

**Expat Centre Leiden**

Stationsweg 26  
 2312 AV Leiden  
 T: +31 (0)71 516 60 05  
 F: +31 (0)71 516 60 09  
 I: [www.expatscentreleiden.nl](http://www.expatscentreleiden.nl)  
 E: [welcome@expatscentreleiden.nl](mailto:welcome@expatscentreleiden.nl)

**Address registration form****Declaration of permitted official postal address of employer**

Name Company/Institution/  
 Organisation \_\_\_\_\_

Name Contact person \_\_\_\_\_

Phone number \_\_\_\_\_

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

Official Visiting address \_\_\_\_\_

Postcode and City \_\_\_\_\_

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 \_\_\_\_\_

□□ □□ □□□□

Name Spouse / registered  
 partner \_\_\_\_\_

Date of Birth \_\_\_\_\_

□□ □□ □□□□

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

Date of Birth \_\_\_\_\_

□□ □□ □□□□

Date of Birth \_\_\_\_\_

□□ □□ □□□□

Date of Birth \_\_\_\_\_

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Date of Birth \_\_\_\_\_

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Date of Birth \_\_\_\_\_

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

**The undersigned**

- Declares to have filled 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.

Signature Employer's contact  
 person: \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Stamp Company /  
 Institution/  
 Organisation\* \_\_\_\_\_

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: [www.expatscentreleiden.nl/immigration](http://www.expatscentreleiden.nl/immigration) 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**

Stationsweg 26  
 2312 AV Leiden

Please make first an appointment. First at phone number 071 516 51 65

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