



# Admittance and registration on Bonaire



# What do the Immigration and Naturalisation Service CN and the Census Office do?

In this leaflet we explain the admittance and registration process on Bonaire. The separate agencies Immigration and Naturalisation Service (Immigratie- en Naturalisatiedienst CN, hereafter referred to as IND-CN) and the Census Office (Burgerzaken) both have their responsibilities in this process. However, who does what exactly and what documents are required? By answering these questions in this leaflet, IND-CN and the Census Office hope to further improve their service provision.



## What does IND-CN do?

The Caribbean Netherlands unit of IND, is responsible for the implementation of the foreign nationals policy on Bonaire, St. Eustatius and Saba. This means that IND-CN assesses all applications for a residence permit or declaration of admittance by law for foreign nationals or Dutch nationals who want to stay on these islands for purposes other than as a tourist. This for instance regards people who want to live, work or study here. Furthermore, this unit processes requests of people who want to become a Dutch citizen.

Obtaining Dutch citizenship or a residence permit for Bonaire, St. Eustatius or Saba is not possible for just anyone. Certain requirements apply. Important questions are: how long does a person want to stay? With what purpose? Does a person have adequate income or own funds? These requirements are not set by IND-CN itself, but by the government in The Hague. IND-CN implements the policy established by the administration.

# What does the Census Office do?

The Census Office of the Public Entity Bonaire is responsible for maintaining the Personal Records Database, for maintaining the municipal registry of births, marriages and deaths and for the organisation of elections. In addition, the Census Office is responsible for the issuance of passports, identity cards (sédulas) and extracts, among others. More information about the Census Office is available on the website of the Public Entity [www.bonairegov.com](http://www.bonairegov.com).

## Summarised: IND-CN and Census Office

IND-CN is a central government agency and is responsible for the admittance process. The Census Office is an agency of the Public Entity Bonaire and its duties include, among others, the registration of citizens in the Personal Records Database of Bonaire, the moment the IND-CN has allowed them entry to the island.



# Do you want to live and/or work on Bonaire?

## Then you should visit IND-CN first.

In order to be able to live/work on Bonaire, you should submit an application to one of the IND-CN service counters:

- **for residence: submit an application for a residence permit, or – if you are a Dutch or American citizen – an application for a declaration of admittance by law.**
- **for work: if you also want to work you should additionally apply for a work permit.**

The following categories do not require a work permit:

- **Dutch and American nationals;**
- **Foreign nationals cohabiting with or married to a Dutch citizen;**

The application forms and a summary of the required documents are available on the RCN website, [www.rijksdienstcn.com](http://www.rijksdienstcn.com) under the heading Immigration & Naturalisation > Forms and enclosures. The application forms can also be obtained from one of the IND-CN service counters.

## Assessment of and decision on a residence permit

IND-CN assesses whether the application meets the set requirements. Individuals who meet all requirements, will be granted a residence permit or a declaration of admittance by law. It is imperative that the applicant provides correct information. If it turns out that incorrect information has been provided, a residence permit may be refused or revoked. IND-CN will send the decision regarding the admittance to the applicant by post.

## Assessment of and decision on a work permit

The RCN-unit of Social Affairs and Labour (Sociale Zaken en Werkgelegenheid, SZW) decides on the application for the work permit. IND-CN is also the service counter for the RCN SZW unit. The decision regarding the work permit will be sent to the employer by post.

## Was your application approved? Then please visit the Census Office.

If your application for a residence permit or declaration of admittance by law has been approved, you should take this to the Census Office in order to register in the Personal Records Database of Bonaire. Registration after admittance is compulsory. In order to register you need to bring the following original documents (no copies):

- **The IND decision (which states that you have been granted admittance);**
- **A valid passport;**
- **A birth certificate (not older than 12 months);**
- **A marriage certificate (not older than 6 months and if applicable);**
- **A certificate of divorce (not older than 6 months and if applicable);**
- **A declaration of marital status (not older than 6 months and if not previously married);**
- **A change of address card (not older than 3 months, and only when one is a resident of the Kingdom!)**

**Please note:** documents from abroad should bear an apostille or legalisation stamp, depending on the country of birth / marriage / divorce / death.

Should you have doubts about the apostille or legalisation stamp, you may contact the Census Office or the Dutch embassy in your country of origin. You may also visit the following website: [www.nederlandwereldwijd.nl](http://www.nederlandwereldwijd.nl)

After you have registered, the Census Office will make an identity card (sédula) for you.

## Contact and opening hours of the RCN IND unit

Opening hours of the RCN IND unit

Monday to Thursday: between 08:00 and 15:00 hours; Friday: Closed

We can be reached daily by calling (+599) 715-8330, Monday to Friday between 08:00 and 12:00 hours and between 13:00 and 15:00 hours.

Fax: +599 717 2772 for the attention of IND-CN

E-mail address: [IND@rijksdienstCN.com](mailto:IND@rijksdienstCN.com)

Website: [www.rijksdienstcn.com](http://www.rijksdienstcn.com)

## Contact and opening hours of the Census Office

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Opening hours of the Census Office

Monday to Thursday: between 08:00 and 15:00 hours; Friday: by appointment only

The Census Office can be reached by calling (+599) 717-5516/5517  
between 08:00 and 15:00 hours.