

INSTRUCTION SHEET

Application for a replacement of Dutch residence permit

1. Your personal details

Complete the required details.

Explanation

1.1 V-number

This number can be found on the back of your residence permit card after VNR.

1.2 Citizen Service number

You should have received this number from the City hall where you are registered. In Dutch it is called BSN (Burger Service Nummer).

Should you be an Exchange student and you did not register yourself with the City Hall, you first need do this before you apply.

1.3 Last name according to your passport

First name according to your passport

1.4 Tick off your gender (male or female) plus date of birth

1.5 Place of birth according to your passport

1.6 Country of birth

1.7 Nationality

1.8 Home address details

Note that you must fill in your registered Dutch address details. If you will move, please fill in your new Dutch address details and inform the municipality about the change of your address.

1.9 Marital status (single or married)

1.10 Dutch phone number

1.11 E-mail address

2. Replacement, Renewal or first application?

2.1 What is the reason that you want to have a new residence permit card?

Please tick off box 1 (replacement due to loss/theft)

OR

Please tick off box 2 (renewal because of damage)

2.2 What kind of document does it concern?

Please tick off box 1 (regular residence permit)

3. Declaration circumstances

This part asks about your personal situation: have there been any changes since the issue of your residence permit? This can be marriage, divorce, born of a child e.g.

Please tick off box 1 if no changes have taken place

4. Identification

Please send with your application a copy of the pages of your passport with your personal details and the validation date of your passport on it.

5. Municipal administration

The IND checks your details in the database of the municipality where you are registered. If you are not registered your application will not be processed.

Should you be a one-semester Exchange student, you must first register yourself with the municipality in Tilburg (if you live in Tilburg) before you can apply.

You do not need to send a proof of your registration with your application.

6. Antecedents declaration

Please tick off box 1 (if you agree with the options under box 1) OR
If you are unable to certify box 1, please explain the reason under box 2

7. Report of loss or theft

In case of loss or theft you must attach a copy of the police report. If your Dutch residence permit card was lost or stolen abroad, you still need to go to the local police office in the Netherlands after your return. In the report it must specifically state that the card was lost or stolen.

8. Copy current residence permit card

In case of a loss or theft of your residence permit you do not need to send a copy with your application.

In case of damage, you will have to attach a copy of the front and back of your residence permit card.

9. Signing

Do not forget to sign the form. Please write down your full name as stated in your passport, current place, date and signature.

10. Submitting the application

Please read through section of the **appendix (fingerprints, passport photo and signature)** entitled: 'Application for extension of a residence permit, a permanent residence permit or an application for renewal or replacement of a residence document'

Please ignore the following appendices:

1. Appendix Declaration of relationship
2. Appendix Employer's declaration
3. Appendix Proof of income
4. Appendix Declaration on income of self-employed person
5. Appendix Passport photo form

Submit the application to the IND and inform the Immigration Office.

Address details: Immigratie-en Naturalisatiedienst
Postbus 245
7600 AE Almelo

NOTE: You will need to pay for your application when you collect your new residence permit card.