



Application for a residence permit with the purpose of residence being 'paid employment (regular)' (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 the sponsor of an employee for whom you want to apply for a residence permit based on employment. The sponsor is the employee's employer.

You can use this form in order to submit, on behalf of the employee, an application for a residence permit for one of the following purposes of residence:

- paid employment;
- cross-border service provision;
- (taking leave after, waiting for, or recovering from) paid employment on board a Dutch seagoing vessel or mining installation on a continental plate; or
- paid employment as non-privileged soldier or as non-privileged civilian personnel.

Do you want to have the employee carry out temporary employment, such as seasonal labour or working experience (trainee)? In that case, you should use the form: 'Application for a residence permit with the purpose of residence being 'Seasonal labour' or 'Working experience (trainee)' for a sponsor.

Applying for a work permit (TWV)

If a work permit (TWV) is necessary for work in the Netherlands, then you must apply for this from the Employee Insurance Agency (UWV). You must apply for this simultaneously with the application for a residence permit. In assessing the application for a residence permit, the IND checks whether a work permit (TWV) has been issued.

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 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. You can also telephone the IND. The telephone number is: 0900 1234561 (€ 0.10 per minute plus any costs for using your mobile telephone). Lines are open Monday to Friday from 09.00 to 17.00 hrs. The telephone number to call from outside the Netherlands is: +31 20 889 3045. This telephone number cannot be used within the Netherlands.

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 3 '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 or South Korea.

☐ You want to submit an application for a regular residence permit.
> Proceed to 3 'Tuberculosis'

3. The foreign national resides abroad and his nationality is one for which a regular provisional residence permit (mvv) is required.

A regular provisional residence permit is a visa with which the foreign national can enter the Netherlands for a stay of longer than three months. 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 'Place of collection of regular provisional residence permit and date of entry'

4. The foreign national resides in the Netherlands and his nationality is one for which a regular provisional residence permit (mvv) is required. The foreign national will usually need a regular provisional residence permit in order to apply for residence in the Netherlands. In exceptional circumstances, this is not necessary.

- ☐ 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:

- ☐ the residence permit of the foreign national has expired;
☐ the foreign national cannot apply for a regular provisional residence permit in the country of origin due to health reasons;
☐ 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 during the past year;
☐ the foreign national is an (ex-)family member of an employee having Turkish nationality and the foreign national lived together with this employee;
☐ the foreign national has Turkish nationality and wants to perform work as a self-employed person in the Netherlands;
☐ 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;
☐ the foreign national resided in another member state for eighteen months as a holder of a European blue card (submit evidence); or
☐ other, you cannot use this form. The foreign national must submit an application to the IND Desk him/herself.
 > Proceed to 3 'Tuberculosis'

2 Place of collection of regular provisional residence permit and date of entry

Indicate from which Dutch Embassy or Consulate where the foreign national will collect the regular provisional residence permit when the application has been granted.

2.1	Place	<div></div>
2.2	Country	<div></div>
2.3	Expected date of entry of the foreign national	<div> <div>Day</div> <div>Month</div> <div>Year</div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>

Indicate the date on which the foreign national expects to enter the Netherlands. This date will be held to be the commencement date of the residence permit. If you do not fill in a date here, then the IND will use as commencement date of the residence permit the day after that on which the foreign national collected the regular provisional residence permit.

Please note! 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.

3 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 indicate below the situation that applies to the foreign national.

> 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/she was born in the Netherlands and he/she has not changed the location of his/her principal place of residence since birth.
☐ The foreign national does not need to undergo a TB test because he/she is a national of one of the following countries: Australia, Canada, Israel, Japan, Monaco, New Zealand, Suriname, the United States of America or Switzerland, or an EEA country or EU country.
 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). 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.

Application

for a residence permit with the purpose of residence being
'paid employment (regular)' (sponsor)

Immigration and Naturalisation Service

Ministry of Security and Justice

4 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 legalised or provided with an apostille stamp by the competent authorities of the country that issued the means of evidence. 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.

Choose the purpose of residence

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 then contact the IND. Do not submit your application if you are not sure whether you and the foreign national comply with the conditions. Visit the website www.ind.nl for more information about your purpose of residence.

☐ Paid employment (370)

Please enclose the following means of evidence with your application:

- a copy of the employment contract showing that the foreign national will be carrying out paid employment; and
- if necessary: a copy of (the application for) the work permit (TWV).

In most cases a work permit (TWV) is required if paid employment will be carried out.

The employer must apply for the work permit (TWV). More information about the work permit (TWV) can be gained from the Employee Insurance Agency (UWV) (www.werk.nl).

☐ Work as a spiritual counsellor (642)

Please enclose the following means of evidence with your application:

- a copy of (the application for) the work permit (TWV); and
 - a copy of the employment contract with the employer in the Netherlands.
- The employer must apply for the work permit (TWV). More information about the work permit (TWV) can be gained from the Employee Insurance Agency (UWV) (www.werk.nl);*
- an employer's declaration containing a detailed description of the nature of the work showing the religious or ideological nature of the activities;
 - a copy of the proof that the foreign national passed the civic integration examination abroad (if he/she will be performing work as a spiritual counsellor and is obliged to apply for a regular provisional residence permit). This does not apply if the foreign national will only be working as a contemplative, a committee member or as an internal official by a religious or spiritual/philosophical/ideological organisation. See the appendix for civic integration examination abroad.

The sponsor has a duty of care with respect to the civic integration of the foreign national. He must register the foreign national with the Education Executive Agency (Dienst Uitvoering Onderwijs) within four weeks after the residence permit has been issued.

☐ Cross-border service provision (500)

Choose this option if the foreign national does not have an EU/EEA nationality, but does live and work in an EU/EEA country and will be carrying out temporary services under assignment from an employer in the Netherlands. Please enclose the following means of evidence with your application:

- a copy of the residence permit of the foreign national and of his/her work permit showing that the foreign national has a right of residence in the country of his/her employer and that the foreign national is allowed to perform work there as an employee of his/her employer.
- a copy of the employment contract with the employer/sponsor for whom the foreign national will be providing services in the Netherlands temporarily.

Please note! A notification from the Employee Insurance Agency (UWV) is also required for cross-border service provision (E101 certificate). This must be arranged with the Employee Insurance Agency (UWV) by the receiving employer/sponsor in the Netherlands. The IND checks with the Employee Insurance Agency (UWV) whether the notification is present.

☐ Paid employment on a Dutch seagoing vessel (372)

Please enclose the following means of evidence with your application:

- a copy of the foreign national's employment contract; and
- means of evidence of his/her employment history, showing that the foreign national has worked for at least 7 years on board a Dutch seagoing vessel or a mining installation on a continental shelf. Examples of these means of evidence include a copy of his/her seaman's book or an employment contract. Is there a break in the employment history of the foreign national? Then you must submit means of evidence showing the duration and reason for this break. Did the foreign national receive benefit payments during this period? Submit means of evidence of this as well;
- an employer's declaration.

☐ Paid employment in a mining installation on a continental shelf (383)

Please enclose the following means of evidence with your application:

- a copy of the foreign national's employment contract; and
- an employer's declaration.

☐ Waiting for recovery from illness and resumption of paid employment on board a Dutch seagoing vessel or mining installation on a continental shelf (381)

Please enclose the following means of evidence with your application:

- a copy of the foreign national's employment contract;
- a decision of benefits to be awarded by the benefits agency showing that the foreign national will receive benefits on grounds of the Sickness Benefits Act (ZW).
- specification of benefits received/benefits slip showing the level of the benefits.

☐ Looking for paid employment on board a Dutch seagoing vessel or mining installation on a continental shelf (382)

Please enclose the following means of evidence with your application:

- means of evidence of his/her employment history, showing that the foreign national has worked for at least 7 years on board a Dutch seagoing vessel or a mining installation on a continental shelf. Examples of these means of evidence include a copy of his/her seaman's book or an employment contract. Is there a break in the employment history of the foreign national? Then you must submit means of evidence showing the duration and reason for this break. Did the foreign national receive benefit payments during this period? Submit means of evidence of this as well
- a decision of benefits to be awarded by the benefits agency showing that the foreign national will receive benefits on grounds of the Unemployment Insurance Act (WW); and
- specification of benefits received/benefits slip showing the level of the benefits.

☐ **Paid employment as non-privileged soldier or as non-privileged civilian personnel (460)**

Please enclose the following means of evidence with your application:

- a military identity document issued by the country posting the foreign national; and
- a Travel Order or comparable document.

☐ **Labour on grounds of a Headquarters Agreement (509)**

Please enclose with your application a declaration from the Ministry of Foreign Affairs showing that the foreign national falls under the scope of the Headquarters Agreement between the International Criminal Court and the Host Country or that the foreign national falls under the scope of the letter of 21 December 2007 from the Permanent Representative of the Kingdom of the Netherlands and the United Nations concerning the Seat of the Special Tribunal for Lebanon.

5 Passport Photo Form and Antecedents certificate

All means of evidence have been gathered together and copied. Fill out the Passport Photo Form, if this is necessary. Visit the website www.ind.nl to find out whether it is necessary to send the Passport Photo Form together with your application. Then fill out the Antecedents certificate appendix and submit this appendix together with your application.

6 Details of the sponsor

WRITE IN BLOCK LETTERS

6.1	Company name	<input type="text"/>
6.2	Name of contact person	<input type="text"/>
6.3	Telephone number	<input type="text"/>
6.4	E-mail	<input type="text"/>
6.5	Chamber of Commerce number	<input type="text"/>

7 Details of the foreign national

WRITE IN BLOCK LETTERS

		Surname as stated in the border-crossing document		
7.1	Name	<input type="text"/>		
		First names		
		<input type="text"/>		
		> Please tick the applicable situation		
7.2	Sex and Date of birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	Day	Month
			Year	
7.3	Place of birth	<input type="text"/>		
7.4	Country of birth	<input type="text"/>		
7.5	Nationality	<input type="text"/>		
		> Please tick the applicable situation		
7.6	Civil status	<input type="checkbox"/> unmarried	<input type="checkbox"/> married	<input type="checkbox"/> registered partnership
		<input type="checkbox"/> divorced	<input type="checkbox"/> widow/widower	
7.7	Home address	Street		Number
		<input type="text"/>		<input type="text"/>
		Postcode	Town	
		<input type="text"/>	<input type="text"/>	
		Country		
		<input type="text"/>		
7.8	Telephone number	<input type="text"/>		
7.9	E-mail	<input type="text"/>		

8 Identification

Enclose a copy of the foreign national's passport with your application. Make copies of all the pages with travel stamps as well. It is unnecessary to copy any empty pages.

Application

for a residence permit with the purpose of residence being
'paid employment (regular)' (sponsor)
Immigration and Naturalisation Service
Ministry of Security and Justice

9 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.

> 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, without delay to the IND. 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.
- ☐ I have enclosed the signed appendix 'Declaration by sponsor'.

> Please tick

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

9.1 Name

Place

Day

Month

Year

9.2 Place and date

9.3 Signature

10 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 certify that:
- 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:

2 Signing

I have completed this form truthfully.

2.1 Name

2.2 Place and date

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

2.3 Signature

Please note!

If this antecedents certificate has not been completed truthfully, this will have consequences for your right of residence.



Do not enclose this appendix with the form!

Appendix

Explanation Photo Card

Photo card

This form pertains to a photo card, which is necessary in order to create your residence document. It is not always necessary to enclose a photo card. You should therefore first check www.ind.nl to see if you have to enclose the photo card with the application form.

If a photo card is required, you should stick the colour passport photo on the designated photo frame in this photo card appendix. You can use glue for this. Make sure the photo is fixed properly. Also complete in this appendix the foreign national's personal details and have the foreign national place a signature in the signature box.

The foreign national's passport photo will be placed on a chip in the residence document. The foreign national's signature will also be included in the residence document.

Requirements for the colour passport photo

The foreign national's colour passport photo, which you have to place on the enclosed photo card, must meet the following requirements:

- the passport photo may not have been used for a residence document before and must bear a clear resemblance;
- the passport photo must meet the Dutch passport requirements. These requirements can be found at www.paspoortinformatie.nl/nederlands/reisdocumenten/pasfoto.

If the foreign national's passport photo does not meet these requirements, no residence document can be created and issued to the foreign national. So it is important for you to enclose a good passport photo. You should therefore always have a new passport photo taken by a professional photographer who is familiar with the requirements set on passport photos in the Netherlands.

Signature requirement

Each person from the age of 12 must place his or her own signature on the photo card. It is important for the signature to be clearly visible. Any unclear signatures cannot be used.



Appendix

Declaration of intent to undergo a TB test

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

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.

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.

The obligation to undergo the test does not apply if you are a national of one of the following countries: one of the Member States of the EU or the EEA, Australia, Canada, Israel, Japan, Monaco, New Zealand, Suriname, United States of America and Switzerland (including Liechtenstein). 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 Details of foreign national to be tested (the applicant)

1.1	Application for a permit for the purpose of work, traineeship, work experience or study?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	V-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>
1.3	Name	<div>Surname as stated in the border-crossing document</div> <div>First names</div>
1.4	Sex and Date of birth	<div>> Please tick the applicable situation</div> <div><input type="checkbox"/> Male <input type="checkbox"/> Female</div> <div>Day Month Year</div>
1.5	Place of birth	
1.6	Country of birth	
1.7	Nationality	
1.8	Home address	<div>Street Number</div> <div>Postcode Town</div>
1.9	Civil status	<div>> 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>

1.10	Details border-crossing document	<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 border-crossing document</div> <div>First names</div> <div>> 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 application for a residence permit has been submitted. If I fail to do so, this will 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	



Appendix

TB test referral form

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

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.

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.

Please complete the referral form before you make an appointment with the Municipal Health Service. See also 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.

The obligation to undergo the test does not apply if you are a national of one of the following countries: one of the Member States of the EU or the EEA, Australia, Canada, Israel, Japan, Monaco, New Zealand, Suriname, United States of America and Switzerland (including Liechtenstein). 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.

1 Details of foreign national to be tested (the applicant)

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.

> The foreign national (the applicant) completes this section (part 1)

1.1	Application for a permit for the purpose of work, working experience (trainees) or study?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	How did you come to the Netherlands?	<input type="checkbox"/> With <input type="checkbox"/> Without a valid regular provisional residence permit
1.3	V-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> Surname as stated in the border-crossing document
1.4	Name	<div></div> First names <div></div>
1.5	Sex and Date of birth	<div><input type="checkbox"/> Male <input type="checkbox"/> Female</div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>> Please tick the applicable situation</div> <div>Day</div> <div>Month</div> <div>Year</div>
1.6	Place of birth	<div></div>
1.7	Country of birth	<div></div>
1.8	Nationality	<div></div>

1.9	Home address	<div>Street</div> <div>Number</div> <div>Postcode</div> <div>Town</div>
<div>> Please tick the applicable situation</div>		
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 border-crossing document	<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
1.12.2	Name	<div>Surname as stated in the border-crossing document</div> <div>First names</div>
<div>> Please tick the applicable situation</div>		
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	
<div>> 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.</div>		
2.6	Submit form	<div>Did the foreign national submit an application for the residence purpose of work, traineeship, seasonal labour, work experience or study?</div> <div> <div>Yes → Immigratie-en Naturalisatiedienst Postbus 245 7600 AE Almelo</div> <div> <div>No → Immigratie-en Naturalisatiedienst Postbus 287 7600 AG Almelo</div> </div> </div>



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 3 months 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

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. If several practitioners are involved, you must give your consent for each practitioner separately. You must give your consent for contacting the practitioner(s) in the Netherlands and the practitioner(s) in the country of origin.

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

Appendix

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

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 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

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 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 border-crossing document 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 depart from the Netherlands because this is contrary to Article 8 of the ECHR.

You believe that you are unable to depart from the Netherlands because your family life in the Netherlands must be protected by Article 8 ECHR. Please enclose with this application any documentary evidence showing the relationship with the family member(s) residing in the Netherlands. You must also show how you live your family life. Please also submit documents showing that you and your family members can support yourselves (for example, an employment contract, payslips, etc). If neither you nor your family members have any means of support, you should submit documentary evidence showing the actions taken by you and your family members to have an income or demonstrate that you or your family members are unfit for work or are exempt from the obligation to apply for a job.

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.

Other

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.

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. For this, you should first make an appointment by telephone by calling 0900 1234561 (€ 0.10 per minute plus the costs of using your mobile telephone). You must take 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

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.

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
- 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.

☐ **You 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)**

You 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 and the Knowledge of Dutch Society test, but a negative result for the Literacy and Reading Comprehension test, 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. 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; 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 permanently 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.**

☐ **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**



Appendix Employer's declaration

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.

*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).*

1 Details of employee

1.1	Citizen service number	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
		Surname as stated in the border-crossing document
1.2	Name	<div></div> <div>First names</div> <div></div>
		> Please tick the applicable situation
1.3	Sex and Date of birth	<div><input type="checkbox"/> Male <input type="checkbox"/> Female</div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>DayMonthYear</div>
1.4	Place of birth	<div></div>
1.5	Country of birth	<div></div>
1.6	Nationality	<div></div>
1.7	Home address	<div>Street</div> <div>Number</div> <div>Postcode</div> <div>Town</div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

2 Details of company/institution

2.1	Name company/institution	<div></div>
2.2	Withholding tax number	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
		<div>Street</div> <div>Number</div>
2.3	Visiting address	<div>Postcode</div> <div>Town</div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

3 Employment details

3.1	Position of employee	<input type="text"/>	
3.2	Date of employment	<div>Day Month Year</div> <div><input type="text"/></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><input type="text"/></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><input type="text"/></div>			
3.7	Working hours per week	<div>Hours per week by contract Hours per week actually</div> <div><input type="text"/></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><input type="text"/></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	<input type="text"/>	
4.2	Position	<input type="text"/>	
4.3	Telephone number	<input type="text"/>	
4.4	Place and date	<div>Place Day Month Year</div> <div><input type="text"/></div>	
		Signature	Stamp
4.5	Signature and stamp of company/institution	<input type="text"/>	



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 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)

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 from the obligation to seek work over the past 5 years and proof showing that integration into the workforce cannot be expected within a reasonable period Act (this does not apply if you submitted an application for a permanent residence permit)

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 original extract from the registration with the Chamber of Commerce pertaining to the company/business

You or your (registered) partner are director-major shareholder

- 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).



Appendix

Declaration on income of self-employed person

Through this form, you are asked a few questions about the income of a foreign national or of a person who has an interest in a residence permit being granted to a foreign national. Your answers are used to determine whether the person concerned has lasting and sufficient means of support of his own within the meaning of the Aliens Act 2000.

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 Details of accountant

> Please tick the applicable situation

1.1	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:						
1.2	BECON number of Tax and Customs Administration and telephone number accountant	<table><tr><td>BECON number</td><td>Telephone number</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Street</td><td>Number</td></tr></table>	BECON number	Telephone number	<input type="text"/>	<input type="text"/>	Street	Number
BECON number	Telephone number							
<input type="text"/>	<input type="text"/>							
Street	Number							
1.3	Visiting address	<table><tr><td>Postcode</td><td>Town</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Postcode	Town	<input type="text"/>	<input type="text"/>		
Postcode	Town							
<input type="text"/>	<input type="text"/>							

2 Details of self-employed person

2.1	Name	<p>Surname as stated in the border-crossing document</p> <input type="text"/> <p>First names</p> <input type="text"/>								
2.2	V-number (if known) and date of birth	<table><tr><td>V-number</td><td>Day</td><td>Month</td><td>Year</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	V-number	Day	Month	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
V-number	Day	Month	Year							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
2.3	Place of birth and nationality	<table><tr><td>Place of birth</td><td>Nationality</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Place of birth	Nationality	<input type="text"/>	<input type="text"/>				
Place of birth	Nationality									
<input type="text"/>	<input type="text"/>									
2.4	Home address	<table><tr><td>Street</td><td>Number</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Postcode</td><td>Town</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Street	Number	<input type="text"/>	<input type="text"/>	Postcode	Town	<input type="text"/>	<input type="text"/>
Street	Number									
<input type="text"/>	<input type="text"/>									
Postcode	Town									
<input type="text"/>	<input type="text"/>									
2.5	Name of the company	<input type="text"/>								
2.6	Visiting address	<table><tr><td>Street</td><td>Number</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Postcode</td><td>Town</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Street	Number	<input type="text"/>	<input type="text"/>	Postcode	Town	<input type="text"/>	<input type="text"/>
Street	Number									
<input type="text"/>	<input type="text"/>									
Postcode	Town									
<input type="text"/>	<input type="text"/>									
2.7	Chamber of Commerce registration number	<input type="text"/>								

Explanation A company's profits for the closed financial year or the current financial year are calculated by deducting the total operating expenses from the total operating income. The income and the expenses must be calculated according to generally accepted commercial standards. With respect to this, the following is noted. If there is no closed financial year, the calculation of the monthly profits

must be based on permanence. This means that both the operating income and the operating expenses must be attributable to the relevant period. If the company has the form of a private partnership, general partnership or limited partnership, the profits will then be divided among the partners or associates.

3 Income from business activities

Current financial year, immediately preceding the time at which the application was submitted		Day	Month	Year	Day	Month	Year
3.1	The data included at 3.2 and 3.3 relate to the period (from/to)						
3.2	Profits or share in the profits from business activities €						
	over the above period (see explanation)						
3.3	Annual income mentioned at 3.2 gross profits divided by the number of months stated €						
Most recently closed financial year, immediately preceding the time at which the application was submitted							
		Day	Month	Year	Day	Month	Year
3.4	Financial year (from/to)						
3.5	Profits or share in the profits from business activities in accordance with the financial statements (see explanation) €						
3.6	Amount stated at 3.5, divided by the number of months in the most recently closed financial year €						
3.7	Corrections of the above (share in the) profits from business activities for taxable profit* €						
3.8	Taxable profit* €						
3.9	Status of processing of tax return by the Tax and Customs Administration > Please tick one situation and only enclose the relevant document	<input type="checkbox"/> Receipt of tax return received by the Tax and Customs Administration > Please enclose IB-6o for a one-man business <input type="checkbox"/> Provisional assessment > Please enclose provisional assessment <input type="checkbox"/> Final assessment > Please enclose final assessment					
3.10	If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No > Please enclose an explanation in a separate appendix					
Next-to-last closed financial year							
		Day	Month	Year	Day	Month	Year
3.11	Financial year (from/to)						
3.12	Profits or share in the profits from business activities in accordance with the financial statements (see explanation) €						
3.13	Amount stated at 3.12, divided by the number of months in the most recently closed financial year €						
3.14	Corrections of the above (share in the) profits from business activities for taxable profit* €						
3.15	Taxable profit* €						
3.16	Status of processing of tax return by the Tax and Customs Administration > Please tick one situation and only enclose the relevant document	<input type="checkbox"/> Receipt of tax return received by the Tax and Customs Administration > Please enclose IB-6o for a one-man business <input type="checkbox"/> Provisional assessment > Please enclose provisional assessment <input type="checkbox"/> Final assessment > Please enclose final assessment					
3.17	If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No > Please enclose an explanation in a separate appendix					

(*only for any inspection by the IND)

4 Signing

The undersigned, accountant, hereby declares truthfully that, the self-employed person has earned an income from business activities in accordance with the completed details.

4.1	Place and date	Place	Day	Month	Year
4.2	Signature	Signature of accountant		Signature of self-employed person	



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 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. Call the IND for an appointment call 0900 1234561 (€ 0.10 per minute plus any costs for using your mobile telephone).

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. 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). Here, you can find no information about the costs or any exemption from having to pay fees. Please visit 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

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.

Obligation to provide information

You are obliged to report changes to the IND if they could have an effect

on the residence permit. For example if the foreign national no longer meets the conditions for the residence permit.

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 border-crossing document		
		<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
			Year	
1.3	Place of birth	<input type="text"/>		
1.4	Country of birth	<input type="text"/>		
		Street		Number
1.5	Where you keep the records of the foreign national?	<input type="text"/>		
		Postcode	Town	
		<input type="text"/>	<input type="text"/>	
>	Please tick	<input type="checkbox"/> 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		

2 Details of foreign national

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

3

Signing by sponsor

3.1

Place and date

Place

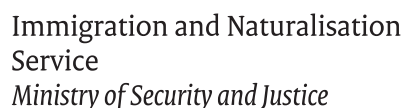
Day

Month

Year

3.2

Signature



(One time authorisation - SEPA)

If assessment of the application shows that the foreign national does not qualify for the requested residence permit, you will not be reimbursed.
See for current fees: www.ind.nl/fees

1.1	Name	Immigration and Naturalisation Service
1.2	Postal address	PO Box: 245 Postcode: 7600 AG Town: Almelo Country: Netherlands
1.3	ID Collecting Officer	NL77ZZZ507204570001
1.4	Authorisation Reference	(future) case number of the application

2.1	Name company/organisation		
2.2	Registration number Chamber of Commerce		
2.3	Name of the contact person or authorised representative		
2.4	Postal address		
		Street	Number
		Postcode	Town
2.5	Telephone number		
2.6	E-mail		

3.1	Name	<div></div>
		Street <div></div> Number <div></div>
3.2	Postal address	<div></div>
		Postcode <div></div> Town <div></div>
3.3	IBAN-number	<div></div>
3.4	BIC-number	<div></div>

4 Details of the foreign national

4.1	Name	Surname as stated in the border-crossing document <input type="text"/> First names <input type="text"/>						
4.2	Date of birth	<table> <tr> <td>Day</td> <td>Month</td> <td>Year</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Day	Month	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year						
<input type="text"/>	<input type="text"/>	<input type="text"/>						

5 Signing

By signing this form, you authorise IND to send a once only direct debit collection order to your bank to debit your account for the legal fees to be paid. By signing this form you also authorise the bank to debit your account once only according to the order by IND.

5.1	Name	<input type="text"/>								
5.2	Place and date	<table> <tr> <td>Place</td> <td>Day</td> <td>Month</td> <td>Year</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Place	Day	Month	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Place	Day	Month	Year							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
5.3	Signature account holder (by a person authorised for this purpose) and company/organisation stamp	<table> <tr> <td>Signature account holder</td> <td>Stamp (optional)</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Signature account holder	Stamp (optional)	<input type="text"/>	<input type="text"/>				
Signature account holder	Stamp (optional)									
<input type="text"/>	<input type="text"/>									

Please note!

If you do not agree with this withdrawal, you can have it reversed. Please contact your bank for this within 8 weeks. Ask your bank for the conditions.



Bijlage fotokaart Appendix Passport Photo Form

The Passport Photo

Stick a new and unused passport photo on the designated frame at the bottom of this page. If the application is meant for your child, please use a new and unused passport photo of your child. Your passport photo has to meet the Dutch passport requirements. **Always have your passport photo made by a professional photographer who is acquainted with the Dutch passport requirements.** No residence document can be issued to you if your passport photo does not meet the Dutch passport requirements. It is therefore very important to supply a good passport photo with this form.

How to append a photo to this form?

- Pull away the paper cover, start at the arrow;
- Place your photo straight on the grey area below;
- Tightly press the photo on the paper;
- **Place your signature within the frame on the lower left side.** Use a pen with dark, preferably black ink. If your signature is not clearly visible, a residence permit can not be created.

De pasfoto

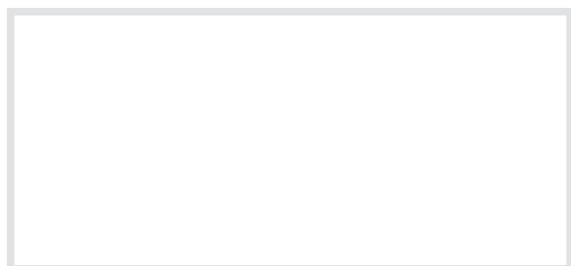
Onder aan deze pagina moet u een nieuwe, nog niet eerder gebruikte pasfoto van uzelf plakken. Als de aanvraag bedoeld is voor uw kind, dan moet u een nieuwe, nog niet eerder gebruikte pasfoto van uw kind plakken. Uw pasfoto moet voldoen aan de Nederlandse paspoorteisen. **Laat daarom altijd een nieuwe pasfoto maken door een beroepsfotograaf die bekend is met de eisen die in Nederland aan pasfoto's worden gesteld.** Als uw pasfoto niet aan de Nederlandse paspoorteisen voldoet, kan er geen verblijfsdocument aan u worden uitgereikt. Het is dus belangrijk dat u een goede pasfoto meestuurt.

Hoe plakt u de foto op dit formulier?

- Trek het niet-plakkende vel papier los, begin bij de pijl;
- Leg uw foto recht op het grijze kader;
- Plak de foto en druk stevig aan;
- **Zet uw handtekening in het vak linksonder.** Doe dit met een pen met een donkere kleur inkt, het liefst zwarte inkt. Als uw handtekening niet duidelijk is, kan geen verblijfsdocument worden gemaakt.

➤ Invullen in blokletters Complete in capital letters

1.	Voorna(a)m(en) en achternaam First name(s) and surname	<input type="text"/>	
2.	Woonadres Home address	<input type="text"/>	
		Postcode Postcode	Plaats City/Town
		<input type="text"/>	<input type="text"/>
3.	Geboortedatum Date of birth	<input type="text"/>	
4.	Nationaliteit Nationality	<input type="text"/>	
5.	V-nummer V-number	<input type="text"/>	
6.	Handtekening Signature	<input type="text"/>	



➤ Plak hier uw pasfoto
Your passport photo here

