



Request for registration of actual departure

With this form you can submit a request for registration of your actual departure from the territory of the countries of the European Union (without Ireland) plus Norway, Iceland, Liechtenstein and Switzerland.

In this form the territory of the countries of the European Union (without Ireland) plus Norway, Iceland, Liechtenstein and Switzerland is hereinafter referred to as 'territory of the EU'.

Registration of your departure can be important for you inter alia if:

- a return decision has been imposed on you and an alert has been issued for you in the SIS because the IND does not know that you have departed; or
- an entry ban has been imposed on you and this entry ban has not yet entered into effect because the IND does not know that you have departed.

You can find more information about this on [IND.nl/en/return-decision](https://ind.nl/en/return-decision).

You can submit this request yourself, but you can also give someone permission to submit this request on your behalf.

Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data during the processing of your application, notification or request. This means that the IND requests data from you yourself and from other organisations or persons if necessary. The IND also uses and stores data and passes them on to other organisations. In doing so the IND complies with the rules contained in privacy legislation. For instance the IND must deal carefully and safely with data. The law also gives rights. If you so request, for example you will be allowed to see which data about you the IND processes. You can also obtain information about why the IND processes these data and to whom they 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 find out how you can exercise your rights.

1 Your personal details (applicant)

1.1 V-number (if known)

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1.2 Name (as in your passport) *Surname*

First names

1.3 Sex Male Female

1.4 Date of birth

<i>Day</i>		<i>Month</i>		<i>Year</i>					
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1.5 Place of birth

1.6 Country of birth (as in your passport)

1.7 Nationality

1.8 Passport details *Passport number*

Country

Valid from

<i>Day</i>		<i>Month</i>		<i>Year</i>					
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Valid until

<i>Day</i>		<i>Month</i>		<i>Year</i>					
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1.9 Your address abroad *Street*

House number and addition

Postcode

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Town

Country

1.10 Telephone number

1.11 E-mail

2 Details of the authorised person (if applicable)

Complete this section only if this application is submitted by someone other than the foreign national. Note! You do need to enclose an authorisation completed and signed by the foreign national with the application. If the authorised representative is a lawyer established in the Netherlands, no authorisation needs to be attached to the application.

2.1 Company name (if applicable)

2.2 Name of authorised person

2.3 Name of contact person
(if applicable)

2.4 Postal address

Street *House number*

PO Box number (if applicable)

Postcode

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Town

2.5 Telephone number

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2.6 E-mail

3 Request for registration of actual departure from the territory of the EU

By submitting this form you request the IND to register your actual departure from the territory of the EU.

3.1 Date of our actual departure When did you leave the territory of the EU?

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

> You must submit proof of this (see section 4 'Documents')

3.2 Have you entered the territory of the EU again since this actual departure? No Yes, I entered the territory of the EU again on the following date

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

> You must submit proof of this (see section 4 'Documents')

4 Documents

Official documents

Have official foreign documents legalised and translated into Dutch, English, French or German. You can find information on legalisation and translation on www.ind.nl/en/translation-and-legalisation-of-documents.

Enclose the following documents with your request:

- a copy of the page(s) of your passport(s) with your personal details;
- a copy of the page(s) of your passport(s) with exit stamp(s) and entry stamp(s). This must show when you left the territory of the EU and when, if ever, you entered the territory again;

If the entry and exit stamps do not show when you left the territory or entered it again, then enclose documents with your request that do show this. Consider documents registered in your name such as flight tickets and a boarding pass, an overview of entries and exits from the authorities, registration in a municipality with start date, employment contracts, bank statements over a longer period of time, residence documents, salary strips, utility bills registered in your name, training/education certificates etc.

- If you have a right of residence in a different Member State, also enclose a copy of the proof of such lawful residence with this request. If you enclose a residence document you must copy both sides of the document.

5 Signing the request

- ✓ I declare that I have filled in this form truthfully.
- ✓ I know that the personal data filled in will be processed to implement the Aliens Act 2000 (in Dutch: *Vreemdelingenwet 2000, or Vw*) and will be passed on to authorities that need these data for that purpose.

5.1 Name _____

5.2 Town/city and date *Town/city* _____

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

5.3 Signature _____

6 Submitting the request

Send this request with all necessary items of evidence to:

IND
Postbus 10
9560 AA Ter Apel