

## 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 or wish to apply for social benefits.
- I receive other social benefits, namely \_\_\_\_\_
- I do not work and do not receive social benefits.

### 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? \_\_\_\_\_



**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.*



## 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 \_\_\_\_\_