



Application for verification against Community Law (proof of lawful residence)

www.ind.nl

Read this page and the notes on the following page before you begin completing the application.
From the translation of this form no rights can be derived.

Why this form?

This form is intended for citizens of Bulgaria and Romania and for the family members of EU citizens who themselves are not nationals of one of the EU or EEA Member States or Switzerland. EU citizens are citizens of the Member States of the European Union. Citizens of EEA Member States and Switzerland enjoy the same privileges as EU citizens.

Citizens of Bulgaria and Romania

If you are from Bulgaria or Romania, you can use this form to submit an application for verification against Community Law and proof of lawful residence. You are not obliged to apply for this proof of lawful residence. However, if you want to be able to claim social security benefits in the Netherlands you are advised to submit an application for verification against Community Law. The proof of lawful residence is valid for a maximum of five years.

Family members of EU citizens who themselves are not nationals of one of the EU or EEA Members States or Switzerland

If you are a family member of an EU citizen and you yourself are not a national of one of the above countries, you must use this form to submit an application for verification against Community Law and an EU residence document for stay with an EU citizen (your sponsor). You are obliged to submit an application for verification against Community Law. You must be able to demonstrate that you are legally staying in the Netherlands and what the purpose of this stay is. The EU citizen with whom you are staying must be able to demonstrate that he or she is lawfully staying the Netherlands and demonstrate his or her family relationship to you. This lawful stay can be demonstrated, for example, by means of a proof of lawful residence, a declaration of registration with the IND or a residence document for long term residence of EU citizens. If he or she does not have any of these, he or she will be required to demonstrate that he or she is lawfully staying in the Netherlands by means of other documents and documentary evidence.

How to complete this form

Complete one form for each person for whom an application is being submitted. The form consists of 4 pages and 3 annexes. Whether or not you are required to complete the annex depends on your situation. You should therefore first determine which purpose of stay applies to you. Only submit your application once you have completed this form in full and collected together all of the required documents and documentary evidence. You must not submit the application in parts. If your application is incomplete, it will not be possible to assess your application properly. If you do not pay (on time) and you submit an incomplete application, there may be a delay in the processing of your application.

Minor children

If you are the parent or legal representative of a minor child, you can complete this form on his/her behalf. Where the form states 'you' or 'the applicant', this refers to the child. Answer all of the questions on behalf of the child and attach all of the documents and documentary evidence requested. If the child is aged 12 or over, he or she may sign the form himself or herself. Complete one form for each child.

How to submit your application

You submit your application by first calling 0900 1234561 (€ 0.10 per minute) or +31 20 8893045 from outside the Netherlands in order to make an appointment at the IND desk in your region. You will be told immediately what details you will need to bring along to the appointment. Each person making an application must be present when the application is submitted. You must bring along the originals of all the documents and documentary evidence requested. The IND will verify and make copies of these documents before handing the original documents back to you. The copies will be attached to your application.

IND desks

IND desks are located in Zwolle, Utrecht, Rijswijk, The Hague, Rotterdam, Eindhoven, Den Bosch, Amsterdam and Hoofddorp. You should submit your application to one of these. Visit www.ind.nl to find your nearest regional IND desk.

Signature of the foreign national (the applicant)

COMPLETE IN BLOCK CAPITALS

I hereby wish to apply for verification against Community Law and proof of lawful residence for myself/my child/the child that I legally represent. I have completed this form truthfully. I am aware that the personal data provided on this form will be processed in implementation of the Aliens Act 2000 and will be passed on to authorities that require this data for this purpose. I will immediately inform the IND in the event of any changes to my situation/the situation of the child that relate to my/the child's right of residence.

Name _____

City/Town _____ Date

Signature _____ I submit this form and (number of appendices/documents in evidence.

TO BE COMPLETED BY THE IND

APPLICATION DATE

STAMP

Notes

EU citizens

EU citizens are citizens of:

- the EU Member States Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden and the United Kingdom.
- the EEA Member States, including Liechtenstein, Norway and Iceland
- Switzerland

Exception

Although Dutch citizens are also citizens of the EU, you are not able to use this form if you are not a member of the EU yourself and wish to stay in the Netherlands as the family member of a Dutch citizen. There is, however, one exception to this rule:

- You are the family member of a Dutch citizen; and
- The Dutch citizen with whom you wish to stay has previously resided in another EU/EEA Member State or in Switzerland on the basis of Community Law (as an employee, self-employed person, student, economically non-active person);
- You have previously stayed with the Dutch citizen in another EU/EEA Member State or Switzerland; and
- The Dutch citizen has now returned to reside in the Netherlands.

If this exception applies to you, you are able to use this form.

Costs of applying (fees)

A fee is payable when you apply for proof of lawful residence. You must pay this fee at the time of submitting your application. The fees depend on which purpose of stay you are applying for. This form does not contain any information on the fees or possible exemption from the payment of fees. If you would like to know what the fee is in advance, visit www.ind.nl or call 0900 1234561 (€ 0.10 pm.) or +31 20 8893045 from outside the Netherlands. If the assessment of your application reveals that you are not eligible for the requested proof of lawful residence, the fee will not be refunded.

New passport photo, signature and appendix Passport Photo Form

If you wish to submit your application you must bring along a new passport photo that has not previously been used, together with your passport. Your passport photo must meet the Dutch passport requirements. You should therefore always have a new passport photo taken by a professional photographer who is familiar with the requirements with regard to passport photos in the Netherlands. If your passport photo does not meet the Dutch passport requirements, it will not be possible to issue you a residence document. It is therefore vital that you bring along a proper passport photo. Attach your new passport photo that has not previously been used to the appendix Passport Photo Form to this form and sign the appendix. The passport photo will appear on your residence permit. Each person aged 12 or over must sign the form on submitting the application. This signature will also appear on the residence permit. In addition, each person submitting an application must bring along his or her valid passport, identity card or any other document satisfactorily establishing nationality. A copy will be made of this document and a sticker will be attached to it. The copy will be attached to your application.

What happens to your application?

If you have submitted your application at one of the IND desks and have paid the charges for your application (fees), your application will then be assessed by the IND. If your application is incomplete, it will not be possible to assess your application properly. If you do not pay (on time) or you submit an incomplete application, there may be a delay in the processing of your application. By law the IND can, in principle, take six months to make a decision. You will receive written notification once your application has been processed. If your application is granted, you will receive a letter containing information as to where you can pick up your proof of lawful residence.

Foreign documents

Official foreign documents with regard to persons, that are requested for submission with your application, must be legalised or must have an Apostille stamp attached by the competent authorities in the country of origin. This includes documents such as birth certificates, unmarried status declarations (issued within the last 6 months), marriage certificates, and court decisions in respect of adoption and guardianship. This may take some time. You should therefore start to make arrangements for your documents to be legalised or have an Apostille stamp attached in the country of origin several months before you plan to submit your application. If the documents were legalised or apostilled after 15 May 2006, you should also enclose a copy of the questionnaire drawn up by the Dutch Embassy or Consulate. For further information about the legalisation or Apostille requirements for documents of specific countries and exceptions to these requirements, please call the Ministry of Foreign Affairs on telephone number +31 (0)70 3485901, or visit: www.minbuza.nl/en/welcome

Language of the documents to be enclosed

All documents must be drawn up in the Dutch, English, French or German language. If this is not the case, you must have the documents translated by a translator sworn in by a Court, and submit the translation and the documents together with your request for advice at the IND desk. If you do not have the documents translated in the Netherlands by a translator sworn in by a Dutch Court, but you have done this abroad, the translation will also have to be legalised.

Work permit (for non EU subjects) (twv)

If you want to work as an employee, you will probably need a TWV. Please contact UWV WERKbedrijf (which is the work placement division of the Netherlands Employees Insurance Agency) at www.werk.nl for more information about the TWV.

Personal Data Protection Act

The Personal Data Protection Act requires the IND to inform you that the IND is the organisation that processes the details of your application. The IND does this in order to establish whether the foreign national is eligible for proof of lawful residence. The Minister of Justice is responsible for this. If you have any questions regarding the data processing practices, please send these in writing to the IND, Postbus 1200, 2280 CE Rijswijk. You can also send a request for an overview of information about you that is held on file to this address. Further to this request, you can ask to have your personal data changed, removed or blocked.

Further information

For further information regarding this application form or regarding your situation please call the IND. The IND can be contacted on 0900 1234561 (€ 0.10 pm.) on working days between 9.00 a.m. and 5.00 p.m. From countries other than the Netherlands please dial +31 20 889 3045, or visit: www.ind.nl You can also visit one of the IND desks in person. If you would like to know where your closest IND desk is located, please visit www.ind.nl or call 0900 1234561 (€ 0.10 p.m.).

Surname as it appears in your passport or on your identity papers

First names

 Male Female

Date of birth

d	d	m	m	y	y	y	y
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Place of birth

Country of birth

Nationality

Marital status

Street

Number

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

Postcode

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

City/Town

Telephone number

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

E-mail

Do you already have a V-number?*

 Yes

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

 No

* The V-number can be found in previous correspondence from the IND or on your previous residence permit

Personal public service number (BSN)

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(if known)

2. Purpose of stay in the Netherlands

Please state below the specific reason behind your application for a residence document and follow the instructions provided. You must tick the main reason. You must not give any other reasons for your stay. If you tick more than one purpose, your request for advice will only be assessed with regard to the first purpose you have ticked

Nationals of Bulgaria or Romania

work as an employee for more than 3 months and less than 12 months; or

work as an employee for at least 1 year

You must submit the following additional documents and documentary evidence together with your application:

- An *Employer's Declaration Annex* (dated within the last 3 months) completed and signed by your employer
- A copy of your (application for a) work permit (for non EU subjects) [tewerkstellingsvergunning, twv] (see the notes on page 2 of this form)

work on a self-employed basis

Those working on a self-employed basis have to show that they came to the Netherlands to carry out activities other than as an employee, for example on the basis of a registration in the Trade Register of the Chamber of Commerce. They also have to demonstrate that the work concerns real and actual work. This can, for example, be done on the basis of a balance sheet, a profit and loss account and monthly statements of operating results and, if these are not yet available, on the basis of a declaration or forecast, drawn up by a registered account or recognised financial consultant.

service provider

You must submit a copy of a document stating the period during which the services will be carried out along with your application
If a work permit is required in the service provider's main country of establishment, you must also submit
 A copy of the work permit showing that you are entitled to carry out work in the pay of the service provider

study

You must submit the following additional documents and documentary evidence together with your application:

- The original proof of registration at the educational institution, stating which course you will be following
- Documentary evidence that you will have sufficient means of existence for the duration of your stay. This can be a declaration signed by you or by a third party
- A copy of a document showing that health insurance has been taken out in your name (e.g. an insurance card or health insurance policy)

recipient of services

You must submit a copy of a document stating the service to be received (e.g. legal services) along with your application

economically non-active

You must submit the following additional documents and documentary evidence together with your application:

- A copy of a document showing that health insurance has been taken out in your name (e.g. an insurance card or health insurance policy)
- Documentary evidence that you have sufficient means of existence to prevent you from becoming a burden on public funds during your stay. These means may belong to your spouse, registered partner or a third party (e.g. a recent statement from your joint bank account showing your partner's income. A recent payslip from your partner will suffice in the case of marriage or a registered partnership).

2. Purpose of stay in the Netherlands

You are a (non) EU family member of an EU citizen

■ (non) EU spouse or (registered) partner of a citizen of the Union

Enclose the following items of evidence and documents with your application:

- The document issued by the competent authority evidencing the marriage or registered partnership (*see the explanation concerning 'Foreign documents' and 'Language' on page 2 of this form*)
- A copy of the proof of lawful residence of your sponsor

In the case of a relationship, also provide

- Items of evidence that show that you are in a sustained relationship with a citizen of the Union. This is already evident from the fact that you have conducted a joint household for a period of six months or have recently conducted such a household. You can demonstrate this by:
 - proof of registration in the Municipal Administration (GBA) if the cohabitation is or was conducted in the Netherlands; or
 - proof that you have lived together abroad. The following documents can be submitted in support of the above: proof of registration in a municipal administration, tenancy agreements, purchase contracts of a joint house, bank statements in the name of both parties
 - a birth certificate that demonstrates that a child was born of your relationship.
- The *Declaration of Relationship with a EU Partner Annex*, fully completed and signed by you and your sponsor
- A copy of the proof of lawful residence of your sponsor

■ (non) EU child, below the age of 21, of an EU citizen

You must submit the following additional documents and documentary evidence together with your application:

- Documentary evidence of your family relationship (*see the explanation concerning 'Foreign documents' and 'Language' on page 2 of this form*)
- A copy of your sponsor's proof of lawful residence

■ (non) EU child, over the age of 21, of an EU citizen; or

■ (non) EU family member in the ascending (parents or grandparents) or descending line (children or grandchildren) of an EU citizen

You must submit the following additional documents and documentary evidence together with your application:

- Documentary evidence of your family relationship (*see the explanation concerning 'Foreign documents' and 'Language' on page 2 of this form*)
- A copy of your sponsor's proof of lawful residence
- A declaration stating that the sponsor will support you financially

■ (non) EU family members other than parents, grandparents, children or grandchildren of an EU citizen for whom the EU citizen is responsible or who live with the EU citizen in the country of origin, or due to serious health reasons require personal care exclusively from the EU citizen

You must submit documentary evidence of the above along with your application

■ (non) EU relatives of Dutch citizens as described in the 'Notes'

Enclose the following items of evidence with your application:

- A copy of your residence document (and proof of lawful residence of your Dutch (marriage) partner - if applicable) issued by that other Member State or Switzerland

If it concerns a marriage/registered partnership

- The document issued by the competent authority, which evidences the marriage or registered partnership (*see the explanation concerning 'Foreign documents' and 'Language' on page 2 of this form*)

If it concerns a relationship

- Items of evidence that demonstrate that you maintain a sustained relationship with citizen of the Union. This is already evident from the fact that you have conducted a joint household for a period of six months or recently conducted such a household.

You can demonstrate this by means of:

- A birth certificate that demonstrates that a child was born of your relationship
- The *Declaration of Relationship with a EU Partner Annex*, fully completed and signed by you and your sponsor
- Proof of registration in the Municipal Administration (GBA) if the cohabitation is or was conducted in the Netherlands; or
- Proof that you have lived together abroad. You can demonstrate this by:
 - proof of registration in a municipal administration
 - tenancy or purchase contracts pertaining to a joint house
 - bank statements in the name of both parties

3. Submitting your application

- > Attach your recent colour passport photo (taken within the last 6 months) to the appendix Passport Photo Form to this form, and sign the appendix.
- > Check that you have completed the form in full.
- > Attach all appendices, documents and documentary evidence requested to your application.

- > Now sign the front of this form.
- > You must first call 0900 1234561 (€ 0.10 p.m.) or +31 20 8893045 from outside the Netherlands to make an appointment to visit the IND desk in your region. If you have downloaded the form from www.ind.nl, you will also need to make an appointment. Once you have made an appointment, you can submit the application at the IND desk.

If you have more than one employer, please make copies of this annex. 1 copy must be completed and signed for each employer. The application form states whether you need to enclose an Employer's Declaration with your application, and if so, the person (s) from whom you need to obtain declarations. Please note: for employers who are nationals of Bulgaria and Romania, the employer must be in possession of a work permit. Enclose the work permit with your application. *Please note: the IND may verify the accuracy of any information that you provide with regard to income, employment and benefits with another government agency (e.g. the Netherlands Employees Insurance Agency (UWV) or the Tax and Customs Administration).*

Employee's personal details

Surname as stated in passport or identitycard

First names

 Male FemaleStreet _____ Number Postcode City/Town _____Personal public service number (BSN) Date of birth Place of birth _____

Country of origin _____ Nationality _____

Details of company/institution

Name _____ Wage tax and social security contributions number Street _____ Number Postcode City/Town _____

Details of employment

Position of the employee _____ Employment commencement date

Please indicate the nature of the employment (tick as applicable)

 The duration of the employment agreement is from to unknown or indeterminate one year or more (including fixed contract) from more than three months, but less than one year, from to Secondment work or short term contracts. Commencement date of current contract The applicant has worked uninterruptedly for the past 12 months The income from this work will be available for a further minimum 6 monthsIs the employee entitled to continued payment of salary during the term of the contract if there is no work available? No YesProbationary period no yes, until Hours per week (contractual) Hours per week (actual) Gross salary excluding holiday allowance per month or per 4 weeks € , Net salary excluding holiday allowance per month or per 4 weeks € , Holiday allowance %

Employer's signature

I herewith declare that the aforementioned employee is employed at the aforementioned company/institution. I have completed this form truthfully

Name _____ Telephone number

Position _____ City/Town and Date _____

Signature _____ Company/institution stamp _____

Only complete this declaration if you are applying for a residence permit in respect of residence with your (non) EU spouse/(registered) partner of an EU citizen or EEA Member States or Switzerland. Enclose the completed and signed declaration with your application.

V-number

The foreign national (the applicant)

Surname as stated in passport or identitycard

First names Male Female

Street Number

Postcode City/Town

Marital status

Date of birth Place of birth

Country of origin Nationality

hereby declares,

1. that with effect from he/she has had an exclusive relationship with the co-undersigned and, to this end, runs a joint household and actually cohabits at the above address,
2. that he/she shall immediately notify the Immigration and Naturalisation in the event of the termination of his/her exclusive relationship with the co-undersigned, and
3. that he/she shall also notify the Immigration and Naturalisation Service of any other important changes in this regard.

The sponsor (the partner)

Surname as stated in passport or identitycard

First names Male Female

Street Number

Postcode City/Town

Marital status

Date of birth Place of birth

Country of origin Nationality

hereby declares that the undersigned is his/her life partner, and that he/she has run a joint household and actually cohabited with this person at the abovementioned address with effect from:

Signature

Completed truthfully,*


<input type="text"/>	<input type="text"/>	<input type="text"/>
City/Town and Date	Signature of the foreign national	Signature of the sponsor

* Completing a declaration of relationship: partner of EU-citizen untruthfully is an offence and will be reported at all times.



INVULLEN IN BLOKLETTERS COMPLETE IN CAPITAL LETTERS

Voorna(a)m(en) en achternaam
First name(s) and surname _____

Straat _____ Nummer 
Street _____ Number

Postcode  Plaats _____
Postcode City/Town

Geboortedatum  Nationaliteit _____
Date of birth Nationality

V-nummer 
V-number

De pasfoto

Onder aan deze pagina moet u een nieuwe, nog niet eerder gebruikte pasfoto van uzelf plakken. Als de aanvraag bedoeld is voor uw kind, dan moet u een nieuwe, nog niet eerder gebruikte pasfoto van uw kind plakken. Uw pasfoto moet voldoen aan de Nederlandse paspoorteisen.

Laat daarom altijd een nieuwe pasfoto maken door een beroepsfotograaf die bekend is met de eisen die in Nederland aan pasfoto's worden gesteld. Als uw pasfoto niet aan de Nederlandse paspoorteisen voldoet, kan er geen verblijfsdocument aan u worden uitgereikt. Het is dus belangrijk dat u een goede pasfoto meestuurt.

The Passport Photo

Stick a new and unused passport photo on the designated frame at the bottom of this page. If the application is meant for your child, please use a new and unused passport photo of your child.

Your passport photo has to meet the Dutch passport requirements.

Always have your passport photo made by a professional photographer who is acquainted with the Dutch passport requirements. No residence document can be issued to you if your passport photo does not meet the Dutch passport requirements. It is therefore very important to supply a good passport photo with this form.

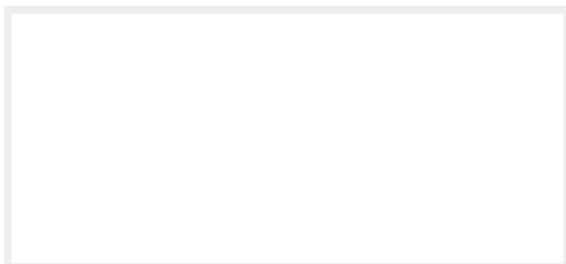
Hoe plakt u de foto op dit formulier?

- Trek het niet-plakkende vel papier los, begin bij de pijl;
- Leg uw foto recht op het grijze kader;
- Plak de foto en druk stevig aan;
- Zet uw handtekening in het vak linksonder.
Doe dit met een pen met een donkere kleur inkt, het liefst zwarte inkt.
Als uw handtekening niet duidelijk is, kan geen verblijfsdocument worden gemaakt.

How to append a photo to this form?

- Pull away the paper cover, start at the arrow;
- Place your photo straight on the grey area below;
- Tightly press the photo on the paper;
- Place your signature within the frame on the lower left side. Use a pen with dark, preferably black ink.
If your signature is not clearly visible, a residence permit can not be created.

Handtekening
Signature



Plak hier uw pasfoto
Your passport photo here

