



Immigration and Naturalisation
Service
Ministry of Justice and Security

Your residence permit

You have been granted the right to remain in the Netherlands.
You will find the residence permit (pass) enclosed.
This publication includes an explanation of the details on the
residence permit.

What can you do with this residence permit?

With this residence permit, you may:

- remain in the Netherlands. You may do so as long as the residence permit remains valid and you fulfil the conditions.
- remain in other Schengen Member States. You may remain there for a maximum of 90 days per 180 days on holiday, for example. You must in any case take your passport and residence permit with you. Check for information and an overview of the Schengen Member States on www.ind.nl.
- use this to identify yourself in the Netherlands.

The details on the residence permit

The following details are stated **on the front** of the residence permit:

1. Name: your surname + first names;
2. Expiry date: the residence permit is valid up to this date;
3. Place and date of issue: the place where and the date on which you obtained the residence permit
4. Type of document: I, II, III, IV, V, EU/EER, or Familielid EU/EER (depending on your right of residence);
5. Details: this indicates your right of residence.

The following details are stated **on the rear** of the residence permit:

6. • Date and place of birth;
 - Nationality;
 - Sex;
7. Details:
 - Any residence purpose with respect to the residence permit will be indicated here. Your residence purpose is the reason for your residence in the Netherlands;
 - Right to work. The residence permit states whether you are entitled to work in the Netherlands and under what conditions;
 - General resources. There is sometimes also a comment on the recourse to general resources. For example: "A recourse to general resources may have consequences for your right of residence". The IND may revoke the residence permit if for example, you are receiving benefits. Would you like more information on your right to general resources? Then contact your local authority;
8. Start date of right of residence: you have the right of residence in the Netherlands from this date;
9. V-number: your 10-digit V-number is indicated at the bottom of the residence permit. This number is after the letters VNR. Your V-number is also indicated on correspondence that you receive from the IND.

Are your details correct?

The residence permit is a decision. Check the details on the residence permit carefully. Are any details incorrect? Then contact the IND. You can find the contact details of the IND at "Would you like more information?"



Do you object to this residence permit? Then you may submit your objection to the IND within 4 weeks of receiving the residence permit. Check for more information on www.ind.nl.

What must you do now?

- **Register with the local authority (Municipal Personal Records Database).** You should register with the local authority where you live if you have not already done so. Once you have registered with the local authority, you will also receive a citizen service number (BSN). You will need this number if for example, you wish to work.
- **Take out insurance.** You must take out health insurance in the Netherlands within 4 months. This is not necessary if you have a residence permit for study or exchange (except as an au pair). In that case, foreign health care insurance with cover for the Netherlands will also suffice. You will however require Dutch health cover as soon as you start work.
- **Civic integration in the Netherlands.** For more information on civic integration, see www.inburgeren.nl or www.ind.nl.
- **Have a TB test carried out.** If you have a nationality for which there is a requirement for a TB test to be carried out, you must have a tuberculosis (tbc) test carried out by the Municipal Health Service (GGD) within three months. The residence permit may be withdrawn if you fail to do so. Check for more information on www.ind.nl. The GGD will decide what examination you must have carried out in special circumstances, for example, if you are pregnant. For more information, contact the GGD, www.ggd.nl.

If you have any other questions, for example, on the citizen service number (BSN), visit www.government.nl. You can also call number 1400.

Obligations

You are legally obliged to notify the IND of any changes within 4 weeks. This applies to changes that may affect your right of residence. Use the "Notification form for foreign nationals" for this. This form states what changes you must report. This form is available at www.ind.nl. A referent is also obliged to notify the IND of these changes within four weeks. A referent can for example, be your spouse, partner, educational institution or employer.

The IND may withdraw the residence permit if you no longer fulfil the conditions because, for example, your relationship has broken down or you have stopped studying. Either you or your referent must request a different residence permit if your residence purpose changes, for example, if you wish to work instead of studying. For more information, contact the IND.

Failure to fulfil the obligations

The IND may impose an administrative penalty if you or your referent fails to observe the statutory obligations under the Aliens Act. The IND generally issues a warning on the first contravention. The IND may impose an administrative penalty in the case of a subsequent contravention.

The maximum amount for an enterprise, legal person or other organization is €3,000.00 and €1,500.00 per private person per contravention. The IND may increase the penalty by 50% if this contravention is repeated.

The IND may impose an administrative penalty without warning in the case of a serious contravention against statutory provisions.

Extension

The residence permit states the date of expiry. The residence permit will no longer be valid from this date. It is important that you extend the validity of the residence permit on time. On time means in any case before the date on which the residence permit expires. You can submit your extension request 3 months before it is due to expire.

Note! It is your responsibility to ensure that the validity of the residence permit is extended on time. Failing to extend the validity of the residence permit on time may have consequences for your right of residence.

Independent residence permit

You can request an independent residence permit once you have held a dependent residence permit for a certain period. You should for this purpose submit the "Application for the purpose of residence of 'non-temporary humanitarian' (foreign national)". You can obtain this form and more information from www.ind.nl.

Damage, loss, theft or incorrect details

Has the residence permit been stolen or have you lost it? This must be reported to the police. You must then request another residence permit from the IND. Is the residence permit damaged or does it contain incorrect details? You must also request a new residence permit in this case. You should use the form 'Application replacement or renewal of a foreign nationals document'. This form is available at www.ind.nl. The issue of a new residence document may be subject to a fee.

Residence outside the Netherlands

Residing outside the Netherlands for most of the year may have consequences for your right of residence. Always ask the IND first as to what the options are.

Permanent departure from the Netherlands

Are you leaving the Netherlands for good? Then you or your referent must notify the IND of this. You are also obliged to return the residence permit to the IND. The IND may impose penalties if you fail to do so. You must also deregister with the local authority. You can submit the residence permit to one of our offices or return this to:

Immigratie- en Naturalisatiedienst
Bureau Documenten
PO Box 7025, 8007 HA Zwolle

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 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?

- Visit the IND website, www.ind.nl.
- Twitter. You can ask general questions on Twitter via @IND_NL. The IND responds on working days from 09:00 to 17:00 hours. Because of privacy reasons do not mention your V-number and other personal information. The IND does not respond to file-specific questions and remarks.
- Call the IND. The telephone number is 088 043 04 30 (for this information number normal charges apply). The IND is accessible on workdays between 09.00 and 17.00. From abroad, call +31 88 043 04 30.
- Complete the e-mail form on www.ind.nl.
- Write to:
Immigratie- en Naturalisatiedienst
Klantinformatiecentrum
PO box 17, 9560 AA Ter Apel
- Visit an IND office. Visit www.ind.nl for the nearest office.

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