

## **INSTRUCTIONS FOR PREPARING TO SUBMIT AN APPLICATION DIGITALLY**

To successfully submit an application digitally, you must follow the following steps:

Read the Instructions carefully!

The instructions below should be read in full.

Documents belonging to the application type

For each type of application, there is a list of documents that you must submit.

## **COLLECTION OF DOCUMENTS**

In general, these are the following documents:

Passport

Legalized Certificate of Birth

Legalized Certificate of Good Conduct

When renewing the residence permit with the code PROJILL or TOPI, a good conduct from the District Commissioner (DC) must be submitted

Fees:

To submit your application, depending on the type of application, you need to deposit the fees in the bank.

Application for residence other and application for extension of stay USD 150

Permanent residence application USD 200

Application for duplicate USD 250

Application for minor children USD 10

All applications for naturalization SRD 200

Proof of health insurance

Source of income or livelihood (see link for details)

Petition or notification which must be fully completed and signed

Residence or settlement permit or PSA document or PSA card

Certificate of CBB

## **TRANSLATION OF DOCUMENTS**

All official documents and or deeds from abroad that are not in Dutch or English must always be accompanied by a legalized translation by a sworn interpreter.

## **SCANNING OF DOCUMENTS**

You should only scan original documents and save them as a PDF File.

The scans must be complete and clear.

Scanning of required documents should be saved separately for each person.

Each PDF file should not exceed 400 KB in size.

## **SUBMIT APPLICATION DIGITALLY**

To choose the correct form you will have to click on " SUBMIT APPLICATION" and then answer the questions to choose which type of application you will submit.

Your information should be entered correctly and completely.

Upload the documents where you are asked to do so

## **CONTROL**

Check what you have entered, checked off and upgeloaded. .

## **SEND YOUR APPLICATION**

After checking all fields and scans, you can click send.

As confirmation of receipt, a page will appear where the Main Immigration Department thanks you for registering.

Within 24 hours you will receive a confirmation email of the submission of your application.

Please respond to the confirmation email within 48 hours.

You will receive an email with the status of your application within 21 business days.

**SUCCESS!**