

# Postal address application

## More about applying for a postal address

[www.rotterdam.nl/briefadres-aanvragen](http://www.rotterdam.nl/briefadres-aanvragen)

## Help with completing the form

Call 14 010 (municipality's telephone number)

Complete this form in full.

Compulsory questions are marked with a \*.

Not fully completing this form means it will take longer for us to assist you.

### Postal address applicant

Surname \*

First names \*

Date of birth \*

Citizen Service Number (*BSN*)

Telephone number \*

Email address \*

### Who else is this postal address application for?

You can also apply for a postal address for your spouse, registered partner and children. Other people will need to file their own applications.

1. Surname

First names

Date of birth

2. Surname

First names

Date of birth

## ■ Why are you applying for a postal address?

I am homeless

Please include a copy of:

- Your valid passport, Dutch identity card or driving license.
- 

I am looking for a temporary solution while between 2 homes

Please include a copy of:

- Your valid passport, Dutch identity card or driving license
  - Termination of the lease contract/purchase contract
  - The deed of transfer of the new home
- 

I temporarily have no residential address as a result of a divorce/relationship which has ended

Please include a copy of:

- Your valid passport, Dutch identity card or driving license
- Registration with Woonnet Rijnmond, Bemiddelaars antikraak (Anti-squat mediators), Kamerverhuur (Room rentals) or private landlords

If you don't have a residential address as a result of a divorce, please also include a copy of the:

- Divorce petition
  - Divorce decree
  - Other judicial documents
- 

I'm temporarily living abroad (for less than 8 months) as a result of my studies or work experience placement

Please include a copy of:

- Your valid passport, Dutch identity card or driving license
  - Tickets with outward and return journey dates
  - Visa
  - Statement from the employer, university or college, confirming the period of stay abroad
- 

I'm temporarily living abroad (for less than 8 months)

Please include a copy of:

- Your valid passport, Dutch identity card or driving license
  - Tickets with outward and return journey dates
  - Visa
- 

I live in a care facility

Please include a copy of:

- Your valid passport, Dutch identity card or driving license
  - The care agreement
  - Proof of residence in the care facility
- 

I'm currently in prison

Please include a copy of:

- Your valid passport, Dutch identity card or driving license
  - Proof of residence in prison
-

I live in a holiday park

Please include a copy of:

- Your valid passport, Dutch identity card or driving license
  - Statement from the manager confirming you can't be registered at the holiday park address
  - Recent invoice confirming your reservation
- 

I work in different locations and have no fixed residential address

Please include a copy of:

- Your valid passport, Dutch identity card or driving license
  - Employment contract
  - Recent payslip
- 

Other:

Please provide an explanation and send supporting documents

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■ **How did this situation arise? \***

■ **What is the last address you were registered at?**

Street

House number and suffix

Postcode

Town

Since when did you stop living there?

■ **Where will you be living for the next 3 to 6 months? \***

Enter multiple addresses if you'll be living at multiple addresses

**Address 1**

Street

House number and suffix

Postcode

Town

How long are you going to be staying here?

Date (*from*)

Date (*to*)

Indicate on which days of the week you're staying at this address

Monday

Wednesday

Friday

Sunday

Tuesday

Thursday

Saturday

Name of the (main) occupant:

Relationship to the (main) occupant:

The (main) occupant's telephone number:

**Address 2**

Street

House number and suffix

Postcode

Town

How long are you going to be staying here?

Date (*from*)

Date (*to*)

Indicate on which days of the week you're staying at this address

Monday

Wednesday

Friday

Sunday

Tuesday

Thursday

Saturday

Name of the (main) occupant:

Relationship to the (main) occupant:

The (main) occupant's telephone number:

### Address 3

Street

House number and suffix

Postcode

Town

How long are you going to be staying here?

Date (*from*)

Date (*to*)

Indicate on which days of the week you're staying at this address

Monday

Wednesday

Friday

Sunday

Tuesday

Thursday

Saturday

Name of the (main) occupant:

Relationship to the (main) occupant:

The (main) occupant's telephone number:

### ■ Why can't you register at one of the addresses you provided?

The main occupant doesn't give permission

Reason

The landlord/owner doesn't give permission

Reason

I have debts

Other, namely

■ **Which address do you want as a postal address? \***

I want my postal address to be at:

The occupant's first name and surname (*postal address holder*)

Street

House number and suffix

Postcode

Town

For which period?

Date (*from*)

Date (*to*)

The postal address holder must complete and sign the Postal Address Permission Statement. The statement is included in the appendix. Please enclose the completed and signed statement, together with a copy of the postal address holder's identity document. For example, a valid passport or driving license.

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I want to use the municipality's postal address

You can only request a postal address from the municipality if you can't find a postal address yourself. You will need to collect your mail at least once every 2 weeks if the municipality has given you a postal address. The municipality can stop your postal address if you don't do this. The municipality will not accept any registered mail, medication and medical devices and packages. Signing this form means you agree with these conditions.

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■ **Are you looking for your own living space or permanent residence?**

Yes

No

Is the answer no? Then please explain why.

■ **What effort have you made to find a place to live?**

■ **Where do you keep your personal belongings?**

## ■ Do you have a job or are you receiving benefits?

I work at

I receive benefits from

I don't work and I don't receive benefits. How do you get money to live on?

## ■ Statement and signature

I hereby confirm I have truthfully completed the application form.

Town \*

Date \*

Signature \*

## ■ For information purposes

- The municipality may invite you for a personal interview following your application. The municipality may also investigate your residential address.
- It's important that you provide truthful information. Not doing so can result in a fine.

## ■ Please send the form to:

Municipality of Rotterdam Burgerzaken  
F.A.O. Migration Team Postbus 70013  
3000 KR Rotterdam

## ■ How long will this process take?

You will receive our decision within 8 weeks.

## ■ Assistance

Is there anything we can help you with? You can always ask us questions about your income, physical health, education, debts or addiction. You can also call for help with completing this form. Call 14 010 for more information.

## ■ Privacy

The municipality handles your data with care. You can read more about this on the following website: [Rotterdam.nl/privacy](https://rotterdam.nl/privacy).

# Appendix:

## Postal Address Permission Statement

### ■ Details of the main occupant/postal address holder

Surname \*

First names \*

Date of Birth \*

Place of Birth \*

Telephone number \*

Email address \*

Address \*

Postcode \*

Town \*

**confirms to consent to the following person(s) being registered with a postal address at his/her address.**

### ■ Postal address applicant

Surname \*

First names \*

Date of birth \*

### ■ Postal address co-applicants

Surname

First names

Date of birth

Surname

First names

Date of birth



**The undersigned confirms to be aware that**

- he/she is obliged to ensure the person registered at the postal address will receive any postal items intended for him/her.
- he/she is obliged, at the request of the municipal council, to provide information in person and to produce the documents necessary for keeping the Personal Records Database (BRP) up to date.

Town \*

Date \*

Signature \*

Please don't forget to include a copy of your proof of identity as the postal address holder.

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