



Ministerie van Buitenlandse Zaken

Protocol Guide

for

Diplomatic Missions and Consular Posts

**Protocol Department
Ministry of Foreign Affairs
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Protocol Guide for Diplomatic Missions and Consular Posts

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Introduction

This Protocol Guide is issued by the Ministry of Foreign Affairs as part of our efforts to be a transparent and good host to our distinguished guests. It contains practical information based on the Dutch authorities' interpretation of the rules for privileged persons. The special rights enjoyed by privileged persons in the Netherlands derive from the 1961 Vienna Convention on Diplomatic Relations (VCDR) and the 1963 Vienna Convention on Consular Relations (VCCR). These conventions allow for national interpretation and evolving insights. The Protocol Guide is not a statutory document and no rights may be derived from it; it is an informational publication.

The Protocol Guide may be consulted online on the website of the Ministry of Foreign Affairs (www.government.nl) and is updated regularly to reflect the latest developments. A list of useful addresses in dealing with the Dutch authorities can be found in Annexe K.

The privileges and immunities enjoyed by privileged persons are granted to the diplomatic missions and consular posts – rather than to the individuals in question – to allow diplomatic missions and consular posts and their staff to function properly. Diplomatic missions and consular posts (not the individual staff members) may address their questions about the implementation of the rules to the Ministry of Foreign Affairs.

Host Nation Division
Protocol Department
Ministry of Foreign Affairs
Postbus 20061
2500 EB Den Haag
The Netherlands
+31 (0)70 348 6490

1 Agrément and accreditation

1.1 Accreditation of the head of mission (articles 4-6 VCDR)

The sending state must make certain that the receiving state has granted agrément for the person it proposes to accredit as head of mission to that state.

The procedure is as follows. The sending state notifies the Kingdom of the Netherlands via its diplomatic mission in the Netherlands of the person it proposes to accredit. For ambassadors residing in the Netherlands, this should be done by a verbal démarche to the Director of Protocol, a curriculum vitae being provided on a sheet of paper without a letter heading. For ambassadors residing outside the Netherlands the sending state may approach the Dutch embassy in that state or in the city where the ambassador is located.

Prospective heads of diplomatic missions must await the decision on agrément outside the Netherlands. Any form of publicity including the name of the person concerned in connection with his/her new assignment before agrément is given is considered inappropriate.

If the head of a diplomatic mission is to be accredited to more than one state and is to reside outside the Netherlands, it is customary to await the agrément of the country in which he or she is to reside. If the new head of the diplomatic mission is not to reside in the same place as his/her predecessor, the Kingdom of the Netherlands should also be notified to that effect in compliance with article 5, paragraph 1 of the VCDR.

1.2 Recognition and admission of career and honorary consular officers (articles 10-12 VCCR)

The embassy of the sending state may request recognition and admission of a consular officer by means of a Note Verbale including his/her curriculum vitae.

The embassy of the sending state may request by note verbale approval to establish a Honorary Consulate and recognition of a Honorary Consul with specification of jurisdiction for the provinces, an extract from the municipality, the VOG certificate (*Verklaring Omtrent Gedrag*), a motivation and a copy of the passport of the candidate should be sent as well. The candidate will be invited by the Protocol Department for an interview. It is imperative that the jurisdiction of the Honorary Consul extends at least one province in

the Netherlands and that he/she either resides or keeps his/her office in (one of) the province(s) of jurisdiction concerned.

1.3 Appointment of a chargé d'affaires ad interim

If the post of head of mission is vacant, or if the head of mission is unable to perform his/her duties, a chargé d'affaires ad interim must be appointed to act as provisional head of mission. The Ministry of Foreign Affairs should be notified of the name of the chargé d'affaires ad interim by Note Verbale.

1.4 Military attachés

The embassy of the sending state should request permission for the appointment of a military attaché by sending a Note Verbale to the Ministry of Foreign Affairs, enclosing the curriculum vitae of the official concerned.

1.5 First arrival of heads of diplomatic mission

The Protocol Department will notify the sending state by Note Verbale that agreement has been granted, and this can then be made public if so desired.

The diplomatic mission should notify the Ministry of Foreign Affairs in a Note Verbale of the head of mission's planned date and time of arrival and the mode of transport to be used (including the flight number in the event of arrival by plane).

The newly-appointed ambassador will receive an aide-mémoire concerning the presentation of credentials from the Protocol Department prior to his/her arrival in the Netherlands. Further instructions will follow from the Grand Master of the Household of His Majesty the King when the ambassador visits him prior to the presentation of his/her letters of credence.

If heads of mission who are to reside in The Hague arrive by plane or train they will be welcomed by an official from the Protocol Department.

It should be noted that in the Netherlands heads of mission cannot perform their public duties until they have presented their credentials to the head of state. The second possibility referred to in article 13 (1) of the VCDR, namely that the head of mission is

considered having taking up his function when he/she presents a true copy of his/her credentials to the Minister of Foreign Affairs, *does not apply in the Netherlands*.

Precedence among heads of diplomatic missions therefore depends on the date on which letters of credence were presented to His Majesty the King.

1.6 Departure of heads of diplomatic mission

At the end of his/her term of office, the ambassador should inform the Director of Protocol and indicate the approximate date of his/her departure. If the ambassador has resided over two years in The Hague he may request a farewell audience with His Majesty the King. The ambassador should indicate whether his/her spouse will be able to accompany him/her to the audience.

At the appointed time on the day of the audience an honour guard from the Royal Military Constabulary will arrive at the address given by the embassy to the Protocol Department. The honour guard will accompany the ambassador and his/her spouse, in their own car, to the Palace and back.

1.7 Accommodation

Offices and residential accommodation may be rented or purchased through a real estate agent (*makelaar*). Diplomatic missions may choose their own office and residential accommodation, under several conditions. Offices should in principle be situated within the municipality of The Hague. Residential accommodation must in principle be situated in the environs of The Hague (that is, within the municipalities of The Hague, Wassenaar, Leidschendam, Voorburg, Rijswijk or Zoetermeer), so that the Dutch authorities can meet their obligation to uphold the inviolability of such offices and residential accommodation and where necessary to protect them. Consular offices must be situated in the locality from which the consular post in question takes its name. There are no restrictions on residential accommodation for consuls.

Diplomatic missions should be aware that the prior explicit consent of the host country is needed in case the mission should establish offices forming part of the mission in localities other than those in which the mission itself is established.

Diplomatic missions should also be aware of the risk of squatting of buildings, owned by the sending State, that are not in actual diplomatic use by the mission as these buildings are not enjoying diplomatic immunity.

2 First entrance and visas

2.1 Visa

In many cases a visa is required for legal entrance into the Netherlands.

The Ministry of Foreign Affairs assists the following people in obtaining a visa to travel to the Netherlands: newly arriving foreign staff members of diplomatic missions and consular posts based in the Netherlands; family members (spouse/partners and dependent children) forming part of privileged staff members' households who wish to join them; and their private servants if applicable.

2.2 When does one need a visa?

Whether or not a visa is required depends on the following:

- Nationality

Nationals of most non-EU countries need a visa to enter the Netherlands. A list of the countries whose nationals need a visa for a stay of up to three months can be found on the website of the Ministry of Foreign Affairs:

<http://www.government.nl/issues/visa-for-the-netherlands-and-the-caribbean-parts-of-the-kingdom/short-stay-visas-for-the-netherlands>

- Type of travel document

A person's travel document determines whether or not a visa is needed, even if that person has more than one nationality. A person travelling on a passport of a country whose nationals require a visa must have a valid visa.

- Special travel document

Holders of certain countries' diplomatic or service passports may be exempt from the visa requirement, even if visas are normally required for the country in question. Information about these exemptions may be obtained from the Short Stay Visa Service of the Immigration and Naturalisation Service (IND) of the Ministry of Security and Justice. (Email address: visa.io@ind.minvenj.nl).

Please note that other Schengen countries have their own lists and thus may sometimes require a visa even if the Netherlands does not.

- Length of stay

Foreign visitors planning to stay more than three months in the Netherlands must obtain a special visa known as 'authorisation for temporary stay' (*Machtiging tot Voorlopig Verblijf*, MVV). However, privileged foreign staff members and their immediate family forming part of their household are not required to obtain an MVV, regardless of their nationality, but should register with the Ministry of Foreign Affairs upon their arrival.

2.3 Visa procedure for privileged staff members and their family members

Privileged staff members and family members forming part of their household should follow the same visa procedure regardless of whether they plan to stay for more or less than three months. They are advised to submit their visa application well in advance of their departure for the Netherlands.

They must apply for a visa at a Dutch diplomatic or consular mission in their country of origin or of habitual residence before they travel to the Netherlands. (A country of habitual residence is one where the person in question resides or has a permit to reside for a period of longer than three months.) If there is no Dutch diplomatic or consular mission in their country of origin or of habitual residence, they are requested to send an email to the Short Stay Visa Service of the Immigration and Naturalisation Service (IND) of the Ministry of Security and Justice. Email address: visa.io@ind.minvenj.nl. The Short Stay Visa Service will, on a case by case scenario advise about visa issues.

Processing a visa application can take up to four weeks, as it is sometimes necessary to consult one or more of the other Schengen countries.

<http://www.government.nl/issues/visa-for-the-netherlands-and-the-caribbean-parts-of-the-kingdom/short-stay-visas-for-the-netherlands>

Visas issued for the Netherlands are in general valid for three months in all the countries that are party to the Schengen Agreement.

Pursuant to Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (Visa Code) as of March 14, 2013 biometric requirements have been introduced in the visa procedures of all Schengen Embassies in Africa and the Middle East. Biometric requirements will be introduced in other parts of the world before the end of 2015.

This means that at the time of submission of the first application for a visa, the applicant will be required to appear in person and a photograph and fingerprints will be collected from the applicant based on article 13 of the Visa Code.

Exempt from these requirements are (article 13 paragraph 7 sub a,b,c and d of the Visa Code):

- a. Children under the age of 12,
- b. Persons for whom fingerprinting is physically impossible,
- c. Heads of state or government and members of a national government with accompanying spouses, and the members of their official delegations when they are invited by Member States' governments or by international organizations for an official purpose,
- d. Sovereigns and other senior members of a royal family, when they are invited by Member States' governments or by international organizations for an official purpose.

Documents to be submitted to the Dutch Embassy

Privileged staff members and their family members need to submit the following documents when applying for a visa:

- a duly completed visa application form;
- a **valid** passport (the passport's validity must extend at least three months beyond the end of the period for which the visa is being applied);
- two passport photographs: for passport photograph requirements, click on 'Fotomatrix English' at [http://www.paspoortinformatie.nl/nederlands/Reisdocumenten/Pasfoto](http://www.paspoortinformatie.nl/nederlands/Reisdocumenten/Pasfoto;);
- a copy of the Note Verbale from the diplomatic mission or consular post in the Netherlands stating that the staff member will be employed there. See Annexe B for a specimen Note Verbale. **Without this Note Verbale the visa application cannot be considered.**

No documents should be sent to the Short Stay Visa Service!

The Note Verbale should include the following details:

- the personal details (name, date and place of birth and nationality) of the visa applicant;
- the number, expiration date and type (ordinary, service or diplomatic) of passport;
- the position the applicant will hold at the diplomatic mission or consular post;
- the starting date and duration of the posting.

To avoid unnecessary delay, the international organisation should send the Note Verbale to the Protocol Department of the Ministry of Foreign Affairs at the following address:

Protocol Department
Ministry of Foreign Affairs
Postbus 20061
2500 EB Den Haag
The Netherlands

2.4 Visa procedure for non-privileged staff members, relatives, friends, other guests and delegations

Non-privileged staff members of an embassy or consular post are those who are not entitled under the Vienna Conventions to an identity card from the Ministry of Foreign Affairs (such as technicians). For such non-privileged staff, as well as for visiting friends, relatives, other guests or delegations, the procedure outlined below applies.

Visa applications for short stays (three months or less) should be submitted well in advance to a Dutch diplomatic mission or another diplomatic mission abroad representing the Kingdom of the Netherlands (see list of missions at <http://www.government.nl/issues/visa-for-the-netherlands-and-the-caribbean-parts-of-the-kingdom/short-stay-visas-for-the-netherlands/applying-for-a-schengen-visa>).

Documents to be submitted by the applicant to the Dutch embassy

Non-privileged staff members, relatives, friends, other guests and delegations need to submit the following documents when applying for a visa:

- a duly completed visa application form;
- a valid passport (the passport's validity must extend at least three months beyond the end of the period for which the visa is being applied);
- a copy of the MFA ID-Card (in case of vis for family or friends);
- two passport photographs: for passport photograph requirements click on 'Fotomatrix English' at <http://www.paspoortinformatie.nl/nederlands/Reisdocumenten/Pasfoto>;
- supporting documents, a letter of guarantee and a letter of invitation from a privileged staff member in the Netherlands, insurance papers, and information on the referee; A specimen request for assistance for non-privileged staff members,

relatives, friends and other guests invited by a privileged staff member is included in Annexe C.

- for delegations only: a Note Verbale from the diplomatic mission or consular post in the Netherlands.

Please note, as a rule, **no** documents should be sent to the Short Stay Visa Service!

However, in case of official guests (VIP's) and delegations, it is recommended to send a copy of the invitation letter of the diplomatic mission or consular post to the Short Stay Visa Service.

Postal Address: Short Stay Visa Service, Immigration and Naturalisation Service (IND) Ministry of Security and Justice, Postbus 3002, 7600 EA Almelo. The Netherlands.

Or (preferably) by email to : visa.io@ind.minvenj.nl

Visa fees must be paid by the applicant. Visas for official delegations and official guests are issued free of charge if the individuals in question are required to be present for official purposes.

3 Registration

3.1 General information

Upon arrival

Within eight days of the arrival in the Netherlands of privileged staff members and family members forming part of their household, the diplomatic mission should register them with the Protocol Department of the Ministry of Foreign Affairs so that identity cards can be issued.

Upon final departure

Upon termination of employment at a diplomatic mission or consular post, the staff member's and family members' identity cards must be returned to the Ministry of Foreign Affairs **within eight days**. To avoid problems with the Border Police, privileged persons (who are not EU nationals) leaving the Netherlands after having handed in the Ministry of Foreign Affairs' identity card are strongly advised to carry a copy of their former identity card and a declaration by the diplomatic mission or consular post that their employment there was the basis of their legal residence in the Netherlands. See Annexe A for an example of such a statement. Please note that for transit through another Schengen country, a transit visa may be required.

3.2 Notifying the Ministry of Foreign Affairs

The Ministry of Foreign Affairs maintains a personal records database (Probas) of staff members of diplomatic missions and consular posts and their families. Diplomatic missions and consular posts must notify the Ministry of Foreign Affairs of the following:

- 1) Arrival of new members of staff and family members forming part of their household, including those engaged locally. They must be registered with the Ministry within eight days of taking up employment in the Netherlands.
- 2) End of posting with the diplomatic mission or consular post.
- 3) Final departure from the Netherlands.
- 4) Change of position or rank at the diplomatic mission or consular post. If there is a change in position that affects the status of the staff member, the diplomatic mission must apply for a new identity card in the usual way. A new questionnaire must therefore be submitted.
- 5) Changes in civil status.

- 6) Birth of a child.
- 7) Death of a registered member of the family.
- 8) Changes of address of staff members and of their private servant(s), including those engaged locally.
- 9) Expiration of the identity card.

Diplomatic missions and consular posts are responsible for ensuring that the obligation to notify the Ministry of Foreign Affairs is complied with.

Notification of births, changes in civil status and deaths

When a child is born in the Netherlands to a staff member of a diplomatic mission or consular post who is not a Dutch national or permanently resident in the Netherlands, two steps must be taken.

- a) The birth must be registered **within three working days** with the Registrar of Births, Deaths, Marriages and Registered Partnerships (*ambtenaar van de burgerlijke stand*) at the town hall (*gemeentehuis*) of the municipality in which the child was born. If the birth is not registered according to the above-mentioned procedure, this may have consequences for the child when applying for permanent residence, as there will be no record of legal stay.
- b) The Ministry of Foreign Affairs must be notified of the birth by Note Verbale **within three working days of registration at the municipality**. The Note Verbale should be accompanied by a copy of the entry made in the Register of Births, Deaths, Marriages and Registered Partnerships. In addition, the parents should apply for the child to be registered with the Ministry of Foreign Affairs following the normal procedure. NB: Children under the age of 14 will not necessarily be issued with an identity card.

A child is a Dutch national by birth only if either the father or the mother has Dutch nationality.

The notification procedure described above should also be followed in the event of marriage, divorce or registered partnership of a staff member. A copy of the relevant certificate must be submitted to the Ministry of Foreign Affairs by Note Verbale.

The same notification procedure should be followed in the event of the death of a staff member or a family member forming part of his/her household. A copy of the death certificate must be submitted together with the identity card to the Ministry of Foreign Affairs by Note Verbale.

Change of address

The Protocol Department of the Ministry of Foreign Affairs should be notified of any change of address at the staff member's earliest convenience. The date of the change of address should be noted in the Note Verbale.

3.3 PROBAS and the Municipal Personal Records Database (BRP)

PROBAS

To be able to obtain government services in the Netherlands it is necessary to be registered. For privileged persons registration in the PROBAS personal records database is necessary to obtain permission for long term stay in the Netherlands, as well as to be able to identify themselves as a privileged person to the Dutch authorities.

The Protocol Department of the Ministry of Foreign Affairs registers all staff members of diplomatic and consular missions and family members forming part of their household in the PROBAS personal records database and provides them with an identity card.

The PROBAS database links with the databases of some of the Dutch authorities to enable each registered individual to enjoy their rightful privileges under the Vienna Conventions.

BRP (formerly GBA)

The Municipal Personal Records Database (BRP) contains information on the number, names and addresses of the residents and is needed by the municipality for the implementation of specific laws and local regulations as well as for the administration of the municipality.

After registration by the Protocol Department of the MFA the privileged person may choose to register in the BRP. Registration in the BRP is not mandatory but may be done on a voluntary basis. However, there are certain benefits when registering in the BRP. For instance, the Dutch government only needs to ask for your personal information once and the delivery of government services in general will be faster. Registration in BRP is however required for applying for a DigiD account (see below).

Two verbal notes on this subject were sent to Embassies, Consulates and International Organizations in 2013 and 2014: DKP-2013/987 and DKP-2014/324.

Protection of privacy

Strict rules on privacy are applicable in regard to the use and accessibility of data from PROBAS, BRP and RNI. Citizens have the right to request their municipality to treat their personal data in the BRP strictly confidential. Confidentiality is not possible in regard to those national authorities (indicated by law) who need these personal data to execute their official task. Therefore they may use these personal data.

3.4 Government Identification codes

Burger Service Nummer (BSN)

The Citizen Service Number (BSN) is necessary to be able to get access to various services in the Netherlands. A number of Dutch agencies and national organizations use the BSN for their specific tasks when registering the personal data of privileged persons. Most important examples are:

- National tax authorities: BSN is mandatory for implementing the fiscal privileges.
- Healthcare: BSN is mandatory for hospitals, dentists, medical doctors, medical insurance companies etc. to use in their administration. Also the BSN is the single point of reference in the communication in the health care sector.
- Education: It is mandatory for Dutch schools, after school daycare and daycare facilities to use the BSN in their administration.

Privileged persons obtain a BSN by registration in the PROBAS personal records database of the Ministry of Foreign Affairs. Once a privileged person has been registered the Ministry of Interior Affairs and Kingdom Relations will automatically issue a Citizen Service Number (Burger Service Nummer, BSN). The BSN will be sent by letter to the address of the privileged person registered in the RNI. It is important to note that this letter is issued only once by the Dutch authorities. Therefore, the letter containing the BSN should be kept with care!

For privileged persons already having resided in the Netherlands prior to 10 December 2013, the Social Fiscal number (SoFi number) issued by the Tax and Customs Administration has been replaced by a BSN.

For information on the registration for BSN please consult:

<http://www.denhaag.nl/en/residents/to/Burgerservicenummer-for-privileged-persons.htm>

DigiD

DigiD is a digital personal identity code, consisting of a secure digital key which allows you to get secure online access to various government websites.

If you go to your City Hall or to the counter of any government organisation, in many cases you will have to prove your identity using your ID card, passport or driving licence. On the Internet, you can prove your identity by logging in with your DigiD.

Privileged persons can obtain a DigiD by registration in the BRP. It is not possible to obtain a DigiD with just a PROBAS-registration. After registration in the BRP the privileged person can apply for a DigiD number.

With a DigiD number you can in many cases avoid having to go in person to the government office, because you can get access on the Internet to applications for various municipality services and services from national organizations. More information about the DigiD and all organizations participating can be found through these websites:

<https://www.digid.nl/en/>

<https://www.digid.nl/en/about-digid/participating-organisations>

3.5 Issuance of official declarations by the Protocol Department

If for any reason a staff member requires an official declaration regarding their registration with the Ministry of Foreign Affairs, they can apply for one through the human resources department of the diplomatic mission or consular post. The Protocol Department of the Ministry of Foreign Affairs will declare in writing that the person concerned is registered in the privileged persons database of the Ministry of Foreign Affairs. This is the only declaration that can be requested from the Ministry of Foreign Affairs.

Official declarations are only issued if they are needed for contact with the official Dutch authorities. It should be noted that public service providers such as electricity and gas suppliers are not government authorities.

All other declarations, such as proof of residential address, can only be obtained from the municipality. The Ministry of Foreign Affairs therefore strongly advises staff members to register as well with the Municipal Personal Records Database (*Gemeentelijke Basis Administratie*, GBA). Registration in the GBA will in no way affect the existing tax-exempt status of privileged persons. Privileged persons residing in The Hague can register with The Hague International Centre on the ground floor of the city hall.

4 Identity Card

4.1 General Information

Obligation to carry identification

Dutch law requires that everyone aged 14 and over must **at all times** be able to show a valid identity document to police officers and other law enforcement authorities if so requested. The privileged person's identity card qualifies as a valid ID card. The Ministry advises staff of diplomatic missions and consular posts to always carry their identity card and to present it upon request to the Dutch authorities.

Complaints in case of improper treatment by the authorities when asked for identification may be lodged with the Protocol Department of the Ministry of Foreign Affairs, or with the regional police force. See <http://www.politie.nl/> (in Dutch)).

Staff

The Ministry of Foreign Affairs registers all staff members of diplomatic missions and consular posts and family members forming part of their households and provides them with identity cards. Staff with a permanent residence status in the Netherlands and staff possessing Dutch nationality may obtain at the request of the mission an identity card.

Family members

As a rule, family members of Dutch nationals and permanent residents are not eligible for an identity card. An exception to this rule may be made for non-EU/EEA family members forming part of the household of staff members who are considered to be permanent residents. Family members who are themselves Dutch nationals or permanent residents are not eligible for an identity card.

4.2 Applying for an identity card

To obtain an identity card, the diplomatic mission should apply for registration by Note Verbale to the Ministry of Foreign Affairs **within eight days** of the arrival of the person concerned in the Netherlands. The Note Verbale should include the following details:

- the personal details (name, date and place of birth and nationality) of the visa applicant;
- the number, expiration date and type (ordinary, service or diplomatic) of passport;
- the position the applicant will hold at the diplomatic mission or consular post;
- the starting date and duration of the posting.

- the staff category under which the staff member is registered: diplomatic agent, technical staff, administrative staff, domestic staff, or private servant.

The Note Verbale should be accompanied by:

- a duly completed questionnaire, supplied by the Ministry, for each staff member or family member, bearing the applicant's signature and the diplomatic mission seal's;
- a passport photograph of the applicant: for passport photograph requirements click on 'Fotomatrix English' at <http://www.paspoortinformatie.nl/nederlands/Reisdocumenten/Pasfoto;>
- a national passport or identity card valid for at least three months. For EU/EEA nationals and nationals of Australia, Canada, Japan, Monaco, New Zealand, South Korea, the United States and Vatican City State, a copy of the passport is sufficient; however, copies must be enclosed of all printed pages of the passport;
- for family members, as appropriate, a copy of the birth or marriage certificate, cohabitation agreement, registered partnership certificate or other relevant document.

4.3 Purpose of the card

The identity card issued by the Ministry of Foreign Affairs indicates that the holder:

- is residing legally in the Netherlands;
- has a specific position and nationality;
- enjoys privileges and/or immunities;
- in the case of family members, is or is not permitted to work (possibly on a restricted basis) in the Netherlands;
- can travel freely within the Schengen area.

The Ministry's identity card is not in its own right a travel document. Both a travel document and the identity card must be shown when crossing the Dutch border.

The identity card permits travel to Schengen countries for a period up to three months. It does not permit study or residence in another Schengen country. A list of Schengen countries can be found on the website of the Ministry of Foreign Affairs:

<http://www.government.nl/issues/visa-for-the-netherlands-and-the-caribbean-parts-of-the-kingdom/visa-for-the-netherlands-the-schengen-visa>.

In the case of Dutch staff members and staff members with permanent residence in the Netherlands who are entitled to an identity card under the Vienna Conventions, the card

merely indicates (through the addition of the code NL or DV) that the person concerned has functional immunity (see chapter 6, Immunity).

The Ministry's identity card is an official document accepted in the Netherlands as proof of identity. All the relevant Dutch authorities (the Royal Military Constabulary (KMAR)), the Tax and Customs Administration (*Belastingdienst*), the municipality and the Road Transport Agency (RDW)) are familiar with it. If uncertainty arises about the card's validity, in the Netherlands or abroad, it may be helpful for staff to refer to <http://www.identiteitsdocumenten.nl/> and <http://www.consilium.europa.eu/prado/>. The first is an official Dutch government website showing all valid identity documents; the latter is a European website.

4.4 Types of status

The different types of status indications that may appear on an identity card for staff of diplomatic missions and consular posts are:

For embassies:

- **AD** Head of a diplomatic mission and his/her family, and highest-ranking staff and their families
- **BD** Members of the technical and administrative staff and their families
- **ED** Members of the service staff and their families
- **PD** Private servants

For consular posts:

- **AC** Consul-General, consul, vice-consul, consular agent and their families
- **BC** Members of the technical and administrative staff and their families
- **EC** Members of the service staff and their families
- **PC** Private servants

The following codes may be added to the above:

- **DV** Staff members who are considered to be permanent residents in the Netherlands
- **NL** Dutch nationals
- **NP** No privileges

Private Servants, i.e. holders of identity cards with PD, PO, PC status are expected to collect their cards in person at the Protocol Department.

4.5 Lost or stolen cards

The Ministry's identity card remains at all times the property of the State of the Netherlands. Any loss or theft of an identity card is a serious matter and should be reported immediately to the Protocol Department of the Ministry of Foreign Affairs. In addition, the Ministry must be notified of the loss or theft of the card immediately by Note Verbale, accompanied by a copy of the police report. To obtain a new identity card, a request has to be submitted to the Protocol Department. If a card is lost or stolen a second time, the validity of the replacement card will be limited to six months. The replacement card must be collected in person from the Protocol Department at the Ministry of Foreign Affairs in The Hague.

Lost or stolen cards will always be reported to the Dutch Police Services Agency (KLPD) and entered in the Visa Information System (VIS) and Schengen Information System (SIS). If a person appears at a border with a lost or stolen card, the border authorities may confiscate it.

4.6 Returning the card

Diplomatic missions and consular posts are responsible for returning the cards of their staff members and of staff members' family members and private servants:

- **within eight days** of the termination of the employment between the holder and the diplomatic mission or consular post;
- when a family member ceases to be part of the staff member's household (due to divorce, a child's departure to study abroad, a child's marriage, etc.)
- when the card has been invalidated by the Ministry of Foreign Affairs for any reason and the Ministry has requested the diplomatic mission or consular post to return it;
- when a card has been reported lost or stolen but the holder or the diplomatic mission or consular post has regained possession of it, even if a new card has not yet been issued.

The diplomatic missions and consular posts will be informed if an identity card has not been returned on time. This may lead to delays in issuing new identity cards. Cards that have not been returned on time will always be reported to the Dutch Police Services Agency (KLPD) and entered in the Visa Information System (VIS) and Schengen Information System (SIS). If a person appears at the border with such a card, the border authorities may confiscate it.

4.7 Expiry date

The expiry date of the identity card is stated on it. **One month** before it expires, a new questionnaire and a copy of the passport should be sent to the Ministry of Foreign Affairs so that the card can be replaced. A new identity card will only be issued once the old card has been received by the Protocol Department.

5 Partners, family members and members of the household

5.1 Member of the family forming part of the household

Persons qualifying as members of the family forming part of the household are the spouse or registered partner of a member of the mission continuously living with the member of the mission, children of the member of the mission under the age of 18 and children up to and including the age of 27 provided that they are 1) unmarried, 2) financially dependent on their parent(s) and 3) living continuously with their parent(s) during their posting in the Netherlands. Moreover, any such other member of the immediate family of the member of the mission as may be agreed upon between the Netherlands and the sending State.

Children studying abroad will not be recognised as forming part of the household.

5.2 Unmarried partners

The Ministry of Foreign Affairs will issue identity cards to unmarried partners only when proof is given of the existence of a registered partnership or cohabitation agreement made by notarial deed, and recognised by the Netherlands (see Annexe E). The status of recognised partner is equivalent to that of a spouse. A copy of the notarial cohabitation deed or other proof of registered partnership should be submitted with the application for an identity card. Registered partnerships or similar legal constructions in some foreign countries are also recognised in the Netherlands; a list of registered partnerships recognised by the Ministry of Foreign Affairs can be found in Annexe E.

If the registered partnership is not recognised in the Netherlands, the partner may apply for a three-month visa that allows him or her to travel to the Netherlands on condition that the partner is recognised as such by the diplomatic mission and that the staff member and partner enter into a recognised registered partnership within three months. The Ministry of Foreign Affairs of the sending state must submit a Note Verbale declaring that the person in question is the staff member's current or future partner to the Dutch mission in the partner's country and to the Ministry of Foreign Affairs in the Netherlands. For a specimen Note Verbale see Annexe D.

5.3 Children residing in the Netherlands

An identity card may be issued to children (forming part of the household of the member of the mission) up to and including the age of 27, provided that they:

1. are unmarried;
2. are financially dependent on their parent(s);
3. and live continuously with their parent(s) during the posting in the Netherlands. This 3rd rule does not apply to children studying fulltime in The Netherlands. Please note: children studying abroad will not be recognised as forming part of the household.

For children of 18 years and older, the Ministry will require a declaration (see Annex F), signed by the employee or staff member who is the parent of the child involved, certifying that the child fulfils the conditions mentioned above. The declaration should be sent to the Ministry by the mission or international organisation. The Ministry must be informed promptly if circumstances change.

In case circumstances change, the Ministry must be promptly notified by the international organisation.

5.4 Children studying abroad

Children of staff members of embassies, consular missions or international organisations stationed in the Netherlands are not issued with an identity card from the Ministry of Foreign Affairs if they are not themselves permanently resident in the Netherlands. If these children are nationals of an EU member state or of a country whose citizens are exempt from the visa requirement, they are free to visit their parents in the Netherlands without a visa.

To facilitate visits to their parents by children from countries whose citizens do require a visa to enter the Netherlands, a **multiple entry** visa with a maximum validity of **five years** will be issued **free of charge**, under the following conditions:

- the child is between the ages of 18 and 27;
- the child is studying in a non-Schengen country and is a national of a non-Schengen country;
- the child holds a valid passport (the passport's validity must extend at least three months beyond the end of the period for which the visa is being applied);

Documents to be submitted to the Dutch Embassy:

- a duly completed visa application form showing clearly that a visa for more years is requested with multiple entries;

- a valid passport (the passport's validity must extend at least three months beyond the end of the period for which the visa is being applied);
- a letter of invitation and guarantee (see Annex C in the Protocol Guide);
- a copy of the Ministry of Foreign Affairs identity card (which will remain valid for the full term of the visa) of the parent stationed in the Netherlands;
- a proof of the family relationship (in case of doubt embassy may ask for additional documents such as a legalized birth certificate).

The length of the visa will depend on the child's age, the remaining period for which the child's passport will remain valid, and the remaining period for which the parent's MFA identity card will remain valid.

Students must apply for a visa at a Dutch diplomatic or consular mission in their country of origin or of habitual residence.

Diplomatic staff can apply for an ID-Card for the parents (or parents-in-law). This application must be accompanied by a letter of guarantee.

5.5 Permission for members of the household to work

Persons forming part of the household of members of the diplomatic missions or consular posts are not permitted to engage in gainful employment in the Netherlands while retaining their diplomatic status. There are, however, a number of exceptions to this rule:

- If the person concerned is a national of one of the countries of the European Union or the European Economic Area (EEA) or married to an EU national, it is possible for them to work under EU legislation. In such cases, they may retain their diplomatic status. The diplomatic mission should inform the Ministry of the person's intention to work, following which the Ministry will issue a certificate (*verklaring*) of no objection. NB: For the new member states Romania, Bulgaria and Croatia a transitional regime is in effect. For the time being Romanian, Bulgarian and Croatian nationals are not yet entitled to full free circulation for purposes of employment.
- Moreover, the Netherlands has concluded Agreements or Memoranda of Understanding (MoU) with a large number of countries enabling persons forming part of the household of members of the diplomatic missions or consular posts to engage in gainful employment (see Annexe G). Such family member must obtain authorization from the Ministry before engaging in gainful employment, in accordance with the provisions of the relevant MOU/agreement.

The following words will appear on the back of the identity card of the person in question: *Arbeid is toegestaan/Arbeid is in het kader van MoU toegestaan* (employment permitted/employment permitted under MoU).

6 Dutch or third State nationality, permanent residency

6.1 General information

When a diplomatic mission or consular post registers a staff member at the Ministry of Foreign Affairs, the Ministry assesses whether the staff member was, at the moment of contracting, either permanently resident or a Dutch national. It follows from articles 37 and 38 of the Vienna Convention on Diplomatic Relations that those who are permanently resident (under the Alien Act) or have Dutch nationality do not receive the same privileges and immunities as do the other (diplomatic, technical, administrative) staff members.

Persons who were permanently resident at the moment of being posted to a mission receive the annotation /DV on their ID-card in addition to the regular code on the card. For example: BD/DV, AD/DV.

Persons who had Dutch nationality at the moment of being posted to a mission receive the annotation /NL on their ID-card in addition to the regular code on the card. Examples are: BD/NL, AD/NL.

6.2 Possibility to request a permanent residence permit after 10 years

Staff members who have resided officially in The Netherlands for a continuous period of 10 years may, if the sending State approves, apply for a permanent residence permit under chapter B12 of the Aliens Act Implementation Guidelines (*Vreemdelingencirculaire*). This is not an obligation.

The process of requesting a residence permit will, if successful, result also in the loss of privileges and immunities. Therefore, such a process should never be started without the knowledge and express consent of the sending State.

The Ministry may also, after a staff member has resided in The Netherlands for more than 8 years, send an official inquiry to the diplomatic mission, asking the mission to state whether the person involved has in effect become permanently resident. Only the written consent of the mission opens the way to the possibility of requesting a residency permit.

Individuals applying to the immigration service (IND) for a permanent residence permit must fulfill certain requirements, such as being able to produce a civic integration

certificate. For more information, contact the IND at www.IND.nl. See also: <https://ind.nl/EN/Documents/6009.pdf>.

6.3 Diplomatic staff, not having the nationality of the sending State

Diplomatic agents must in principle have the nationality of the sending State (article 8 VCDR). When a sending State intends to post a diplomatic agent with the Dutch nationality or with the nationality of a third State, it should request the consent of the Ministry, in writing.

Only after the express written consent of the Ministry may such an appointment be effectuated. The consent of the Ministry may be withdrawn at any moment.

7 Private servants

7.1 General information

This chapter outlines Dutch policy on private servants of staff members of diplomatic missions and consular posts. Private servants are individuals in the service of persons who have been granted the privileges and immunities of diplomatic staff with AD status.

7.2 Employing private servants

Scope for employing private servants

Staff members of diplomatic missions who are not Dutch nationals or permanent residents and who have been accorded the privileges and immunities of **heads of mission** on the basis of the Vienna Convention are permitted to employ a maximum of five private servants.

Staff members of diplomatic missions who are not Dutch nationals or permanent residents and who have been accorded the privileges and immunities of **diplomatic agents** (AD status) on the basis of the Vienna Convention on Diplomatic Relations may employ one private servant. No other staff of diplomatic missions are allowed to employ a private servant.

Staff members of consular posts who are not Dutch nationals or permanent residents and who have been accorded the privileges and immunities of **consular agents** (AC status) on the basis of the Vienna Convention on Consular Relations may employ one private servant. No other staff of consular posts are allowed to employ a private servant.

A family member of a staff member up to the fourth degree of kinship (for instance great-niece), or of his or her spouse, may not be employed as a private servant.

Work permit for private servants

Employers of private servants are exempted from the requirement to obtain a work permit for their private servant(s).

Private servants may not be employed by a person other than the one whose name is stated in the employment contract. This is indicated on the back of the servant's identity card.

Tax status of private servants

Private servants are exempted from taxes on their earnings from employment, provided that they are neither Dutch nationals nor permanently resident in the Netherlands.

Social security status of private servants

Private servants are exempted from the obligation to pay social insurance contributions, provided that they are covered by the social security scheme of their home country or a third country. Their coverage must be established by means of a declaration by the authorities of the country where the private servant is insured. The social security scheme must be a legally enacted national scheme. Social security schemes with private companies are not accepted as a legitimate alternative. An employer who employs a private servant who is not covered by a social security scheme of their home country or a third country must comply with the obligations which Dutch social security provisions impose on employers, and must register as an employer with the Tax and Customs Administration.

7.3 Admission of private servants

Before private servants from a country whose nationals require a visa for the Netherlands may enter the country, they must apply for a visa to a Dutch diplomatic or consular mission in their country of origin or of habitual residence. If there is no Dutch diplomatic or consular mission in their country of origin or of habitual residence, their employers are requested to send an email to the Short Stay Visa Service of the Immigration and Naturalisation Service (IND) of the Ministry of Security and Justice (email address: visa.io@ind.minvenj.nl). The Short Stay Visa Service will, on a case by case basis advise about visa issues. Please bear in mind that processing a visa application can take up to four weeks, as it is sometimes necessary to consult one or more of the other Schengen countries.

Before the visa application is submitted at the Dutch diplomatic or consular mission, the diplomatic mission must report the private servant's appointment to the Protocol Department of the Ministry of Foreign Affairs by means of a Note Verbale. The Note Verbale should include the following details:

- the personal details (name, date and place of birth and nationality) of the private servant;
- the number and expiration date of his or her passport;
- the employer's name and the position he or she holds at the diplomatic mission or consular post;
- the starting date and duration of the servant's employment contract.

Without this Note Verbale the visa application will not be considered.

The following documents must be submitted to the Dutch diplomatic or consular mission:

- a copy of the Note Verbale from the diplomatic mission or consular post in the Netherlands;
- a duly completed application form;
- a valid passport (the passport's validity must extend at least six months beyond the end of the period for which the visa is being applied);
- two passport photographs: for passport photograph requirements, click on 'Fotomatrix English' at <http://www.paspoortinformatie.nl/nederlands/Reisdocumenten/Pasfoto>;
- a copy of the servant's full-time employment contract;
- evidence that the employer is registered with the tax authorities in the Netherlands as the servant's employer, in cases where the private servant is **not** covered by the social security regulations of their home country or a third country.
- if the private servant is covered by the social security regulations of their own country or of a third country, a statement to this effect by the authorities of their own country or of the third country;
- a declaration in which the employer guarantees to pay all costs that may arise during the period in which the private servant resides in the Netherlands plus any repatriation costs.

The Protocol Department will determine whether the servant and employer have complied with these conditions and notify the Short Stay Visa Service of the Immigration and Naturalisation Service (IND) of the Ministry of Security and Justice.

7.4 Registration

The diplomatic missions and consular posts for which the employer works must register the private servant with the Protocol Department of the Ministry of Foreign Affairs within **eight days** of his/her arrival in the Netherlands by means of a Note Verbale. The documents mentioned in section 5.3 must also be submitted with the application for an identity card. The following additional documents are also required:

- a duly completed questionnaire;
- a copy of a medical insurance policy (a copy of a travel insurance policy will not be accepted).
- a **valid** passport (the passport's validity must exceed the period for which the visa is being applied for by at least six months);

- two passport photographs: for passport photograph requirements, click on 'Fotomatrix English' at <http://www.paspoortinformatie.nl/nederlands/Reisdocumenten/Pasfoto;>
- a copy of the servant's full-time employment contract;
- evidence that the employer is registered with the tax authorities in the Netherlands as the servant's employer, in cases where the private servant is **not** covered by the social security regulations of their own country, of a third country or of the international organisation. Proof of medical insurance is not required because the private servant will be covered by the Dutch social security system; the employer is therefore required by law to obtain medical insurance in the Netherlands. In most cases the mission will require a copy of a travel insurance policy;
- if the private servant is covered by the social security regulations of their own country or of a third country, a declaration to this effect by the authorities of their own country or of the third country;
- a declaration in which the employer guarantees to pay all costs that may arise during the period in which the private servant resides in the Netherlands plus any repatriation costs. A copy of a medical insurance policy (a copy of a travel insurance policy will not be accepted).

Private servants who are not insured under the social security scheme of the Netherlands cannot be insured under the national healthcare insurance scheme (*zorgverzekering*) but must take out an expatriate healthcare insurance policy. The Ministry may advise upon request on companies in the Netherlands and abroad that provide this kind of insurance.

7.5 Identity card for private servants

The validity of a private servant's identity card is linked to the validity of the employer's identity card. The card will be issued for a maximum period of one year, unless the contract with the employer has a shorter duration. The identity card issued to private servants bears the code PD (in case the employer is a diplomatic agent) or PC (in case the employer is a consular agent).

Private servants are expected to collect their cards in person at the MFA's Protocol Department, Bezuidenhoutseweg 67, Den Haag, after receiving notification that it is ready.

7.6 Mandatory provisions of Dutch employment legislation

Employing a private servant is not a right, but a privilege extended by the host State. It is imperative that the terms and conditions of employment conform to the mandatory provision of Dutch employment legislation. Employer and employee may opt for the applicability of a foreign legal system as the basis of an employment contract. However, even if a foreign legal system is opted for, the employment contract should conform to said mandatory provisions of Dutch legislation.

Mandatory provisions of Dutch employment legislation include the following:

- employees must earn at least the minimum wage and 8% holiday pay, in accordance with Dutch legislation (for the latest update on the minimum wage, please consult the website of the Ministry of Social Affairs and Employment at <http://www.rijksoverheid.nl/documenten-en-publicaties/publicaties-pb51/minimumloon-iedereen-heeft-er-recht-op-engels.html>);
- no employment contract may be terminated during the sickness or pregnancy of the employee;
- salary must be paid in a timely manner;
- employees of different sexes must be treated equally;
- employees must be given paid leave (a minimum of 20 days leave per year).

These mandatory provisions should always be respected by the employer and employee and provisions to this effect should be included in the employment contract. The website of the Ministry of Social Affairs and Employment provides for information on employment in the Netherlands at <http://www.rijksoverheid.nl/ministeries/szw/onderwerpen>.

7.7 Mandatory bank account

Effective 1 June 2015 employers will be also obliged to transfer the salary of the private servant into a Dutch bank account (or an account with a bank in the EU) in the name of the private servant. Within 90 days after the registration with the Ministry newly registered private servants must be able to produce proof of a personal bank account, and the agreed salary must be transferred by the employer on a monthly basis to this account. Cash payment of salaries will not be any longer allowed. The Ministry reserves the right to request private servants to provide copies of bank statements in order to be able to verify whether the contract is being honored.

7.8 Duration of the contract

A private servant's right to stay in the Netherlands depends on the existence of an effective employment contract with a privileged person as the employer. The servant must leave the Netherlands in the following circumstances:

- when the employment contract comes to an end or is terminated;
- when the employer's posting in the Netherlands ends; if the employer is no longer a staff member of the diplomatic mission or consular post or fails to comply in some other way with the conditions subject to which he/she may employ a private servant.

7.9 Health insurance for private servants

Private servants registered in the Dutch social insurance system must take out standard healthcare insurance. Private servants not registered in the Dutch social insurance system are not entitled to Dutch healthcare insurance and should take out an expatriate healthcare insurance policy.

If an insurer requires proof of registration in the Netherlands before issuing the policy, the Ministry can send a copy of the identity card. If a private servant collects the identity card from the Ministry, the card will only be issued after a copy of the insurance policy has been submitted.

8 Local employment contracts

8.1 General

The Vienna Conventions distinguish between those who are nationals or permanent residents of the receiving state and those who are not. Embassies may choose to employ Dutch nationals or permanent residents of the Netherlands. When doing so, embassies should take care to only recruit those who may legally work and reside in The Netherlands.

8.1.1 Permanent residents

Prior to entering the employment of a diplomatic mission or consular post, non-Dutch persons must be in possession of a valid residence permit entitling them to work and if necessary a work permit issued under the Foreign Nationals (Employment) Act (*Wet Arbeid Vreemdelingen*).

8.1.2 Personnel directly recruited in another EU-country

Nationals of another EU member state may also be employed by an embassy or consulate, if they fall under the provisions on the free movement of workers. For the new member states Romania and Bulgaria, a transitional regime is in effect; for the time being, the full free movement of workers does not apply to them. Those staff members may be hired directly from another member state, without a prior stay in the Netherlands. In that case they enjoy all privileges and immunities associated with their position.

8.1.3 Personnel directly recruited in a third country

It is also possible to recruit people directly from a third country. Like the above-mentioned category they must be in possession of a valid residence permit with working privileges. Moreover, the embassy or consulate must obtain in advance a working permit from the Centre for Work and Income (*Centrum voor Werk en Inkomen, CWI*). Please note that an embassy is not allowed to employ persons who hold an authorisation for temporary stay but who are not in the possession of a work permit.

8.1.4 Questions regarding legal status

Any inquiries concerning legal aspects of the residence status of a prospective member of staff should be made to the Host Nation Division of the Protocol Department (DKP/NG) of the Ministry of Foreign Affairs **before** an employment contract is drawn up.

8.2 Contracts for Dutch nationals or permanent residents

Employer and employee may opt for the applicability of a foreign legal system as the basis of an employment contract. However, even if a foreign legal system is opted for, Dutch employment legislation contains mandatory provisions that can never be derogated from. These mandatory provisions should always be respected by the employer and employee.

The mandatory provisions of Dutch employment legislation include the following:

- employees must earn at least the minimum wage and 8% holiday pay, in accordance with Dutch legislation (for the latest update on the minimum wage, please consult the website of the Ministry of Social Affairs and Employment at <http://www.rijksoverheid.nl/documenten-en-publicaties/publicaties-pb51/minimumloon-iedereen-heeft-er-recht-op-engels.html>);
- no employment contract may be terminated during the sickness or pregnancy of the employee;
- salary must be paid in a timely manner into a bank account in the name of the employee;
- employees of different sexes must be treated equally;
- employees must be given paid leave (a minimum of 20 days leave per year).

8.3 Disputes concerning the implementation of employment contracts

If an employee brings a dispute before a Dutch court, the court will first establish whether it has jurisdiction over the dispute. If the employer enjoys immunity, it should make certain to be present at any court hearing in order to claim this immunity. Dutch courts will not automatically assume immunity in the case of diplomatic missions, and this being the case the Ministry advises missions to be represented by a lawyer for any court case.

8.4 Income tax and social insurance contributions

Persons employed at an embassy or consulate are exempt from income tax and social insurance contributions unless they are Dutch nationals or permanent residents. Persons who have dual nationality of which one is the Dutch nationality will be regarded as Dutch nationals for the purposes of these exemptions.

Family members forming part of the household of persons enjoying such exemptions are not entitled to any exemptions if they are Dutch nationals or permanently resident here.

Employees possessing the Dutch nationality or permanent residents are themselves responsible for paying the employee part of income tax and social insurance contributions. The embassy or consulate is not obliged to deduct these at source or remit them to the authorities. The embassy or consulate is expected to pay the taxes and charges that are customarily paid by employers in The Netherlands.

Each year, employees receive a tax and social insurance contributions return form from the tax authorities. A tax assessment will be issued on the basis of the information the employee enters on this form. Employees are themselves responsible for paying the amount stated in the assessment.

NB: these social insurance contributions are not considered to be taxes within the meaning of article 34 of the VCDR.

The tax authorities will grant double taxation tax relief on certain components of income. This is dependent on the provisions of any conventions that the Netherlands has signed with the other country to avoid double taxation.

In principle employees who are not exempt have to pay social insurance contributions in the Netherlands. However, whether an individual actually has to pay such contributions depends on any social security conventions in force. This exemption applies solely to income from employment at an embassy or consulate. It does not apply to income from employment elsewhere: income tax must be paid on income from another employer. For more information about income tax or social insurance contributions please contact CB/IFB.

9 Social security

9.1 General information

Diplomatic and consular staff

Diplomatic agents and consular officials are exempted from the social security provisions in the Netherlands under article 33 of the VCDR, article 48 of the VCCR and Dutch legislation as far as their work for the sending state is concerned. However, if they perform activities in the Netherlands other than their diplomatic or consular tasks, they are subject to the Dutch social security system with respect to those activities.

Administrative, technical and service staff

As a general rule administrative, technical and service staff posted to the Netherlands is not insured under the Dutch social security system, unless they have worked in the Netherlands for more than 10 years.

Staff members of diplomatic missions and consulates are automatically insured under the Dutch social security system if:

1. They have the Dutch nationality;
2. They have taken up residence under the Dutch Immigration-law;
3. They have taken up gainful employment in the Netherlands, other than for their diplomatic or consular mission;
4. They receive any Dutch social security benefits.

Staff members who are not exempt have to pay social insurance contributions in the Netherlands. However, whether an individual actually has to pay such contributions depends on possible social security conventions in force. Some of the bilateral social security conventions concluded by the Netherlands provide the opportunity to opt for the application of the social security legislation of the sending state. A choice that must be made at the commencement of the assignment in the Netherlands or within a specified period of time mentioned in the convention. For a staff member who takes up his/her assignment in the Netherlands it is important to determine whether a bilateral social security convention applies between the Sending State and the Netherlands and whether that convention provides a choice of applicable social security legislation.

Spouse/partner, children and other family members forming part of the household

The insurance position of spouses/partners, children and other family members forming part of the household is linked to that of the partner who is working in the Netherlands as

a diplomatic or consular official or as a member of the administrative, technical or service staff. In other words, if the diplomatic/ consular partner is not insured under the Dutch social security system, neither are his/her spouse/partner, children or other family members forming part of the household. The reverse of course also applies. This does not mean, however, that a person will not be assessed on an individual basis if, for example, a partner or a child of a consular official forming part of his/her household takes up employment in the Netherlands. In such cases, it is possible for the official not to be insured under the Dutch system while his/her partner, son or daughter is: family members forming part of the household of diplomatic/consular staff of a Sending State will be mandatory insured under the Dutch national insurance scheme once they engage in gainful employment in the Netherlands.

Staff working at the same embassy or consulate after 1 August 1987 and before 1 May 2010

Members of the administrative, technical or service staff who have worked uninterruptedly at an embassy or consulate who are nationals of an EU/EEA country which is also the sending state, were entitled to opt for the application of the social security legislation of the sending state, a choice which may be renewed at the end of every calendar year. Since 1 May 2010 this possibility does not exist anymore. Some of the bilateral social security conventions concluded by the Netherlands also provide for such a choice. These are still in force.

9.2 Health care

Under the Healthcare Insurance Act, everyone who is mandatory insured under the Long-term Care Act (*Wet Langdurige Zorg/WLZ*), is required to take out healthcare insurance, with an insurer of his choice. This insurer will also implement the WLZ for the person concerned. These family members are therefore required to insure themselves under the Healthcare Insurance Act, (even when the insurance system of the international organisation provides coverage). People may be entitled to Healthcare allowance (a contribution to the cost of one's healthcare insurance) if one's individual or joint income is under certain limits. Healthcare allowance is paid by the Benefits Office of the Tax and Customs Administration.

9.3 Remittance of contributions by the employer

After having determined that the employee is liable to pay income tax and/or social security contributions in the Netherlands, the following applies.

Diplomatic missions and consulates (the 'employer') are not obliged to deduct Dutch wage taxes and national insurance contributions on the wages of their employees, but they must pay the contributions for employee insurance (ZW, WW and WIA). The employer must pay this contribution for the employee. These contributions will not be deducted from the wages of the employees. The employee does not have to pay employee contributions (ZW, WW and WIA).

The employee is responsible to take care of his/her annual tax declaration and make provisions to pay compulsory Dutch income taxes and contributions for social insurances (*volksverzekeringen*). Therefore, he/she has to submit each year a tax declaration to the tax authorities.

Information on the percentages for contributions and deductions can be found on the Ministry of Social Affairs and Employment's website: www.rijksoverheid.nl.

The Employee Insurance Agency (*Uitvoeringsinstituut Werknemersverzekeringen*, UWV) is responsible for assessing entitlements under the employee insurance scheme and paying out benefits. See for more information: www.uwv.nl.

The *Sociale Verzekeringsbank* (SVB) is the responsible authority in charge of the implementation of the social security provisions. See for more information: www.svb.nl.

For health insurance a different system applies. In addition to an income-related contribution, people must register with a health insurance company and pay a basic premium themselves. Supplementary health insurance packages are available at additional cost. Children must also be registered with a health insurance company. If they are 18 or younger, no separate premium has to be paid by them.

10 Immunity

10.1 Who enjoys diplomatic immunity?

Diplomatic missions

Under the provisions of the Vienna Convention on Diplomatic Relations (VCDR), the following persons enjoy at least some degree of immunity:

- diplomatic agents and members of their families forming part of their households (articles 29 and 37 VCDR);
- members of the administrative and technical staff and members of their families forming part of their households (article 37 VCDR);
- members of the service staff in respect of acts performed in the course of their duties (article 37 VCDR).

A general exception to this are persons having Dutch nationality or permanent residence status.

Under the provisions of the Vienna Convention on Diplomatic Relations, the following subjects are inviolable:

- the mission's premises (article 22 VCDR);
- its archives and documents (article 24 VCDR);
- its official correspondence (article 27 VCDR);
- the diplomatic courier (article 27 VCDR);
- the diplomatic bag (article 27 VCDR);
- the persons of diplomatic agents, members of the administrative and technical staff of missions, and members of their families forming part of their households (article 29 and 37 VCDR);
- the private residences of diplomatic agents and of members of the administrative and technical staff of missions, their papers, correspondence and property (article 30 VCDR);
- a diplomatic agent and members of his or her family passing through the Netherlands provided he or she is proceeding to take up a post or returning from a post (article 40 VCDR).

Consular posts

Under the provisions of the Vienna Convention on Consular Relations (VCCR), consular officers and consular employees enjoy immunity from jurisdiction in respect of acts performed in the exercise of their consular duties (both career and honorary officers). Career officers also enjoy immunity from arrest or pre-trial detention, except in the case

of a grave crime and pursuant to a decision given by the competent judicial authority. However, consular officers may also be arrested or subjected to restrictions on their personal freedom in execution of a final and irrevocable court judgment (article 41 et seq. VCCR).

Under the provisions of the Vienna Convention on Consular Relations, the following subjects are inviolable:

- the consular premises (article 31 VCCR);
- the consular archives (article 33 VCCR);
- the official correspondence of the post (article 35 VCCR);
- the consular courier (article 35 VCCR);
- consular officers, to a limited extent (article 41 in conjunction with article 43 VCCR);
- consular officers who are nationals of or permanently resident in the receiving state only enjoy immunity from jurisdiction and personal inviolability in respect of official acts performed in the exercise of their duties (article 71 VCCR).

The diplomatic bag

In accordance with article 27 of the VCDR and article 35 of the VCCR, the diplomatic bag is inviolable. The diplomatic bag may not be opened or detained. Scanning of the (unaccompanied) diplomatic bag with X-ray equipment is allowed for reasons of air safety. Arriving diplomatic bags may be picked up personally by accredited members of staff of the diplomatic mission involved; exclusively in that case they will not be scanned.

10.2 State immunity

In the Netherlands, diplomatic missions and consular posts are the representatives of the sending state. They are not legal persons in their own right. It is therefore against the sending state that legal proceedings must be instituted if a dispute arises concerning the actions of a diplomatic mission or consular post. Besides immunity for diplomatic agents and consular officers, sending states may also enjoy immunity.

When does immunity apply?

Under article 22 of the VCDR, a mission's premises are inviolable. This means that the receiving state has a duty to abstain from exercising any sovereign rights, including in respect of any official mission building and the accompanying terrain.

However, if a mission believes it is entitled to immunity, it should not assume that the courts will of their own accord examine the question of immunity. The mission concerned

must appoint an attorney (advocaat) and make clear at the beginning of the proceedings that it is claiming immunity on behalf of its sending state. If the case comes to trial, the question is then whether the Dutch courts are competent to hear the dispute. State immunity is accepted only when the actions concerned arise directly from sovereign acts by the state. If the actions constituted private-law acts, state immunity does not apply. No measures of constraint, such as attachment, arrest and execution, against property of the state may be taken in connection with a proceeding before a court of another state unless the state has expressly consented to the taking of such measures or has allocated the property for the satisfaction of the claim. This also applies to a mission's bank accounts. A bank account is immune from seizure if it is used or intended for use for the purposes of the diplomatic mission of the state or its consular posts, special missions, missions to the diplomatic missions, or delegations to organs of international organisations or to international conferences.

10.3 Diplomatic agents: immunity from civil jurisdiction

A diplomatic agent has immunity from civil jurisdiction. An exhaustive list of exemptions to this rule can be found in article 31 (1) of the VCDR. Members of the household of the diplomatic agent enjoy the same immunity.

Administrative, technical and service staff only enjoy immunity for acts carried out in the exercise of their duties.

Private servants only have immunities in so far as they are granted by the receiving state. Consular agents have only functional immunities with regard of the exemptions listed in article 45 of the VCCR.

What to do in case of a summons?

A diplomatic mission, consular post, diplomatic agent, consular officer or member of the administrative or technical staff may receive a summons in a civil case. Under article 29 of the VCDR, the person of a diplomatic agent is inviolable. Process may therefore not be served on diplomats of a sending state by authorities of the receiving state (including judges). Although the provisions of the VCCR are slightly less strict than those of article 29, state practice and doctrine support the view that the same conclusion must be drawn for consular officers.

However, the Ministry has no power to prevent such a lawsuit because the Dutch judiciary is independent.

If you are summoned to appear in a Dutch court of law, the Ministry advises you to engage an attorney. The Ministry is willing, upon request, to give informal advice to diplomatic missions on how to deal with these matters.

Bailiffs

A bailiff (*gerechtsdeurwaarder*) is not entitled to serve a summons on a person who enjoys inviolability. If a bailiff arrives at a diplomatic mission, consular post or the house of a diplomatic agent, he should be told to contact the Ministry of Foreign Affairs. At the same time, some summonses arrive by registered mail and refusal is therefore difficult.

The Ministry would like to stress that embassies and consular posts should only accept summonses directly from the Ministry.

Witnesses

If a consular officer or member of the administrative or technical staff is summoned to attend judicial or administrative proceedings as a witness, he or she may not refuse. (article 44 VCCR). A diplomatic agent is under no obligation to act as a witness (article 31 VCDR).

10.4 Immunity from criminal jurisdiction

Members of diplomatic missions and members of their families who form part of their households enjoy immunity from criminal jurisdiction (article 31 VCDR). If there are suspicions that an offence has been committed by a privileged person, the Public Prosecution Service may pursue the case, unless immunity is invoked. It will then ask the Ministry of Foreign Affairs to establish whether the suspect enjoys such immunity. In the case of serious criminal offences, the Ministry of Foreign Affairs (or another authority such as Customs or the Royal Military Constabulary (Koninklijke Marechaussee) can request that immunity be lifted. The Ministry may also issue a warning, via the head of the mission or directly to the person concerned. In more serious cases the person concerned may be asked to leave the country. Ultimately, the person involved may be declared *persona non grata*.

10.5 Privileged persons who come into contact with the police

Staff members who are stopped or otherwise come into contact with the police in connection with a suspected offence should immediately identify themselves with the identity card issued to them by the Ministry of Foreign Affairs. Showing this card does not

relieve the holder of the obligation to show other documents (e.g. driving licence, vehicle registration documents) if the police so request.

10.6 Traffic violations

Persons with (diplomatic) immunity must respect the rules and laws of The Netherlands (art 41 VCDR).

Unawareness that a person with immunity is involved

Sometimes the police and the Public Prosecution Service are not aware that the offender is a person who enjoys immunity. This is particularly likely to be the case with traffic violations, especially if the violation was committed with a vehicle without a CD, CDJ, GN or BN registration plate. The offender's address may not always indicate that he/she enjoys immunity either. In such cases, a summons (*dagvaarding*) may be issued in the routine manner and sent by post.

If the person concerned takes no action

If the person to whom a summons is addressed takes no action and fails to appear in court, either in person or represented by a lawyer, they are liable to be convicted and sentenced in absentia, in which case the judgment will be sent to the privileged person by post. If an offender convicted in this manner still fails to respond, their personal particulars will be entered on the list of wanted persons, which is widely distributed to police forces, including border control personnel. This may lead to the offender being detained by the police, and, unless the offender can produce satisfactory evidence of identity and immunity, may lead to the risk of arrest.

The Ministry urges diplomatic missions and consular posts to instruct their staff members to take the necessary action if they receive a summons, especially if they receive a notice of conviction. The diplomatic missions and consular posts concerned should forward the documents received to the Ministry without delay, accompanied by a Note Verbale, so that the Ministry can inform the Public Prosecution Service.

10.7 Consequences of driving under the influence of alcohol, drugs or medicines

Under international law, privileged persons have a duty to respect Dutch traffic laws, despite their privileges and immunities. Although the vast majority of them do so, the Ministry of Foreign Affairs wishes – given the potentially serious consequences – to clarify

the relationship between driving under the influence of alcohol, drugs or certain medications and the immunities that apply.

Police traffic control - Flagging down vehicles and the breathalyser test.

The police have the right to flag down a person with (diplomatic) immunity and ask for identification. Persons with immunity must show the police the identity card issued by the Ministry of Foreign Affairs and, if asked to do so, hand it over for verification. The card must be returned to the privileged person once the police have checked their identity.

The police may decide, based on their own observations, whether there are reasonable grounds for assuming that a privileged person is driving under the influence of alcohol, drugs or certain medicines. They may kindly request the privileged person to submit voluntarily to a breathalyser test.

The breathalyser test shows whether a motorist has exceeded the statutory limit (currently a blood alcohol level of 0.05% or 220 micrograms per litre of exhaled air). All privileged persons are requested to cooperate with these tests in the interests of road safety.

Arrest, breath tests, blood tests and urine tests

A privileged person who enjoys immunity from criminal jurisdiction may not be arrested or compelled by the police to take a breath, blood or urine test. However, the Ministry would request privileged persons to respect Dutch law and to cooperate with the competent national authorities.

Driving under influence, causing damage or injury

If a privileged person has caused serious injury to a third party while under the influence of alcohol, drugs or certain medicines, the sending state may be requested to recall the person concerned.

If necessary, the Dutch authorities may request the sending state to waive the immunity of a privileged person so that criminal proceedings can be instituted and any sentence passed can be enforced. Failing such cooperation, the sending state may be requested to recall the person concerned.

Police intervention in case of acute danger

If the police have reasonable grounds to assume that a person with diplomatic immunity is driving or will attempt to drive under the influence of alcohol, drugs or certain

medicines, they may take steps to ensure that the driver does not endanger himself or others.

In such cases, and in line with international State practice, the police may confiscate a driver's car keys. In these situations the police will assist the driver to organise alternative transport. In addition, the police may decide to have the car taken to a safe location in the interests of public safety and to protect the car.

The police will draw up an official report if a person with immunity has been driving under the influence of alcohol, drugs or medicines. They will also notify the Protocol Department of the Ministry of Foreign Affairs, which may in turn inform the head of the diplomatic mission of the incident.

11 Fiscal privileges

11.1 General information

Members of diplomatic missions and consular posts may enjoy certain fiscal privileges. These privileges are granted in the interests of the diplomatic missions or consular posts, so that they can function efficiently, and not for the personal benefit of its staff.

Staff members with Dutch nationality or a permanent residence permit issued by the IND do not enjoy the tax exemptions mentioned in the other sections of this chapter.

The Tax and Customs Administration (*Belastingdienst*) has a special desk for international organisations and embassies: Team Internationale Fiscale Behandeling (Team IFB), Prinses Beatrixlaan 512, The Hague. This Bureau can be contacted by phone at +31 (0)88 152 2546 , by fax at +31 (0)88 152 3360, by post at Postbus 30509, 2500 GM The Hague, or by email at Haaglanden.CB_IFB@belastingdienst.nl.

The Ministry of Finance (Ministerie van Financien) may be contacted through
Postbus 20201, 2500 EE Den Haag
Tel. +31 (070) 342 8000
<http://english.minfin.nl/>

Visiting address Korte Voorhout 7, 2511 CW Den Haag.
Directorate International Affairs IZV
Tel. +31 (070) 342 8646
Email: secretariaat.izv@minfin.nl

11.2 Income tax

Staff of diplomatic missions and consular officers are exempt from Dutch income tax in relation to earnings from their diplomatic or consular duties (article 34 VCDR and article 49 VCCR). This means that they will only be taxed on income not related to their official activities in the Netherlands, on immovable property located in the Netherlands (such as second homes) and on other income described in chapter 7 of the Income Tax Act.

11.3 Conditions for exemption

There are two packages (A and B) with regard to the exemption from import duty and VAT which the Netherlands accords to diplomatic missions, and the allowance with regard to tax-free items.

Package B covers exemptions under the Vienna Conventions and provides only for limited exemptions on goods for the personal use of members of diplomatic missions. Package A, which is granted on the basis of reciprocity only, has the same exemptions but supplemented by additional privileges, such as exemption from VAT and increased allowances for personal use. See [Annexe H](#) for further details. In addition, there are quotas for alcoholic beverages, cigarettes (or equivalent in other tobacco products) and fuel for tax-exempted motor vehicles as indicated in [Annexe I](#). These are annual quotas, unless otherwise stipulated. An overview of other tax exemptions accompanying packages A and B can be found in [Annexe J](#).

11.4 Value Added Tax

Diplomatic missions and consular posts on the A list

Where eligible, diplomatic missions and consular posts will be exempt from VAT on the delivery of goods (excluding tobacco products) and the performance of services intended for their *official use*, if the amount per invoice is at least €225 excluding VAT. This means that goods and services costing less than €225 fall under the exemption provided that the total amount (excluding VAT) of the purchases qualifying for exemption is at least €225 per invoice. When buying on account, the invoice may cover purchases from the same supplier within one calendar quarter. No exemption will be granted if purchases made by different persons, diplomatic missions or consular posts have been added together on the same invoice. The principle of reciprocity applies to A-list missions and posts.

Diplomatic missions and consular posts on the B list and consular posts headed by an honorary consular officer

Exemption from VAT may be obtained in respect of:

- the supply of movable property and provision of services for the purpose of renovating, restoring and maintaining (excluding cleaning) official buildings, except for the residence of the honorary consul;
- the renting of immovable property intended for official use;
- the supply to an embassy or consular post headed by a career consular officer of gas, water, electricity and domestic fuel intended for official use, including use by the head of the mission;

- the provision of security, cleaning and telecommunications services for the benefit of the official functions of an embassy or consular post headed by a career consular officer, including the protection of members of the mission or post.

The exemption from VAT (*omzetbelasting/BTW*) enjoyed by honorary consular missions is limited to the following transactions:

- the supply of immovable property, and rights to which it is subject, intended for the official use of the mission, including immovable property and rights to which it is subject intended for accommodating the members of the mission, with the exception of honorary consuls;
- the supply of goods and services intended for the construction, renovation, repair and maintenance, not including cleaning, of the official buildings of the missions, with the exception of the home of the honorary consul;
- the letting to the mission of immovable property intended for official use.

Staff of diplomatic missions and consular posts

Exemption is granted from VAT on movable property (other than motor vehicles) intended for personal use, and on goods other than food, alcoholic beverages and tobacco, where the total billed amount is at least €225 excluding VAT. Thus, purchases costing less than €225 (excluding VAT) will be exempt only if the total amount (excluding VAT) of the purchases qualifying for exemption is at least €225 per invoice. When buying on account, the invoice may cover purchases from the same supplier within one calendar quarter. No exemption will be granted if purchases made by different persons, diplomatic missions or consular posts have been added together on the same invoice.

The exemption does not apply to goods supplied by hotels, restaurants, cafés, catering organisations and related bodies. Furthermore, immovable property and services (*BTW voor diensten*) are excluded from the exemption. Nor is exemption from VAT granted in respect of goods which are used for business purposes, or which are sold, given away, hired out or in any other way put at the disposal of third parties by the person concerned.

Procedure

The following procedure applies to the exemption from VAT on the supply of goods and services to diplomatic and consular missions intended for official use and the supply of goods (except foodstuffs, beverages or tobacco products) for the members of the diplomatic and consular missions intended for their personal use.

As a rule, exemption from VAT takes the form of a refund of tax paid following the submission of an application for a refund. Applications must be submitted within three months after entitlement to a refund has arisen. Applicants must use form OB 100, which can be obtained from the Tax and Customs Administration.

The application must also include dated invoices which clearly state:

- the date on which the transaction subject to VAT took place
- the name and address of the business that supplied the goods or service
- the name and address of the person to whom the goods or service were supplied
- a clear description of the goods or services
- the quantity of the goods
- the amount paid
- the amount of tax due on the supply of goods or services.

The invoice amount must be at least €225 in order to qualify for a refund.

Applications for refunds by diplomatic and consular missions must be signed by or on behalf of the head of mission.

Applications for refunds by members of the administrative, technical or service staff must be signed both by the applicant and by or on behalf of the head of mission.

Applications for refunds by members of the diplomatic staff and consular officers must be signed only by the applicant.

Questions about customs rules and VAT refunds, about refunds of excise duties and related taxes on mineral oils, and about VAT refunds for diplomatic and consular missions can be addressed to the Tax and Customs Administration (Team IFB) of by phone to +31 (0)88 152 2546 or by email to Haaglanden.CB_IFB@belastingdienst.nl at the Tax and Customs Administration.

11.4.1 Advance exemption

Subject to certain conditions, advance exemption from VAT on goods and services may also be granted to diplomatic missions and consular posts for large purchases. The amount invoiced must be at least €35,000. Advance exemption from VAT can be requested by submitting a special certificate, known as a 15/10 certificate.

15/10 certificate

The special certificate is the '*Certificaat voor vrijstelling van BTW en accijnzen*' (Directive 77/388/EEC, article 15, paragraph 10 and Directive 92/12/EEC, article 23, paragraph 1) in either Dutch or English. A separate certificate is needed for each purchase. These

certificates can be obtained from Team IFB. The diplomatic mission or consular post must submit a written request to Team IFB in advance, together with the following:

- a) the completed certificate; and
- b) the order form, invoice and draft contract, together with information proving that the total amount of the taxable supply of goods or services is at least €35,000.

If the application is found to be correct, the certificate will be stamped by CB/IFB. The completed and stamped 15/10 certificate must be submitted to the supplier, who should keep it in its records as proof that no VAT should be charged. The supplier may then provide the goods or services free of VAT. The certificate also facilitates the exemption of VAT on purchases in other EU States.

If you have any questions, please contact Team IFB.

11.4.2 Taxes and duties on imported goods originating outside the EU

Subject to certain conditions those eligible for this tax exemption may import goods originating from outside the EU duty-free.

The procedure and the libre permis

Goods to be imported into the Netherlands by the diplomatic mission can be exempted from tax by using the Single Administrative Document Declaration *Douane 39* (D39). Please contact the Protocol Department of the Ministry of Foreign Affairs for the relevant form. The application must be made by the head of the diplomatic mission or his/her authorised representative. His or her name and signature must be recorded at the Protocol Department in advance. He or she must complete and sign the forms and forward them to Team IFB. The application will be examined by a Team IFB inspection officer. Team IFB will retain the office copy and return the other copies to the applicant after endorsement.

As the D39 document is valid for 14 days, the goods must reach their destination within this period. Upon their arrival, the recipient must acknowledge receipt using the back of the customs copy of the D39 document. The document must then be signed as approved by or on behalf of the head of the diplomatic mission. Team IFB will not process a new application if the applicant has not returned the previous copy.

A special certificate for each transaction in the other EU member state is needed in order to prove to the supplier and to the tax authorities of the state in question that the person is entitled to tax exemption. The tax authorities of the EU member state in which the supplier is located decide whether there is eligibility for a tax exemption or a tax refund in that member state. Special certificates for VAT exemption can be obtained from Team IFB.

For questions concerning D39 (tax-free importation of goods), please contact the Tax and Customs Administration at +31 (0)88 152 2546 or or email Haaglanden.CB_IFB@belastingdienst.nl

11.5 Transfer tax on immovable property

Exemption from transfer tax (*overdrachtsbelasting*) is granted in respect of the acquisition by a foreign state of immovable property situated in the Netherlands. If the immovable property is intended to accommodate the diplomatic mission or consular post of that foreign state or its members (with the exception of honorary consular officers), the exemption is granted in respect of rights *in rem* to such property. These include apartment rights and leasehold rights.

The Ministry of Finance examines each case on an individual basis to see whether the requirement of reciprocity has been met.

Exemption can only be obtained through the Protocol Department of the Ministry of Foreign Affairs, by sending a Note Verbale and submitting the draft deed of conveyance. Embassies and consular posts that approach Team IFB directly to request exemption from transfer tax are redirected to the Protocol Department at the Ministry.

If the application for exemption is received at least six weeks before the date of transfer of the property, Team IFB can give the entrepreneur concerned permission to apply the zero rate. Otherwise, the exemption will be granted in the form of a refund .

In some cases, VAT, rather than transfer tax, is payable on the purchase of official immovable property. Here too, advance exemption may be obtained if a request is submitted to the Protocol Department at least six weeks in advance.

11.6 Motor vehicle tax

Motor vehicles intended for official use by the diplomatic mission or consular post (i.e. official cars) are exempt from motor vehicle tax (*motorrijtuigen-/wegenbelasting*).

Staff of a diplomatic mission or consular post may be exempted from motor vehicle tax on vehicles intended for personal use (including use by their dependants). Exemption from motor vehicle tax is granted on condition that the vehicles concerned have been issued with CD registration plates or a BN/GN number. Administrative, technical and service staff who have lived in the Netherlands for over 10 years are no longer exempt from motor vehicle tax, whatever arrangements are in force with regard to reciprocity.

Car and motorcycle tax (BPM)

Exemption from BPM is granted in respect of motor vehicles intended for official use by the diplomatic mission or consular post (i.e. official cars) provided the vehicle has CD plates or registration plates in the BN/GN series. Staff of a diplomatic mission or consular post may be exempted from BPM on vehicles intended for personal use. Administrative, technical and service staff may be granted tax exemption on the importation or purchase of a vehicle for a maximum of 10 years upon arrival for appointment in the Netherlands.

NB: tax paid in the past in connection with ordinary Dutch registration plates will not be refunded.

Excise duties on motor vehicle fuel

Exemption from excise duties on motor vehicle fuel is granted in respect of motor vehicles intended for official use by the diplomatic mission or consular post (i.e. official cars). This exemption is granted only for motor vehicles with special registration plates on the basis of reciprocity. Administrative, technical and service staff may be granted exemption of excise duties on motor fuel for a maximum period of 10 years upon arrival for appointment in the Netherlands.

11.7 Energy tax

If a diplomatic mission or consular post has been granted exemption from VAT on goods for official use in the Netherlands, it is also eligible for exemption from energy tax. The exemption is granted through a refund on the basis of the energy company's final invoice. These invoices must be submitted to the tax authorities (Team IFB) within 13 weeks of dispatch of the final invoice by the energy company. The refund application should be combined with that for a VAT refund in respect of the energy company's final invoice, using the OB 100 form.

11.8 Municipal taxes

Diplomatic missions or consular posts and their staff members are entitled to exemption from certain municipal taxes (but not charges for services rendered), depending on their status. Exemption is granted only where the taxes concerned relate to the official activities of the mission or post and the personal use by their members including their dependants. The term 'official activities' includes providing accommodation for staff. Of course, only those members of staff who are neither nationals nor considered to be permanent residents of the Netherlands are eligible for exemption. In granting exemptions under this regulation, account may be taken of reciprocity.

Exemptions can be granted from payment of the following municipal taxes:

- property tax on property owned by the mission and head of mission (*onroerende zaakbelasting*);
- municipal tax on second homes;
- dog licences (*hondenbelasting*);
- public announcements tax (*reclamebelasting*);
- tax for installations on public land or water (*precariobelasting*).

NB: These assessments may sometimes be sent by the municipal tax authorities even though you are exempted from municipal taxes. In such cases, you can lodge an objection with the municipality within six weeks of the date of the assessment.

11.8.1 Charges for services rendered

It should be noted that no exemptions are granted in respect of charges levied for specific services rendered. No exemption is therefore granted in respect of administrative charges (*leges*), betterment levy (*baatbelasting*), sewage charges (*rioolrechten*), waste disposal charges (*afvalstoffenheffing*), waste collection charges (*reinigingsrechten*) and toll charges. An example of a betterment levy is a charge for the construction of a new sewerage system to which the property in question is connected. This is a municipal charge for a specific service rendered.

11.8.2 Water authority charges

These charges consist of:

1. the water system levy for owners (*watersysteemheffing eigenaren*) paid by the owner and user of the premises;
2. the water system levy for residents paid by the occupier (*watersysteemheffing ingezetenen*);
3. the water treatment levy (*zuiveringsheffing*).

Exemption from the water system levy for owners (*watersysteemheffing eigenaren*) is only granted to diplomatic missions and consular posts and the head of mission.

Exemption from the water system levy for residents (*watersysteemheffing ingezetenen*) is granted to diplomatic missions and consular posts as well as to the diplomatic agents, consular officers, and administrative and technical staff of diplomatic missions, unless they are permanently resident in the Netherlands or have Dutch nationality.

It should be noted that the water treatment levy (*zuiveringsheffing*) has to be paid by everyone residing in a particular district (no exemption), as it is a charge for a specific service rendered.

Tap water

Diplomatic missions and consular posts eligible for exemption from VAT on the delivery of water for official purposes are also exempt from VAT on tap water. A request can be submitted together with the request for the VAT refund using the OB 100 form.

An application for a refund of tax paid on tap water must be submitted with the tax authorities (Team IFB) within 13 weeks of dispatch of the final invoice by the water company.

12 Cars

12.1 Tax exemption and special registration certificate

The Ministry of Foreign Affairs would advise privileged persons to consult the tax authorities about exemptions before purchasing a car in the Netherlands.

Exemption from tax may be granted when purchasing or importing a car, depending on the status of the person concerned. Exemption is granted from the following taxes:

- customs duties and VAT when importing a car into the European Union;
- VAT on the purchase of a new car in the EU;
- car and motorcycle tax (*belasting op personenauto's en motorrijwielen*, BPM) when registering a car in the Netherlands;
- motor vehicle tax (MRB).

Exemption from BPM is granted on condition that the vehicle has CD plates or registration plates in the BN/GN series. Exemption from tax is always granted subject to the condition that it ends when the car is disposed of. This includes selling, leasing, hiring out and pledging the car, and transferring it free of charge or in return for payment. It is also prohibited to use the car, or cause it to be used, in a manner or for purposes not covered by the exemption.

Tax exemption is always granted in advance and never in the form of a tax refund. Applications for tax exemption and the issue of a special registration certificate should be supported by the employer and addressed to:

Belastingdienst Haaglanden
Centraal Bureau IFB, Afdeling Motorrijtuigen
Postbus 30509
2500 GM Den Haag
Tel: +31 (0)88 152 2546
Fax: +31 (0)88 152 3360

The application should include the following information:

- name and full address of the person concerned;
- BSN
- nationality;
- place of residence at the time of recruitment;
- date on which employment with the diplomatic mission or consular post commenced.

The following documents should be enclosed with the application:

- a completed *Douane 39* form;
- a copy of the sales contract;
- the RDW 137 special registration certificate application form;
- a copy of the certificate of conformity (*certificaat van overeenstemming, CVO*);
- a document demonstrating that the car has been or will be insured;
- a registration certificate for the car, if one has already been issued.

Questions concerning customs regulations on cars – non-recurring issues such as tax exemptions or waiving exemptions and the consequent additional tax assessments and applications for a special registration number – should be addressed to Mr R.W.J. Strang at +31 (0)88 152 2443, RWJ.Strang@belastingdienst.nl, or by email to Haaglanden.CB_IFB@belastingdienst.nl.

12.1.1 Importing or purchasing a car

When importing or purchasing a car, the following situations may occur.

- a new car is purchased in the Netherlands;
- a new car is imported from abroad;
- a used car is imported into the Netherlands;
- a car is purchased within the embassy or consulate.

These situations will be explained in turn. Please note that the above-mentioned documents must always be enclosed with the application.

Please note that third-party motor vehicle insurance is compulsory.

12.1.2 Purchasing a new car in/ or importing one into the Netherlands

When a new and unused car is purchased in the Netherlands, the organisation applies to the Central Bureau for International Tax Treatment (*Centraal Bureau Internationale Fiscale Behandeling, CB/IFB*) for exemption from tax and the issue of a special registration certificate. Exemption is granted from customs duties (if the car originates outside the EU), VAT and BPM.

The car dealer should request an RDW 137 special registration certificate application form and the CVO from the official importer.

NB: These exemptions are not applicable when purchasing a used car in the Netherlands.

12.1.3 Purchasing a new car outside or importing one from outside the Netherlands

If a new and unused car is purchased outside the Netherlands, the procedure for obtaining exemption from tax and applying for a special registration certificate is the same as described in section 10.1.2. Please note that the car must be physically present in the Netherlands. A copy of the foreign registration certificate should be enclosed with the above-mentioned documents. Applicants should complete the RDW 137 special registration certificate themselves. Blank forms are available from the Road Transport Agency (RDW) in Veendam, tel. +31 (0)598 699242.

12.1.4 Purchasing a used car outside the Netherlands

If a used car is purchased outside the Netherlands but within the EU, BPM must be paid when registering it. VAT is paid in the country where it was purchased. A used car means a car older than six months and/or with more than 6,000 km on the odometer. Exemption from BPM is granted on the basis of a *Douane 39* form. Any exemption ends when the car is sold or otherwise disposed of.

12.1.5 Purchasing a car within the embassy or consulate

If a car already covered by a tax exemption is bought from a staff member at the embassy or consulate, it is only necessary to submit the *Douane 39* form, an RDW 137 special registration certificate application form, the original special registration certificate, the APK (proof of annual vehicle inspection as required by law) report and an insurance certificate. The exemption will apply to the new special registration certificate under the same conditions.

12.1.6 Motor vehicles without European type approval

These motor vehicles will be temporarily approved for use on public roads if they have a special registration plate (CD/CDJ/BN/GN).

In converting a special registration into a regular Dutch registration, you should take account of the fact that European type approval and possibly modifications to the vehicle

are needed to obtain a regular registration. The costs of European type approval and modifications to the vehicle (if necessary) may be very high. Before submitting a request to waive temporary exemption and an application to convert a special registration (CD/CDJ/BN/GN) into a regular Dutch registration to the Tax and Customs Administration in The Hague (Team IFB), it is therefore advisable to contact the Road Transport Agency in Veendam at +31 (0)598 699 242.

12.2 Selling a tax-free car and waiving exemption

If a car is no longer used for the purpose for which the exemption was granted, the taxes for which the exemption was granted must, as a rule, be paid. Before waiving the exemption, it is advisable to ask CB/IFB to calculate the amount of tax due. A written request may be submitted, stating the registration number and the number of kilometres on the odometer. The request may also be faxed to +31 (0)70 372 4151. As a rule this service will not be provided more than once for each car.

The car must not be given away, rented out or in any other way put at the disposal of third parties.

If you wish to sell a tax-free car to a non-privileged person, you should submit a written request to CB/IFB to waive the exemption. CB/IFB will calculate the tax and send the person concerned a giro collection slip stating the amount of tax due. Once the tax has been paid, CB/IFB will agree to the issuance of a Dutch registration certificate. To apply for a Dutch registration certificate, the following documents should be submitted to CB/IFB in The Hague:

- an RDW 134 registration certificate application form;
- the original special registration certificate;
- the APK report;
- a copy of the passport of the person concerned;
- the request to waive exemption.

12.3 Scrapping cars

If a car has to be scrapped, it is first necessary to obtain written permission from CB/IFB by submitting a request to that effect. CB/IFB will then send a written notice stating whether it will grant permission and under what conditions.

12.4 Exporting a tax-free car

If a tax-free car is exported, the following situations may occur:

Person with exemption leaves embassy or consulate and takes car to country of destination

In this case, the registration certificate should be returned to CB/IFB, and there are no tax consequences. On request, CB/IFB will send a certified copy of the registration certificate, which can be used for transportation and registration purposes. The certified copy is valid for three months. After receiving the registration certificate, CB/IFB will inform the RDW in Veendam and the Central Bureau of Motor Vehicle Tax (*Centraal Bureau Motorrijtuigenbelasting*, CBM) in Apeldoorn that the car has been exported. Failure to return the registration certificate means that CBM will continue to send the customer motor vehicle tax bills.

Person with exemption continues working at embassy or consulate and car is exported

If the car is exported **outside the EU**, the registration certificate should be returned to CB/IFB and there are no tax consequences. However, documents should be submitted demonstrating that the car has been exported outside the EU. On request, CB/IFB will provide a certified copy of the registration certificate, which can be used for transportation and registration purposes. After receiving the registration certificate, CB/IFB will inform RDW in Veendam and CBM in Apeldoorn that the car has been exported. Failure to return the registration certificate means that CBM will continue to send the customer motor vehicle tax bills (if applicable). If the car is exported **outside the Netherlands but remains within the EU**, VAT and possibly customs duties are payable since the car is no longer being used for the purpose for which exemption was granted. In this case, CB/IFB should be informed in writing that the car is to be exported to an EU member state. A request should be submitted to waive exemption from tax. CB/IFB calculates the VAT and possibly the customs duty and sends the person concerned a giro collection slip stating the amount of tax due. The registration certificate should be enclosed with the request. After receiving the registration certificate, CB/IFB will inform RDW in Veendam and CBM in Apeldoorn that the car has been exported. Failure to return the registration certificate means that CBM will continue to send the customer motor vehicle tax bills (if applicable).

12.5 Change of address

For proper registration of your vehicle it is important to notify the Ministry of Foreign Affairs of any changes in your home address as soon as possible.

12.6 Driving licences

Driving in the Netherlands is only permitted with a valid driving licence. Driving without a driving licence is a criminal offence.

Non-European driving licence

Privileged persons with a valid, non-European driving licence are allowed to drive with it in the Netherlands only in combination with a valid privileged person's identity card issued by the Ministry of Foreign Affairs. Privileged persons may exchange their foreign driving licence for a Dutch driving licence by following procedure a or b under 2.

EU/EEA driving licence

A privileged holder of a valid EU/EEA driving licence can use his/her licence for as long as it is valid. It is not necessary to show your Ministry ID (though you are strongly advised to keep it on hand at all times). Holders of an EU/EEA driving licence who are registered in the Municipal Personal Records Database (GBA) must apply for a Dutch driving licence if their national licence, which is typically valid for ten years, is about to expire.

a.

If the privileged holder of an EU/EEA driving licence is registered in the GBA, the application should be submitted to the municipality, which will then forward it to the Road Transport Agency (RDW).

b.

If the privileged holder of an EU/EEA driving licence is not registered in the GBA, the application must be submitted to the RDW directly.

In this case the application form 'Aanvraag rijbewijs (niet) woonachtig in Nederland' can be requested from the RDW by

Personal details

- Citizen Service Number (BSN)
- Name (i.e. first name, up to five initials, surname)
- Foreign address (including postcode and country)
- Date of birth
- Place of birth
- Telephone number
- Dutch postal address (including postcode)

As soon as the above information has been received, the form 'Aanvraag rijbewijs (niet) woonachtig in Nederland', along with instructions for filling it out, will be mailed to the person in question at the Dutch postal address provided.

The RDW cannot send the application form by email.

Any questions can be put to:

Unit Rijbewijzen

Website: <http://www.rdw.nl/nl/particulier/internationalvisitor/Pages/default.aspx>

Email: rijbewijsmailing@rdw.nl

Tel. no.: 0900 235 9739

Fax: 0598 69 9192

Required documents

The instructions accompanying the application form will explain what documents must be submitted with the completed and signed form.

Submitting the application

Complete the application form and send it to the following address, accompanied by the required documents:

RDW

Unit Rijbewijzen

Postbus 9000

9640 HA Veendam

Processing applications

Applications are generally processed in about ten working days. If everything is in order, you will receive a new Dutch driving licence at the Dutch postal address you provided.

Competency certificate

Sometimes in order to renew a Dutch driving licence, it is necessary to submit a certificate declaring you competent to drive (*Verklaring van Geschiktheid*). This can be requested from the Central Office for Motor Vehicle Driver Testing (*Centraal Bureau Rijvaardigheid, CBR*). The instructions explain who needs to submit such a certificate.

When your driving licence expires

If your Dutch driving licence expires, you are entitled to renew it. You are not permitted to drive with an expired licence.

Fees

The current application fee is max €38,83.

Changes of address

Privileged persons (with or without special number plates) should notify the Protocol Department of the Ministry of Foreign Affairs of their new address.

Application for a Dutch driving licence

Privileged persons wishing to apply for a Dutch driving licence after passing a driving test in the Netherlands can only do so if they are registered with the GBA of the municipality where they reside.

12.7 Annual Vehicle Inspection (APK)

By law all vehicles with a petrol engine, hybrid and electric vehicles, manufactured after 1 January 2005, have to undergo a technical inspection in the interests of road safety. The first APK should have taken place after four years, the second within two years of the first, and the third within two years of the second. After eight years an annual technical inspection is required. For vehicles with a diesel or gas engine, manufactured after 1 January 2005, the first APK takes place after three years, after which annual inspections are required. This applies to all vehicles weighing up to 3,500 kg and to motorcycles. Once a vehicle has been passed, a certificate of approval is issued. Information on which garages can perform this inspection can be obtained from garages, car dealers and RDW.

When new or second-hand motor vehicles imported from abroad (which fall into categories B and D) are **sold** in the Netherlands to a person who does not possess privileged status, the vehicle will first have to be technically inspected in order to obtain ordinary Dutch registration documents. The new owner will in principle be responsible for paying the costs of the inspection.

12.8 Parking

Parking near diplomatic missions and consular posts or official residences

The municipal authorities are fully autonomous in setting policy on reserved parking bays. The municipality of The Hague is willing, where necessary and possible, to mark as

reserved two parking bays on the public road outside the main offices of a diplomatic mission and one outside the official residence of the organisation's head. Whether or not these parking bays are granted depends on the parking situation of the diplomatic mission or residence and the possibilities for public parking nearby. These parking bays may be used only by cars belonging to the mission, not by visitors.

A Mission can apply directly for a reserved parking bay with:

Municipality of The Hague

City Management Office (Stadsbeheer / Sector Wegen en Water)

Department Permits (Afdeling Vergunningen)

P.O.Box 12651

2500 DP The Hague

or by e-mail to gereserveerdeplaatsen.parkeren@denhaag.nl

Visitors' cars

Visitors will have to use the normal parking spaces and pay the parking fees as applicable. Visitors' cars that are parked illegally will be treated by the traffic police like any other illegally parked cars. The mission can apply for a special visitor's permit from the municipality of The Hague. For more information, contact the City Management office (*Stadsbeheer*) at +31 (0)70 353 3000.

Parking during receptions or other events

If a diplomatic mission organises a reception or another event, The Hague municipal police are prepared to provide assistance if possible to ensure that guests are able to park satisfactorily. The diplomatic mission should inform the Protocol Department by Note Verbale as far in advance as possible, and in any event at least four weeks in advance.

The following information must be provided:

- the date and time of the event;
- the address of the venue;
- the number of expected guests;
- details of the contact person;
- requested measures (parking measures, blocking streets, traffic control, etc.).

The Protocol Department will forward the Note Verbale with the details mentioned above to the competent authorities, who will decide on the traffic measures to be taken. For more details about the measures taken, contact the Diplomatic Front Office in The Hague at +31 (0)88 964 964 9.

Municipality of Wassenaar

The applicable regulations for the municipality of Wassenaar differ. The police force here is willing to consider all requests from diplomatic missions for assistance with parking near the official residences of heads of mission in Wassenaar. Whether the request is granted depends on the number of guests, and the time and place of the reception. Diplomatic missions should approach the Chief Commissioner of Police responsible for the diplomatic corps in Wassenaar.

Parking meter and car park charges

The Ministry is frequently asked about parking meters and car park charges. No exemptions are possible from these charges, because they are levied by the municipality for specific services rendered. Like anyone else the staff of diplomatic missions and consular posts must therefore pay the parking fees.

How to obtain a parking permit

The following applies to residents of The Hague. In many parts of The Hague, residents need a parking permit to park their car in the street where they live. Staff members of diplomatic missions driving vehicles with CD, GN or BN registration plates can obtain a parking permit for the area of The Hague in which they live by providing evidence of their address (a tenancy agreement, for instance) and their Ministry of Foreign Affairs identity card. The cost for this permit varies according to the area.

Staff members with a reserved parking space in an area of The Hague where parking permits are required must hold such a permit. They must pay for the permit themselves.

For more information, staff members can contact the City Management office, Loosduinseweg 13-17, The Hague, at +31 (0)70 353 3000. This information is also available at the Expat Service of The Hague International Centre located on the ground floor of the City Hall (Atrium), Spui 70, The Hague, tel. +31 (0)70 353 5043.

12.8.1 Parking near the Ministry of Foreign Affairs

General

The nearest parking facility to the Ministry of Foreign Affairs is the Q-Park garage at Babylon. The entrance is on the Princess Irenestraat, between the Ministry and Hotel Babylon. The next nearest car park is at Malieveld.

Using a chauffeur-driven car

Members of the Diplomatic Corps using a chauffeur-driven car to visit the Ministry may use the VIP entrance at Prins Clauslaan 5 after making an appointment with the Ministry. You are advised to make arrangements well in advance with the secretariat of the Protocol Department, tel. +31 (0)70 348 4905/6490. After passing through the vehicle gate the chauffeur should leave the passenger at the entrance to the building, whereupon the latter should identify him/herself to the security officer on duty and state the reason for the visit. The security officer will then contact the ministry official with whom the visitor has the appointment. In the meantime the chauffeur can park the car in the VIP garage and await the passenger's return.

Delivery of documents

Visitors coming by car (chauffeur-driven or otherwise) wishing to deliver large documents for specific departments or officials should report to Prinses Irenestraat 8 (via the transport official), while those with chauffeur-driven cars wishing to deliver other documents should report to the Central Mail Room counter at Prinses Irenestraat 6.

13 Visits

13.1 General information

The Protocol Department of the Ministry of Foreign Affairs, in its capacity as Protocol Department for the Ministry of General Affairs, is responsible for the overall organisation and logistics of incoming visits by heads of state and government, and foreign ministers. It also assists embassies with the logistics of inward state-, official and working visits by heads of state and government, and foreign ministers and in some cases with private visits and transits.

The Protocol Department should be informed of a visit at least two weeks upon arrival of the VIP in order to ensure the necessary arrangements.

The Royal Household is responsible for the logistics of all incoming and outgoing visits by T.M. the King and Queen and members of the Royal House. The Ministry of General Affairs is at all times politically responsible.

The Protocol Department of the Ministry of General Affairs is responsible for outgoing official and working visits of the Prime Minister, while the same departments in other ministries are responsible for incoming and outgoing visits of their own ministers.

13.2 Heads of state

Heads of state will be met on arrival by an Aide-de-Camp to H.M. the King and a protocol official of the Ministry of Foreign Affairs. During their state-, official and or working visit to the Netherlands, heads of state will be accompanied by an Aide-de-Camp to H.M. the King and a protocol official. Time, date and place of arrival and departure and a detailed programme have to be notified in advance to the Protocol Department of the Ministry of Foreign Affairs.

13.3 Members of foreign Royal Families

Crown Princes and Princesses will in principle be met on arrival by an Aide-de-Camp to H.M. the King. Time, date and place of arrival and departure and a detailed programme

have to be notified in advance to the Protocol Department of the Ministry of Foreign Affairs.

13.4 Heads of government

Heads of government will in principle be met on arrival by a protocol official, officials from their embassies and a security officer of the Central Security and Protection Division in the case of an official or working visit. Heads of government will be accompanied by a protocol official during their stay in the Netherlands. The time, date and place of arrival and departure and a detailed programme have to be notified in advance to the Protocol Department of the Ministry of Foreign Affairs.

13.5 Ministers of Foreign Affairs

Foreign ministers will in principle be met on arrival by a protocol official, officials from their embassies and a security officer of the Central Security and Protection Division in the case of an official or working visit. The time, date and place of arrival and departure and a detailed programme have to be notified in advance to the Protocol Department of the Ministry of Foreign Affairs.

13.6 Security officers accompanying official visitors

On state-, official and working visits only, heads of state and government and foreign ministers may be allowed to bring in armed security officers, after consulting with the Ministry of Foreign Affairs. The protection of heads of state and government and foreign ministers is in principle the sole responsibility of the Dutch authorities.

Diplomatic missions have to provide the following information if they request to bring in armed security officers, so that the necessary arrangements can be made:

- name, place, date of birth and passport number of the security officer(s);
- name, type and registration number of the firearm and rounds of ammunition;
- mode of transport and place, date and time of arrival and departure (if commercial airlines are to be used the flight number should be stated).

Armed security officers who are not allowed to carry their arms during their stay in the Netherlands have to deposit them at Schiphol Airport or at another location designated by the Dutch authorities. The name, type and registration number of the firearm will be

recorded. The firearms and ammunition will be returned when the security officer leaves the Netherlands.

14 Amsterdam Schiphol Airport

14.1 Entry passes to Schiphol Airport

Eligible persons from diplomatic missions and consular posts may obtain access to protected areas by means of an airport pass carrying electronic information.

At present two types of entry passes are available for persons who have to be present in the protected area by reason of their position:

- the Schiphol pass, for persons who have to be present several times a week;
- the Schiphol day pass, for persons who do not have to be present on a regular basis.

Every embassy is eligible for a limited number of personal Schiphol passes related to the number of diplomatic staff:

- embassies with a staff of no more than seven diplomats qualify for a maximum of three passes;
- embassies with more than seven diplomats may apply for a maximum of five passes.

The entry passes are for specific individuals and should be applied for and collected from Schiphol airport directly, i.e. without the Ministry's intervention.

The address of the office concerned is:

SCHIPHOL GROUP

Access & Identification Centre

Section Regulations

Triport 2, Room 2314, Locatiecode 03-20

Schiphol Centrum

Postbus 7501

1118 ZG SCHIPHOL CENTRUM

Tel.: +31 (0)20 601 2626

Website: <http://www.schiphol.nl/Vacancies/SchipholPass/ForBusinesses.htm>

Ambassadors will be guided personally through the application and issuing process by an officer from the Access Centre.

Persons entering or exiting the restricted section for the arrivals have to pass through a special staff entrance and not through the normal passengers' entrance.

Due to Schiphol security regulations it will not be possible to exempt ambassadors or heads of mission from the short test that must be passed in order to obtain a Schipholpas.

Ambassadors do not have to stand in line for the test. They may make an appointment for the test through the Schiphol Badge Center, Evert van der Beekstraat 202, Schiphol Tel: 020 6012 626 Email: toegangszaken@schiphol.nl. Schiphol applies a security measure aimed at limiting the number of versions of Schipholpasses, so as to make them easy to recognize and verify. In line with this principle it will not be possible to create a specially colored Schipholpas for diplomats.

Study material (9 languages) for the Schipholpas test can be found at:

<http://www.schiphol.nl/Vacancies/SchipholPass/SafetySecurity/PocketGuideSafetySecurity.htm>

14.2 VIP Lounge

The following persons may use the VIP Lounge at the Ministry's expense if they are coming to this country on a state-, official or working visit:

- heads of state and vice president (only in case if he replaces the head of state and pays a visit to the NL head of state) ;
- prime ministers, deputy prime ministers (only in case if he replaces the prime minister and pays a visit to the NL prime minister), ministers of foreign affairs, if they are meeting their Dutch counterparts;
- the President and judges of the International Court of Justice and International Criminal Court, on their first arrival and final departure;
- ambassadors accredited to the Netherlands on their first arrival and final departure;
- heads of international organisations and persons with head of mission status established in the Netherlands on their first arrival and final departure;
- (in random order) the Secretary-General of the United Nations, the Secretary-General of NATO, the Secretary-General of the Organization for Security and Cooperation in Europe, the President of the European Council, the President of the European Commission, the High Representative of the EU, the President of the European Parliament, the President of the World Bank, the Managing Director of the International Monetary Fund, the Chairman of the Committee of Ministers of the Council of Europe, the Secretary-General of the League of Arab States, the Secretary-General of the Organisation of the Islamic Conference, the President of

the African Union, United Nations Under-Secretaries-General and Officers of equivalent rank, President of the European Central Bank, the highest spiritual authority of a religion.

NB: These rules do not apply if the persons mentioned above are on a private visit or in transit.

Diplomatic missions and consular posts receiving any of the persons listed above and wishing to use the VIP Lounge at Schiphol are advised to make arrangements well in advance. They should address their requests to the Protocol Department of the Ministry of Foreign Affairs in the form of a Note Verbale. The Protocol Department will then make the reservation and the costs will be borne by the Ministry.

In all other cases, diplomatic missions and consular posts must make reservations through the VIP Lounge directly by email to VIP_centrum@schiphol.nl) and bear the costs themselves.

14.3 Passage of security check-up points at Schiphol Airport / Security concerns

Privileged persons need to show their privileged pass before entering the check-up points to avoid a security check if they are exempted for it.

As of 25 May 2011, privileged persons and members of their families who are nationals of countries outside the EEA or Switzerland and who have a privileged person's identity card issued by the Ministry of Foreign Affairs bearing the code AD, AO or AC will have the option of joining Schiphol Airport's Privium programme (for a fee). Following a biometric scan, travellers registered with Privium are given fast-track entry to or exit from the Netherlands via a separate channel. This is possible because the thorough inspection required by the Schengen Agreement will already have been performed as part of the Privium application process, at which point the traveller's personal details are registered. <http://www.schiphol.nl/Reizigers/OpSchiphol/Privium/Lidmaatschappen/Lidmaatschap/DiplomaticIdentitycard1.htm>

Although extra security measures will be added (camera's and surveillance) to detect pickpockets, passengers have to be careful with their luggage and personal belongings.

For security concerns at Schiphol, please contact the customer center of

The Royal Military Constabulary at: 0800 1814.

14.4 Incoming flights

The latest flight information is available at the yellow Schiphol information desks at the airport or by the special Schiphol Amsterdam Airport App:

<http://www.schiphol.nl/Travellers/FlightInformation/SchipholAppAndMobileWebsite.htm#>

Information on arrival gates, when known (and sometimes subject to last minute changes), may be obtained through (paid) telephone service: 0900 0141 (press 2 for English, press 1 for arrival and departure times and press 3 for operator who will inform you of the arrival gate) or from abroad +31 20 7940 800.

14.5 Incoming/departing delegations

Standard procedure for holders of a Schipholpas is that they enter and depart through the special lanes for Schiphol staff. However, when there is a need to remain with a delegation at all times, please inform the coordinator privileged persons and special assignments of the Royal Military Constabulary beforehand. Contact information:

- E-mail :sao@mindef.nl
- Office phone 020 603 9472 / Fax 020 603 9473

14.6 Parking

In case of unavailability of CD- parking due to illegal parking by non-diplomats, please contact the customer center of the The Royal Military Constabulary at 0800 1814, and request to be connected to **Schiphol Landside Operations**. Schiphol Operations has promised to be more vigilant in making certain that CD-parking spots are available only to diplomats.

More (public) parking is available next to `Vertrekhal 3. See also

www.schiphol.nl/Excellence-Parking.

14.7 Schiphol renovation

Schiphol is in the process of realizing a new more hassle-free procedure for security checks. The new procedure will sport a special line for "premium passengers"; diplomats will be able to use the premium passengers special line.

Information about new developments at Schiphol airport can be found at:

<http://www.schiphol.nl/Travellers/AtSchiphol/SchipholConstructsConvertsConnects/CentralSecurity.htm>

15 Security and protection

15.1 General information

The Netherlands is aware of its special duty towards diplomatic missions and consular posts and has customised its security policy to take that responsibility into account. The Protocol Department is the front office for requests and questions concerning security issues.

The office of the National Coordinator for Counterterrorism and Security (NCTV), through its Surveillance and Protection Department, is responsible for security policy and security matters concerning diplomatic missions and consular posts and maintains direct contact with some of these organisations.

15.2 Protection of persons

In exceptional circumstances, it may be necessary to implement specific protection measures for specific persons. The initiative for such protection will normally come from the Dutch authorities. Diplomatic missions and consular posts themselves can play a role in providing the host country authorities with up-to-date information on any possible threats or other relevant developments. However, final responsibility for protection measures always rests with the Dutch authorities. Cooperation of protected persons with the security agencies is of the utmost importance.

15.3 Protection of buildings

If a diplomatic mission or consular post has information that its peace is likely to be disturbed, it should inform the Ministry's Protocol Department at +31 (0)70 348 6490 during office hours (09.00 – 17.00), or through the Ministry's Front Office (*centrale meldkamer*) outside office hours at +31 (0)70 348 4278.

If police assistance is required, the following procedures are suggested:

- in the event of an **emergency (including accidents)**, diplomatic missions and consular posts can always dial the national emergency number **112**; (ask for police, medical assistance or fire brigade, as required);
- for **less-urgent matters** requiring police assistance, please call **0900 8844**.

The Haaglanden regional police have a special surveillance unit for diplomatic premises, the Mobile Diplomatic Protection Squad (*Dynamische Diplomatieke Surveillance*, DDS). It can be reached via the national police telephone number 0900 8844 or via the Diplomatic Front Office of the Haaglanden police at +31 (0)88 964 964 9.

15.4 Measures against burglary, vandalism and fire

Naturally, all diplomatic missions and consular posts should take all the measures necessary for the protection of their premises and for the basic protection of the homes of their staff members against burglary, vandalism and fire, such as any careful householder would. Staff members should ensure adequate insurance coverage against fire and burglary. The regional police force is prepared to provide advice on protective measures in response to a request from a diplomatic mission or consular post received through the Ministry of Foreign Affairs. Damage to the premises or vehicles of the diplomatic missions and consular posts or its staff members, as a result of a burglary or vandalism, should immediately be reported to the Ministry. If the damage is proved to have been politically motivated or occurred during a demonstration, the diplomatic mission or consular post can apply to the Ministry for compensation. Damage to flags and coats of arms will always be compensated.

15.5 Demonstrations

The freedom to hold demonstrations is a longstanding tradition and a constitutional right in the Netherlands. The Netherlands has clearly defined limits within which these rights may be exercised and within which the competent authorities may impose restrictions on demonstrations. The municipal authorities must be notified in writing, in advance, of plans to hold demonstrations.

Once a demonstration has been announced, the police are responsible for ensuring that demonstrations proceed in an orderly manner. Impeding the normal course of business of diplomatic missions and consular posts is prohibited. The mayor is therefore empowered to issue instructions, which demonstrators must obey, and may if necessary give orders to terminate a demonstration if these instructions are not complied with. The police will contact the diplomatic mission or consular post to make security arrangements and ensure that it can continue to operate.

Contact: diplomatic Frontoffice (police): 088-964 964 9 // 0900-8844 // 112

15.6 Firearms

Permission

The possession of firearms without a permit is forbidden in the Netherlands. The Dutch authorities are responsible for protecting the staff of diplomatic missions and consular posts. Applications for firearm permits should be made to the local police.

Foreign security personnel

Separate regulations apply to foreign visitors wishing to be accompanied during their stay in the Netherlands by their own armed security personnel. Separate permission for each armed security officer and weapon must be obtained via the Ministry of Foreign Affairs. Each request for permission must be made in writing via the Protocol Department at least two weeks before the arrival of the visitor(s). In principle only heads of state and government, foreign ministers and military officers whose visit is covered by the NATO Status of Forces Agreement can obtain permission. Other dignitaries may be eligible in the event of a threat substantiated by an NCTV threat assessment.

Annexe A

Specimen declaration for travel purposes on termination of employment

(This letter, together with a certified copy of the privileged person's identity card mentioned below, serves as proof of bearer's legal stay in the Netherlands)

Mr/Mrs/Ms

national of

was employed in the Netherlands by the diplomatic mission / consular post

.....

from until the day of his/her departure from the Netherlands.

During this period he/she was officially registered with the Ministry of Foreign Affairs of the Netherlands and holder of privileged person's identity card no.

Upon completion of his/her duties with the aforementioned diplomatic missions and consular posts, the original identity card was returned to the Ministry of Foreign Affairs of the Netherlands.

In case of questions, information or assistance may be sought from the Host Nation Division (DKP/NG) of the Protocol Department of the Ministry of Foreign Affairs, tel.: +31 (0)70 348 6138 (outside office hours +31 (0)70 348 4278), fax: +31 (0)70 348 5268, email: dkp@minbuza.nl.

The Hague,

[Date and stamp of the diplomatic mission or consular post]

Annexe B

Specimen Note Verbale for privileged persons and members of their family forming part of the household applying for a visa

The [name of diplomatic mission or consular post] presents its compliments to the Ministry of Foreign Affairs of the Kingdom of the Netherlands and has the honour to inform the Ministry that [name of visa applicant], a national of [country of origin], will be working for the [name of diplomatic mission or consular post] as [position] in the [name of department/ office/division] as from [date] for a period of [duration of the employment contract].

In cases of family reunification:

...has the honour to inform the Ministry that the spouse/child of [name of employee], who is working for the [name of diplomatic mission or consular post] as [position], will apply for a visa for the Netherlands for the purpose of joining [her husband/his wife/her/his father/mother]. The [name of diplomatic mission or consular post] requests the Ministry of Foreign Affairs to assist in the issuance of a visa for [name(s) of visa applicant(s)]. The visa application(s) will be submitted to the [Embassy/Consulate] of the Kingdom of the Netherlands in [place and country]:

Name of staff member/spouse/child:

Address:

Date and place of birth:

Passport number:

Date and place of issue:

Expiry date:

[include this information for each person applying for a visa]

The [name of diplomatic mission or consular post] avails itself of this opportunity to renew to the Ministry of Foreign Affairs of the Kingdom of the Netherlands the assurances of its highest consideration.

The Hague, [date]

Ministry of Foreign Affairs
of the Kingdom of the Netherlands

[official stamp of the diplomatic
mission or consular post]

Attn. DKP/NG

Cc: [visa applicant(s)]

Annexe C

Specimen request for assistance with a visa for a private visit to privileged staff member

The undersigned, [name], [position at the diplomatic mission or consular post] at the [diplomatic mission or consular post], holder of identity card [number] issued by the Protocol Department of the Dutch Ministry of Foreign Affairs in The Hague and valid until [date], intends to invite the following family member: [name], born on [date] in [place], a national of [country], with passport [number], [relation] of the undersigned, to the Kingdom of the Netherlands for a period of [...] as from [date of entry].

I assume full responsibility for all expenses associated with [name]'s stay in the Kingdom of the Netherlands, including medical expenses. I also guarantee that [name] will leave the Netherlands before [his/her] visa expires.

I request the assistance of the [Embassy/Consulate] of the Kingdom of the Netherlands in the issuance of an entry visa for [name of guest].

[signature]

The Hague, [date]

To the [Embassy/Consulate] of the Kingdom of the Netherlands

[place and country]

Cc: [visa applicant]

Annexe D

Specimen Note Verbale for partners of privileged persons applying for a visa (without marriage certificate or registered partnership recognised by the Netherlands)

The [name of diplomatic mission or consular post] presents its compliments to the Embassy of the Kingdom of the Netherlands in [country] and has the honour to inform the Embassy that the partner of [name of staff member], who is working for the [name of diplomatic mission or consular post] in the Netherlands as [position], will apply for a visa for the Netherlands for the purpose of joining [name of staff member].

Name of partner:

Address:

Date and place of birth:

Passport number:

Date and place of issue:

Expiry date:

The [name of the diplomatic mission or consular post] and [name staff member] hereby declare that [name of partner]:

- will form part of the household of [name of staff member] in the Netherlands;
- has an exclusive relationship with [name of staff member];
- is of age (older than 18);
- is not under any legal constraint;
- is not a relative of [name of staff member].

In addition, the [name of the diplomatic mission or consular post] and [name of staff member] declare that [name of staff member] and [name of partner] will conclude a cohabitation agreement (*samenlevingsovereenkomst*) or enter into a registered partnership (*geregistreerd partnerschap*) in the Netherlands within the period of the validity of the visa (three months). [Name of staff member] and [name of partner] are aware that registration with the Ministry of Foreign Affairs (DKP) and issuance of a Ministry of Foreign Affairs identity card for the partner must also take place within the period of validity of the visa; that registration with the Ministry of Foreign Affairs and issuance of an identity card cannot take place without a cohabitation agreement or registered partnership; and that failure to comply within three months will result in illegal stay through expiration of the visa and possible expulsion.

Signed:

Name of staff member:

Place:

Date:

Countersigned by a representative of the diplomatic mission or consular post and marked with the official stamp of the organisation:

Name of representative:

Place:

Date:

The [name of diplomatic mission or consular post] avails itself of this opportunity to renew to the Ministry of Foreign Affairs of the Kingdom of the Netherlands the assurances of its highest consideration.

The Hague, [date]

Embassy of the Kingdom
of the Netherlands in [place]

[official stamp of the diplomatic mission or
consular post]

Cc: DKP

Annexe E

Foreign partnerships that are accepted for the purpose of the issuance of an identity card by the Ministry of Foreign Affairs

- **Andorra**
- **Argentina**
Same-sex marriages are recognized.
- **Australia (Australian Capitol Territory, New South Wales, Queensland, Tasmanië (significant relationship), Victoria)**
- **Austria**
No same-sex marriages recognized. Same-sex partnership recognized (Eingetragene Partnerschaft-Gesetz EPG Federal Gazette (BGBl) I Nr. 135/2009).
- **Belgium**
'Wettelijke samenwoning' (Burgerlijk Wetboek, art. 1475-1479)
- **Brazil**
Same-sex marriages are recognized
- **Canada**
Same-sex marriages recognized. In 2005 a law approved by the Canadian Parliament went into effect allowing same-sex couples to marry on an equal basis with different-sex couples in all 13 provinces and territories in Canada.
- **Colombia**
Same-sex marriages recognized
- **Croatia**
Different-sex marriages are recognized. Legally recognized are 1. Different-sex relationships which last 3 years at the minimum (or less if their child has been born during their partnership or if the partners marry) (provisions of the Family law "Official Gazette of the Republic of Croatia", no. 75/2014), 2. Same-sex partnerships, registered according to the provisions of the Law on Same-sex Life Partnership ("Official Gazette of the Republic of Croatia", no. 92/2014).

- **Cuba**
Different-sex and same-sex marriages and partnerships are recognized.
- **Czech Republic**
Different-sex and same-sex partnerships are recognized (Law no. 115/2006 Collection on registered partnership and change of some related laws). Same-sex marriages are not yet recognized.
- **Denmark**
Registered partnership and same-sex marriage
- **Ecuador**
Registered partnership is recognized by the system of the Civil Registry of Ecuador. Same-sex marriages are not recognized under Ecuadorian law.
- **Finland**
Registered partnership recognised, including same-sex partnerships. In a steady relationship cohabiting partners, irrespective of sex, are recognized as comparable to a spouse.
- **France**
*'Pacte civil de solidarité' (Titre XII Code Civil)
Same-sex marriage is recognized*
- **Germany**
'Lebenspartnerschaft' (Lebenspartnerschaftsgesetz)
- **Greenland**
- **Hungary**
Same-sex partnerships are recognized (Act 29 of 2009 on Registered Partnership). Same-sex marriages are not recognized (according to Article L of the Fundamental Law of Hungary)
- **Iceland**

Registered partnerships until 27 June 2010. From 27 June 2010 same-sex marriages are recognized. New registered partnerships are no longer possible since that date.

- **Ireland**

Civil Partnership

- **Liechtenstein**

Lebenspartnerschaft

- **Luxembourg**

Same-sex and different-sex partnerships are recognised (registered partnership – partenariat (PACS)).

Same-sex marriage will be legal in Luxembourg in 2015.

- **Malta**

Civil Union

- **Mexico**

Sociedad de convivencia (Distrito Federal)

Pacto Civil de Solidaridad (Coahuila) – same-sex partnership is possible

In Mexico-City and Quintana Roo are same-sex marriages recognized

- **New Zealand**

Registered partnership: the New Zealand equivalent of the Dutch registered partnership is called a civil union (under the Civil Unions Act 2004). Since the introduction of civil unions these have been open to both same sex and opposite sex couples.

Same sex marriage has been possible in New Zealand since 19 August 2013.

- **Norway**

Same-sex registered partnerships and same-sex marriages are recognized.

- **Portugal**

Same-sex marriages as well as other same-sex partnerships are legally recognized in Portugal.

- **Quebec (Canada)**

- **Scotland**

Same-sex marriages are recognized

- **Serbia**

Neither same-sex marriages nor same-sex partnerships are legally recognized. However, partners of mission staff members who are registered as partners by the Serbian MFA are recognized as partners.

- **Slovenia**

Durable living community (same legal consequences as marriage) is recognized, no specific proof of its existence necessary. Same-sex civil partnership is recognized (art. 2 of the Law on the registration of same-sex partnerships). Same-sex marriages are not recognized.

- **South Africa**

- **Spain**

Same-sex marriages are recognized

Registered partnerships from the following regions:

Andalucía (Parejas de hecho), Aragón (Parejas estables no casadas), Baleares (Parejas estables), País Vasco (Parejas de hecho), Cataluña (Uniones estables de pareja), Madrid (Uniones de hecho), Valencia (Uniones de hecho)

- **Sweden**

Registered partnerships are recognized, both same-sex and different-sex (before 1 May 2009). From 1 May 2009 same-sex marriages are recognized, new registered partnerships are no longer possible since that date.

- **Switzerland**

Registered partnership for same sex couples only. Same-sex marriages are not recognized under Swiss law.

- **United Kingdom**

Same-sex marriages are recognized in England, Wales and Scotland

- **Uruguay**

Same-sex marriages are recognized

- **United States of America**

Civil Union: California, Colorado, Connecticut, Hawaii, Iowa, Nevada, New Hampshire, New Jersey, Oregon, Vermont, Washington

Same-sex marriages are recognized in: California, Connecticut, Delaware, Hawaii, Illinois, Iowa, Maine, Maryland, Massachusetts, Minnesota, New Hampshire, New Jersey, New Mexico, New York, Oregon, Pennsylvania, Rhode Island, Vermont, Washington

This list is not exhaustive. Other legal arrangements not bearing the name 'registered partnership' but with the same function and characteristics may also qualify. For further information please contact the Dutch Population Affairs Association (*Nederlandse Vereniging voor Burgerzaken*), www.nvzb.nl , tel: 079-361 77 47

<https://nvzb.nl/nl/communicatie/nieuwsberichten/erkenning-van-geregistreerde-partnerschappen-stand/> or

<http://www.rijksoverheid.nl/onderwerpen/trouwen-samenlevingscontract-en-geregistreerd-partnerschap/trouwen-en-het-buitenland>

Annexe F

Specimen declaration for an identity card for children between the ages of 18 up to and including 27

[If the child is attending a full-time course of education or study in the Netherlands, it is not necessary to submit this declaration. Written proof of enrolment at the educational establishment may be submitted instead.]

Name of staff member:

Diplomatic mission or consular post:

Name of child:

Nationality:

Date of birth:

[Name of staff member], employed at [diplomatic mission or consular post], declares that [name of child] fulfils all of the following applicable conditions:

- 1) [Name of child] is unmarried,
- 2) [Name of child] is financially dependent on [name of staff member] and
- 3) [Name of child] is a member of [name of staff member]'s household.

Signed:

Name of staff member:

Place:

Date:

Countersigned by representative of diplomatic mission / consular post and marked with its official stamp:

Name of representative:

Place:

Date:

PS

The Protocol Department of the Ministry of Foreign Affairs will be informed promptly in case of any changes in the abovementioned situation.

Annexe G

Countries with which the Netherlands has concluded a Memorandum of Understanding or other international instrument

Albania	Iceland	Serbia
Argentina	India	South Africa
Australia	Israel	Sri Lanka
Bangladesh	Japan	Suriname
Bolivia	Kenya	Switzerland
Bosnia-Herzegovina	Latvia	Turkey
Brazil	Liechtenstein	United States
Canada	Lebanon	Uruguay
Chile	Macedonia	Venezuela
Colombia	Mali	Zambia
Costa Rica	Mexico	Zimbabwe
Croatia	New Zealand	
Czech Republic	Nicaragua	
Dominican Republic	Norway	
Ecuador	Peru	
Estonia	Philippines	
Georgia	Romania	
Ghana	Senegal	
Hungary	Slovakia	

Annexe H Tax packages A and B

Package A (Vienna plus)

Exempted taxes	Embassy and Consulate	Head of Mission	Diplomatic Agent and Consular Officer	Administrative, Technical and Service Staff
VAT on goods (in free circulation in the Netherlands)	Yes	Yes	Yes	Yes
VAT on services	Yes	No	No	No
Taxes on imported goods	Yes	Yes	Yes	Yes
Duty-free alcohol (imported)	Yes, according to applicable quota	Yes, according to applicable quota	Yes, according to applicable quota	Yes, according to applicable quota
Duty-free tobacco (imported)	No	Yes, according to applicable quota	Yes, according to applicable quota	Yes, according to applicable quota
Tax free car(s)	A reasonable number of cars	Two cars	Two cars	Two cars
Tax on motor vehicle fuel	Yes, both excise duty and VAT and according to applicable quota	Yes, both excise duty and VAT and according to applicable quota	Yes, both excise duty and VAT and according to applicable quota	Yes, both excise duty and VAT and according to applicable quota
Duty-free alcohol (imported)	Yes, according to applicable quota	Yes, according to applicable quota	Yes, according to applicable quota	Yes, according to applicable quota*
Duty-free tobacco (imported)	No	Yes, according to applicable quota	Yes, according to applicable quota	Yes, according to applicable quota*

* During the first 10 years after taking up employment in the Netherlands.

Package B (Vienna)

Exempted taxes	Embassy or Consulate	Head of Mission	Diplomatic Agent or Consular Officer	Administrative, Technical or Service Staff
VAT on goods	Limited*	No	No	No
VAT on services	Limited*	No	No	No
Taxes on imported goods (no alcohol or tobacco)	Yes	Yes	Yes, only during the first year after arrival	Yes, only during the first year after arrival
Duty-free alcohol (imported)	Yes, according to applicable quota	Yes, according to applicable quota	No	No
Duty-free tobacco (imported)	No	Yes, according to applicable quota	No	No
Tax-free car(s)	A reasonable number of cars	Two cars	Two cars	One car**
Tax on motor vehicle fuel	Excise duty only and according to applicable quota	Excise duty only and according to applicable quota	Excise duty only and according to applicable quota	Excise duty only and according to applicable quota
Duty-free alcohol (imported)	Yes, according to applicable quota	Yes, according to applicable quota	No	No
Duty-free tobacco (imported)	No	Yes, according to applicable quota	No	No

* Only for official purposes in the mission's buildings (e.g. data communication services, security services, gas, water and electricity). ** Package B does not provide for a tax-free car for administrative, technical or service staff, but The Netherlands grants this privilege regardless.

Annexe I

Quota for alcoholic beverages, cigarettes and fuel

Category	Alcoholic beverages (22% and over)	Cigarettes (or equivalent in other tobacco products)
Diplomatic mission, consular post and international organisation	300 litres	none
Head of mission	90 litres	12,000 cigarettes
Diplomatic agent or consular officer	60 litres	12,000 cigarettes
Administrative, technical and service staff	30 litres	12,000 cigarettes

Category	Official cars	1st exempted car	2nd exempted car*
Diplomatic mission, consular post and international organisation	For a maximum of five cars: 500 litres per month Additional cars: 300 litres per month		
Head of mission		300 litres per month	200 litres per month
Diplomatic agents or consular officers		300 litres per month	200 litres per month
Administrative, technical and service staff (10 years maximum)		200 litres per month	100 litres per month

* Only if the privilege of a second tax exempted car with a special registration plate has been granted/is applicable.

Annexe J

Other fiscal privileges

Exempted taxes	Embassy or Consulate	Head of Mission	Diplomatic Agent or Consular Officer	Administrative, Technical or Service Staff
Tax on games of chance (kansspelbelasting)	Yes	Yes	Yes	Yes
Transfer tax	Yes	No	No	No
Energy tax	Yes	No	No	No
Tax on tap water	Yes	No	No	No
Water authority charges				
Water system levy paid by the owner and user (watersysteemheffing gebouwd/eigenaren)	Yes	Yes (unless private property)	No	No
Water system tax paid by the occupier (watersysteemheffing ingezetenen)	Yes	Yes	Yes	Yes
Municipal taxes				
Property tax (owner-related part of OZB)	Yes	Yes	No	No
Municipal tax on second homes (forensenbelasting)	Yes	Yes	Yes	Yes
Dog licences (hondenbelasting)	Yes	Yes	Yes	Yes
Public announcements tax (reclamebelasting) (only for purposes relating to their official activities)	Yes	Yes	Yes	Yes
Tax for installations on public land or water (precariobelasting) (only for purposes relating to their official activities)	Yes	Yes	Yes	Yes
Administrative charges (leges)	No	No	No	No
Betterment levy (baatbelasting)	No	No	No	No
Sewerage charges (rioolrechten)	No	No	No	No
Waste disposal charges (afvalstoffenheffing)	No	No	No	No

Waste collection charges (<i>reinigingsrechten</i>)	No	No	No	No
Toll charges (<i>tolheffing</i>)	No	No	No	No

Annexe K

List of addresses

Diplomatic missions and consular posts

<http://www.government.nl/issues/embassies-consulates-and-other-representations>

International organisations

<http://www.government.nl/issues/staff-of-foreign-missions-and-international-organisations/staff-of-international-organisations>

Ministry of Foreign Affairs

Ministerie van Buitenlandse Zaken
Postbus 20061
2500 EB Den Haag
Tel.: +31 (0)70 348 6486
Fax: +31 (0)70 348 4848
<http://www.minbuza.nl/en>

Address for visitors: Bezuidenhoutseweg 67, The Hague

VIP entrance: Prins Clauslaan 5, The Hague. Tel.: + 31 (0)70 348 7302

Front Office: Prinses Irenestraat 6, The Hague

Protocol Department:
Directie Kabinet en Protocol (DKP)
Postbus 20061
2500 EB Den Haag
Tel.: +31 (0)70 348 4905/6138/6490
Fax: +31 (0)70 348 5268
Email: dkp@minbuza.nl
Host Nation Division
Tel.: +31 (0)70 348 6490

The duty room (*centrale meldkamer*) of the Ministry:
Tel.: +31 (0)70 348 4278 (outside office hours)

Ministry of Security and Justice

Ministerie van Veiligheid en Justitie
Postbus 20301
2500 EH Den Haag
Tel.: +31 (0)70 370 7911
<http://english.justitie.nl/>

Central Organisation for Certificates of Good Conduct (COVOG)

Postbus 16115
2500 BC Den Haag
Tel.: +31 (0)70 370 7234
Fax: +31 (0)70 370 4631

<http://www.rijksoverheid.nl/documenten-en-publicaties/brochures/2011/01/20/certificate-of-good-conduct.html>

Immigration and Naturalisation Service

Afdeling Voorlichting
Postbus 3211
2280 GE Rijswijk
Tel.: 0900 123 4561
Tel. (from outside the Netherlands): +31 (0)20 889 3045
<http://english.ind.nl/>

Ministry of Social Affairs and Employment

Ministerie van Sociale Zaken en Werkgelegenheid
Postbus 90801
2509 LV Den Haag
Tel.: +31 (0)70 333 4444
<http://english.szw.nl/>

Address for visitors: Anna van Hannoverstraat 4, The Hague

UWV WERKbedrijf

Tel.: 0800 8001
https://www.werk.nl/portal/page/portal/werk_nl/werknemer/working_in_the_netherlands_wn/inenglish

Social Insurance Bank

Sociale Verzekeringsbank
Postbus 9104
2300 PC Leiden
Tel.: +31 (0)71 512 9610
<http://svb.nl/int/en/index.jsp>

Address for visitors: Stationsplein 1, Leiden

Ministry of Finance

Ministerie van Financiën
Postbus 20201
2500 EE Den Haag
Tel.: +31 (0)70 342 8000
<http://english.minfin.nl/>

Directie Internationale Fiscale Zaken (IFZ)
Korte Voorhout 7
2511 CW Den Haag
Tel.: +31 (0)70 342 8366
Email: secretariat.ifz@minfin.nl

Tax and Customs Administration

Belastingdienst/Centraal Bureau IFB
(CB/IFB)

Postbus 30509
2500 GM Den Haag
Tel.: + 31 (0)88 152 3294
Fax: + 31 (0)88 152 3360
Email: Haaglanden.CB_IFB@belastingdienst.nl

Address for visitors: Prinses Beatrixlaan 512, The Hague

Tax authorities in Heerlen:

Postbus 2865
6401 DJ Heerlen
Tel.: 0800 0543
Tel. (from outside the Netherlands): +31 (0)55 538 5385

Address for visitors: Schakelweg 5, Heerlen

Benefits (*toeslagen*):
Tel.: +31 (0)88 152 3306/2474

Road Transport Agency

RDW Centrum voor Voertuigtechniek en Informatie
Customer Service
Postbus 30 000
9640 RA Veendam
Tel.: 0900 0739
Tel. (from outside the Netherlands): +31 (0)598 393 330
<http://www.rdw.nl/nl/particulier/Pages/default.aspx> (in Dutch)

Central Office for Motor Vehicle Driving Testing

Centraal Bureau Rijvaardigheidsbewijzen (CBR)
Postbus 5301
2280 HH Rijswijk
Tel.: +31 (0)900 0210
<http://www.cbr.nl/315.pp>

Haaglanden police force

Politie Haaglanden (call centre)
Postbus 264
2501 CG Den Haag
Tel.: 0900 8844

Emergencies: 112

Diplomatic Front Office

+31 (0)88 964 964 9

City of The Hague

Municipal Contact Centre
Tel.: +31 (0)70 353 3000
<http://www.denhaag.nl/en.htm>

Expat Service of The Hague International Centre:

Tel.: +31 (0)70 353 5043
<http://www.denhaag.nl/en/residents/to/The-Hague-International-Centre.htm>

Postbus 12 600
2500 DJ Den Haag

Address for visitors: City Hall (Atrium), Spui 70, The Hague