

# Municipal Personal records Database

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## Registration in the Personal Records Database (Basisregistratie Personen, BRP)

Have you been granted a Residence Permit? Then you must report to the municipality where you live within 5 days. There, you must register in the Personal Records Database (Basisregistratie Personen, BRP). The BRP is a list of personal data of all people living in the Netherlands. When you register in the BRP, you will receive a unique personal identification number, the Citizen Service Number (burgerservicenummer, BSN).

You must also register in the BRP if you have been living in the Netherlands for 6 months.

It is important that you register because it is required by law. Without BSN you can not work, apply for benefits or get child benefit for your children.

### Relocation

It may be that you already got registered in the BRP when you stayed in the process reception location (procesopvangstlocatie, pol) or in another reception centre (azc). Then you already have a BSN. You do not have to register again. However, you do need to tell your new address to the municipality.

Do you have any questions? Ask your contact from the Central Agency for the Reception of Asylum Seekers (Centraal Orgaan opvang asielzoekers, COA).

### Links extern

- [Personel Records Database, BRP \(Government.nl\) \[1\]](https://www.government.nl/topics/personal-data/personal-records-database-brp)  
<https://www.government.nl/topics/personal-data/personal-records-database-brp>

## Inschrijven in de Basisregistratie Personen (BRP) maar nog geen verblijfsvergunning

If you live in a COA reception centre but do not have a residence permit yet, you can register in the Personal Records Database (BRP) if these conditions apply to you: • your identity has been established;

- you have a legal stay in the Netherlands
- you are expected to stay in the Netherlands for more than 4 months. If you comply with these conditions, the IND will send a notice to the BRP street of the municipality. You can then register in the BRP.

## Citizen Service Number (Burgerservicenummer, BSN)



When you register in the Personal Records Database (Basisregistratie Personen, BRP), you will receive a unique personal identification number, the Citizen Service Number (burgerservicenummer, BSN). You will need it, for example, when:

- applying for a benefit
- applying for health insurance
- applying for allowances such as rent allowance and care allowance
- signing up for a training
- looking for a job

**Without a BSN you can not do any of this.** Without a BSN, your move to the municipality will be delayed.

**A BSN is strictly personal. You may not give this number to other people. They may abuse it.** You should only give this number to the organizations that need this number to perform their task.

## **Personal data in the Personal Records Database (Basisregistratie Personen, BRP)**

The Personal Records Database (Basisregistratie Personen, BRP) contains the following personal data:

- your surname, first names, date of birth, place of birth and country of birth
- personal details of your parents
- information about your marriage or registered partnership
- personal details of your children
- information about your nationality and your status
- your current address
- details of your travel documents
- whether you have the right to vote
- your Citizen Service Number (burgerservicenummer, BSN)

### **How does the BRP get this personal information?**

Some data must be submitted by yourself. For example, if you move, get a child or if your family member dies. But other data are automatically recorded or changed in the BRP. For example if you get married, the officer passes this on to the BRP.

### **Protection of your privacy**

The personal data in the BRP are not public. That means that no one can see your data. Only organizations performing government tasks receive information from the BRP. These organizations are, for example, Tax and Customs Administration (Belastingdienst), the Employee Insurance Agency, UWV) and the Social Insurance Bank (Sociale Verzekeringsbank, SVB). Municipalities also use the BRP. It is laid down in the BRP Act who can inspect what data. Protection of your privacy and security of personal data are important subjects of this Act.

## **Check your details in the personal data in the Personal Records**



## Database (Basisregistratie Personen, BRP)

You can contact the municipality for a copy of your personal details from the Personal Records Database (Basisregistratie Personen, BRP). The municipality will usually charge you for this. You may also check your personal details to verify that the data are correct. This is always free of charge.

### **Are the data incorrect?**

Then you have the right to change the data. You should go to the municipality yourself, with proof and your identity card. Report to the Civil Affairs Department. Proofs are official papers that show that the data are incorrect, such as your passport or a marriage certificate. Changing data can sometimes cost money, for instance when you change your first or last name. More information about the costs and the procedure can be obtained from the municipality.

### **Are you moving?**

Then you must pass your new address to the municipality. If you move to another residence, you should submit your changes to the new municipality. The municipality will adjust the registration data in the BRP. Your contact at the Central Agency for the Reception of Asylum Seekers (Centraal Orgaan opvang asielzoekers, COA) can tell you how to do this.

## What should I bring for my registration in the Personal Records Database (Basisregistratie Personen, BRP)

The municipality will tell you exactly what documents you have to bring when you register in the Personal Records Database (Basisregistratie Personen, BRP)

You must bring at least:

- Your W-document, passport or another ID
- Your birth certificate and marriage certificate (if you have one)
- The first page of the report of your first interview with the Immigration and Naturalization Service (IND). This page contains your personal data
- The letter from the Central Agency for the Reception of Asylum Seekers (Centraal Orgaan opvang asielzoekers, COA) with your personal data

The official documents must be translated into Dutch, German, English or French. The translation of these documents must be made by a sworn translator. That is a translator who is trained for this purpose and has the right diplomas. Sometimes documents must also be made valid for the Netherlands. That is called 'legalization' or 'apostille'. The municipality will tell you exactly what it is and how you can have it done.

## Cost of registration in the municipality



The cost of your registration in the Personal Records Database (Basisregistratie Personen, BRP) and the cost of passport photos are so low that you can pay them yourself. The Central Agency for the Reception of Asylum Seekers (Centraal Orgaan opvang asielzoekers, COA) does not refund these costs. Certain municipalities will not charge you for the first registration. Please ask the COA Infobalie.