



## Registration for EU-citizens

*Please read the explanation on this page carefully before you fill in the form.*

### For whom is this form intended?

You are a citizen of the European Union if you are a national of one of the Member States of the European Union. Nationals of the member states of the European Economic Area (EEA) as well as nationals of Switzerland have the same rights as citizens of the European Union. You do not need a residence document or TWV to live and work in the Netherlands. Registration with the IND is not necessary. A valid passport or ID-card (issued by an EU/EEA Member State or Switzerland) shows that you have lawful stay and that you are allowed to work.

### When should you use this form?

1. If your previous lawful residence as an EU national has ended, you will be registered in the Basic Registration of Persons (BRP) with code 41 (no right of residence). With this form you can submit a request to change your current right of residence code 41.
2. You want to register for another reason.

### How to fill in this form

This form consists of several appendices. Do not submit your application until you have filled in this form completely, signed it and collected all the required documents and evidence. If your application is not complete, the IND cannot assess your application properly.

### Copies

Provide copies of all required documents and evidence. Submit the copies together with the form. Never send original documents by mail. Make sure that the copies are clearly legible, and A4 size. Do not use other sizes of paper. Write your V-number (if known), customer number (if known), or your personal data on every copy. Never include objects, like USB-drives, DVDs or photo albums.

### Biometric details (Passport photo, fingerprints and signature)

The IND needs your passport photo and signature to create a registration card. You can go to an Immigration and Naturalisation Service (IND) desk to make a passport photo and to place your signature. You need to make an online appointment for this. Please check [www.ind.nl](http://www.ind.nl) for how to make an online appointment. You can also find the addresses and opening times of the Immigration and Naturalisation Service (IND) desks on the website [www.ind.nl](http://www.ind.nl).

### Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On [www.ind.nl](http://www.ind.nl) you can read how the IND processes your data and which rights you have. You can also read how to use your rights.

### 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 (normal charges apply). From abroad you can call +31 88 043 04 30.

# 1 Your personal details

Write in block letters

1.1 V-number (if known) 

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

1.2 Name (as stated in the passport)  
*Surname*  
\_\_\_\_\_  
*First names*  
\_\_\_\_\_

1.3 Sex  
 Male  
 Female

1.4 Date of birth  
*Day*      *Month*      *Year*  

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

1.5 Place of birth  
\_\_\_\_\_

1.6 Country of birth (as stated in the passport)  
\_\_\_\_\_

1.7 Nationality  
\_\_\_\_\_

1.8 Home address  
*Street*  
\_\_\_\_\_  
*Number*  
\_\_\_\_\_

*Postcode*  
\_\_\_\_\_  
*Town*  

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

*Country*  
\_\_\_\_\_

1.9 Telephone number 

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

1.10 E-mail  
\_\_\_\_\_

## 2 Purpose of stay in the Netherlands

*Write in block letters*

> Mark the purpose of your stay in the Netherlands below (or check that the correct purpose of stay has been marked). You may only mark one purpose of stay.

I request registration for the following purpose of stay:

- work in employment/ for an employer
- work as a self-employed person
- study
- other (you have sufficient means of support of your own)

> See 3 for the documents you should bring to your appointment.

## 3 Supporting documents

*Write in block letters*

> You have chosen one of the following reasons as the purpose of your stay in the Netherlands. For each reason it is explained which supplementary evidence you can enclose. You may also enclose other supporting documents to prove that you meet the conditions.

### **Work in paid employment / for an employer**

- An appendix employer's declaration completed and signed by your employer or a labor agreement showing that it concerns real work, and not labor that is either marginal or incidental in nature

### **Work as a self-employed person**

- Proof of registration at the Chamber of Commerce; and
- Proof of documents showing that it concerns real work, and not labor that is either marginal or incidental in nature, for example:
  - a balance sheet and a profit and loss account, or
  - monthly records of business results, or
  - if none of the abovementioned documents are available to you, a statement or prognosis from your accountant or financial advisor.

### **Study**

- The original proof of enrolment at the educational institution in question.
- Your own statement that you have sufficient means of support at your disposal. You may use the Appendix statement sufficient means of support for this purpose.
- Proof of your medical insurance (insurance card and/or medical insurance policy).

### **Other (you have sufficient means of support)**

- Proof of your medical insurance (insurance card and/or medical insurance policy).
- Documents showing you have sufficient means of support, so that you will not place a burden on the system for welfare payments.

The source of your sufficient means of support (e.g. an inheritance, alimony, real estate, labor outside the Netherlands, foreign social security, pension or equity) is not relevant, providing they are at your disposal or you are entitled to (periodical) payments. Own means of support could also be the means of your partner (in marriage), a (registered) partner or a third person. If you have a spouse or a registered partner you must bring proof of the income of this partner with you, in the form of a wage slip for example, or a bank statement from a shared account showing the income of your partner. If a partner or third person is involved, you should bring a recent bank statement from a shared account to the appointment showing the income of the partner or third person in question.

## 4 Location where the registration card is collected

Please indicate below the location where you will collect the registration card:

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

## 5 Signature

- ✓ I request registration and issuance of a registration card.
- ✓ I declare I have completed this form truthfully.
- ✓ I know that the personal data filled in on the form will be used in execution of the Aliens Act 2000, and passed on to the authorities who need these data for that purpose.
- ✓ I will immediately notify the IND of any changes in my situation that are related to the right of residency.

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

5.1 Name

\_\_\_\_\_

5.2 Place and date

*Place*

\_\_\_\_\_

<i>Day</i>		<i>Month</i>		<i>Year</i>		

5.3 Signature

\_\_\_\_\_

## 6 Submitting the form

- Check that the form has been completed in full.
- Sign the form.
- Make sure that your application is accompanied by all the enclosures, documents and evidence that have been requested. Do not use any staples or paperclips.

Send the completed form and all requested documents in 1 envelope to:  
Immigration and Naturalisation Service  
Postbus 16  
9560 AA Ter Apel



## Appendix Employer's declaration

*Please note! Not completing this employer's declaration truthfully may be considered a crime (such as forgery) and may lead to filing a police report.*

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

**Write in block letters**

1.1 V-number (if known) 

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

1.2 Name (as stated in the passport) *Surname*

---

*First names*

---

1.3 Sex  Male  Female

1.4 Date of birth 

<i>Day</i>	<i>Month</i>	<i>Year</i>

1.5 Place of birth

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1.6 Country of birth (as stated in the passport)

---

1.7 Nationality

---

1.8 Home address *Street*

---

*Number*

---

*Postcode*

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

*Town*

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## 2 Details of company/institution

Write in block letters

2.1 Name company/institution \_\_\_\_\_

2.2 Chamber of Commerce number | | | | | | | |

2.3 Withholding tax number | | | | | | | | | | | | | |

2.4 Visiting address *Street* \_\_\_\_\_

*Number* \_\_\_\_\_

*Postcode* \_\_\_\_\_

*Town* | | | | | | |

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## 3 Employment details

Write in block letters

3.1 Position of employee \_\_\_\_\_

3.2 Date of employment

<i>Day</i>	<i>Month</i>	<i>Year</i>					
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3.3 Nature of the employment

- Permanent employment contract
- Temporary contract
- On-call contract
  - Zero hours contract
  - Contract with minimum-maximum hours
  - On-call contract with preliminary agreement
- Contract with an employment agency
  - ABU     Fase A     Fase B     Fase C
  - NBBU    Fase 1     Fase 2     Fase 3     Fase 4

3.4 Is there a provision in the employment contract that wages do not have to continue to be paid if there is no work?

No  
 Yes

3.5 Employment period

> Enter the period (from (date), to (date) below

	Day	Month	Year				
from							

	Day	Month	Year				
to							

3.6 Is there a trial period?

- No
- Yes, until:

	Day	Month	Year				

3.7 Working hours per week

Hours per week by contract			Hours per week actually		

3.8 Gross salary (excluding holiday allowance)

- Per month, or
- Per 4 weeks

All amounts rounded to the nearest full euro

€							
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3.9 Wage for social security purposes (excluding holiday allowance)

- Per month, or
- Per 4 weeks

All amounts rounded to the nearest full euro

€							
---	--	--	--	--	--	--	--

3.10 Net salary (excluding holiday allowance)

- Per month, or
- Per 4 weeks

All amounts rounded to the nearest full euro

€							
---	--	--	--	--	--	--	--

3.11 Holiday allowance

		%
--	--	---

3.12 Period of residence in the Netherlands (maximum of 3 years)

	Day	Month	Year				
from							

= date of entry

**Only for the International Trade Regulation**

	Day	Month	Year				
to							

## 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 

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

4.4 Place and date *Place* 

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<i>Day</i>	<i>Month</i>	<i>Year</i>																		

4.5 Signature and stamp of company/institution *Signature* 

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*Stamp of company/institution*

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## Appendix Declaration of sufficient means of existence

Only fill in this declaration if you are submitting a registration form for the purpose of stay 'study'. Enclose the completed and signed declaration with your registration form.

### 1 Your personal details

*Write in block letters*

1.1 Name  
(as stated in the passport)

*Surname*

\_\_\_\_\_  
*First names*

1.2 Sex

- Male  
 Female

1.3 Date of birth

<i>Day</i>	<i>Month</i>	<i>Year</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

1.4 Nationality

> *Please tick*

- Hereby I declare to have sufficient means of existence in order to prevent that I and my family members from depending on public resources during the stay in the Netherlands.

### 2 Signature

I have filled in this form truthfully.

2.1 Place and date

*Place*

\_\_\_\_\_  

<i>Day</i>	<i>Month</i>	<i>Year</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

2.2 Signature

*Signature*

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