

# Address registration form

## Declaration of permitted official postal address of employer



Name Company/  
Institution/Organisation

Name Contact person

Phone number

E-mail

Official Visiting address

Postcode

City

Expat Centre Leiden  
Bargelaan 190  
2333 CW Leiden

+31 (0)71 516 6005  
expatcentreleiden.nl  
info@expatcentreleiden.nl

The undersigned agrees that the employee/spouse/partner/child mentioned below is permitted to use the official postal address of the employer.

Name Employee

Date of Birth

day month year

Name Spouse /  
registered partner

Date of Birth

Name and date(s) of birth  
child(ren)

Date of Birth

Date of Birth

Date of Birth

Phone number

E-mail

Reason for temporary registration at employers address

Expected period of temporary registration

from

until

For other individuals included in the household, a separate declaration must be filed.

### The undersigned

- Declares to have completed in the above details truthfully
- Acknowledges that this is the visiting address of the employer and the employer guarantees all mail received at this visiting address reaches the employee
- Acknowledges that the employer guarantees that the employee will inform the municipality with a change of address within 5 working days after moving to a new residence.

Name

Employer's contact person

Place

Date

Signature

Employer's contact person

Stamp Company/  
Institution/  
Organisation\*

\*If a company stamp is not available, please include a copy of a valid proof of identity of the employer's contact person.

Please note that the option of registering employees at the employer's address is only a temporary measure, valid for a maximum of three months.

After this time the highly skilled migrant is obliged to register his/her real address with the municipality.

Please visit our website: [expatcentreleiden.nl](http://expatcentreleiden.nl) for information on how to register a change of address. We kindly request you to inform your employees about this necessity.

Bring this form to Expat Center Leiden,  
Bargelaan 190  
2333 CW Leiden

An appointment for registration is required. Make your appointment on [expatcentreleiden.nl](http://expatcentreleiden.nl)