



## Application for extension of residence permit for residence as family member or relative (sponsor)

### **Please note!**

Please print the form in **A4 format** and in **actual size**. You must send this cover page with the application. This prevents delays in processing your application!

### **Online application form**

It is also possible to submit and manage this application online. Start the online application on [www.ind.nl/en](http://www.ind.nl/en). Choose the button 'Decision aid' and log on with your DigiD and an SMS notification code.

Please read the explanation before you start to fill out the form.

### **Filling-in instructions**

In order to be able to assess your application quickly and carefully in terms of content, the Immigration and Naturalisation Service uses scanning software with which your application is recorded in the immigration administration system. To support this, this form is equipped with a number of features, including a barcode and so-called "adjustment fields" in the corners of each page. The following is important for a good scan of your application:

1. When filling out this form, use only an HB pencil or pen with black or blue ink.
2. Write only in the space provided behind or below each question. Do you need more space? Then add a separate page on which you state your personal data and indicate to which question the added text belongs.
3. When you are presented with a choice where you have to choose between different answer options, keep the following instruction.

Check the box of your choice (as with "b")

a...  b...  c...  d...

You want to change your choice? Then make the box of your first choice completely black and then tick the desired box.

a...  b...  c...  d...



### **For whom is this form intended?**

You can use this form if you are the sponsor of a foreign national who has a regular residence permit with the purpose of residence 'residence as family member or relative'. You can use this form to submit an application on behalf of the foreign national in order to extend the period of validity of this residence permit.

### **Why use this form?**

The Immigration and Naturalisation Service (IND) sends, approximately 3 months before the validity of the current residence permit expires, a service letter to notify you about the expiration date of your residence permit. The letter states that you have the possibility to extend your residence permit online via the website. For more information check 'Apply online' on [www.ind.nl](http://www.ind.nl). Can you or do you prefer not to submit the application online? You can then use this form.

Make sure that this application is received by the IND in time. Therefore, submit the application before the validity of the foreign national's current residence permit expires. *Please note!* Do not submit the application later than 4 weeks after the expiry date of the residence permit. This is important to prevent the foreign national encounters a residence gap. A residence gap is an interruption in your residence. This has consequences for any subsequent procedures. Do not submit an application if the residence permit is still valid for more than 3 months. The IND will disregard an application which is submitted earlier than 3 months before the expiration date of the residence permit.

The IND assesses the application and decides whether the foreign national is eligible for extension of the period of validity of the residence permit. Whether and for how long the period of validity of the residence permit is extended depends on the situation. The foreign national will only be eligible for extension of the period of validity of the residence permit if:

- he/she has a valid temporary Dutch residence permit at that moment; and
- he/she wants to extend the period of validity of the residence permit with the same purpose of residence; and
- there are no changes to the situation of the foreign national that would affect the right of residence.

### **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, signed 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.

### **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 Declarations

## 1.1 Declaration of Circumstances

> Please tick the applicable situation(s). This relates to changes that may affect the right of residence. Always enclose means of evidence together with your application.

- Since the current residence permit was issued, there have been no changed facts or circumstances that might affect the right of residence of the foreign national; or
- Since the current residence permit was issued, there have been changes to the facts and circumstances that might affect the right of residence of the foreign national, namely:
  - The family situation of the foreign national or of yourself has changed, namely by:
    - You and the foreign national do not live on the same address
    - Marriage/registered partnership
      - > Enclose a copy of the marriage certificate/registration. Is the marriage or registered partnership registered with the municipality (BRP) in the Netherlands? If so, you do not have to enclose a copy of the marriage or registered partnership certificate.
    - New relationship
      - > Please note! Do not submit this form. Contact the IND
    - Ending of marriage/relationship
      - > Please note! Do not submit this form. Contact the IND
  - The income situation of you or the foreign national has changed.
    - > Enclose the means of evidence cited in the 'Proof of income' appendix.
  - Other, namely:

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## 1.2 Antecedents Certificate

> Please tick

- The foreign national has recently signed an antecedents certificate
  - > Enclose the certificate signed by the foreign national

## 1.3 Declaration of Passport requirement

> Please tick the applicable situation and fill in

- Yes, the foreign national has a valid passport.

Details of the passport

Number

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Country

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Valid from (date)

Day Month Year

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

to (date)

Day Month Year

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

- No, the foreign national has no valid passport.
  - > Explain why the foreign national has no valid passport

- 
- If the foreign national is issued with a new residence permit, then he/she will need to take his/her passport with him/her when collecting the new residence pass. Without a valid passport, the foreign national will not be issued with his/her residence document, unless he/she is exempted from the passport requirement.
  - If the foreign national was exempted from the requirement of having a valid passport at the time of issue of the current permit, or is temporarily exempted from this requirement, then he/she must hand over a copy of his/her valid passport (if he/she has taken possession of his/her passport in the meantime), or enclose a declaration showing that there are no changed circumstances and that he/she still cannot receive a valid passport from the authorities.
  - If the foreign national has a residence permit on grounds of residence as a foreign national who cannot leave the Netherlands through no fault of his/her own, he/she is not required to complete this declaration.

#### 1.4 Main residence

> Please tick the applicable situation and fill in the details requested, if applicable.

- Since the start date of my current residence permit, I have been outside the Netherlands for a period of more than 6 months consecutively. Please enter the country and period below.
- Since my stay in the Netherlands, for 3 years in a row, I have been outside the Netherlands for a period of more than 4 months consecutively. Please enter the countries and periods below.
- Neither of the above situations.

Country \_\_\_\_\_

Period from

Day	Month	Year

to

Day	Month	Year

Country \_\_\_\_\_

Period from

Day	Month	Year

to

Day	Month	Year

Country \_\_\_\_\_

Period from

Day	Month	Year

to

Day	Month	Year

## 2 Choose the purpose of residence

### Choose the purpose of residence of the permit for which you want to extend the period of validity.

You can only extend one residence permit with this form. If you want to extend residence permits for more than one family member, then you must complete separate forms for each family member. If you choose more than one purpose of residence, then (possibly) your application will be no longer valid. If you are in doubt, 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 IND website at [www.ind.nl](http://www.ind.nl) for the conditions for extending the residence permit.

> Please tick the applicable situation

The foreign national has a residence permit for:

- stay for the purpose of carrying out family life in accordance with Article 8 of the ECHR (334 - 516)
  - > Proceed to 3 'Means of evidence'
- stay with spouse or (registered) partner (320)
- stay with partner (322)
- stay with parent(s) (326 - 328)
- extension of family reunification (parent with a child, children aged 18 and over with a parent, other family members) (330 - 332)
- stay with a foreign national minor who holds a temporary asylum residence permit (347)
- stay with foster parent(s) (352)
- stay with adoptive parent(s) (350 - 355 - 356)
- stay with the holder of a medical residence permit (415 - 416 - 417 - 418)
- stay with an under-age foreign national because of a family supervision order by the juvenile court (408)
  - > Proceed to 4 'Biometric information (fingerprints, passport photo) and signature'

## 3 Means of evidence

By 2 'Choose the purpose of residence' you ticked the box stating that you want to extend the period of validity of the foreign national's residence permit for the purpose of residence of 'staying to carry out family life in accordance with Article 8 of the ECHR'. If the foreign national wants to extend the period of validity of this permit for carrying out family life with his/her minor child, then you must enclose with your application means of evidence showing in what way the foreign national carries out his/her family life with his/her minor child.

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

The foreign national 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 foreign national. See the appendix Fingerprints, passport photo and signature.

NB. No fingerprints are taken from children younger than 6 years of age, only a passport photo is required.

## 5 Your personal details (the sponsor)

*Write in block letters*

5.1 V-number (if known)

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

5.2 Citizen Service Number (if known)

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

5.3 Name  
(as stated in the passport)

*Surname*

\_\_\_\_\_

*First names*

5.4 Sex

- Male  
 Female

5.5 Date of birth

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

5.6 Place of birth

\_\_\_\_\_

5.7 Country of birth  
(as stated in the passport)

\_\_\_\_\_

5.8 Nationality

\_\_\_\_\_

5.9 Civil status

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

5.10 Home address

Street

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Number

---

Postcode

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

Town

5.11 Telephone number

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

5.12 E-mail

5.13 Residence status

- 
- Dutch nationality \*
  - Privileged
  - Residence Permit
  - Waiting for the application for a residence permit to be dealt with
  - None

*\* If you have Turkish nationality besides Dutch nationality, and you wish to appeal to the Convention between the European Union and Turkey, you must enclose a copy of one of the supporting documents below. The document must have been issued after you have obtained Dutch nationality:*

- the page from your Turkish passport that contains your personal details and passport photo; or*
- your Turkish identity card (Nüfus); or*
- a statement from the Turkish authorities confirming your Turkish nationality.*

## 6 Details of the foreign national

Write in block letters

6.1 V-number (if known)

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

6.2 Citizen Service Number (if known)

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

6.3 Name  
(as stated in the passport)

*Surname*

*First names*

6.4 Sex

- Male  
 Female

6.5 Date of birth

*Day*      *Month*      *Year*

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

6.6 Place of birth

6.7 Country of birth  
(as stated in the passport)

6.8 Nationality

6.9 Civil status

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

6.10 Home address

*Street*

*Number*

*Postcode*

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

*Town*

6.11 Telephone number

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6.12 E-mail



## 7 Signing

- ✓ I am requesting the Immigration and Naturalisation Service (IND) to extend the period of validity of the residence permit.
- ✓ I declare 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 the situation, which will affect the right of residence, within 4 week to the IND with the 'Notification form for family members and relatives'. I am aware that if I do not do this, it may affect the right of residence of the foreign national or that an [administrative fine](#) might be incurred.

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

7.2 Name \_\_\_\_\_

7.3 Place and date

*Place*

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

7.4 Signature \_\_\_\_\_

## 8 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 for extension'.





## 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) 

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

2.2 Name 

---

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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### 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 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 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  
*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*  
\_\_\_\_\_

## 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

Day	Month	Year

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

<i>Hours per week by contract</i>			<i>Hours per week actually</i>		

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*

*Day*  *Month*  *Year*

4.5 Signature and stamp of company/institution *Signature*

*Stamp of company/institution*

### Processing of personal data

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## Appendix Proof of income

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

This list shows indicates which means of proof of income are needed to assess the application. The application form indicates the person of whom you must enclose proof of income with your application. The proof of income must be enclosed as a copy.

*Please note!* The IND may check the correctness of your wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).

**You have or your (registered) partner has an employment contract that is valid for at least 1 year at the time of the application; or**

**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) and/or appointment approval(s);
- The completed and signed Appendix/Appendices employer's declaration which must not be older than 3 months;
- Payslips over the past 3 months.

*Please note: If you regularly earn more than evidenced by your employment contract due to irregular income (e.g. overtime), attach your pay slips for the past 12 months*

*If you are paid by a third party from a Personal Budget:*

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB).

**You are applying for a residence permit for residence as a family member or relative, a residence permit for long-term residents EC, or a permanent regular residence permit.**

**Both conditions under 1 and 2 must apply to your situation. If this is not the case, you must enclose the evidence as indicated under one of the other categories.**

You or your (registered) partner

1. have/ has, at the time of the application, income from paid employment at least 6 months, but less than 1 year; or will receive a benefit under the Unemployment Insurance Act (WW) or Sickness Benefits Act (ZW) for at least 6 months, but less than 1 year; and
  2. have/has in the 12 months prior to the application only received income from paid employment or a benefit under the Unemployment Insurance Act (WW) or Sickness Benefits Act (ZW).
- At least 1 of the following means of proof:
    - Your current employment contract(s) and/or appointment approval(s), showing that you have work; or
    - A statement from the employer (for example the employment agency) showing that the income from paid employment will be available for another six months;
  - The completed and signed Appendix/Appendices employer's declaration which must not be older than 3 months;
  - Over the past 12 months:
    - all salary slips; and
    - the annual income statement; and
    - the (temporary) employment contract(s) and/or appointment approval(s); or
    - all specifications of unemployment and sickness benefits.

**You have or your (registered) partner has an employment contract that is valid for less than 1 year at the date the IND receives the application**

- Your current employment contract(s) and/or appointment approval(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/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received.

**You or your (registered) partner work(s) 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) and/or appointment approval(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/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received.

**You or your partner have a residence permit for the employment as an essential start-up employee**

- an employment contract indicating the nature of the work and the salary;
- a contract signed by both parties (company and essential staff member) indicating the form, the percentage, and the conditions of the employee participation and the associated participation scheme.

**You are or your partner is a researcher pursuant to Directive (EU) 2016/801, 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.

**You have or your (registered) partner has a (supplementary) benefit**

- The letter from your benefits agency granting your benefit;
- The most recent specification of benefits received.

**You are or your (registered) partner is 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.

*If you are paid by a third party from a Personal Budget:*

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB)

*If you are self-employed under the Dutch-American Friendship Treaty or the Dutch-Japanese Trade Treaty:*

- Documentary evidence that you have invested a substantial capital in your company/enterprise. For a sole proprietorship, general partnership (VOF), limited partnership (CV) or private limited liability company (BV) a minimum capital of € 4,500 applies. For a public limited company (NV) a capital investment of at least €11,250 applies.

**You are or your (registered) partner is director-major shareholder of a company**

- The official documents showing your interest in the company (ownership percentage);
- A copy of your employment contract (or contracts if you have several jobs). Please note: if you are a sponsor and you do not have an employment contract with the B.V., you are regarded as a self-employed person and you must enclose the supporting documents belonging to a self-employed person;
- 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).

**You have or your (registered) partner has an income from own funds**

- A tax statement of the year preceding this application for residence permit.
- the most recent final assessment income tax as issued to you by the Tax and Customs Administration;
- the most recent provisional assessment income tax, only if you have applied for it and have received it from the Tax and Customs Administration; and/or
- documentary evidence showing the own funds at the time of submitting the application.

**Exemption from the means requirement**

In the situations below, the IND assesses whether you qualify for exemption from the means requirement.

**You submit an application for the purpose of residence as a family member or relative. The sponsor is permanently and fully unable to work**

*The sponsor receives a WAO, WAZ or Wajong benefit*

- 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);
- The most recent reassessment;
- A letter from the benefits agency stating the date of reassessment.

*The sponsor receives benefit under the WIA or the Wet Wajong*

- 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.

*The sponsor is permanently incapacitated for work but does not receive a WAO, WIA, WAZ, Wet Wajong or Wajong benefit.*

- 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.

*The sponsor has a wsw indication*

- Proof of a valid wsw indication.

*The sponsor has an indication of a job agreement (indicatie banenafspraak) for at least 2 years on the basis of the act 'Wet banenafspraak en quotum arbeidsbeperkten'*

- An indication job agreement (banenafspraak) issued by the UWV.

**You submit an application for the purpose of residence as a family member or relative. The sponsor receives social assistance benefit and is permanently exempted from the obligation to accept work**

- All decisions over the past 5 years and any correspondence with the municipality showing that the sponsor is exempted from all obligations to work
- Proof showing that a labor integration is not to be expected within one year.

### **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 Declaration on income of self-employed person

This declaration is used to determine whether the self-employed person has long-term and independent, sufficient of support in the meaning of the Aliens Act 2000. Fill in this declaration if you are applying for a residence permit or a short stay visa and you, as a foreign national or sponsor, have an income as a self-employed person. Include, as a part of this declaration (under 5) a signed compilation report from an administrator/accountant. Enclose the completed and signed declaration, including the compilation report, 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 self-employed person

*Write in block letters*

1.1	V-number (if known)	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																													
1.2	Name (as stated in the passport)	<i>Surname</i> <hr/> <i>First names</i> <hr/>																													
1.3	Date of birth	<table border="1"><tr><td colspan="3"><i>Day</i></td><td colspan="3"><i>Month</i></td><td colspan="3"><i>Year</i></td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>	<i>Day</i>			<i>Month</i>			<i>Year</i>																						
<i>Day</i>			<i>Month</i>			<i>Year</i>																									
1.4	Place of birth	<hr/>																													
1.5	Country of birth (as stated in the passport)	<hr/>																													
1.6	Nationality	<hr/>																													
1.7	Home address	<i>Street</i> <hr/> <i>Number</i> <hr/> <i>Postcode</i> <hr/> <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <i>Town</i> <hr/>																													
1.8	Name of the company	<hr/>																													

1.9 Visiting address

Street

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Number

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Postcode

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Town

1.10 Chamber of Commerce registration number

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## 2 Details of the administrator/accountant

*Write in block letters*

2.1 Name accountant

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2.2 Professional title

- Advisor from the Netherlands Association of Accounting and Tax Experts (Accounting +Tax Expert)
- Registered accountant
- Tax consultants from the Tax Consultants Register
- Accounting consultant
- Other, namely:

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2.3 BECON number of Tax and Customs Administration

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2.4 Telephone number Accountant

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2.5 Visiting address

Street

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Number

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Postcode

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Town

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### 3 Income from business activities

Write in block letters

#### Explanation of the calculation of profits or share in the profits

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.

Please note! This explanation goes with 3.2, 3.5 and 3.12

#### Current financial year, immediately preceding the time at which the application was submitted

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

3.1 The data included at 3.2 and 3.3 relate to the period (from/to)

from

Day	Month	Year

to

Day	Month	Year

3.2 Profits or share in the profits from business activities over the above period (see explanation)

€									
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3.3 Annual income mentioned at 3.2 gross profits divided by the number of months stated

€									
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#### Most recently closed financial year, immediately preceding the time at which the application was submitted

3.4 Financial year (from/to)

from

Day	Month	Year

to

Day	Month	Year

3.5 Profits or share in the profits from business activities in accordance with the financial statements (see explanation)

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3.6 Amount stated at 3.5, divided by the number of months in the most recently closed financial year

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3.7 Corrections of the above (share in the) profits from business activities for taxable profit\*

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3.8 Taxable profit\* 

€																			
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3.9 Status of processing of tax return by the Tax and Customs Administration  
Please enclose from the last completed financial year and the current financial year a copy of:  

- the profit and loss account;
- the income tax return;
- the provisional and final assessment imposed by the Tax and Customs Administration (as a result of this return).

3.10 If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?  
 Yes  
 No  
> Please enclose an explanation in a separate appendix

**Next-to-last closed financial year**

3.11 Financial year (from/to)  
from 

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

	<i>Day</i>		<i>Month</i>		<i>Year</i>														
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3.12 Profits or share in the profits from business activities in accordance with the financial statements (see explanation) 

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3.13 Amount stated at 3.12, divided by the number of months in the most recently closed financial year 

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3.14 Corrections of the above (share in the) profits from business activities for taxable profit\* 

€																			
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3.15 Taxable profit\* 

€																			
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3.16 Status of processing of tax return by the Tax and Customs Administration  
Please enclose from the next-to-last closed financial year a copy of:  

- the profit and loss account;
- the income tax return;
- the provisional and final assessment imposed by the Tax and Customs Administration (as a result of this return).

3.17 If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?  
 Yes  
 No  
> Please enclose an explanation in a separate appendix

(\*only for any inspection by the IND)

## 4 Signing by the self-employed person

I, the undersigned, hereby truthfully declare, as a self-employed person, to have acquired income from my own business in accordance with the above information.

4.1 Place and date *Place*

---

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

4.2 Signature

---

## 5 Compilation report administrator/accountant

Our client for this compilation report is the self-employed person mentioned under 1. of this declaration, and also signatory of this form under 4, namely:

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

---

*First names*

---

5.2 Name of the company

---

5.3 Chamber of Commerce  
registration number

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further referred to as: client

This compilation report is part of the declaration on income of self-employed person. Our client has this declaration on income of self-employed person filled in and signed for the purpose of an application procedure at the IND. This report is compiled by us for our client on behalf of the IND, with the aim of assessing whether the resource requirement has been satisfied for compliance with the applicable standard<sup>1</sup>. As a result, the statement may not be suitable for another purpose. The statement is intended solely for our client and the IND and should not be distributed to or used by other parties.

This compilation report, in accordance with the applicable regulations<sup>2</sup>, refers to the information under section 3 Income from business activities. This information is compiled by us based on the information provided by our client.

This compilation engagement has been performed by us in accordance with Dutch law, including the Dutch Standard 4410H, 'Compilation engagements', which is applicable to accountants<sup>3</sup>. The standard requires us to assist the client in the preparation and presentation of section 3 Income from business activities of the declaration on income of self-employed person. To this end we have applied our professional expertise in accounting and financial reporting.

In a compilation engagement, the client is responsible for providing us with all relevant information and the client is also responsible for ensuring the information is correct. Therefore, we have conducted our work, in accordance with the applicable regulations<sup>4</sup>, on the assumption that the client has fulfilled his responsibility.

To conclude our work, we have read section 3 of the declaration to consider whether the statement as presented correspond with our understanding of the client. We have not performed any audit or review procedures which would enable us to express an opinion or a conclusion on section 3 of the declaration.

During this engagement we have complied with the relevant ethical requirements prescribed by the 'Verordening Gedrags- en Beroepsregels Accountants' (VGBA, Dutch Code of Ethics)<sup>5</sup>. You and other users of

this statement may therefore assume that we have conducted the engagement in a professional, competent and objective manner and with due care and integrity and that we will treat all information provided to us as confidential.

### Signing

5.4 Name of administration/  
accountants office \_\_\_\_\_

5.5 Place and date Place \_\_\_\_\_

Day		Month		Year		

5.6 Signature of administrator/  
accountant \_\_\_\_\_

<sup>1</sup> See article 16 paragraph 1 (c) of the Aliens Act.

<sup>2</sup> For members of the NBA (The Royal Netherlands Institute of Chartered Accountants), the NOAB (Netherlands Association of Financial and Tax Experts) and RB (Register of Tax Advisers).

<sup>3</sup> And/or other applicable regulations, for example, if the administrator is a member of NOAB, RB or another body.

<sup>4</sup> For members of the NBA, the NOAB and RB.

<sup>5</sup> And/or other applicable provisions, for example, if the administrator is a member of NOAB, RB or another body.

#### 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 Submitting and paying for the application for an extension

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

### Submitting the application for an extension

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 extension for an economic purpose of residence (work, study, for example)*

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

*Application for medical circumstances*

**Immigratie- en Naturalisatiedienst  
Postbus 5  
9560 AA Ter Apel  
Immigratie- en Naturalisatiedienst  
Postbus 9  
9560 AA Ter Apel  
Immigratie- en Naturalisatiedienst  
Postbus 1  
9560 AA Ter Apel**

### How do you pay?

Applying for an extension of the validity of a residence permit 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. This form contains 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 for an extension 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.

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## Appendix Declaration on means requirement

Only complete this declaration if you apply for an extension of the validity of your residence permit for a residence:

- with spouse/registered partner; or
- residence with partner; or
- family reunification; or
- foster child (please note: no adopted child); or
- residence with child

### 1 Details of foreign national

*Write in block letters*

1.1 V-number (if known) 

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

*First names*

1.3 Sex  Male  
 Female

1.4 I (or one of my family members)  Yes  
receive a full or partial benefit  No  
from public funds

A benefit from public funds is a benefit for which no contributions have been paid.

It then concerns a benefit under:

- the Participation Act (formerly: Work and Social Assistance Act)
- the Social Assistance (Self-Employed Persons) Decree;
- the Older and Partially Disabled Unemployed Workers Income Scheme Act;
- the Older and Partially Disabled Former Self-Employed Persons Income Scheme Act;
- the Artists' Work and Income Act;
- the Supplementary Benefits Act;
- the Invalidity Insurance (Young Disabled Persons) Act;
- the Interim Invalidity Criteria (Impact on Income) Act;
- the Youth Investment Act.

## 2 Signing

✓ I have completed this form truthfully.

2.1 Place and date

*Place*

---

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

2.2 Signature

---

### 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.