

# Change of address

Gemeente Leiden  
*Burgerzaken*  
Bezoekadres Stadhuis  
Stadhuisplein 1  
2311 EJ Leiden  
Telefoon 14 071  
E-mail [www.leiden.nl/contact](http://www.leiden.nl/contact)  
Website [www.leiden.nl/verhuizen](http://www.leiden.nl/verhuizen)

## Explanation

You are moving to Leiden or changing your address within Leiden?

By law you need to inform the municipality about the new address within five days after you move. Earlier is also possible.

Use the attached form or change your address through the internet: [www.leiden.nl/verhuizen](http://www.leiden.nl/verhuizen). Do not use this form when you register the Netherlands from abroad? Or when your data is deregistered from our system. In that case contact the city at 14071 or [www.leiden.nl](http://www.leiden.nl) for an appointment at the Burgerzaken desk.

## Transmission of personal data

The municipality will process your data in the municipal personal records database (BRP) and informs the government agencies (for example: Tax office, Social Insurance and the Department of Road Transport (RDW)).

## Procedure information:

- Fill out the form completely. Mutation date of your address change will be equal to the date that we receive your form unless your date of movement is set in the future.
- Important: Please send copies of a valid proof of identity for adult persons who move along with you and therefore need to sign the form.
- A written confirmation is send to you within 10 days after the change of address is processed by the municipality or check: [www.mijnoverheid.nl](http://www.mijnoverheid.nl).
- Fraud or false information will be reported to the police. Do you have questions? Please contact the City of Leiden, Burgerzaken. [www.leiden.nl/gemeente](http://www.leiden.nl/gemeente) or call us at: 14 071

## Return address

Send the completed form and attachment (s) to:

Gemeente Leiden  
*Burgerzaken*  
Postbus 9100  
2300 PC Leiden

# Change of address



Leiden

## 1. Personal data

Last name : \_\_\_\_\_  
First name : \_\_\_\_\_  
Middle name : \_\_\_\_\_  
Burgerservicenummer : \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Telephone number : \_\_\_\_\_ E-mail: \_\_\_\_\_

## 2. Moving data

Date removal: : \_\_\_\_\_

**Caution!** When you fill in a date in the past or you forget to fill in a date, we register the date of receiving of change of address.

### Old address

Street name and number : \_\_\_\_\_  
City : \_\_\_\_\_

### New address in Leiden or address abroad

Street name and number : \_\_\_\_\_  
City : \_\_\_\_\_  
Country : \_\_\_\_\_

## 3. People who are moving with you

Family members which are moving with me to the new address:

Fill in de personal data of your spouse and children

Initials	Last name	Date of Birth	Burgerservicenummer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other adult persons who are moving with me to the new address:

These persons has to sign the form at 'signature person who also need to sign the form'.

Initials	Last name	Date of Birth	Burgerservicenummer
_____	_____	_____	_____
_____	_____	_____	_____

How many persons are living at the new address after moving? \_\_\_\_\_

## 4. Signatures and identity paper(s)

**Attention: without a copy of a valid identity the change of address will not be processed without a copy of a valid identity of all persons who sign this form.**

Signature \_\_\_\_\_ Signature persons who need also to sign the form  
1. \_\_\_\_\_

Date: \_\_\_\_\_  
2. \_\_\_\_\_

3. \_\_\_\_\_

Paraaf Ambtenaar: \_\_\_\_\_ Datum: \_\_\_\_\_