

## Application for a postal address

1. Are you currently receiving social benefits from the municipality of Groningen? Or would you like to apply for social benefits?

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

### 2. Applicant details

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

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

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

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

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

**Please enclose a copy of your identitycard**

3. Are you moving abroad?

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

4. Do you currently have a permanent or temporary address?

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

Address \_\_\_\_\_

Postal code and town/city \_\_\_\_\_

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

5. Where will you be staying for the next 6 months?

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

Address \_\_\_\_\_

Postal code and town/city \_\_\_\_\_

Country \_\_\_\_\_

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

Address \_\_\_\_\_

Postal code and town/city \_\_\_\_\_

Country \_\_\_\_\_

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

Address \_\_\_\_\_

Postal code and town/city \_\_\_\_\_

Country \_\_\_\_\_

**Period 4**

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

Address \_\_\_\_\_

Postal code and town/city \_\_\_\_\_

Country \_\_\_\_\_

**6. Why are you applying for a postal address?**

Describe your reasons for requesting a postal address below.

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

**7. Which address should we register as your 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 passport or ID.

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

Address \_\_\_\_\_

Postal code and town/city \_\_\_\_\_

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

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

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

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

Address \_\_\_\_\_

Postal code and town/city \_\_\_\_\_

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

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

**I hereby declare that the information provided herein is accurate, correct and complete.**

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

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

*Incorrect or false statements may result in a fine of up to € 325*



## Declaration of permission to use postal address

### Details of postal address provider

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

**Please enclose a copy of your identitycard**

### To whom are you giving permission to use your address as their postal address?

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

### Declaration and signature of postal address provider

I hereby declare that I give permission to the above-mentioned person to use my address as their postal address and I agree to the following obligations associated with this:

- I am obliged to ensure that all postal items intended for the person registered at my address reach this person;
- I am obliged to provide the municipality with relevant information in connection with the postal address and to submit the documents the municipality requests.

**I hereby declare that the information provided herein is accurate, correct and complete.**

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

Signature \_\_\_\_\_

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