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?

☐ I work at _____

☐ I receive social benefits from the municipality of Groningen.

☐ I receive other social benefits, namely _____

☐ I do not work and do not receive socail benefits.

- **If you wish to apply for social benefits, please use the following link: gemeente.groningen.nl/bijstandsuitkering-aanvragen**

3. Do you currently have a residential address?

☐ 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 postal address?

Check the box which situation applies to you. In some cases, you must attach proof to your application.

- ☐ I am homeless

  (Describe as specifically as possible at question 5 the places where you stay overnight)

- ☐ I am temporarily residing abroad

  (Attach: plane tickets, booking confirmation of your stay abroad, or copies of foreign payments)

- ☐ I am residing in a camper, car or boat

  (Attach: a photo of the exterior of the vehicle with the license plate and a photo of the interior. Or provide the name of the boat along with photos of both the interior and exterior)

- ☐ I am staying at a campsite or in a holiday home or hotel

  (Attach: booking confirmation of your stay)

- ☐ I am staying in a (care) institution

  (Attach: agreement of your stay in the institution)

- ☐ I am in prison

- ☐ I work in different places and therefore do not have a residential address

  (Attach: employment contract or declaration from your employer)

- ☐ Other, namely _____

5. Where will you be residing for 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 this address?

Date (from) _____ Date (to) _____

Check the boxes on which days you stay at this address

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ 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

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

Address 3

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

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

☐ Friday ☐ Saturday ☐ Sunday

Address 4

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

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

☐ Friday ☐ Saturday ☐ Sunday

6. Why can't you register at one of the addresses you provided?

☐ The main resident does not give permission, because

_____

☐ The landlord or owner does not give permission, because

_____

☐ Other, namely

_____

7. Which address do you want to use as a postal address?

First and last name of the resident (postal address provider) _____

Street name and house number _____

Postal code and city _____

The postal address provider must fill out and sign the **Declaration of Permission for a Postal Address**. You will find this declaration at the bottom of this form. Submit the completed and signed declaration together with a copy of the ID of the postal address provider

8. Declaration and signature

I declare that I have filled in this application form completely and truthfully.

Date _____ Place _____

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 € 325.

Gemeente Groningen

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 _____