

# First registration in Capelle aan den IJssel

## Municipality of Capelle contact information

T (NL): 14010.

T (from abroad): +31 10 284 86 88

Mail: Contactform

### Postal address

Postbus 70

2900 AB Capelle aan den IJssel



### Visiting Address:

Rivierweg 111

2903 AR Capelle aan den IJssel

For registration at the Municipality of Capelle (this is not Rotterdam) you need to make an appointment for registration at the Capelle city hall. Note: the Municipality of Capelle **does not** attend our One Stop Shops. Therefore, initial registration requires you to make an online appointment.

## When

- You must subscribe to the Key Register of Persons (BRP) if you will be staying for more than 4 months in the Netherlands;
- Ideally, this should be done within 5 days after settlement;
- **Non-Dutch individuals who are not EU citizens** must register at the Immigration and Naturalization Service (IND) before registering at the Municipality of Capelle. They can make an appointment at Capelle City Hall after the IND has issued a residence permit/ a visa for at least four months;
- After registering, within four weeks, the municipality will complete your registration. Your Citizen Service Number (BSN) will be sent to your new address.

## Required documents

Do you own a house or do you rent individually?

- Your own valid ID or passport;
- A rental contract or the record of transfer;
- A copy of the landlord's passport or ID card

Will you live with someone, lodge?

- Your own valid ID or passport;
- A rental contract or the record of transfer;
- A copy of the landlord's (and main tenants) passport or ID card;
- The consent form for lodging

## **What do you take with you?**

- A passport or identification card;
- Student card or proof of registration at a Dutch University.
- A rental contract or the record of transfer; The rental agreement must already be in effect. Are you living with someone or renting from a private landlord? Then you will need a permission statement; please read the text under "Living with Others."
- Citizens from the Netherlands Antilles or Aruba need to present a recent proof of deregistration

## **Take for living with others**

- Written permission or rental agreement from the main resident/owner
- A copy of the valid passport, ID card, or driver's license of the main resident/owner
- Use this form [Declaration of permission for living with others-](#)