

Dear xxx,

Your appointment with the embassy on 21 June should be enough time for the IND to prepare your MVV.

Then I herewith confirm the appointment on xx June for you and your family at 11.15 hrs at the Expatdesk. We will first give a brief introduction and from there we will accompany you to the IND at Town Hall (2 minutes walk)

Required documents for registration in the Municipal Records Database (first registration)

- valid passport
- filled in application form (= inlichtingenformulier) One form per person → **please, fill in these forms in advance!**
- a certified copy of the source document (birth certificate), together with a notarised certificate in which the notary declares that the copy of the document is true to the original. The certified copy must be legalised by the Dutch authorities + English translation

or for people, born before* 1st of January 1996 and who tell that no birth certificate was issued (for example because they were born at home) or the original had been lost during the war/revolution:

- a notarised certificate of birth, which contains information about birth and the parents (this is the declaration which was accepted by the municipality in the past) +
- a legalised certificate by the Public Security Bureau of the Ministry of Health, which declares that the birth certificate is not available (anymore) + English translation

- if applicable: original marriage certificate/divorce decrees, legalised or with apostille
- if you rent a house: a copy of the rental contract and tenancy agreement (= verhuurdersverklaring), filled in and signed by the landlord
if you bought a house: a copy of the property contract
if you share a house with someone: declaration of consent (= verklaring inwoning), completely filled in and signed by the person who gives permission to register on his/her address with a copy of his/her passport or ID + copy tenancy agreement (verhuurdersverklaring). If the consent giver does not live on the same address, then you also need a proof of ownership of him/her (if married, for example in case of following partner, only a declaration of consent)

* for someone born after 1st of January and tells that there's no birth certificate anymore, a proof of birth, issued by the hospital or the local Public Security Bureau of the Ministry of Health can be submitted

Hukou = household register

This register cannot be used as:

- proof of marriage, because the date/place of marriage is not mentioned

- proof of birth of the owners of the Hukou, because the parents are not mentioned

The register can be used as:

- proof of birth of a child who has been mentioned in the Hukou, but only if there is no birth certificate to be shown
- Additional proof if you received a birth certificate from the hospital with only your mother's name on it. The father can be registered from the Hukou

Kind regards,
xxxx

Dit bericht is uitsluitend ter informatie. Vindt u het bericht onduidelijk, dan kunt u altijd vragen om een toelichting. Wij verzoeken u het bericht te verwijderen, indien u niet de geadresseerde bent. Wilt u ons dat ook berichten?