



# Registration when staying in the Netherlands for a short period

If you live abroad and come to the Netherlands to work or study, you will need a citizen service number (burgerservice-nummer (BSN)) for your dealings with the Dutch authorities. You will be issued this number when you register in the Netherlands. If you will be staying in the Netherlands for less than 4 months, you can register with one of 19 municipalities in the Netherlands. If you will be staying for more than 4 months, you are required to register in the municipality where you live.

This leaflet is intended for those who will be staying in the Netherlands for less than 4 months.

## In the Netherlands for less than 4 months

If you are a cross-border worker or foreign student, for example, and you will be staying in the Netherlands for less than 4 months, it is important that you register with the Municipal Personal Records Database (Basisregistratie Personen). You will then be issued a citizen service number, which is your unique personal number for dealings with the Dutch authorities. Anyone who wants to work or study in the Netherlands, or has to deal with the Dutch authorities for some other reason, needs a citizen service number. You can only obtain a citizen service number from a registration agency. (The Dutch Tax and Customs Administration has now stopped issuing 'sofi' numbers, the precursor to the citizen service number.)

## Where to register

To register you must go to one of the registration agencies in person and present valid proof of identity (a passport or identity card). You cannot be registered without valid proof of identity.

This map shows the 19 municipalities in the Netherlands where you can register.



The contact details for these municipalities are included with this leaflet. You can also visit the municipality website to check opening times and make an appointment.

## Rights

- When you register for the first time you will be provided with a free copy of your registration document.

- Once you have registered, you can view your details free of charge at any time. You can also request a certified extract from the Municipal Personal Records Database. There is a charge for this service. To view your details, you will need to provide proof of identity in order to ensure that unauthorised persons do not gain access to your details.
- Registration agencies can provide a list of the organisations to which personal details have been disclosed in the last 20 years. To prevent unauthorised persons from gaining access to your details, you will need to provide proof of identity before you can view this information.
- You can ask for the personal information recorded in the database to be kept confidential from certain organisations.

## Citizen Service Number (BSN)

The BSN is a personal identification number issued to citizens for dealings with the authorities. Among other things this unique number helps to prevent cases of mistaken identity. The BSN has advantages for citizens and the authorities. It simplifies dealings with municipal and other (government) agencies. When you register with the Municipal Personal Records Database for the first time, you will be issued a BSN. Everyone who works in the Netherlands must submit their BSN to their employer. Employers use this number to arrange things for the citizen with agencies such as the Dutch Tax and Customs Administration and pension funds. The BSN is also used by the Dutch health service, so you may be asked for your BSN when visiting a general practitioner, hospital or pharmacy.

## Obligations

- While you are in the Netherlands you must always be able to provide valid proof of identity (a passport or identity card).
- You are required to notify a registration agency of any changes in your personal details. You must be able to present a document that provides proof of the change.
- What if the details are incorrect?  
Inaccuracies in your registration details will be amended at your request. You must be able to provide a document which proves that the details are incorrect. The details will be amended within four weeks. This service is provided free of charge.

### More than 4 months in the Netherlands?

If you are planning to stay in the Netherlands for more than 4 months, you must register in the municipality where you live. You are required to do this within 5 days of your arrival in the Netherlands. If your partner and/or children also want to stay in the Netherlands for more than 4 months, they will need to go to the registration agency in person. As well as registering with the municipality, you may also need to apply for (residence and/or work) permits.

You can find more information about visas and residence permits at [www.ind.nl](http://www.ind.nl). You may also find it helpful to refer to the New in the Netherlands brochure, which can be found [www.newinthenetherlands.nl](http://www.newinthenetherlands.nl).

### Questions?

If you have any questions after reading this leaflet, please contact one of the 19 municipalities or call the Government Information line on telephone number 1400 / +31 77 465 6767. See also [www.government.nl](http://www.government.nl).

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[www.rijksoverheid.nl](http://www.rijksoverheid.nl)

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Contact details for Municipalities with a Registration Agency			
Municipality	Address	Telephone number	Website
Alkmaar	Mallegatsplein 10	14072 +31 72 548 8888	<a href="http://www.alkmaar.nl">www.alkmaar.nl</a>
Almelo	Haven Zuidzijde 30	140546 +31 54 654 1111	<a href="http://www.almelo.nl">www.almelo.nl</a>
Amsterdam	Anton de Komplein 150	14020 +31 20 624 1111	<a href="http://www.amsterdam.nl">www.amsterdam.nl</a>
Breda	Claudius Prinsenlaan 10	14076 +31 76 529 3001	<a href="http://www.breda.nl">www.breda.nl</a>
Den Haag	Spui 70	14070 +31 70 353 3000	<a href="http://www.denhaag.nl">www.denhaag.nl</a>
Doetinchem	Raadhuisstraat 2	0314-377377 +31 31 437 7377	<a href="http://www.doetinchem.nl">www.doetinchem.nl</a>
Eindhoven	Stadhuisplein 10	14040 +31 40 238 6000	<a href="http://www.eindhoven.nl">www.eindhoven.nl</a>
Goes	M.A. de Ruijterlaan 2	140113 +31 11 324 9600	<a href="http://www.goes.nl">www.goes.nl</a>
Groningen	Kreupelstraat 1	14050 +31 50 367 7000	<a href="http://www.gemeente.groningen.nl">www.gemeente.groningen.nl</a>
Heerlen	Geleenstraat 25-27	14045 +31 45 560 5040	<a href="http://www.heerlen.nl">www.heerlen.nl</a>
Leeuwarden	Oldehoofsterkerkhof 2	14058 +31 58 233 8888	<a href="http://www.leeuwarden.nl">www.leeuwarden.nl</a>
Leiden	Stadhuisplein 1	14071 +31 71 516 5165	<a href="http://www.leiden.nl/gemeente">www.leiden.nl/gemeente</a>
Nijmegen	Mariënborg 75	14024 +31 24 329 9000	<a href="http://www.nijmegen.nl">www.nijmegen.nl</a>
Rotterdam	Hartmansstraat 15	14010 +31 10 267 1625	<a href="http://www.rotterdam.nl">www.rotterdam.nl</a>
Terneuzen	Stadhuisplein 1	140115 +31 11 545 5000	<a href="http://www.terneuzen.nl">www.terneuzen.nl</a>
Utrecht	Stadsplateau 1	030-2860000 +31 30 286 0000	<a href="http://www.utrecht.nl">www.utrecht.nl</a>
Venlo	Hanzeplaats 1	14077 +31 77 359 6666	<a href="http://www.venlo.nl">www.venlo.nl</a>
Westland	Stokdijkkade 2, Naaldwijk	140174 +31 17 467 3700	<a href="http://www.gemeentewestland.nl">www.gemeentewestland.nl</a>
Zwolle	Lübeckplein 2	14038 +31 38 498 3138	<a href="http://www.zwolle.nl">www.zwolle.nl</a>