

Registering a move to Leiden or a move within Leiden

Are you planning to move to Leiden or are you moving to another house within Leiden? Please register your new address as soon as possible but at the latest within 5 days after you have moved. With this form you can register your change of address. It is also possible to register your change of address online via <https://gemeente.leiden.nl/english/registering-a-move-to-or-within-leiden/>.

Are you planning to move to Leiden from abroad? Or are you unsubscribed as 'unknown'? In that case you cannot use this form. Please arrange your registration in person at the counter of the Civil affairs department (Burgerzaken).

Data in the Personal records database

The municipality will process your data in the Personal records database (BRP). The change of address will also be sent to other government agencies like the Tax authority, the Social Insurance Bank and the Netherlands Vehicle Authority (RDW).

Procedure

- Please fill in the form completely. Note: we register the date of receipt of your change of address as the date of your removal, unless you filled in a future date of removal. In case you did not fill in a date of removal, we will register the date of receipt of your change of address as the date of your removal.
- If you are going to move in with someone please include the following attachments; a Declaration of consent of the main tenant/owner and a copy of his/her identity document.
- If you are the tenant or owner please include a recently signed rental contract or the purchase agreement.
- Send a copy of a valid identity document of all persons who have to sign the form.
- Five working days after the removal you can check whether the removal has been processed on www.mijnoverheid.nl

- The main resident of the address will receive a letter about the registration on his/her address.
- If forgery is identified it will be reported to the policeMeer informatie

Do you have any questions? Please contact the City affairs department via this [contact form](#) or call 14 071.

Mailing information

Send the completed form with all attachments to:

Gemeente Leiden
Team Burgerzaken
Postbus 9100
2300 PC Leiden

Change of address

1. Your personal data:

Surname: _____

First name: _____

Citizen Service Number (BSN): _____

Date of Birth: _____

Telephone number: _____

E-mail address: _____

2. Removal data:

** Note! If we receive your change of address 5 days after your date of removal or you do not fill in a date of removal, then we will register the date of receipt as the date of removal.*

Date of removal*: _____

Old address: _____ Town: _____

What is your new address in Leiden?

New address: _____

3. Co-occupants who move to the new address:

The following family members will move to the new address:

Fill in the data of your spouse, registered partner and/or children.

Initial(s)	Surname	Date of birth	Citizen Service number
_____	_____	_____	_____
_____	_____	_____	_____

The following adult persons will move to the new address. These persons have to sign the form under the heading Signatures of co-occupants.

Initials(s)	Surname	Date of birth	Citizen Service number
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How many persons in total will live at the new address after the removal? _____

4. Signature and identity documents

Note: Your application will not be processed without a copy of a valid identity document of all persons who sign this form.

Your signature:

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Signature of co-occupants (if applicable)

Date of signing:

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To be completed by the municipality:

Initials civil servant:

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Date:

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