



## Application for a postal address

### 1. Are you receiving benefits from the Municipality of Groningen's Work and Income department?

- No Go to question 2
- Yes Please contact the Work and Income department. If you are eligible to apply for a postal address you will receive an application form from the Work and Income department

### 2. Applicant details

First name and surname \_\_\_\_\_

Date of birth \_\_\_\_\_

Place of birth \_\_\_\_\_

Telephone Home \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail address \_\_\_\_\_

### 3. Are you moving abroad?

- No
- Yes I will be staying abroad from \_\_\_\_\_ to \_\_\_\_\_

### 4. Do you have a permanent home or accommodation?

- No Go to question 5
- Yes Enter your address details below

E-mail address \_\_\_\_\_

Postcode and town/city \_\_\_\_\_

When will you leave this address? Date \_\_\_\_\_

### 5. Where will you be staying for the next six months?

**Period 1** From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Postcode and town/city \_\_\_\_\_

Country \_\_\_\_\_

**Period 2** From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Postcode and town/city \_\_\_\_\_

Country \_\_\_\_\_

**Period 3** From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Postcode and town/city \_\_\_\_\_

Country \_\_\_\_\_

**Period 4**

From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Postcode and town/city \_\_\_\_\_

Country \_\_\_\_\_

**6. Why do you want a postal address?**

Describe your reason for requesting a postal address below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. At which address do you want to be registered as holder of a postal address?**

The postal address provider must complete and sign the 'Declaration of permission for a postal address'. The postal address provider must also provide a copy of a valid proof of identity

Name of postal address provider \_\_\_\_\_

Address \_\_\_\_\_

Postcode and town/city \_\_\_\_\_

Telephone Home \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail address \_\_\_\_\_

**8. Who is the owner of the building of the postal address?**

Owner name \_\_\_\_\_

Address \_\_\_\_\_

Postcode and town/city \_\_\_\_\_

Telephone Home \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail address \_\_\_\_\_

**I declare that I have completed the form fully and truthfully**

Date and town/city Date \_\_\_\_\_ Town/city \_\_\_\_\_

Applicant signature \_\_\_\_\_

*Incorrect or false statements may result in a fine*

## Declaration of permission to use postal address

### Details of postal address provider

Surname \_\_\_\_\_  
First names \_\_\_\_\_  
Date of birth \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode and town/city \_\_\_\_\_  
Telephone Home \_\_\_\_\_ Mobile \_\_\_\_\_  
E-mail address \_\_\_\_\_

### To whom do you give permission to be registered with you as postal address holder?

First name and surname \_\_\_\_\_  
Date of birth \_\_\_\_\_

### Declaration and signature of postal address provider

I declare that I give permission to the above-mentioned postal address holder to use my address as postal address and I am informed of the following obligations associated with this:

- I am obliged to ensure that the postal items intended for the person registered with me as postal address holder also reach that person;
- I am obliged on request to provide the municipality with information in connection with the postal address and to submit the documents that are needed to maintain the Key Register of Persons.

### I declare that I have completed the form fully and truthfully

Date \_\_\_\_\_ Town/city \_\_\_\_\_

Signature \_\_\_\_\_

*False declarations or fraud will always be reported to the police*