



## Application for the purpose of residence of 'exchange - au pair' (recognised sponsor) (400)

### 1 Who can submit this application?

You can only use this form if you have been recognised as sponsor by the IND or are the authorised representative of the recognised sponsor.

> *Please tick the applicable situation*

It concerns an application for the following procedure:

- Procedure for Entry and Residence: the au pair still lives abroad and is obliged to apply for a regular provisional residence permit;
- Procedure for a regular residence permit: the au pair is not obliged to apply for a regular provisional residence permit and resides in the Netherlands or still abroad;
- Changing the residence permit (together with extending the validity of the residence permit): the foreign national already has a residence permit and wants to change his residence permit into the purpose of residence of 'exchange - au pair'.

### 2 Details of the recognised sponsor

*Write in block letters*

2.1 Name of au pair agency \_\_\_\_\_

2.2 Name of contact person \_\_\_\_\_

2.3 E-identification number (if known) \_\_\_\_\_

2.4 Telephone number (including country code)

Country code	Telephone number
+	

2.5 E-mail of contact person \_\_\_\_\_

2.6 Registration number (Dutch or foreign Commercial Register)

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### 3 Details of the au pair

*Write in block letters*

3.1 V-number (if known)

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3.2 Citizen Service Number (if known)

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3.3 Name (as stated in the passport)

*Surname*

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*First names*

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3.4 Sex  Male  Female

3.5 Date of birth

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

3.6 Place of birth \_\_\_\_\_

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

3.8 Nationality \_\_\_\_\_

3.9 Civil status  unmarried (single or cohabiting)  married  registered partnership  divorced  widow/widower

3.10 Details passport

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

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

*Valid from*

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

*to*

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

3.11 Address abroad, or, if the au pair already resides in the Netherlands, the address in the Netherlands

*Street* \_\_\_\_\_

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

*Postcode*

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*Place* \_\_\_\_\_

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

3.12 Telephone number \_\_\_\_\_

3.13 E-mail \_\_\_\_\_

## 4.1 Details of the principal person 1 of the host family

Write in block letters

4.1 Citizen Service Number

4.2 Name  
(as stated in the passport)

*Surname*

*First names*

4.3 Sex

- Male  
 Female

4.4 Date of birth

*Day* *Month* *Year*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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4.5 Place of birth

4.6 Country of birth  
(as stated in the passport)

4.7 Nationality

4.8 Civil status

- unmarried (single or cohabiting)  
 married  
 registered partnership  
 divorced  
 widow/widower

4.9 Home address

*Street*

*Number*

*Postcode*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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*Town*

4.10 Telephone number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 4.2 Details of the principal person 2 of the host family (if applicable)

*Write in block letters*

4.11 Citizen Service Number

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

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*First names*

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4.13 Sex  Male  
 Female

4.14 Date of birth

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

4.15 Place of birth

---

4.16 Country of birth (as stated in the passport)

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4.17 Nationality

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4.18 Civil status  unmarried (single or cohabiting)  
 married  
 registered partnership  
 divorced  
 widow/widower

4.19 Home address *Street*

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*Number*

---

*Postcode*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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*Town*

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4.20 Telephone number

## 5 Statement on conditions

I state the following:

- By completing this form, the au pair agency will present itself as sponsor for the above au pair as referred to in Article 2a of the Aliens Act.  Yes  No
- The au pair agency has a signed description - agreed between the au pair and host family -of the schedule for the day (including the nature and scope of the au pair's work with the host family).  Yes  No
- The au pair agency did not provide any incorrect details upon a previous application for a residence permit.  Yes  No
- The host family comprises at least 2 persons.  Yes  No
- The host family where the foreign national resides as au pair has lasting and sufficient means of support.  Yes  No
- The host family and the au pair have signed the Au Pair Awareness Declaration.  Yes  No
- The principal person(s) of the host family lawfully reside in the Netherlands.  Yes  No
- The au pair has filled out and signed the antecedents certificate.  Yes  No
- In the antecedents certificate the au pair has stated that he or she has no antecedents.  Yes  No
  - > If the antecedents certificate is not signed and / or if the au pair has not declared that he or she has no antecedents, then enclose the antecedents certificate to the application.
- The au pair is not married and has not entered into a registered partnership. This is demonstrated by a declaration issued by the competent authorities of the country of origin. This statement must not be older than six months at the time the application is submitted.  Yes  No
- The au pair is 18 years or older, but younger than 26 years at the time the application is submitted.  Yes  No
- The au pair does not have custody of children or foster children. This is demonstrated with a declaration of the au pair himself/herself. This declaration is included in the administration of the au pair agency.  Yes  No
- The au pair intends to undergo (if necessary) a TB test within 3 months after having arrived in the Netherlands (only applicable in case of first admission).  Yes  No
- The au pair has not performed any work for the host family before.  Yes  No
- The au pair has not been a holder of a residence permit under a restriction connected with an exchange before.  Yes  No
- The au pair has not paid any deposit to a (Dutch or foreign) intermediary agency or exchange organisation  Yes  No
- The au pair did not sign any contract with a host family or a (Dutch or foreign) intermediary agency or exchange organisation under which he/she is obliged to pay money or a fine as a sanction for failing to comply with one or more stipulations of this contract.  Yes  No
- The au pair did not pay more than € 34 for, for example, registration fees and/or fees for intermediary services and/or taking a course (prescribed by the own government) as a preparation for the stay in the Netherlands  Yes  No
- The au pair will not carry out any tasks for persons who are in need of more special care, which requires specific skills.  Yes  No
- The timely departure of the au pair is reasonably guaranteed.  Yes  No

## 6 Entry date (if a regular provisional residence permit is required)

The entry date will be the start date of the residence permit. If the entry date is unknown the residence permit starts the day after issuing the regular provisional residence permit.

- 6.1 Entry date  Entry date unknown  
 Entry date

Day	Month	Year

## 7 Place of collection of regular provisional residence permit

(only if the au pair enters with a regular provisional residence permit)

Dutch embassy or consulate in the country of origin (or country of continuous residence).

If no Dutch embassy or consulate is available, then you need to collect the regular provisional residence permit in the nearest country where a Dutch embassy or consulate is available.

- 7.1 Place \_\_\_\_\_
- 7.2 Country \_\_\_\_\_

## 8 Location where the residence permit is collected

Please indicate below the location where the au pair will collect the residence permit

- Amsterdam  's-Hertogenbosch (Den Bosch)  Den Haag  
 Maastricht (IND Service Point)  Zwolle

## 9 Signing by sponsor

- ✓ I declare that I have completed this form fully and truthfully.
- ✓ I declare that I am aware of the rights and obligations of recognised sponsors according to the applicable laws and regulations, and related sanctions for failing to comply with the obligations.

- 9.1 Name \_\_\_\_\_
- 9.2 Position \_\_\_\_\_
- 9.3 Place, country and date *Place and Country*

Day	Month	Year

- 9.4 Signature (by a person authorised for this purpose) \_\_\_\_\_

## 10 Means of evidence and documents

Please enclose the following documents with this form:

- A copy of the au pair's passport (only the identity details and stamped pages);
- The completed appendix direct debit collection;
- Procedure for a regular residence permit, the foreign national resides in the Netherlands and has a nationality whereby he will need a Regular Provisional Residence Permit;
- A copy of a valid residence permit issued by another Schengen member state\*.

\* Visit [www.netherlandsworldwide.nl](http://www.netherlandsworldwide.nl) to find out which countries belong to the Schengen area.

If the antecedents certificate is not signed and / or if the au pair has not declared that he or she has no antecedents:

- The antecedents certificate.

## 11 Biometric information (fingerprints, passport photo) and signature

The au pair must have his fingerprints and facial image (passport photo) taken to determine his identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature of the au pair. See the appendix Fingerprints, passport photo and signature.

## 12 Submitting the application and payment

You have collected, copied and enclosed all the means of evidence necessary for the application. Proceed to the appendix: "Submitting and paying for the application (by the sponsor)"

### 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.







## Appendix Antecedents Certificate

### Who should complete this appendix?

Pursuant to Articles 3.77, paragraph 11 and 3.86, paragraph 18 of the Aliens Decree, every foreign national aged 12 years or older must complete this appendix.

*Please note!* This statement consists of 2 pages. You must complete **both** pages.

### 1 Declaration of the foreign national

On this form you fill in whether you have ever committed a crime or a criminal offence. These are crimes committed in the Netherlands and criminal offences committed outside the Netherlands. You must answer the questions with *Yes* or *No*. Not completing the form truthfully or failing to report is a criminal offence. This can lead to a sanction. Your answers may have consequences for your application or for a residence permit that you have previously received.

> *Please tick the applicable situation*

Are you currently being prosecuted for committing a crime in the Netherlands? Or for committing a criminal offence abroad?  Yes  No

Have you ever been sentenced to a fine, community service, penalty order by a public prosecutor, custodial measure or imprisonment or have you accepted an out-of-court settlement for committing a crime in the Netherlands? Or have you ever been convicted of committing a criminal offence abroad?  Yes  No

Have you ever committed a crime, or have you been involved in a crime as referred to in Article 1F of the 1951 Geneva Convention on Refugees? Like a murder, war crime, genocide, terrorist crime or crimes against humanity?  Yes  No

Have you received an entry ban from one of the countries of the EU/EEA or Switzerland?\*  Yes  No  
Or a measure similar to an entry ban?

\* *This is a ban on travel to the Netherlands, the EU / EEA or Switzerland.*

Have you submitted incorrect data during earlier residence procedures in the Netherlands?  Yes  No

Have you ever stayed illegally in the Netherlands?  Yes  No

> *Have you ticked Yes for one or more questions? Then explain why.*

## 2 Signature of the foreign national

- ✓ I have completed this form truthfully.
- ✓ I know that the IND can reject my application or withdraw my residence permit if I have ever been convicted of committing a crime.
- ✓ If something changes in my situation through which my statements on this form are no longer correct, I will notify the IND as soon as possible. I do this within four weeks after the change in my situation.

2.1 V-number (if known) 

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2.2 Name 

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2.3 Date of birth 

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

2.4 Place and date *Place* 

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

2.5 Signature 

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## Appendix Fingerprints, passport photo and signature

***Please do not enclose this appendix with the form!***

For every new application you submit, the IND needs your photo, signature and fingerprints. The IND uses these biometric details to establish your identity and make your residence document. We do not need new biometrics in the following situations:

- Your biometrics have been taken at an IND desk or embassy abroad less than 6 months ago.
- You apply for a Foreign Nationals Identity Document (Type W and Type W2). Your biometrics have been taken at an IND desk or embassy abroad less than 5 years and 3 months ago. With a Foreign Nationals Identity Document you show that you are allowed to be in the Netherlands because you are waiting for a decision on your application. The IND then reuses old biometric details.

In all cases, the foreign national must bring a valid passport (this can also be a foreign national passport or a refugee passport) or ID card of the EU, EEA or Switzerland.

### **Situation: application starts when the foreign national is abroad**

#### **1. Entry and Residence procedure**

- The sponsor (in the Netherlands) will have submitted the application for a residence permit for the foreign national (who is still abroad).
  - When taking the basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints. The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.
  - If the foreign national does not have to take a basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints when collecting the Regular Provisional Residence Permit (mvv). The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.

#### **2. Application for a Regular Provisional Residence Permit (mvv) by the foreign national**

- The foreign national has submitted the application for a Regular Provisional Residence Permit to the Dutch embassy or the consulate in the country of origin or long-term residence.
  - When submitting the application, the employee of the Dutch embassy or consulate makes a scan of the passport photo and takes the fingerprints. The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.

#### **3. Application for temporary Regular Residence Permit for persons who do not require a Regular Provisional Residence Permit**

- If an application is submitted in the Netherlands by a (recognised) sponsor for a foreign national who does not require a Regular Provisional Residence Permit, then the foreign national must go to an Immigration and Naturalisation Service (IND) desk immediately after arrival in the Netherlands. The Immigration and Naturalisation Service (IND) employee will make fingerprints and a passport photo and the foreign national will be required to place his signature. You have to make an online appointment via the website [www.ind.nl](http://www.ind.nl).

## **Situation: application starts when the foreign national is in the Netherlands**

### **1. The application is submitted by post**

- The foreign national or sponsor sends the application by post to the IND. He will then receive a letter from the IND. This letter states whether the foreign national must have his fingerprints taken and that he must have a passport photo taken and place his signature. For this, the foreign national makes an appointment online at an IND desk. The addresses and opening times of the IND desks can also be found on [www.ind.nl](http://www.ind.nl). If the application form notes that the foreign national will collect the residence permit at an expat centre, then he can also have a passport photo and his fingerprints taken there. Please check [www.ind.nl](http://www.ind.nl) for how to make an online appointment. The addresses and opening hours of the Expat Centres can be found at [www.ind.nl](http://www.ind.nl).

### **2. The foreign national submits the application in person**

- The foreign national submits the application personally at the IND desk. A passport photo is made at the desk and fingerprints are taken if necessary. The foreign national must also place his signature there. The application can only be submitted to the IND desk by appointment. To make an appointment, visit [www.ind.nl](http://www.ind.nl).

### **Processing of personal data**

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

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

Below, you can read how you can submit and pay for the Entrance and Residence Procedure (TEV procedure), the application for a residence permit (without a regular provisional residence permit) or a change to the restriction on the residence permit. *Please note!* If the foreign national relies on an exemption from the requirement to apply for a regular provisional residence permit you cannot send the application by post. In that case, the foreign national must always submit the application to the IND Desk in person. Please visit [www.ind.nl](http://www.ind.nl) for the ways you can contact the IND.

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

You send the application form, the appendices and the requested evidence to the IND by post. Never send any original evidence. You must send clearly readable and full copies of the original evidence. 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 5  
9560 AA Ter Apel**

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

**Immigratie- en Naturalisatiedienst  
Postbus 16  
9560 AA Ter Apel**

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

An application is not free of charge. The costs depend on the purpose of the residence applied by you. After the IND has received your application, you will receive a letter stating the amount and the manner in which you have to pay (unless you use a direct debit collection) (*direct debit collection is not available for private persons, non-recognised sponsors, recognised sponsors relating to 'exchange' established in another Member State of the EU, EEA or Switzerland and applications for recognition as sponsor*). Here, you can find no information about the costs or any exemption from having to pay fees. Please visit [www.ind.nl](http://www.ind.nl) if you want to know the costs beforehand. If the assessment of your application shows that you do not qualify for the residence permit applied for, you will not receive a refund.

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

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

### **Providing correct information**

*Providing incorrect information or withholding relevant information may lead to withdrawal of the permit. If punishable offences are observed, the IND reports this to the police.*

### **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.

### **Processing of personal data**

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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. The IND does not accept a form that is not filled out completely or illegibly. (Version 2018b)

## Appendix Direct debit collection

(One time authorisation - SEPA)

Complete and sign the form. Do so for each foreign national separately. (Direct debit is only available for recognised sponsors and their authorised representatives. This paying method is not available for applications for recognition as sponsor.) IND debits your account for legal fees to be paid within three months stating the ID and reference of the collecting officer.

(Debit collection takes place per foreign national and per procedure). 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](http://www.ind.nl/fees)

### 1 Details of collecting officer

1.1	Name	Immigration and Naturalisation Service
1.2	Postal address	PO Box: 5 Postcode: 9560 AA Town: Ter Apel Country: Netherlands
1.3	ID Collecting Officer	NL77ZZZ507204570001
1.4	Authorisation Reference	(future) invoice number of the application

### 2 Details of the bank account from wich the fees are debited

> The IND only accepts authorisations for Euro accounts (SEPA).  
Fill in the details of the paying party and not the details of the bank.

2.1	Name account holder	
	Street	Number
2.2	Postal address	
	Postcode	Town
2.3	IBAN	
2.4	BIC	

### 3 Details of the foreign national

3.1	Name	Surname as stated in the passport
	Name	
	Name	First names
	Name	
3.2	Date of birth	Day Month Year

## 4 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.

4.1	Name	_____		
		Place	Day	Month
4.2	Place and date	_____		
		Signature account holder	Stamp (optional)	
4.3	Signature account holder (by a person authorised for this purpose) and company/organisation stamp	_____		

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