

Application for an extension of a temporary residence permit

More information

For more information on the application procedure please contact the IND Caribbean Netherlands Unit of the public body to which you 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 for an extension to the period of validity of your Temporary Regular Residence Permit. Do not submit an application if your residence permit is still valid for a period longer than 4 months. This may constitute a reason for rejecting your application. The IND Caribbean Netherlands Unit assesses your application and decides whether you are eligible for an extension to the period of validity of your residence permit. Whether and for how long the period of validity of your residence permit is extended depends on your situation. Usually your residence permit can be extended for 1 year. You are only eligible for an extension if:

- you currently have a valid Temporary Residence Permit in the public bodies; and
- you want to extend your permit for the same purpose of stay; and
- no changes have taken place in your situation which have consequences for your right of residence.

In all other cases you cannot use this form to submit your application. You must complete a separate form for each applicant.

What happens to your application?

Once you have submitted your application in person to 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 with the processing of 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.

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Annexes to this form

- List of required documents
- Model declarations:
 - 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

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 (the permit holder)

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 _____

2.9 Telephone number I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I

2.10 Public body Bonaire Sint Eustatius Saba

2.11 Passport number I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I

2.12 Place of issue _____

2.13 Date of issue Day month year
 I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I

2.14 Valid until Day month year
 I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I

2.15 E-mail _____

3 Declaration regarding circumstances

> Please state opposite which situation(s) is/are applicable to you (the applicant) since the issue of your current residence permit. This means changes which may have consequences for your right to residence and possibly the right to residence of your family members. Enclose the items of evidence requested to your application.

Always enclose declarations and items of evidence. You must always inform the IND Caribbean Netherlands Unit immediately about changes.

- Since the issue of the current Provisional Residence Permit (MVV) there have been no changes in the facts or circumstances which have consequences for the right of residence.
- The party with whom I am staying in the public bodies (the sponsor) has a new valid passport
 > Enclose a copy of all written pages of this document

The family situation of myself (the applicant) or the party with whom I am staying in the public bodies (the sponsor) has changed, namely:

- Married/registered partnership > Enclose a copy of the (legalised) marriage certificate/registration
- New relationship > Enclose items of evidence or declarations
- Termination of marriage/relationship > Enclose items of evidence or declarations (showing on which date the marriage/the relationship was terminated)
- Birth of child > Enclose a copy of a (legalised) birth certificate
- Death > Enclose a copy of a (legalised) death certificate
- The income situation of myself or the party with whom I am staying in the public bodies (the sponsor) has changed > Enclose items of evidence (MBES29)
- Other, namely:

4 Main residence

> Indicate below which situation applies to you (the applicant).

- Since the commencement date of my existing residence permit I have not been outside the public bodies for longer than three months.
- I have been outside the public bodies for longer than three months. I was in:

4.1 Country _____

Day month year Day month year

4.2 Period from I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I to I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I _ I

5 Work details

> *Only complete if applicable*

5.1 Profession _____

5.2 Employer's name _____

5.3 Public body Bonaire Sint Eustatius Saba

5.4 Salary in USD I _ I _ I _ I _ I _ I _ I _ I _ I Weekly Monthly Annually

5.5 Telephone number I _ I _ I _ I _ I _ I _ I _ I _ I

5.6 E-mail _____

5.7 CRV number
(if you already have one) I _ I _ I _ I _ I _ I _ I _ I _ I

5.8 Personal CRIB number
(if you already have one) I _ I _ I _ I _ I _ I _ I _ I _ I

6 Purpose of the stay in the public bodies

> *State below the main reasons for your stay for which you are applying for an extension to the period of validity of your residence permit. You must state the most important reason for your stay.*

Family reunification

Family formation

Adoption or foreign foster child

Study

• Employment employee trainee apprentice
 as company representative based on the Dutch-American Friendship Treaty

• Self-employed person you are a director you have a one-man business based on the Dutch-American Friendship Treaty*

Pensioner/Person of independent means

Re-admission

Continued residence

Victim or witness-informer of trafficking in human beings

Other reason, namely:

7 Criminal record declaration

> *Indicate below the situation which applies to you. You only have to complete this declaration if you (the applicant) are aged 12 or older. If you do not fill in this criminal record declaration truthfully, this can have consequences relating to the right of residence.*

I hereby declare that:

a. I have never, for reason of committing a crime in or outside the Caribbean Netherlands:

- been sentenced to a term of imprisonment or a custodial measure nor has such been implemented against me;
- been sentenced to nor carried out a learning order or a community punishment order;
- received a penalty order issued by a public prosecutor nor has such ever been enforced against me;
- been obliged to pay a fine;
- accepted a fixed penalty order nor has such ever been enforced against me;

b. At this time, there is no criminal prosecution against me for planning a crime inside or outside the Caribbean Netherlands: such applies if at this time a police report has been drawn up against me or if I have submitted an appeal against a previous conviction;

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- c. There are no outstanding punishments against me for committing a crime inside or outside the Caribbean Netherlands nor does such still need to be implemented;
- d. I have never been guilty of one or more acts as referred to in Article 1F of the Convention on Refugees of 1951: a crime against peace, a war crime, or a crime against humanity, a serious non-political crime (such as murder), or acts contrary to the purposes and principles of the United Nations (such as acts of terrorism);
- e. I will immediately inform the IND unit Caribbean Netherlands if criminal prosecution is initiated against me inside or outside the Caribbean Netherlands for the commission of a crime after submission of my application for a residence permit;
- f. I am aware that providing inaccurate information or withholding relevant information may have consequences for my rights of residence;

For the following reasons I am unable to declare the above:

8 Medical expenses declaration

8.1 Insured for medical expenses Yes No

8.2 Name and address of the insurance company _____

8.3 Policy number

9 Signature by the foreign national (the permit holder)

I have filled in this form truthfully. I understand that, if this declaration does not have a truthful basis, this will be tantamount to a criminal offence which may have consequences relating to the right of residence as regards granting a residence permit, or as regards a residence permit that has already been granted.

9.1 Date Day month year

9.2 At _____

9.3 Public body Bonaire Sint Eustatius Saba

9.4 Signature of the applicant _____

This form must be signed by the party in question himself or by his legal representative. Minor children who have reached the age of 12 must sign this form themselves.

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;
- 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 previous residence permit.

Relationship

- completed and signed application form;
- copy valid passport of the foreign national;
- copy valid passport of the sponsor;
- declaration of relationship (MBES23);
- a guarantee (MBES26);
- 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 previous residence permit.

Minor children

- completed and signed application form;
- copy valid passport of the foreign national;
- copy valid passport 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 previous residence permit

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;
- proof of independent, sustainable and sufficient financial resources;
If employed:
 - employer's declaration (MBES29);

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- 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 previous residence permit.

Adoption and foreign foster children

- completed and signed application form;
- copy valid passport of the child;
- copy valid passport of the sponsor;
- proof of the foster parents' legal residence;
- 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)
- copy previous residence permit.

Study

- completed and signed application form;
- copy valid passport of the foreign national;
- 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;
- guarantee from an educational institution (MBES28);
- copy previous residence permit.

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;
- copy valid passport/identification of the employer;
- if required: copy valid work permit or application;
- recently completed and signed Employer's Declaration (MBES29);
- a recent declaration by the Tax Inspectorate (form is available at the IND CN);
- if applicable: copy of the employer's business permit;
- excerpt from the Chamber of Commerce (not older than 6 months on date of application);
- guarantee (MBES26);

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;

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- 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);
- reference letter from the bank;
- the annual accounts of the last financial year, consisting of the balance sheet and profit and loss account;
- copy previous residence permit.

Pensioners and people of independent means

- completed and signed application form;
- copy valid passport of the foreign national;
- copy previous residence permit;
- declaration or letter and/or other documents concerning financial resources of the applicant.
- 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;

Other

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

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;
- copy previous residence permit;
- 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);

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

- completed and signed application form;
- copy valid passport of the foreign national;
- copy previous residence permit;
- 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);

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;
- copy previous residence permit;
- 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)

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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).

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;
- copy previous residence permit;
- 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).

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;
- copy previous residence permit;
- 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);

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.