

# *Working as a self-employed person in the Netherlands*

## **Mission IND**

Migration poses ever-changing and complex problems for our society. The Immigration and Naturalization Service (IND) is responsible within this dynamic situation for carrying out tasks concerning the admission of aliens, naturalization, regulation, repatriation, and border security. The IND is an open, professional, and reliable organization, and makes its decisions carefully and timely. To this end, the IND invests in expert, motivated, and committed staff who are essential for the quality of the work.

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## 1 What is the purpose of this brochure

The Dutch government maintains an admissions policy for aliens who want to come to the Netherlands. This admissions policy is regulated by the Dutch Aliens Act. Depending on your nationality, the purpose of your visit, and how long you want to stay in the Netherlands, you will have to apply for a visa in your country in order to be able to travel to the Netherlands. The Dutch government will check to see if you satisfy the rules in order to be eligible for this. The decision about your visa application is taken by the Immigration and Naturalization Service, an executive body of the Ministry of Justice. Please remember that this procedure does take a certain amount of time. This brochure explains what you must do in order for your application to pass off well.

*Please note!* no rights can be derived from the contents of this brochure.

## 2 Who should read this brochure?

This brochure is intended for aliens who want to work in the Netherlands as self-employed persons. It therefore depends on whether or not you want to pursue a profession or run a company on your own. This brochure will tell you about the rules that apply for you as a self-employed person. First of all, you can find out if you satisfy the conditions for a stay as a self-employed person. The brochure then takes you through the procedure step-by-step. It also tells you what documents you will need. Read this brochure through carefully, so that you know which steps to take and whether or not you have the right documents. The documents you need depends on the purpose of your visit. If you do not have the right documents, then this usually delays the processing of your application.

**If you are a citizen of one of the member states of the European Union or the European Economic Area, then different admission rules apply. You do not need to read this brochure if you have the nationality of one of the following countries: Austria, Belgium, Denmark, Germany, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Norway, Portugal, Spain, Sweden or United Kingdom (Great Britain and Northern Ireland). There is a special brochure for you that can be obtained from the Immigration and Naturalization Service.**

### 3 Under which conditions can you work in the Netherlands as a self-employed person?

If you want to work in the Netherlands as a self-employed person, then you have to satisfy certain conditions. There are general conditions, and conditions that specifically apply to your stay as a self-employed person in the Netherlands. Below is a list of the conditions which in any event apply to you. You can check to see if you satisfy them.

#### *General conditions*

You must in any event:

- Have a valid passport.
- Not have tuberculosis<sup>1</sup>.
- Not have a criminal record. You will have to sign a statement about your past to confirm this.
- Have health insurance that covers all risks in the Netherlands.
- Have an Authorization for temporary stay (if you come from a country where you need to have such an authorization).
- Have sufficient means of support. You must earn enough money from your profession or business to be able to pay for your own living expenses. Your net income must be 81% of the gross income (the gross profit).

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<sup>1</sup> Once you have arrived in the Netherlands, you will have to undergo a tuberculosis examination. This examination is not required if you come from one of the countries of the European Union, from Australia, Canada, Iceland, Israel, Japan, Monaco, New Zealand, Norway, Suriname, Switzerland (including Liechtenstein), or the United States.

#### *Specific conditions*

If you satisfy all the conditions above, you can now check to see which conditions apply to your specific situation as a self-employed person.

- You have not yet reached the age of 60.
- You satisfy the conditions for pursuing a certain profession. If, for example, you want to work as a doctor in the Netherlands, you will need to have the right qualifications. You can obtain more infor-

mation about practising a medical or paramedical profession from the Ministry of Health, Welfare and Sport

- You satisfy the conditions for running a certain type of company. A permit is generally needed for this. You can obtain more information about how to get permits from the Chamber of Commerce and Industry. If you want to run a business in the hotel and hospitality trade, you can obtain more information about getting permits from the local council in the area where you want to establish your business.

It has to be a new business. A business is new in the following cases:

- A company enters the market for the first time and is registered in the commercial register of the Chamber of Commerce.
- There is a change in the legal status and at the same time in the management (expansion, rationalisation, replacement).
- Your business activity changes radically.
- Your business activity serves an essential Dutch economic interest. This is in any event the case with one of the following activities:
  - the business activity has a clearly innovative value, that is to say, makes a positive contribution to the Dutch economy.
  - the business activity does not disrupt competition in the sense that it prevents healthy market competition.
- You have to come especially from a foreign country for the intended business. That is to say, the position cannot be filled by a Dutch citizen or a foreign national with a valid residence permit.

In order to determine whether or not you satisfy the last two conditions (you serve a Dutch economic interest and you have to come especially from a foreign country), the IND will consult with the Minister of Economic Affairs. In such a request for advice, you should in any case provide the following information:

- An extract from the commercial register of the Chamber of Commerce.
- Recent certified financial accounts.
- References concerning the business: information about the business and any products; the innovative character of the business or any products; contracts with Dutch companies.
- A business plan if it concerns a new business.

- You can present your company results clearly and convincingly in a business plan. This plan must give insight into the continuity of the company and contain at least the following elements:
  - *Personal details*  
This includes details about yourself, but also about your family and income situation, financial obligations, qualifications (together with any diplomas), and work experience.
  - *Company details*  
A summary of the plan, the branch in which you are going to operate, and the company you are going to set up. Information must also be provided about the start date, the place of business, etc.
  - *Legal matters*  
This should deal with such issues as the legal status of the company, the trading name, the possession of any location and other permits, the liabilities, insurance policies, and supply conditions.
  - *Commercial plan*  
Here you have to describe the type of product or service and the market you will be active in. Furthermore, you have to state what the target group is of the intended business activity (the customers), who the competitors are, what their strengths and weaknesses are, and the unique characteristics of your business or your products and services. You must also detail the way in which you will conduct marketing (external communication, means of promotion, method of advertising, etc.). This should be supported as far as is possible with contracts with customers or references from customers, sales forecasts, and the like.
  - *Management plan*  
This describes the number of staff needed, the method used to recruit them, and the intended organisational structure
  - *Financial plan*  
This should include an investment budget, a finance plan, a repayment plan (supported by bank contracts if possible), a trading budget, and a liquidity forecast.

#### 4 Which documents do you need?

For admission to the Netherlands you need various documents. You will need most documents straightaway for your application for admission. There are other documents that you will only need if you are admitted to the Netherlands. For example, if you want to be entered in the register of the local council where you are living. You will need the following documents:

- a valid passport;
- a legalized birth certificate;
- passport photographs;

You will in any event need to sign the following documents when you arrive in the Netherlands:

- a statement about your past

It is up to you to prove that you are going to work in the Netherlands as a self-employed person. You will have to produce documents issued by independent persons or bodies as far as is possible which show what type of company or profession yours is. This includes the following:

- If you are running a company: an extract from the commercial register of the Chamber of Commerce (compulsory).
- For professionals: an extract from the commercial register of the Chamber of Commerce and proof of membership of a trade organisation or a professional organisation if the profession is practised in any other way.
- A declaration from the tax department that you have to pay value added tax (VAT).
- Copies of purchase or lease contracts for business premises.
- Deeds of incorporation of BVs (limited companies) or NVs (public limited companies).
- Financial forecasts made by an accountant (in the case of a NV or BV) or an administration bureau (in the case of a sole trader or other type of business).

### *Legalization and verification*

Official documents (for example, birth certificates, marriage certificates, etc.) from foreign countries have to be legalized. Legalization means that the authorities in the country where the documents come from sign a statement saying that the documents were issued by an official body. This statement is usually provided by the Ministry of Foreign Affairs or Ministry of Justice in your country. The Dutch diplomatic representation (embassy or consulate) in your country will then have to approve the documents. In the Dominican Republic, Ghana, India, Nigeria, and Pakistan, the documents also have to be verified after legalization by the Dutch embassy or consulate<sup>2</sup>. This means that the contents of the documents are checked. Verification takes several months. You will have to pay a fee for this. (See chapter 7 'The costs')

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<sup>2</sup> You can obtain more information about legalization and verification of documents in the Netherlands from the Legalization department of the Ministry of Foreign Affairs. Telephone number: +31 (0)70 348 4787, on weekdays from 9.00-12.00 and from 14.30-17.00.

<sup>3</sup> If there is no Dutch embassy or consulate in your country, then you should contact the Dutch Ministry of Foreign Affairs to find out where you can make an application. For more information you can call: +31 (0)70 348 64 86.

## 5 **When do you need a visa?**

In order to be able to enter the Netherlands, you will need a visa in most cases. This does not apply to everyone. It depends on your nationality. The Dutch embassy or consulate can tell you more about this.

### **If you have the nationality of one of the following countries:**

**Australia, Canada, Japan, New Zealand, Switzerland, or the United States, then you do not need to apply for a visa. In that case, go on to chapter 6 'What do you have to do when you arrive in the Netherlands?'**

There are different types of visa for the Netherlands. If you want to stay in the Netherlands for less than three months, then you will need a *short stay visa*. If you want to stay in the Netherlands for longer than three months, then you will need to apply for an *Authorization for temporary stay* (Machtiging tot Voorlopig Verblijf, MVV).

This is a special visa that will allow you to enter the Netherlands. The MVV is issued to those who satisfy all the requirements for a residence permit in the Netherlands. Once you have arrived in the Netherlands, you have to exchange the MVV for a *temporary residence permit*. You can read about how to apply for this visa below.

*Please note!*

If you have entered the Netherlands with a short stay visa, you will not be able to obtain a residence permit here. In that case you will first of all have to return to your country of origin, or the country where you have established residence, in order to apply for a so-called Authorization for temporary stay (MVV) at the Dutch embassy or consulate in that country.

*You want to work in the Netherlands for less than than three months*

You will need a short stay visa. You will have to make a personal application at the Dutch embassy or consulate in your country<sup>3</sup>. You should state in your application that you want to come as a self-employed person to the Netherlands. The embassy or the Visa Service in the Netherlands will then check to make sure you satisfy the conditions in order to be able to stay in the Netherlands. It can take up to three months for your application to be dealt with. It is therefore important that you apply for a visa well in advance. The short stay visa is a sticker that is fixed in your passport. You will have to pay a fee for the visa. Once you have your visa, you can travel to the Netherlands. You will find more information in the brochure 'Visa for Short Stay in the Netherlands'. You can read more about what you will have to do when you arrive in the Netherlands in chapter 6.

*Please note!* It is advisable to wait until you have actually been issued the visa before you book your journey. Even after the application has been approved, certain matters will still need to be checked, for example if your passport is still valid.

*You want to work in the Netherlands for longer than three months*

You will need a special visa: an Authorization for temporary stay (Machtiging tot Voorlopig Verblijf, MVV). This is a special visa that is issued to those who satisfy all the conditions for a residence permit in the Netherlands. You will need a residence permit if you want to stay in the

Netherlands for longer than three months. Only when you can produce this MVV will you be able to apply for a residence permit in the Netherlands (as long as you still satisfy all the conditions). The MVV is a sticker that is fixed in your passport. You will have to pay a fee for the MVV and for the residence permit.

How do you make an application for an MVV?

If you satisfy all the conditions, you can apply for an MVV at a Dutch embassy or consulate. In order to do so, you have to take the following documents to the Dutch embassy: a valid passport, passport photographs, and the documents listed in chapter 4. These might need to be legalized and eventually verified (see chapter 4 'Legalization and Verification'). You should state in your application that you want to come as a self-employed person to the Netherlands. The embassy will pass your application on to the Immigration and Naturalization Service in the Netherlands. The IND will assess your application based on all the information, and then make a decision.

The IND will send a notification of its decision about your application to the embassy where you applied for the MVV. They will then notify you about the decision. If the application is approved, you will not automatically be issued an MVV. The embassy or consulate will first of all check to see if you satisfy several formal conditions, for example if your passport is still valid. It is therefore advisable to wait until you have been issued the MVV before you book a journey. The MVV is valid for six months after the date of issue. You must travel to the Netherlands within this period. If your application is denied, you can object (see chapter 9 'What if you don't agree with a decision?').

*Please note!* You are not allowed to stay in the Netherlands during the MVV application procedure.

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<sup>4</sup> A tuberculosis examination is not required if you come from one of the countries of the European Union, from Australia, Canada, Israel, Japan, Monaco, New Zealand, Norway, Suriname, Switzerland (including Liechtenstein), or the United States.

## 6 What do you have to do when you arrive in the Netherlands?

Once you have arrived in the Netherlands, you must then report to the Aliens Police within three working days in the region where your new residence is. You have to report to the Aliens Police regardless of whether or not you come from a country for which a visa is required. Any alien who wants to stay in the Netherlands for longer than three months has to apply for a temporary residence permit. If you have an MVV, you can exchange this for a residence permit. The Aliens Police will still check to see if you satisfy all the requirements. If it becomes apparent that you have entered the Netherlands without a valid MVV, your application for a residence permit will be refused immediately and you will have to leave the Netherlands.

If you do not have to have an MVV, you have to apply for a residence permit at the Aliens Police in the area where your new residence is. They will send your application on to be dealt with by the Immigration and Naturalization Service (IND). The IND will check whether or not you satisfy all the conditions listed in chapter 3 to see if you are eligible for a residence permit. The residence permit is valid for one year and costs € 56,72.

*Please note!* After arrival in the Netherlands, you will also have to undergo a tuberculosis examination<sup>4</sup>

## 7 The costs

An application fee has to be paid to the Dutch government. You must pay a fee for a:

- Short stay visa (The fee depends on the exchange rate and how long the visa is valid for):
  - for 1 month € 25,-
  - for 2 or 3 months € 30,-
- MVV € 50,-
- Temporary residence permit
  - (for people aged 12 and over) € 56,72
  - (for people aged 11 and under) € 22,69
- Legalization € 9,08 per document
- Verification € 136,13 per document
- Work permit (to be paid by the employer)

### *Handling Fee*

As of 1 January 2001, the Dutch government will be charging a so-called 'handling fee' for each new visa application. This means that prior to any decision about the visa application, a charge will be made for handling the application. This will be the same as the fee that has to be paid for the visa being applied for. If the application is approved, this means the applicant has already paid all the costs. If the visa application is refused, however, the handling fee will not be refunded.

## 8 What should you do if your circumstances have changed or if your residence permit is about to expire?

If the purpose of your visit changes, or if your residence permit is about to expire, this has consequences for your further stay in the Netherlands. If the purpose of your visit changes, for example because you want to stay in the Netherlands to work as the paid employee of a company if you stop working as a self-employed person, then you must notify the Aliens Police in your region in advance (no later than four weeks before your residence permit expires). Your new application will then be assessed to see if you meet the conditions applicable to your new purpose for remaining in the Nether-

lands. If your residence permit is due to expire and you want to stay in the Netherlands, you will also have to renew your residence permit with the Aliens Police in time (four weeks before the expiry date). Renewal is of course only possible if the conditions of your permit allow this. There are no charges for renewal.

## 9 Exceptions

### *The Dutch-American Friendship Treaty*

Different admission conditions apply for citizens of the USA. If they want to come to the Netherlands to trade or to start or run a company in which they have invested a considerable amount of money, which depending on the type of company is at least € 4.500,- to € 11.250,-. You must be able to prove that this is your own capital. These special conditions do not apply to those pursuing a profession.

### *Europea agreements*

The European Union has concluded European agreements with Bulgaria, the Czech Republic, Hungary, Poland, Romania, and Slovakia. If you are a citizen of one of these countries, and you want to come to the Netherlands to work as a self-employed person, you do not have to satisfy the requirement that your stay will serve an essential Dutch economic interest. The Ministry of Economic Affairs will not assess your application on this point. You must however satisfy the conditions for admission to the Netherlands as a self-employed person.

### *Hotels, restaurants, and bars*

If you want to start a company in the hotel and hospitality sector it is important that you find out whether or not this will serve an essential Dutch economic interest. This is not the case with grillrooms, pizzerias, shoarma snack bars, or coffee houses and eating houses. There are so many of these types of businesses in the Netherlands that you would not get a residence permit for a new business.

Different norms apply to other hotel or hospitality businesses. This means that the Dutch government has set a norm of a maximum number of restaurants per local council district. For Chinese-Indonesian restau-

rant, the norm has been set at 1 restaurant per 12,500 inhabitants. So if you want to open such a restaurant in a certain local council district, you will have to get in touch with the local council to find out whether or not this fits within the norm that has been set. It might be the case that there are already enough Chinese-Indonesian restaurants in a particular area, in which case your residence permit application will be refused. In local council districts of a particular touristic nature, the norm is somewhat higher.

For applications concerning Asian restaurants (not including Chinese-Indonesian restaurants) the norm has been set at 1 restaurant per 20,000 inhabitants, with a minimum of one restaurant per local council district.

#### *Sexual services*

A residence permit is not granted for work that either wholly or partially consists of performing sexual acts. This type of business activity does not serve an essential economic interest.

#### *Other types of business*

There are so many of the following types of businesses in the Netherlands that you would not get a residence permit for such a business:

- Halal abattoirs.
- Turkish and Moroccan bakers and pastry shops.
- Wholesale clothes manufactures and textile traders.

Trade in irregular items (that is to say not selling the same items all the time; for example the surplus stock of shops and factories, also known as second-hand trading).

## **10 Frequently asked questions**

*Can I work as a paid employee with this residence permit?*

No, your residence permit is specifically for the purpose of working as a self-employed person. If you get a job with an employer, your employer will need to obtain a work permit for you. You will have to get your residence permit changed for your new job.

*Can I bring my family over to the Netherlands?*

If you have a residence permit, you can bring your family over to the

Netherlands. In order to be allowed to enter the Netherlands, the family will have to follow the procedure described in chapter 5. The members of your family will have to apply for a residence permit in the Netherlands to be able to stay with you. This means that they will get a so-called 'dependent residence permit'. If your stay in the Netherlands ends, their stay will end too. You can find out more information in the brochure 'Family Reunification and Family Formation' of the Immigration and Naturalization Service

## **11 What if you don't agree with a decision?**

If your application is refused by the Dutch government, then you can take legal steps against this. The Aliens Act provides for a number of legal procedures which you can use if you do not agree with a certain decision. If a decision has not been made about your case within a certain period of time, you can also object to the slow processing of your application.

Your legal representative, your special authorized representative, or any lawyer called in by you can take these steps on your behalf. The decision notification will include details about how you can object/appeal against the decision. You should therefore read the decision through carefully, in particular paying attention to the date before which you must make your objection or appeal. In general, a letter of objection or appeal must be made in writing within four weeks of the date on which notification was given of the decision. It is advisable to enclose a copy of the decision. Moreover, it is important that the Aliens Police is also notified about the submission of a letter of objection or appeal.

For more detailed information, you should see a lawyer or go to a legal aid centre.

## **12 Which official bodies will you have to deal with?**

*The Dutch embassy or consulate*

The diplomatic representation of the Dutch government in your country.

*Aliens Police*

The Aliens Police is a section of the Dutch police. The Aliens Police is responsible for dealing with the applications for residence permits from aliens and

the supervision of aliens who are living in the Netherlands. The Aliens Police has an office in nearly every local council district in the Netherlands.

*The Immigration and Naturalization Service (IND)*

This organization is a department of the Ministry of Justice. The IND decides on behalf of the state secretary who is admitted to the Netherlands. Furthermore, the IND deals with applications from aliens who want to become Dutch citizens. Together with the police and the Royal Military Police, the IND is responsible for border security, for monitoring the legal residence of aliens, and for returning aliens who are no longer allowed to remain in the Netherlands.

### 13 **Glossary**

*Alien*

A person who does not have Dutch nationality.

*Authorization for temporary stay (Machtiging tot Voorlopig Verblijf, MVV)*

Visa with which an alien can travel to the Netherlands in order to apply for a residence permit here at the Aliens Police. Before MVV is issued, a check is made to see if the alien satisfies all the conditions for residence in the Netherlands. The MVV is applied for and issued at a Dutch embassy or consulate.

*Declaration about your past*

Declaration signed by an alien, which states whether or not the alien has a criminal record

*Declaration of cognisance*

A declaration signed by the alien, which states that he is aware of the conditions that apply for his purpose for visiting the Netherlands. The alien also states here that he is aware of the fact that he has to leave the Netherlands at the end of his temporary stay.

*Guarantee declaration*

This declaration can be obtained from the Aliens Police in your area. If an alien wants to come to the Netherlands, it might be the case that another

person (for example, a family member or acquaintance) might have to stand as a guarantor. This person then signs a guarantee declaration by which he or she is responsible for any costs the government makes in connection with the stay (or departure) of the alien. A guarantee declaration does not need to be signed if it is clear that the alien has sufficient financial means of his own in order to provide for his living expenses during his stay in the Netherlands.

#### *Order*

This is a (written) government decision. An alien who has made an application for a residence permit is notified about the decision by way of an order. This is issued by the Aliens Police.

#### *Short stay visa*

Aliens from certain countries need to have a visa before they are allowed to come to the Netherlands. This visa must be applied for at the Dutch embassy or consulate in their own country. With a visa, an alien can stay a maximum period of three months.

#### *Temporary residence permit*

Document giving an alien permission to stay in the Netherlands for longer than three months. There is a standard temporary residence permit and an asylum temporary residence permit. The standard permit must in principle be renewed annually.

#### *Work permit*

Declaration by the Directorate-General of the Employment Services Authority that an employer is allowed to employ an alien in the Netherlands (does not apply to EU citizens). The permit is issued if for a particular position no one is available in the Netherlands or in the European Union (categories with priority), or if the alien is legally resident in the Netherlands with a residence permit that allows work without reference to priority category conditions.

#### *Important:*

Throughout this text, 'he' can also be read as 'she'.

#### 14 Do you still have any questions?

If you have any questions, you can get in touch with the staff at the IND Communication department on weekdays from 9.00-12.30 and from 13.30-16.30 on +31 (0)70 370 3124. You can also put your questions in a letter, fax, or e-mail. You cannot, however, derive any legal rights from any information given to you by this department. If you have a complaint about the way you have been treated by the IND, you should put this in writing.

Ministerie van Justitie  
Immigratie- en Naturalisatiedienst  
Afdeling Communicatie  
Postbus 30125  
2500 GC 's-Gravenhage

Telephone: +31 (0)70 - 370 31 24  
Fax: +31 (0)70 - 370 31 34  
E-mail: [voorlichting@ind.minjus.nl](mailto:voorlichting@ind.minjus.nl)  
Internet: [www.immigratiedienst.nl](http://www.immigratiedienst.nl)

Information numbers for regional offices

If your request is dealt with by the IND, you can ask for information about how your application is proceeding. Depending on where you live in the Netherlands, or where your guardian lives, you should get in touch with the relevant regional office of the IND.

Any letters from the IND will as far as is possible detail the direct telephone number of the officer dealing with the application. Anyone asking for information by telephone, must be able to give the following information to the IND straightaway:

- Surname and first name (maiden name if applicable)
- Place of birth and date of birth
- Nationality

Regional office Zuid-West in Rijswijk (Zuid-Holland and Zeeland)

Can be reached by telephone on weekdays from 9.00-12.30 and from 13.30-16.30.

Telephone: +31 (0)70 - 370 34 22

Fax: +31 (0)70 - 370 36 00

Regional office Noord-West in Hoofddorp (Noord-Holland and Utrecht)

Can be reached by telephone on weekdays from 9.00-12.30 and from 13.30-16.30.

Telephone: +31 (0)23 - 568 34 20

This regional office has no fax number for information.

Regional office Zuid-Oost in Den Bosch (Noord-Brabant and Limburg)

Can be reached by telephone on Mondays to Thursdays from 9.00-12.30 and from 14.30-16.30, and on Fridays from 9.00-12.30.

Telephone: +31 (0)73 - 649 53 42 / 649 53 43 / 649 53 44

This regional office has no fax number for information.

Regional office Noord-Oost in Zwolle (Friesland, Groningen, Drenthe, Flevoland, Overijssel and Gelderland)

Can be reached by telephone on weekdays from 9.00-12.30 and from 13.30-16.00.

Telephone: +31 (0)38 - 469 11 50

Fax: +31 (0)38 - 469 11 44

*Visa Service*

*For questions about visas for family visits, holiday, transit, and through travel*

Can be reached by telephone on weekdays from 9.00-12.30 and from 14.00-16.00.

Telephone: +31 (0)70 - 370 35 55

Fax: +31 (0)70 - 370 36 55

Postal address:

Immigratie- en Naturalisatiedienst

Afdeling Visadienst

Postbus 30124

2500 GC 's-Gravenhage

*Business visa*

*If you have questions about business visas, please contact*

Ministry of Foreign Affairs

It can be reached by telephone on weekdays from 9.00-12.30.

Telephone: +31 (0)70 - 348 64 86

## 15 **Publication**

This brochure is a brief summary of a subject covered by the laws and regulations concerning aliens in the Netherlands. The brochure has been published by the Communication department of the Immigration and Naturalization Service, an executive body of the Ministry of Justice. No rights can be derived from the contents of this publication. The text of this publication can be used as long as the source and date of publication are also mentioned.