

# Application for a provisional residence permit

## More information

For more information on the application procedure please contact the IND Caribbean Netherlands Unit of the public body where you have submitted the application.

This document is issued by the Immigration and Naturalisation Service (IND)

## Clarification

### The purpose of this form

You can use this form to submit an application on behalf of a foreign national for the issuing of a Provisional Residence Permit (MVV). Anyone who wants to stay in the public bodies for longer than three months usually has to have an MVV or a valid residence document (Article 2c of the Admittance and Deportation Act BES). If you wish to arrange a stay for a foreign national, you can ask the IND Caribbean Netherlands Unit to issue an MVV to this foreign national. You are then this person's sponsor. The IND Caribbean Netherlands Unit will require both details from the foreign national and from you. Costs will be charged for this application. You must complete a separate form for each applicant.

### What happens to your application?

Once you have submitted your application in person at one of the offices of the IND Caribbean Netherlands Unit (see opposite for the addresses) and your application is complete, a start will be made to processing your application. If your application is incomplete, it will not be possible to assess it. You will receive a written notification when a decision has been taken on your application.

### Visitor addresses of the offices of the IND Caribbean Netherlands Unit

#### *Bonaire:*

Kaya Almirante Pedro  
Luis Brion 12 Kralendijk  
Telephone: +599-715 8330

#### Opening hours:

Monday till Thursday: 08.00 – 15.00.  
(between 08.00 till 11.00 an application for a residence permit can be submitted)  
Contact by telephone: Monday till Friday: 8.00 – 15.00

#### *Sint Eustatius:*

Cottageroad z/n, Oranjestad  
Telephone: +599-318 3377

#### Opening hours:

Monday till Thursday: 08.00 – 12.00.  
Contact by telephone: Monday till Friday: 8.00 – 12.00 and 13.00 – 15.00.

#### *Saba:*

Cap. Matthew Levenstone Street z/n, The Bottom  
Telephone: +599-416 3805

#### Opening hours:

Monday till Thursday: 08.00 – 12.00.  
Contact by telephone: Monday till Friday: 8.00 – 12.00 and 13.00 – 15.00.

#### *General information:*

Telephone: +599-7158330  
Fax: +599-7172722 t.a.v. de IND-unit Caribisch Nederland  
E-mail: IND@rijksdienstCN.com  
Website: www.rijksdienstcn.com

If you have any questions you can contact one of the above offices during office hours. You can also call during office hours to make an appointment to submit the application.

### Annexes to this form

- List of required documents
- Model declarations:
  - MBES22 Declaration of Intent to Undergo a TB test
  - MBES23 Declaration of Relationship
  - MBES24 Declaration on the marital status of a minor > 15 years of age
  - MBES25 Permission statement for the departure abroad of a minor
  - MBES26 Guarantee
  - MBES27 Awareness statement on the right to temporary residence
  - MBES28 Guarantee from an educational institution
  - MBES29 Employer's Declaration

## Application Provisional residence permit

Rijksdienst Caribisch Nederland

### 1 Details of the sponsor

You are the person or organisation with whom the foreign national wants to stay, or that will act as employer. The sponsor is the person or organisation that funds the foreign national's stay in the public bodies.

> Only complete if the sponsor is a natural person

1.1 Surname \_\_\_\_\_

1.2 First names \_\_\_\_\_

1.3 Gender  male  female

1.4 Date of birth Day month year  
I \_ I \_ I I \_ I \_ I I \_ I \_ I \_ I \_ I

1.5 Place of birth \_\_\_\_\_

1.6 Country of birth \_\_\_\_\_

1.7 Nationality \_\_\_\_\_

1.8 Marital status \_\_\_\_\_

1.9 Address \_\_\_\_\_

1.10 Public body  Bonaire  Sint Eustatius  Saba

1.11 Telephone number I \_ I \_ I \_ I \_ I \_ I \_ I \_ I \_ I \_ I

1.12 E-mail \_\_\_\_\_

1.13 CRIB No. I \_ I \_ I \_ I \_ I \_ I \_ I \_ I \_ I \_ I

> Complete if the sponsor is an organisation or a legal entity

1.14 Name of organisation/  
legal entity \_\_\_\_\_

1.15 Address \_\_\_\_\_

1.16 Public body  Bonaire  Sint Eustatius  Saba

1.17 Telephone number I \_ I \_ I \_ I \_ I \_ I \_ I \_ I \_ I \_ I

1.18 Chamber of Commerce No. I \_ I \_ I \_ I \_ I \_ I \_ I \_ I \_ I \_ I

1.19 Contact person \_\_\_\_\_

1.20 E-mail \_\_\_\_\_

1.21 CRIB No. I \_ I \_ I \_ I \_ I \_ I \_ I \_ I \_ I \_ I

### 2 Details of the foreign national (abroad)

2.1 Surname \_\_\_\_\_

2.2 First names \_\_\_\_\_

2.3 Gender  male  female

2.4 Date of birth Day month year  
I \_ I \_ I I \_ I \_ I I \_ I \_ I \_ I \_ I

2.5 Place of birth \_\_\_\_\_

2.6 Country of birth \_\_\_\_\_

2.7 Nationality \_\_\_\_\_

2.8 Address abroad \_\_\_\_\_

3  
**Application Provisional residence permit**  
Rijksdienst Caribisch Nederland

- 2.9 Telephone number
- 2.10 Passport number
- 2.11 Place of issue \_\_\_\_\_
- 2.12 Date of issue Day  month  year
- 2.13 Valid until Day  month  year
- 2.14 E-mail \_\_\_\_\_

### 3 The foreign national's stay in the public bodies

- 3.1 When does the foreign national think his stay in the public bodies will start? Day  month  year
- 3.2 Future address \_\_\_\_\_
- 3.3 Public body  Bonaire  Sint Eustatius  Saba

Please note! If the foreign national stays in the public bodies without a valid residence permit, this may constitute a reason for rejecting your application for a Provisional Residence Permit (MVV).

### 4 Work details (sponsor)

> Only complete if applicable

- 4.1 Profession \_\_\_\_\_
- 4.2 Employer's name \_\_\_\_\_
- 4.3 Public body  Bonaire  Sint Eustatius  Saba
- 4.4 Salary in USD   Weekly  Monthly  Annually
- 4.5 Telephone number
- 4.6 E-mail \_\_\_\_\_
- 4.7 CRV-nummer (if you already have one)
- 4.8 Personal CRIB-nummer (if you already have one)

### 5 Purpose of the stay in the public bodies

> State below the main reasons for the foreign national's stay for which you are requesting an MVV.  
You must state the most important reason for the stay.

- Family reunification
- Family formation
- Adoption or foreign foster child
- Study
- Employment  employee  trainee  apprentice
- Self-employed person  you are a director  you have a one-man business
- Pensioner/Person of independent means  regular pensioners and people of independent means  people who spend the winter
- Investor
- Volunteer



## List of required documents

*\*Depending on the country, the deed must be legalised by the Dutch embassy in the country of origin or bear an apostille stamp. If the deed has been drawn up in a language other than Dutch or English, a translation of the deed must also be enclosed which has been made by a reliable translator.*

**Please note!** A legalised birth certificate or a birth certificate bearing an apostille is required for registration in the personal records database.

### **Family formation/Family reunification**

#### *Marriage and registered partnership*

- completed and signed application form;
- copy valid passport of the foreign national;
- copy valid passport of the sponsor;
- copy \*legalised marriage certificate or deed of registered partnership;
- excerpt from the personal records database which states the address and the sponsor's family composition;
- proof of independent, sustainable and sufficient financial resources;

#### *If employed:*

- employer's declaration (MBES29);
- copy 6 recent payslips
- declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN)

#### *if self-employed:*

- income declaration as self-employed (form is available at the IND CN);
- declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN);
- proof of the sponsor's legal residence;
- copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

#### *Relationship*

- completed and signed application form;
- copy valid passport of the foreign national;
- copy valid passport of the sponsor;
- copy \*legalised declaration of single status from the country of origin of the foreign national;
- copy \*legalised declaration of single status (from the country of origin) of the sponsor;
- declaration of relationship (MBES23);
- a guarantee (MBES26);
- an excerpt from the personal records database which states the address and the family composition of the sponsor;
- proof of independent, sustainable and sufficient financial resources;

#### *If employed:*

- employer's declaration (MBES29);
- copy 6 recent payslips
- declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN)

#### *if self-employed:*

- income declaration as self-employed (form is available at the IND CN);
- declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN);
- proof of the sponsor's legal residence;
- copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

#### *Minor children*

- completed and signed application form;
- copy valid passport of the foreign national;
- copy valid passport of the sponsor;
- copy \*legalised birth certificate or, if the birth certificate does not demonstrate the family law relationship between the foreign national and sponsor, other documents relating to that family law relationship;
- an excerpt from the personal records database which states the address and the family composition of the sponsor;
- copy \*legalised documents which demonstrate legal custody;
- in the event of shared custody: a permission statement and a copy of the identity document of the parent staying behind (MBES25);
- proof of independent, sustainable and sufficient financial resources;

#### *If employed:*

- employer's declaration (MBES29);
- copy 6 recent payslips
- declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN)

#### *if self-employed:*

- income declaration as self-employed (form is available at the IND CN);
- declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN);

## Application Provisional residence permit

Rijksdienst Caribisch Nederland

- proof of the sponsor's legal residence;
- (if 12 years of age or older) copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

### *In the event of a foster child:*

- information from the Guardianship Council (Voogdijraad) showing permission for the foster child to stay with the person concerned;
- consent form from the parents or legal representatives or from the authorities of the country of origin that they consent to the child staying with the foster parents' family;
- copy \*legalised documents showing that the foster parents have custody of the foster child.

### *Extended family reunification*

- completed and signed application form;
- copy of a valid passport of the foreign national;
- copy of a valid passport of the sponsor;
- copy \*legalised deed which shows that the foreign national is single (for example a death certificate of the spouse or a divorce certificate);
- copy \*legalised deed which states the number of children of the foreign national (for example an excerpt from the register of births);
- copy \*legalised documents which demonstrate the family law relationship to the children living in the public bodies (blood relationship);
- proof of independent, sustainable and sufficient financial resources;

#### *If employed:*

- employer's declaration (MBES29);
- copy 6 recent payslips
- declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN)

#### *if self-employed:*

- income declaration as self-employed (form is available at the IND CN);
- declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN);
- guarantee (MBES26)
- proof of the sponsor's legal residence;
- copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

### **Adoption and foreign foster children**

- completed and signed application form;
- copy valid passport of the child;
- copy valid passport of the sponsor;
- proof of independent, sustainable and sufficient financial resources of the prospective foster parents;

#### *If employed:*

- employer's declaration (MBES29);
- copy 6 recent payslips
- declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN)

#### *if self-employed:*

- income declaration as self-employed (form is available at the IND CN);
- declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN);
- guarantee (MBES26)
- proof of the sponsor's legal residence;
- proof of the prospective foster parents' legal residence;
- details from the Guardianship Board which show that the foster child's stay is approved;
- declaration of consent by the parents or legal representatives or by the authorities of the country of origin that they approve the foster child's stay in the family of the prospective foster parents;
- copy \*legalised documents which show that the prospective foster parents have custody of the foster child;
- written explanation of the special circumstances of the child or that of the family members in the country of origin, which shows that the child cannot be cared for by family members in the country of origin, or that such care would be problematic;
- copy \*legalised documents which show the family relationship between the foster child and the prospective foster parents;
- (if 12 years of age or older) copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

### **Study**

- completed and signed application form;
- copy valid passport of the foreign national;
- documents proving that the student has accommodation in the public bodies;
- valid medical insurance;
- declaration by the educational institution regarding the payable college- or tuition fee;
- proof of independent, sustainable and sufficient financial resources;
  1. a declaration by a bank that, every month, an amount which is at least equal to USD 559 + 1/12 part of the payable (tuition) fees, will be transferred to a (foreign) bank account in the name of the foreign national; or
  2. a declaration by a bank that an amount is available in a (foreign) bank account in the name of the foreign national which is at least equal to USD 559 x 12 months (or so much less as the number of months that the intended studies in the public bodies are going to last) + the payable (tuition) fees; and

3. in the event of funding by a person or institution/organisation established in the public bodies: the enclosed guarantee (MBES26) must be filled in completely and signed by the local sponsor (the person or institution/organisation that funds the studies), together with evidence from the Tax Authorities relating to the set taxable income of the sponsor and any spouse or (registered) partner.
- a declaration, issued by the Executive Board or the competent authority of an educational institution for full-time high education established in the public bodies, which shows that the foreign national is (provisionally) registered there for a full-time higher education course of studies;
  - awareness statement on the right to temporary residence (MBES27)
  - guarantee from an educational institution (MBES28);
  - copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

**Employment (foreign employees who require a work permit (TWV), foreign employees who do not require a TWV, trainees and apprentices, a stay during the free period during which no residence permit is required, service providers)**

- completed and signed application form;
- copy valid passport of the foreign national;
- if required: copy valid work permit or application;
- recently completed and signed Employer's Declaration (MBES29);
- copy valid passport/identification of the employer;
- a recent declaration by the Tax Inspectorate (form is available at the IND CN);
- if employer is a one-man business: bank statement of the employer;
- if employer is a legal entity: copy of the employer's business permit;
- excerpt from the Chamber of Commerce (not older than 6 months on date of application);
- guarantee (MBES26);
- copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

**Self-employed**

- completed and signed application form;
- copy valid passport of the foreign national;
- in case of a company: business/corporate permit, issued by the Executive Council;
- excerpt from the trade register from the Chamber of Commerce (not older than 6 months on date of application);
- copy shareholder register;
- the company's crib number, issued by the Tax Inspectorate;
- recent declaration by the Tax Inspectorate (form is available at the IND CN);
- income declaration as self-employed (form is available at the IND CN);
- for existing or starting company: bank statement with minimum of USD 20.160;
- for existing company: the annual accounts of the last financial year, consisting of the balance sheet and profit and loss account;
- for starting company: businessplan;
- copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

**Pensioners and people of independent means**

- completed and signed application form;
- copy valid passport of the foreign national;
- proof of independent, sustainable and sufficient financial resources;  
*people of independent means:*
  - declaration by a bank which states the amount of the interest received (minimum USD 20.160 annually) on the account(s) in the name of the applicant;
- pensioner:*
  - declaration or letter from the pension fund which shows the amount and term of the pension benefit received;
  - document concerning financial resources other than from a pension (minimum USD 1.680 monthly);
- title of ownership of the dwelling situated on the public bodies (notarial deed) or a lease of a dwelling situated on the public bodies;
- copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

**Other**

- declaration or letter and/or other documents concerning financial resources of the applicant.

**Investors**

- completed and signed application form;
- copy of a valid passport of the foreign national;
- if married: copy \*legalised marriage certificate (not older than 6 months on date of application);
- copy \*legalised birth certificate of each family member (not older than 6 months on date of application);
- bank reference from two banks, of which one must be from the country of origin (not older than 3 months on date of application);
- bank declaration by local banks, in the public body in which the foreign national is staying, in which the bank declares that the foreign national has the intention and resources to make a commercial investment and/or purchase real estate. This intention must be realised within 18 months. The total value is at least USD 365,000.00;
- businessplan;
- copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

## Application Provisional residence permit

Rijksdienst Caribisch Nederland

### Volunteers

- completed and signed application form;
- copy valid passport of the foreign national;
- valid work permit for the performance of volunteer work;
- agreement between the foreign national and an organisation which shows what kind of voluntary work the foreign national wants to perform, where and for which period;
- guarantee (MBES26);
- awareness statement on the right to temporary residence (MBES27)
- copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

### Re-admission

*Former Dutch nationals who were born and raised in the public bodies*

- completed and signed application form;
- copy valid passport of the foreign national;
- excerpt from the personal records database which shows during which period the foreign national lived as a Dutch national in the public bodies;
- proof of independent, sustainable and sufficient financial resources;
  - If employed:*
    - employer's declaration (MBES29);
    - copy 6 recent payslips
    - declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN)
  - if self-employed:*
    - income declaration as self-employed (form is available at the IND CN);
    - declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN);
- copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

*Former Dutch nationals who were born and raised outside the public bodies*

- completed and signed application form;
- copy valid passport of the foreign national;
- proof of independent, sustainable and sufficient financial resources;
  - If employed:*
    - employer's declaration (MBES29);
    - copy 6 recent payslips
    - declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN)
  - if self-employed:*
    - income declaration as self-employed (form is available at the IND CN);
    - declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN);
- details and documents relating to the term and nature of the previous stay in the public bodies;
- details concerning the special links with the public bodies which may be grounds for a stay in the public bodies;
- copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

*Former Dutch nationals (Article 15, paragraph 1, introduction and under d or f, of the Netherlands Nationality Act [Rijkswet op het Nederlanderschap] (RWN)*

- completed and signed application form;
- copy valid passport of the foreign national;
- details and documents relating to the term and nature of the previous stay in the public bodies;
- copy notification of naturalisation or parental application for Dutch nationality;
- letters in which the competent authority points out the foreign national's obligation to relinquish his original nationality/nationalities;
- copy decision to retract Dutch citizenship;
- proof of independent, sustainable and sufficient financial resources;
  - If employed:*
    - employer's declaration (MBES29);
    - copy 6 recent payslips
    - declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN)
  - if self-employed:*
    - income declaration as self-employed (form is available at the IND CN);
    - declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN);
- copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

*Former Dutch nationals (Article 15, paragraph 1, introduction under b, of the RWN)*

- completed and signed application form;
- copy valid passport of the foreign national;
- details and documents relating to the term and nature of the previous stay in the public bodies;



## Application Provisional residence permit

Rijksdienst Caribisch Nederland

- copy notification of naturalisation or parental application for Dutch nationality;
- letters in which the competent authority points out the foreign national's obligation to relinquish his original nationality/nationalities;
- excerpt personal records database which states the date on which the Dutch nationality was relinquished;
- proof of independent, sustainable and sufficient financial resources;
  - If employed:*
    - employer's declaration (MBES29);
    - copy 6 recent payslips
    - declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN)
  - if self-employed:*
    - income declaration as self-employed (form is available at the IND CN);
    - declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN);
- copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

### *A residence permit in anticipation of a request ex Article 17 of the RWN*

- completed and signed application form;
- copy valid passport of the foreign national;
- proof of independent, sustainable and sufficient financial resources;
  - If employed:*
    - employer's declaration (MBES29);
    - copy 6 recent payslips
    - declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN)
  - if self-employed:*
    - income declaration as self-employed (form is available at the IND CN);
    - declaration by the Tax Authorities which shows that gross annual income of the sponsor is over USD 20.160 (form is available at the IND CN);
- full copy of the request ex Article 17 of the RWN;
- copy \*legalised certificate of good conduct, issued by a competent authority in the country of origin (not older than 3 months on date of application).

### **Other**

- a letter in which you indicate why you are applying for an MVV on behalf of the foreign national;
- as many items of evidence and documents as possible relating to the special circumstances of your application. If staff at the IND Caribbean Netherlands Unit have any questions, you will be sent a separate letter after you have submitted this application.

**Please note!** If you have enclosed a copy of a document with the application, you will be asked at the office to show the original document. This is necessary in order to be able to check the authenticity of the original document. You must always be able to show the original document.