

Heerlen

Application for a extract/copy from the registry office

Send this form to:
Heerlen Council
Public Affairs
Department
PO Box 1
6400 AA Heerlen
14 045
+31(0)45 560 50 40
www.heerlen.nl

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Form version number
20.02.2017

1 Details of the applicant

Citizen Service number (BSN)

Name and Initials

Address

Postcode and Place

Telephone number

E-mail address

2 Type of extract

You have to apply for the extract with the council where the event took place.

For example: you want to apply for a birth certificate for your child.

If your child is born in Heerlen, apply for the birth certificate in Heerlen council.

Even if you don't live in Heerlen.

Which extract do you want to apply for:

- Birth certificate
- Marriage certificate
- Partnership registration document
- Divorce certificate
- Death certificate
- Partnership dissolution document

Date event

Place event

3 Purpose of the extract

What do you need the extract for?

Do you need the extract abroad?

- Yes
- No

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(If you choose 'yes', you will receive an extract in various languages, except for the document of partnership registration and the document for dissolution partnership).

Who do you request the extract for?

- For myself
 For my child under the age of 18
 Other

4 Details of the person concerned

Citizen Service Number (BSN)

Name and initials

Address

Postcode and Place

Telephone number

E-mail address

5 Include

- Copy of your own proof of ID (passport, Dutch identity papers or driving licence).
- If you are not asking for you own extract, authorisation of the person concerned and a copy of his/her proof of ID.

After receiving your application, we will process it within one week at most. If we agree, we will send the extract to the address of the applicant. Note! Don't forward us your payment until you have received the invoice (this will follow after the extract itself).

6 Applicant signature

Place

Date

Signature

You can read through the actual costs and conditions of your application on www.heerlen.nl/producten-en-diensten. Heerlen council attaches great value to your privacy. Your personal details will be carefully dealt with and secured and only used for processing your application for a extract/copy from the registry office.