly assess your application. If you fail to make a payment or timely payment or submit an incomplete application, the handling of your application will be delayed. You will be informed in writing once your application has been handled. If your application is granted, you will also receive a letter with information about the follow-up procedure.

#### **V-number**

A V-number is a unique number, which is used for identification of a foreign national by the IND and cooperating organisations (such as the Aliens Police). The number is listed in the correspondence which the foreign national or sponsor receives from the IND and other organisations and is also printed on the residence document itself.

#### **Personal Data Protection Act**

Under the Personal Data Protection Act, the IND is obliged to inform you that the IND is the organisation that processes the data of your request or application. The IND does so in order to handle your request or application. You can ask any questions about this data processing by sending a letter to the IND, Postbus 287, 7600 AG Almelo. You can also ask for an overview of the data processed about you. Following this request, you can ask for your personal details to be changed, deleted or protected.





## Appendix

### Declaration by sponsor (family and relatives)

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.

*Please note!* If you are (also) requesting for a child, who is not your own child, but a child from a previous relationship of your spouse/partner to come over to the Netherlands, then not you, but your spouse/partner must complete the 'Declaration by sponsor' regarding the child.

#### 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 family members and relatives', which you can download from [www.ind.nl](http://www.ind.nl). The form lists the changes you need to report.

#### 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.

### 1 Details of sponsor

1.1	Name	Surname as stated in the passport		
		<input type="text"/>		
		First names		
		<input type="text"/>		
1.2	Sex and Date of birth	> Please tick the applicable situation		
		<input type="checkbox"/> Male <input type="checkbox"/> Female	Day	Month Year
			<input type="text"/>	<input type="text"/>
1.3	Place of birth	<input type="text"/>		
1.4	Country of birth	<input type="text"/>		
1.5	Where you keep the records of the foreign national?	Street Number		
		<input type="text"/>		
		Postcode	Town	
		<input type="text"/>	<input type="text"/>	

### 2 Details of foreign national

2.1	Name	Surname as stated in the passport		
		<input type="text"/>		
		First names		
		<input type="text"/>		
2.2	Sex and Date of birth	> Please tick the applicable situation		
		<input type="checkbox"/> Male <input type="checkbox"/> Female	Day	Month Year
			<input type="text"/>	<input type="text"/>
2.3	Place of birth	<input type="text"/>		
2.4	Country of birth	<input type="text"/>		

### 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.

Place	Day	Month	Year

3.1 Place and date

|

3.2 Signature



This questionnaire must be completed by the sponsor of the foreign national.

## Appendix

### Questionnaire for residence with partner

Your partner wants to reside with you in the Netherlands. Please answer the below questions or tick whichever is applicable. If necessary you can enclose the answers in a separate appendix. This appendix must, however, bear your signature and the date of signing. Please substantiate your answers with documents as much as possible.

#### 1 Previous residence of your partner in the Netherlands

1.1 Has your partner resided in the Netherlands before?

☐ Yes ☐ No

1.2 If so, what was the reason for the residence and where did your partner reside?

---

---

#### 2 Details about your relationship

2.1 Since when have you known your partner?

Day Month Year

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

2.2 Where and how did you get to know your partner?

---

---

2.3 Are you related?

☐ Yes ☐ No

2.4 If so, what is the family relationship?

---

---

2.5 Since when have you had a relationship with your partner?

Day Month Year

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

2.6 How did this relationship come about?

---

---

2.7 How do you maintain the relationship with your partner now?

---

---

2.8 Do your family members and friends know about your relationship?

☐ Yes ☐ No

2.9 If not, why are they not informed?

---

---

## 3

## Your previous marriages or registered partnerships

3.1 Were you married before or did you enter into a registered partnership before with a foreign national who still resides in the Netherlands?

☐ Yes ☐ No

3.2 If so, please explain this in more detail

---



---



---

## 4

## Previous relationships of your partner

4.1 Was your partner married before or did your partner enter into a registered partnership before with a Dutch national or a foreign national residing in the Netherlands?

☐ Yes ☐ No

4.2 If so, please explain this in more detail

---



---



---

## 5

## Your partner's minor children

5.1 Does your partner have any minor children?

☐ Yes ☐ No

5.2 If so, what are these children's personal details and domicile or residence?

---



---



---

5.3 Do the children travel along to the Netherlands?

☐ Yes ☐ No

5.4 If not, why do the children not travel along?

---



---



---

## 6

## Signing

I have completed this form truthfully.

6.1 Name

---

6.2 Place and date

Place	Day	Month	Year
<hr/>	<hr/>	<hr/>	<hr/>

6.3 Signature

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