



# Registration of Non-Residents: Frequently Asked Questions

## 1. What is a non-resident and what is a resident?

A non-resident is someone who does not live in the Netherlands, but does have a relationship with the Dutch authorities, such as cross-border workers, foreign students and persons abroad who receive a pension from the Dutch government.

A resident is someone who lives in the Netherlands and is registered in a Dutch municipality.

## 2. Where can I register as a non-resident in the Netherlands?

You can register in the Netherlands at your choice of one of the following municipalities: Alkmaar, Almelo, Amsterdam, Breda, The Hague, Doetinchem, Eindhoven, Groningen, Goes, Heerlen, Leeuwarden, Leiden, Nijmegen, Rotterdam, Terneuzen, Utrecht, Venlo, Zwolle.



## 3. How do I register as a non-resident in the Netherlands?

You must report in person to one of the municipalities with a registration facility for non-residents with a valid proof of identity (passport or identity card). See question 2. Check the website of the municipality where you want to register to view the opening times and make an appointment.

You cannot be registered without valid proof of identity. It is also a good idea to be able to provide your address in your country of origin in a clearly legible form.

For more information see the [leaflet for non-residents](#).

## 4. Why do I need to register?

It is important that you register since you will then be issued with a citizen service number (burgerservicenummer - BSN). This unique personal number is used for your contacts with the Dutch authorities. Anyone who wants to work or study in the Netherlands needs this number.

## 5. Why do the Dutch authorities have a Municipal Personal Records Database (Basisregistratie Personen - BRP)?

The authorities need to have correct information about their citizens. In order to produce a passport, identity card or driving licence, for example. In order to know who is entitled to vote in elections, to pay out benefits and to levy municipal taxes. But there are other important uses. Organisations such as the Tax Administration, benefit agencies and pension funds also use this personal information to match their decisions to citizens' individual situation. That is why the authorities have a Municipal Personal Records Database which records the details of residents and non-residents.

## 6. What is a citizen service number (BSN)?

The citizen service number (BSN) is a personal number for a citizen's contacts with the authorities. The number consists of 9 digits. This unique number helps to prevent cases of mistaken identity, amongst other things. The BSN offers benefits for both citizens and the authorities. It makes contacts with the municipality and other (public) bodies easier. When you register in the Netherlands for the first time, you will be issued with a BSN. Everyone who starts work provides this BSN to their employer. The employer uses it to arrange a number of things for the citizen with bodies such as the Tax Administration and the pension fund. The health service also uses the BSN. When you visit a general practitioner, hospital or pharmacy you may be asked for your BSN.

More information about this can be found at [www.rijksoverheid.nl](http://www.rijksoverheid.nl).

See also questions 14 and 15.

## 7. I come from the Caribbean part of the Kingdom of the Netherlands. Does the same registration procedure apply to me?

Yes, the same registration procedure applies to you.

## 8. How do I notify changes in my information?

You can notify a change in the recorded information to the municipalities with a registration facility. You must be able to provide a document that proves the change. The municipality will assess whether the document meets the requirements. If this is the case, the change will be made within four weeks. There is no charge for amending personal information.

### 9. What should I do if I will be staying or think I will be staying in the Netherlands for more than 4 months?

If you are planning to stay in the Netherlands for more than 4 months, you must register as a resident 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 want to stay in the Netherlands for more than 4 months as well, they also need to register.

In addition to this registration with the municipality, you may also need to apply for the relevant permits (residence permit/work permit). See the IND website for information about this: [www.ind.nl](http://www.ind.nl).

Also consult the 'New in the Netherlands' leaflet, which can be found at [www.nieuwinnl.nl](http://www.nieuwinnl.nl).

### 10. What will happen with my information (including when I leave the Netherlands)?

Your recorded information will remain stored in the Municipal Personal Records Database.

### 11. What information is recorded when I register?

The following information is recorded for non-residents:

- Name, date and place of birth, gender;
- Nationality;
- Home address outside the Netherlands;
- Entitlement to temporary residence;
- Citizen service number (BSN);
- Administration number.

### 12. How do I know that I'm registered?

You can ask at the municipalities with a registration facility whether you are registered in the Municipal Personal Records Database (BRP). You can view your information free of charge.

You can also request an extract from the Municipal Personal Records Database. There is a charge for this. In order to view your information you need identify yourself with a valid proof of identity (passport or identity card) in order to ensure that unauthorised persons cannot gain access to your information.

### 13. How is the privacy of my information protected?

The personal information in the Municipal Personal Records Database is not made public. The authorities safeguard your privacy carefully, and only use this information to carry out their statutory tasks. See also question 21.

### 14. How do I find out my Citizen Service Number (BSN)?

As a non-resident you will be issued with a BSN made up of nine digits after you have been registered in the Municipal Personal Records Database. This number is shown on the copy of the registration that you are given when you register. If you have lost the number, please contact one of the municipalities with a registration facility for non-residents. You can then request an extract from the Municipal Personal Records Database.

See also questions 6 and 15.

### 15. Previously I had a 'sofi' number. Is that the same as my Citizen Service Number (BSN)?

Only a BSN is issued nowadays; 'sofi' numbers are no longer issued. In many cases the 'sofi' number has been upgraded to the BSN. You will therefore continue to use this number. In some cases a completely new number has been assigned, for example if the old 'sofi' number was no longer active.

The difference between the BSN and the 'sofi' number is the way in which and for which the BSN is used. The BSN is a general personal number which is used across the public sector, such as in education or healthcare. The 'sofi' number was only used for social security/tax purposes. The BSN makes it possible for people

to be able to communicate with the authorities using just one number.

The municipality issues the BSN under the *Wet algemene bepalingen burgerservicenummer* [Citizen Service Number (General Provisions) Act] and includes it in the Municipal Personal Records Database. The 'sofi' number was previously issued by the Tax Administration.

See also questions 6 and 14.

### 16. Can I still apply to the Tax Administration to register?

No, this is not possible after 9 December 2013.

### 17. How long does the registration process take?

If the municipality with a registration facility for non-residents has been able to establish your identity with sufficient certainty, you will be registered immediately and the citizen service number (BSN) will be allocated. You will be given your citizen service number straightaway.

### 18. What does registration cost?

There is no charge for registration. When you first register you will be provided with a free copy of the recorded personal information.

### 19. Do I need to make an appointment to register?

This varies between municipalities with a registration facility for non-residents. Consult the website for the municipality where you want to register for more information about this.

### 20. How do I know which bodies are using my information?

The municipality can provide a list of the bodies to which personal information has been provided. In order to ensure that



unauthorised persons do not gain access to this list, you must identify yourself before you can view the information.

### **21. Is all recorded information visible to all bodies?**

The recorded information is visible to Dutch government organisations. They can only see the information that is required for their statutory task. Some non-government organisations can also use your information, such as pension funds. Finally a few other institutions can also use your information, such as churches. You can ask that this final group of institutions to keep your information secret.

### **22. Where should I go if I have further questions?**

You should contact one of the 18 municipalities with a registration facility for non-residents (see question 2) or call *Government Information* on telephone number 1400.

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

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