



Application for renewal of an EU residence document as caring parent of a minor Dutch child (359)

English version

This application form is also available in English. See the website www.ind.nl to download this application form.

Please read the explanation below before you fill in the form.

Who can complete this form?

You can use this form to submit an application for renewal of your EU residence document.

You can only use this form if:

- your current EU residence document has been granted for residence as a caring parent of a Dutch minor child;
- the validity of your current EU residence document is about to expire and you want to apply for a new EU residence document;
- you are the caring parent of a minor Dutch child;
- you are not a citizen of the European Union.

When you apply to renew your EU residence document, your compliance with EU law will be re-verified. You are required to submit an application for verification against EU law. You must be able to prove that you have legal residence in the Netherlands and for what purpose. The EU residence document is valid for a maximum of five years.

Citizens of the European Union

You are a citizen of the European Union if you are a national of one of the Member States of the European Union (EU). Citizens of Switzerland and the countries of the European Economic Area (EEA) have the same rights as citizens of the European Union.

EU Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Spain and Sweden.

EEA Member States: Liechtenstein, Norway and Iceland.

Your minor Dutch child will reach the age of majority within 5 years of this application

If the child with whom you now have a right of residence will reach the age of 18 between now and five years, you can use this form to submit an application. Then your residence document will be valid until the day on which your child reaches the age of 18.

If you have 1 or more minor Dutch children who will not turn 18 between now and 5 years, you may be able to obtain a residence document that is valid for 5 years. You can find out which supporting documents you must send about the actual care and upbringing of this minor child/these minor children in Section 3.1 of this application form.

Your Dutch child has reached the age of majority

You can also use this form if your Dutch child of whom you are the caring parent has reached the age of majority. Then other requirements apply. You can find out which requirements are applicable and which supporting documents you have to send further on in this application under Situation 7.

If you also have 1 or more minor Dutch children of whom you are also the caring parent, you can submit an application as caring parent of a minor Dutch child. You can find out which supporting documents you have to send about the actual care and upbringing of this minor child/these minor children in this application form at Section 3.1 Supporting documents to be enclosed.

How to fill in this form

Do not submit your application until you have fully completed this form, signed it and collected all requested documents and evidence.

Application costs (fees)

Applying for a residence document costs money. After the Immigration and Nationalisation Service (IND) has received your application, it will send you a letter containing the amount of fees and information on how to pay. You cannot pay in any other way or in instalments. Do not send any money together with your application. If you fail to pay (on time), your application will not be considered. This form does not include any information about the charges or a possible exemption from paying fees. If you want to know in advance what fees you will have to pay, please visit www.ind.nl. If the assessment of your application shows that you do not qualify for the residence document applied for, you will not receive a refund.

Biometric information (passport photo, fingerprints and signature)

The IND needs your passport photo, fingerprints and signature to prepare a residence document. Fingerprints are taken from applicants aged 6 years and over. Everyone aged 12 years or over has to provide their signature. *NB!* You have to pay a visit to an IND desk to have your passport photo and fingerprints taken and to place your signature. You have to do this within 2 weeks after receiving a confirmation letter from the IND. You have to make an online appointment. If the IND does not have your fingerprints, passport photo and signature, your residence permit cannot be prepared and issued to you. It is therefore important that you go to an IND desk. Please visit www.ind.nl to find out how you can make an online appointment. You will also find addresses and opening hours of the IND desks there.

What happens after you have submitted your application?

If the IND has received your application and you have paid the application costs (fees), the IND will assess the substance of your application. If your application is not complete, it may take longer to process your application. In that case you must first add missing information to your application. Then you will receive a letter about this. In this letter you will find out which supporting documents and evidence you still have to send.

Please fill in the telephone number at which you can be reached in this application form. The IND may call you for more information. The IND always uses an anonymous number for calls.

You will receive a notice when your application has been completed. When your application is granted, you will also receive information about where you can pick up your residence document.

DigiD

After you register at your municipality, you can apply for a DigiD with your Citizen Service Number (in Dutch: *burgerservicenummer* or BSN). You can use it to log in on www.ind.nl and view your application or upload additional supporting documents/evidence during your application.

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 requests data from you yourself and from 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 rules laid down in privacy legislation. For instance, the IND must deal with data safely and with due care. The law also gives rights. At your request, for example, you will be allowed to see which data the IND processes about you. You can also get information on why the IND processes these data and to whom your data have been passed on. On www.ind.nl you can find out how the IND deals with your data and which rights you have. You can also read how to exercise your rights.

Do you need more information?

Then visit the IND website, www.ind.nl. You can also call the IND. The telephone number is 088 043 04 30 (you pay your customary rate for this information number). From abroad you can call +31 88 043 04 30.

2 Details of minor Dutch children

If you are the caring parent of several minor Dutch children, please fill in the details of all your minor Dutch children below. If you have more than 3 minor Dutch children, make a copy of this page and fill in the details of other children as well.

Details of minor Dutch child 1

Write in block letters

2.1 Citizen service number
(if your child has one)

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

2.2 Name
(as stated in the passport)

Surname

First names

2.3 Date of birth

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

Details of minor Dutch child 2

Write in block letters

2.4 Citizen Service Number
(if your child has one)

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

2.5 Name
(as stated in the passport)

Surname

First names

2.6 Date of birth

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

Details of minor Dutch child 3

Write in block letters

2.7 Citizen Service Number
(if your child has one)

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

2.8 Name
(as stated in the passport)

Surname

First names

2.9 Date of birth

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

3 Supporting documents

Supporting documents

Make a clearly legible **copy** of all supporting documents on A4 paper. Do not use other sizes of paper. Write your V-number or client number (if you know this) or otherwise your personal details on each copy. Supporting documents that are faxed must always also be sent by post.

Language of the supporting documents

All supporting documents must be drawn up in Dutch, English, French or German. Is this not the case? Then have the supporting documents translated into one of these languages. Enclose a copy of the supporting document and the translation with your application.

Translations in the Netherlands

In the Netherlands the translator must have been sworn in by a Dutch court. You can look for a sworn translator on the website www.bureauwbvtv.nl.

Translations abroad

Will you have your supporting document translated abroad? Then you must have the supporting document and the translation legalised. Legalisation means making an official document suitable for use in a different country. Legalisation is not required if an apostille has already been placed on the supporting document. An apostille is a stamp or sticker certifying that the signature on a document is genuine. For the procedure per country, visit www.nederlandwereldwijd.nl.

Foreign documents

Official foreign documents must have been issued and legalised by the competent authorities of the country that issued the document. In some countries you must also have the document legalised afterwards by the Dutch embassy or the Dutch consulate in the country in question. In apostille countries an apostille issued by the competent local authorities is sufficient. If no Dutch embassy or consulate is available in that country, the document must be legalised by the Dutch embassy or consulate responsible for that country. Official foreign documents include, for example, birth certificates and marriage certificates. Having these documents legalised or provided with an apostille can take a long time. That is why you should start several months in advance of submitting your application with having documents legalised or provided with an apostille stamp in your country of origin. For more information about legalisation or apostille requirements for documents per country and the exceptions to these requirements, you can call the Dutch government's Public Information Service, telephone number 1400. For more information on the legalisation of documents you can also visit www.netherlandsworldwide.nl.

Statements

All statements must always be provided with a date and signed by the person who wrote the statement. For the sake of legibility the statements should preferably be typed.

Statements by you, the other parent, family members, friends and acquaintances have less evidential value than statements by independent persons and authorities. It is therefore important that you support the statements by you, the other parent, family members, friends and acquaintances with other objective supporting documents. If you send statements by family, friends or acquaintances, then you must also enclose a copy of a proof of identity of the person who wrote the statement. The Citizen Service Number (*BSN-nummer*) does not have to be visible.

Sending additional supporting documents

If you want to send additional documents yourself after you submitted your application, or if the IND requests additional supporting documents, you can upload them with your DigiD. You can also send them by post. Find out more about [Uploading documents](#) on our website.

3.1 Supporting documents to be enclosed (359)

NB! If you have several minor Dutch children, then you must enclose supporting documents of **all** minor Dutch children with your application. Also enclose the supporting documents of the minor Dutch children who were born after you received your current residence document. Read this page carefully and also see Situations 1 to 7.

Please enclose a **copy** of the following supporting documents with your application:

- Your valid passport or identity card.
If you do not have a passport or identity card, you must explain why you do not have a passport or identity card. Enclose other supporting documents with your application, issued by the authorities in your country of origin in order to make your nationality and identity plausible;
- Your minor Dutch child's Dutch passport or Dutch identity card;
- Your minor Dutch child's birth certificate or deed of recognition from which the relationship under family law between you and your minor Dutch child is evident. If you are unable to demonstrate the family relationship with a birth certificate/deed of recognition, you can for example send a copy of the results of a DNA test. The DNA test must be legally valid and performed by an accredited DNA laboratory (this is a laboratory that is recognised by the IND). Visit www.ilac.org for accredited laboratories abroad. You can also demonstrate the relationship under family law with other supporting documents and/or statements. If applicable, send documents of any adoption or foster care;
- Supporting documents showing that you have custody of your minor Dutch child, such as an excerpt from the custody register. If you do not have custody of your child you must explain why you do not have custody;
- Supporting documents showing that since the issue of your current residence document you have actually been caring for or cared for your minor Dutch Child in the Netherlands and/or abroad. For example:
 - A letter/statement by you in which you describe what your care and upbringing tasks are and how the family situation has been since the issue of your current residence document up to now. To support your statements, enclose as many objective supporting documents as possible (for example supporting documents from authorities).
Also answer the following questions in your own letter/statement:
 - What would change in your minor Dutch child's life if you were not allowed to reside in the Netherlands?
 - Are there any particulars that have to do with your minor Dutch child? (For example about the family, school, assistance, network, care and/or health);
 - A letter/statement by the other parent (if there is one) describing what your care and upbringing tasks are and how the family situation has been since the issue of your current residence document up to now. The other parent must have signed this statement. Also enclose a copy of the other parent's proof of identity with the application. This is needed to verify the signature;
 - Photos (copies, not originals) of you together with your minor Dutch child from the issue of your current residence document up to now. Also enclose photos on which your care and upbringing tasks can be seen through the months/years. Give an explanation of the photos;
 - Supporting documents/ statements from the Netherlands and abroad by, for example a GP, specialist and so forth, showing that since the issue of your current residence document you as a parent accompany and have accompanied your minor Dutch child during medical check-ups/treatments. It must be stated in the supporting document that you were present. It must also be stated on which dates you were present;
 - Supporting document/statements from the Netherlands and abroad by for example the school, sport club, childcare centre, sport coach, maternity assistant and so forth about the care and upbringing tasks you have performed for your minor Dutch child since the issue of your current residence document. They must also state which care and upbringing tasks you have and since when you have had these care and upbringing tasks;
 - Supporting documents showing that you maintain and have maintained your minor Dutch child financially since the issue of your current residence document. For example receipts of school supplies and clothing (please note that you must also demonstrate that you are actually the person who paid) or supporting documents showing that you transferred money for the care of your child;
- Supporting documents showing that you live with your minor Dutch child in the Netherlands. Please note! If your child is entered in the Personal Records Database (in Dutch: *Basisregistratie Personen* or BRP) of the municipality/local council, it has been sufficiently demonstrated that your child lives in the Netherlands and you do not have to enclose any supporting documents for this;
- Supporting documents showing that you and your minor Dutch child live at the same address. If you and your child do not live at the same address, then explain why you do not live together with your child in a letter/statement.

If one or more of the following situations apply to you, you must also enclose the following documents with your application.

Situation 1:

You are the father of the minor Dutch child and you do not have a registered partnership with your child's mother; or

You are the father of the minor Dutch child and you married or entered into a registered partnership with the mother after the birth of your child; and

You have not recognised your child.

Then also enclose with your application:

- Supporting documents from which it is evident that you have custody of your child, such as an extract from the custody register.

Situation 2: You have no longer lived together with your minor Dutch child (and the other parent) since the issue of your current residence document

Then also enclose with your application:

- The parenting plan or the parental contact arrangements containing agreements on the care and upbringing of your child, and supporting documents showing that you are keeping the agreements made.

Situation 3: You already have, or have had, a right of residence in the EU

Then also enclose with your application:

- A copy of the front and back of your residence document from the other EU Member State;
- State the basis on which you have/had a right of residence in the other EU Member State. If you stayed with a family member, then state the name of the family member and what your relationship is to this family member;
- Supporting documents from the authorities of the other Member State showing that your right of residence has lapsed/has been withdrawn. You also have to do this if the date on your residence document has expired, or if you believe/think that you no longer have a right of residence in the other EU Member State.

Situation 4: Since the issue of your current residence document, you have stayed outside the Netherlands for more than three months in one year. Fill in the country and the period(s) below

Country _____

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

Country _____

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

Situation 5: You have stayed abroad with your minor Dutch child since the issue of your current residence document

Then also enclose with your application:

- Proof of living together abroad;
- Proof that of a return journey to the Netherlands together (The booking confirmation, airline tickets and/or travel stamps from both passports).

Situation 6: You stayed abroad since the issue of your current residence permit while your minor Dutch child lived in the Netherlands

Then also enclose with your application:

- Supporting documents about your care and upbringing tasks in the period that you stayed abroad since the issue of your current residence document while your child lived in the Netherlands (for example screen shots of video and/or chat calls, money transfers for your child, airline tickets/travel stamps from visiting times from/to your child and so forth);
- Supporting documents about your care and upbringing tasks in the period(s) that you stayed abroad while your child lived in the Netherlands (for example screen shots of video and/or chat calls, money transfers for your child, airline tickets/travel stamps from visiting times from/to your child and so forth).

Situation 7: Your Dutch child has reached the age of majority since the issue of your current residence document

Then also enclose with your application:

- Supporting documents showing that your child who has reached the age of majority is dependent on you for residence in the EU. These must be special personal circumstances showing that you and your child cannot be separated in any way, for example specific (medical) characteristics in your child that see to it that he/she cannot stay in the EU without your presence;
- If none of the above-mentioned dependence due to special individual circumstances exist: supporting evidence showing how you give substance to the family life with your child who has reached the age of majority.

4 Signing by the applicant

- ✓ I am applying for verification against EU law and the issue of a certificate of lawful residence.
- ✓ I declare that I have filled in this form truthfully.
- ✓ I know that for the purpose of implementing the Aliens Act 2000 the personal details filled in will be processed and passed on to the authorities that need these details for that purpose.
- ✓ I will notify the IND immediately of changes in my situation/my child's situation that relate to the right of residence.

4.1 I submit this form and _____ (number) appendices/supporting documents.

4.2 Name _____

4.3 Town and date *Town* _____

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

4.4 Applicant's signature _____

5 Submitting the application

Please note! Do not submit the application until you have collected all documents that apply to your situation.

- Please check whether you have fully completed the form.
- Please check whether you have signed the form.
- Please make sure that you have enclosed all the requested copies of supporting evidence and documents. All information must be on paper (A4 format). Do not send original documents. Do not use staples or paper clips. Do not send USB sticks, CDs or DVDs.

Submit this application by post.

Send the completed form and all requested documents in 1 envelope to:

Immigration and Naturalisation Service
PO Box 16
9560 AA Ter Apel