



Registration procedure for refugees from Ukraine

Abbreviations

IND – Immigration and Naturalisation Service (Immigratie- en Naturalisatiedienst)
BSN – Citizen Service Number (Burgerservicenummer)
RTB – European Temporary Protection Directive (Richtlijn Tijdelijke Bescherming)
DT&V – Repatriation and Departure Service (Dienst Terugkeer en Vertrek)
BRP – Personal Records Database (Basisregistratie Personen)

Upon arrival

1 Registration

Report to a municipality or one of the registration hubs. If there is no space, you will be referred on to a location where there is space.



i There is a shortage of reception places in the Netherlands. Therefore, we ask you to arrange your own accommodation if possible. If you are unable to do so, the municipality will provide accommodation.

Within 5 days

2 Registration in the BRP

You should show the following to the municipality:

- Your passport, birth certificate and/or residency papers.
- The municipality will register you and you will be issued with a BSN.



i During the period before you attend an appointment with the IND, accommodation and other things you need will be provided on a provisional basis. No rights can be derived from this.

Within 15 days

3 You will receive information from the municipality

- food money and the living allowance
- facilities and provisions
- house rules in the reception centres
- legal assistance (referral to the Dutch Council for Refugees (Vluchtelingenwerk))
- registering and deregistering in the municipality (if you move house)
- the steps you have to take to complete your RTB application.



Within 4 weeks after registration

4 Make an appointment with the IND

You will make an appointment with the IND within 4 weeks via the [online planner \(ind.nl\)](https://ind.nl). This is free of charge. Sometimes the municipality will make the appointment on your behalf.

The IND will assess whether you are eligible for protection under the RTB (European Temporary Protection Directive (Richtlijn Tijdelijke Bescherming)).



Have you not had an appointment with the IND within 4 weeks? If this is the case, you will receive a notification of the intention to stop processing your application for protection under the RTB. This means that the IND intends to issue an opinion that you are not entitled to temporary protection.

After receiving this notification you will have 2 weeks to respond or make an appointment with the IND after all. If you fail to do this, the IND will not process the application.

i If you need legal assistance, you can contact the [Dutch Council for Refugees](https://www.vluchtelingenwerk.nl).

5 During the appointment it will be established that...



✓ you are entitled to temporary protection. You will then be issued with a proof of residency and you will be entitled to accommodation and provisions. The residence document is free of charge.

You will also be allowed to work. You will not need to apply for a work permit.

or

✗ you are not entitled to temporary protection. You will receive an RTB refusal decision letter and will have to leave the Netherlands. The DT&V can help you leave the Netherlands.

The municipality may refer you to the DT&V or the Dutch Council for Refugees.



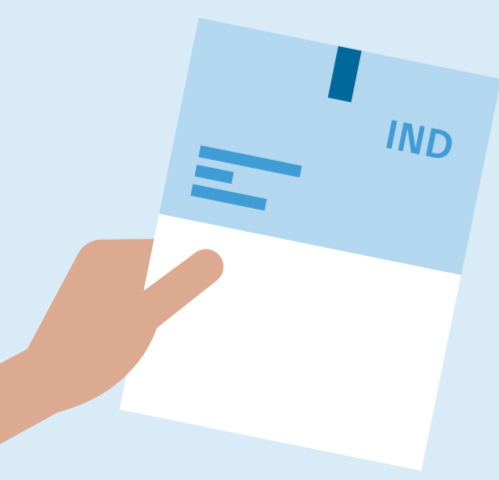
i You will no longer be entitled to accommodation and provisions in the municipality because that entitlement applies only to people covered by the RTB. You will receive a letter from the municipality explaining from which date you will no longer be entitled to accommodation and provisions.

If you do not agree with the IND's decision, you can do the following:

Within 4 weeks

You can submit an objection

You can submit an objection to the IND's refusal decision.



You should contact the [Dutch Council for Refugees](https://www.vluchtelingenwerk.nl) for legal assistance if you do not agree with the IND's decision.



Are you unable to return to your country of origin because, for example, you would be in danger there?

Within 2 weeks

Apply for asylum

You should report to the Central Agency for the Reception of Asylum Seekers (COA) in Ter Apel.

- You are entitled to accommodation and provisions provided by the COA while your asylum application is being assessed.
- You will no longer be entitled to accommodation and provisions in the municipality.



Respond within two weeks

If you do not respond within two weeks, you will receive a notification of the intention to stop processing your asylum application.