



Information about registration in the Dutch registration system, which is called 'Basisregistratie Personen' (BRP). We kindly request to read this letter carefully before filling out the registration form.

### **How does it work?**

If you come to live in The Netherlands for at least 4 months within a 6-month period, you will have to register at the municipality.

You can register in the BRP if you stay legally in The Netherlands, this is called lawful residence. This include the following cases:

- You have Dutch nationality; or
- You have the nationality of another country that belongs to the European Union (EU); or
- You have the nationality of Liechtenstein, Norway, Iceland or Switzerland; or
- You are in the possession of a valid residence permit; or
- You may await the decision on your application for a residence permit in The Netherlands.

### **What do you have to do?**

You will find a registration form on our website, <https://www.zuidplas.nl/verhuizen-naar-nederland/> We kindly request to fill out the registration form as clear as possible, completely and truthfully.

You can return the form to the municipality office: Gemeente Zuidplas, Antwoordnummer 6, 2900 VB Nieuwerkerk aan den IJssel. You do not need to use a stamp, you can send it free of charge.

### **Which documents you will need to hand in?\***

- A copy of your valid passport of identity card (not your driving licence);
- A copy of your valid passport / identity card, or any other document, of which we could conclude your nationality;
- If applicable: a copy of your valid residence permit;
- In case you come from the Netherlands Antilles or Aruba: a proof of deregistration;
- Any other relevant source documents on legal facts that occurred abroad, for instance a certificate of birth, a certificate of marriage or a proof of termination of the marriage (e.g. divorce).  
In case these documents are not in Dutch, German or English language, these documents need to be translated by a translator, who has been sworn in as a translator by the Dutch court. Also, take into account any requirements of legalisation or an apostille stamp.
- A rental contract or purchase contract, or proof of permission from the main tenant to register at the address. In the latter case, also attach a copy of his / her passport.

#### **\* Important:**

We emphasize the importance of sending copies of your documents and certificates; do not send the original documents by post. Clearly state on these copies that it concerns a copy.

On the copy of your passport, identity card and/or residence permit, and if applicable the copy of the main tenant of the address, it is highly advised to write down the date and "for purpose of the municipality of Zuidplas".

### **Legalisation of documents**

In some cases, foreign documents such as a birth certificate, marriage certificate or a proof of divorce must be legalised. Legalisation means that the authenticity of a document is determined. If this is the case, the document must then be legalised in the country of origin by a higher authority and sometimes, in addition, by the Dutch embassy or consulate in the country concerned.

Whether a document should be legalised, and where this legalisation can be arranged, depends on the country where the document or certificate comes from. For more information, please refer to <https://www.nederlandwereldreed.nl/wonen-werken/buitenlandse-documenten-legalisatie>. You can also contact our Customer Contact Centre by phone on +31 180 -330 300.

### **Possibility of imposing a fine**

You are required by law to provide source documents about legal facts that have occurred abroad. Examples that could be thought of are certificates of birth, marriage and divorce. In case these documents are not in Dutch, German or English language, these documents need to be translated by a translator. As mentioned above, also take into account any legalisation requirements. Sometimes an apostille stamp is also required.

In case you are in the possession of any of these documents, please bring them to the appointment at the municipality office. In case you are not in the possession of any of these documents, you will be informed by a letter before which latest date we need to receive the documents. If you do not meet this obligation, you can be imposed a fine of maximum € 325,00.

### **What happens after you have returned your completed registration form?**

After we have received your completed form and the attachments, an employee of our municipality office will contact you by phone in order to schedule an appointment to complete your registration. Of course, you are also able to ask any questions you have during this phone conversation.

Please bring the following documents to your appointment:

- Your valid passport and/or identity card, and if applicable your residence permit;
- Your original source documents (i.e. certificate of birth, certificate of marriage, proof of divorce, etc.)

### **Do you have any questions?**

For more information, do not hesitate to contact our Customer Contact Centre by phone via + 180 330 300. You may also call this number if you face any difficulties completing the form. In case sending an e-mail is more convenient for you, please send your e-mail to [DienstverleningAO@zuidplas.nl](mailto:DienstverleningAO@zuidplas.nl).