



Authorisation declaration

With this *Authorisation declaration*, you authorise someone else to act for you. Is that other person your lawyer? Then an authorisation is not necessary.

In section 1 you enter your details.

In section 2 you enter the details of the person you want to authorise.

In section 3 you indicate what the authorised person may do for you.

In section 4 you can read which documents you need to enclose with your *Authorisation Declaration*.

Please note! Complete this authorisation truthfully. Not doing so is a criminal offence. The IND will report this in all cases.

Processing of personal data

The IND records your data in the IND systems to perform legal duties. The IND uses and secures your personal data carefully and based on the requirements of privacy laws. You can read how the IND uses your personal data on ind.nl/en/privacy.

1 Details of you

Write in block letters

1.1 Name
(as stated in your passport)

Surname

First names

1.2 V-number
(if known)

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1.3 Sex

- ☐ Male
☐ Female

1.4 Date of birth

<i>Day</i>		<i>Month</i>		<i>Year</i>		

1.5 Place of birth

1.6 Country of birth
(as stated in your passport)

1.7 Telephone number

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2 Details of authorised representative

Write in block letters

2.1	Company name (if applicable)												
2.2	Name of authorised representative												
2.3	Name of contact person												
2.4	Postal address	<i>Street</i>	<i>Number</i>										
		<i>P.O. box (if applicable)</i>											
		<i>Postcode</i>											
		<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 12.5%; height: 20px;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table>											
		<i>Town</i>											
2.5	Telephone number	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 12.5%; height: 20px;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table>											
2.6	E-mail												

3 Declaration

Write in block letters

> Please tick here what you
authorise the other person for.

I hereby authorise the person mentioned under section 2 to, on my behalf:

- ☐ submit an application.
- ☐ submit a request.
- ☐ file an objection.
- ☐ submit a notification.
- ☐ file a complaint.
- ☐ file a notice of default.
- ☐ to collect my residence document or residence endorsement sticker.
Please note: you can only authorise someone to do for this for you if your medical situation prevents you from travelling to the IND desk for a long time (and also not accompanied). The authorised representative must bring this *Authorisation declaration* and a doctor's note. This doctor's note must clearly show that you cannot travel for a long time.
In all other cases, you must always collect your residence document or residence endorsement sticker yourself.
- ☐ other, namely

4 Supporting documents

Write in block letters

Please attach the following supporting documents to this *Authorisation declaration*:

- A copy of the specific page of your passport or identity card including the identity details.

If your medical situation prevents you from travelling to the IND desk, also include:

- A doctor's note clearly showing that you are unable to travel for a long time, also not accompanied.
- Your valid passport or identity card. *Please note!* The authorised representative must bring your **original** document to the IND desk. A copy is **not** sufficient because a residence endorsement sticker may be placed in your travel document.

5 Signing

5.1 Place and date

Place

Day		Month		Year		

5.2 Your signature

6 After signing

Will the authorised representative visit the IND desk? For example, to collect a residence permit? Or to have a sticker placed in your passport? If so, please ask the authorised representative to bring this Authorisation declaration to the IND desk.

Will the authorised representative **not** be visiting the IND desk? Are you authorising someone to fill in a form, for example? If so, please enclose the Authorisation declaration with the form. Alternatively, send it separately by post to the IND. [Find the correct address](#) at ind.nl/en/post.