

Application for a postal address

Explanation

- Answer all questions. This allows us to properly assess your application.
- We often make a decision on your application within 4 weeks. You will receive a notification once we have made a decision.
- If we need more time, you will also receive a notification.
- A postal address is a temporary solution. Therefore, we regularly check if your registration is still accurate.

1.	Applicant's details
	First and last name
	Date of birth
	Telephone
	Email address
	• Are you submitting your application by post? Please attach a copy of your ID to your application.
2.	Do you have a job or do you receive social benefits?
	O I work at
	O I receive social benefits from the municipality of Groningen or wish to apply for social benefits.
	I receive other social benefits, namely
	O I do not work and do not receive social benefits.
3.	Do you currently have a residential address?
	O No, go to question 4
	Yes, fill in your address details below
	Address
	Street name and house number
	Postal code and city
	On what date will you leave this address?

4.	Why are you applying for a p	oostal address?						
	Check the box which situation	n applies to you. In some cas	ses, you must attach proof to yo	ur application.				
	O I am homeless							
	(Describe as specifically as possible at question 5 the places where you stay overnight)							
	O I am temporarily residin	g abroad						
	(Attach: plane tickets, bo	oking confirmation of your st	tay abroad, or copies of foreign	payments)				
	O I am residing in a campe	r, car or boat						
	(Attach: a photo of the ex	xterior of the vehicle with the	license plate and a photo of the	interior. Or pro	ovide the name of the boat			
	along with photos of bot	th the interior and exterior)						
	I am staying at a campsite or in a holiday home or hotel							
	(Attach: booking confirm	nation of your stay)						
	I am staying in a (care) institution							
	(Attach: agreement of your stay in the institution)							
	O I am in prison							
	I work in different places	s and therefore do not have a	residential address					
	(Attach: employment contract or declaration from your employer)							
	Other, namely							
5.	Where will you be residing f	or the next 3 to 6 months?						
	Enter multiple addresses if you reside at more than one address.							
	Address 1							
	Street and house number							
	Postal code and city							
	How long will you stay at thi	is address?						
		Date (from)		Date (to)				
	Check the boxes on which da	ays you stay at this address						
	Monday	Tuesday	Wednesday	\circ	Thursday			
	Friday	Saturday	Sunday					
	Address 2							
	Street and house number							
	Postal code and city							
	How long will you stay at this address?							
		Date (from)		Date (to)				
	Check the boxes on which days you stay at this address							
	O Monday	Tuesday	Wednesday	\circ	Thursday			
	Friday	Saturday	Sunday					

	Street and house number						
ļ							
	Postal code and city						
l	How long will you stay at this	s address?					
		Date (from)		Date (to)		
,	Check the boxes on which da	ys you stay at this address					
(Monday	Tuesday	O Wednes	day	\bigcirc	Thursday	
(Friday	Saturday	Sunday				
	Address 4						
	Street and house number						
ŀ	Postal code and city						
ľ	How long will you stay at this	s address?					
		Date (from)		Date (to)		
(Check the boxes on which da	ys you stay at this address					
(Monday	Tuesday	Wednes	day	\bigcirc	Thursday	
(Friday	Saturday	Sunday				
6 . '	Why can't you register at one of the addresses you provided?						
(The main resident does n	not give permission, because					
(The landlord or owner do	pes not give permission, beca	use				
- (Other, namely						
7.	Which address do you want	to use as a postal address?					
ļ	First and last name of the res	sident (postal address provide	r)				
!	Street name and house num	ber					
ļ	Postal code and city						
	The postal address provider	must fill out and sign the Decl	laration of Permissior	n for a Postal Addre	ss. You	u will find this declaration	
	at the bottom of this form. S	ubmit the completed and sign	ned declaration toget	her with a copy of t	he ID	of the postal address	
ļ	provider						
8.	Declaration and signature						
,	I declare that I have filled in t	his application form complete	ely and truthfully.				
	Date		Plac	e			
;	Signature						

After your application, the municipality may invite you for an appointment.

The municipality can also investigate your residential address. Therefore, it is important that you provide accurate information. If you do not, we may file a report for forgery or impose a fine of up to \leqslant 325.



Declaration of Permission for a postal address

1.	Details of the main resident (postal address provider)
	First and last name
	Date of birth
	Street name and house number
	Postal code and city
	Telephone
	E-mail address
	Attach a copy of your ID to the application.
2.	Details of the postal address applicant
	First and last name
	Date of birth
3.	Declaration and signature of the postal address provider
	I give permission to the aforementioned person to use my address as a postal address. And I am aware of the following obligations
	I ensure that the postal address applicant receives their mail.
	• I provide information about the postal address applicant when the municipality needs this for the Personal Records Database.
	• I have filled in this form completely and truthfully. If I do not do this? I know that I can receive a fine of € 325. I also know that
	the municipality can file a report for forgery.
	Date Place
	Signature