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.
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 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.
• The following attachments are required:
  - Rental agreement or proof of ownership.
  - If don’t have a rental agreement then you need a written permission from the main tenant
    and a copy of his/her ID.
• 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.
• 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 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

1. Personal data
Last name: ____________________________________________________________
First name: __________________________________________________________
Middle name: __________________________________________________________
Citizens service number: __________________________ 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 the personal data of your spouse and children

<table>
<thead>
<tr>
<th>Initials</th>
<th>Last name</th>
<th>Date of Birth</th>
<th>Citizens service number</th>
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Other adult persons who are moving with me to the new address:
These people have to sign the form at ‘signature person who also need to sign the form’.

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

4. Signatures and identity paper(s)
Attention: 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. ____________________________________________________

Signature official: __________________________ Date: __________________________