



# Application form

## Certificate of Conduct (VOG) non-residents

### **i** Why this form?

With this form you can apply for a *Certificate of Conduct (VOG)* if you are not listed in the Personal Records Database (BRP) and do not have a postal address in the Netherlands or if you do not have a permanent domicile or place of residence.

#### Instruction

- Please complete the form electronically or using block capitals to ensure the information is legible.
- If you cannot submit the application yourself, you may authorise someone else to do so. Please use the authorisation form on the website for this: [justis.nl/en/certificate-of-conduct/documents](https://justis.nl/en/certificate-of-conduct/documents).
- Please submit the application form, a copy of your valid passport or ID and a proof of the payment of the fee (PDF documents) to the following email address in a single email: [vog.np.rni@justis.nl](mailto:vog.np.rni@justis.nl) (up to 10 MB). The email may not contain more than one Certificate of Conduct application at a time.
- Justis accepts the following documents as proof of identity: international passport, Dutch identity card, identity card or passport from an EEA country or a Dutch alien's identity card.

- The fee must be paid directly to Justis. Account number NL31 INGB 0705 0054 53 payable to Min. van Justitie en Veiligheid 605/JUSTIS COVOG in The Hague, stating the name of the applicant. You will need the following details for any international bank transfer: BIC code INGBNL2A, ING Bank. Address: ING Bank N.V., Foreign Operations, PO Box 1800, 1000 BV Amsterdam. Your bank may charge a transfer fee for international payments. This fee will be in addition to the costs of the Certificate of Conduct application. Justis will only process your Certificate of Conduct application once it has received the full fee (€ 41.35).

#### Procedure

- Justis will confirm your application within one to four weeks.
- The Certificate of Conduct will be sent to you by post at the (postal) address that you specified in the application.

#### Additional information

Between 09:00 and 17:00 on working days on +31 88 - 998 22 00 or using the contact form: [justis.nl/en/contact-form](https://justis.nl/en/contact-form).

## 1 To be completed by applicant

### 1.1 Applicant's details

Surname and given names as stated on the ID card

First names *(in full)*

Citizen service number *(if known)*

*(Postal) address (for reasons of privacy, this may not be a business address)*

Street and number *(with suffix)*

Postal code and town/city

Country

*Please enter your place of birth as stated on your ID card.*

*Were you **not** born in the Netherlands? Enter the name of your country of birth when you were born.*

Date of birth *(day/month/year)* and place of birth

Country of birth

*Do you have multiple nationalities? Then please fill this in.*

Nationality/nationalities

Email address

Telephone number

## 1.2 Applicant's signature

The applicant hereby declares that he/she has completed this form in full and truthfully.

Name and/or signature

Date (day/month/year)

Place

## 2 To be completed by the organisation/body requiring the Certificate of Conduct

If you are unable to have this section completed and signed by the organisation requesting the Certificate of Conduct (for example, in case of a visa application), please provide the details of 2.1, 2.2, 2.3 and 2.4 a or 2.4 b yourself. In addition to this application form, you must submit a letter, email or web page alongside the form that demonstrates why you need the Certificate of Conduct. This document will replace the signature required under section 2.5.

### 2.1 Details of organisation/body

*In case of visa or emigration, enter the official name of the country requesting your Certificate of Conduct.*

Name

Name of representative

Street and number (with suffix)

Postal code and town/city

Country

Telephone number

### 2.2 Purpose of the application

*If you are applying for the Certificate of Conduct in order to obtain a taxi drivers permit, visa or license. Enter this information under 'other purpose'.*

Employment

Job

*(to which the application relates, for example: teacher, cleaner or transport manager)*

Description

*(provide a description of the activities and duties corresponding to the job)*

Other purpose

Description

*(for example: taxi drivers permit, visa, emigration or operating license)*

### 2.3 Special circumstances

Should the assessment of the application take into account any exceptional circumstances, such as the location where the work is performed?

For example, the location where a cleaner carries out their job may be relevant. If that cleaning work takes place at a childcare centre, for example, then Justis will assess this differently than if the same work is carried out in an office building. You may also include any other explanatory information.

No, continue with question 2.4

Yes, explanation:

## 2.4 Screening profile

Please choose a specific **or** general screening profile. It is **not** possible to choose both. A specific screening profile relates to a specific job or purpose, as outlined under 2.4 a. If there is no suitable screening profile that matches your circumstances, please select a general screening profile under 2.4 b. For more information on screening profiles, please see: [justis.nl/vog/documenten](https://justis.nl/vog/documenten).

Does a specific screening profile apply to you?

- Yes, continue with question 2.4 a
- No, continue with question 2.4 b

### 2.4 a Specific screening profile

**Please note** that you can only check one box.

- 01 Political office holder
- 06 Visa and emigration
- 18 Housing permit  
*This screening profile may be used only under 'Wet bijzondere maatregelen grootstedelijke problematiek'.*
- 25 (Special) enforcement officer
- 40 Holiday host family and adoption
- 45 Health care and welfare of people or animals
- 50 Operating license  
*This screening profile may be used only if the municipality is the body requiring the Certificate of Conduct and you are applying for a Certificate of Conduct in order to obtain an operating license for a catering establishment.*
- 55 Legal services
- 60 Education  
*This screening profile is applicable to anyone working in an educational institution.*
- 65 Taxi industry; taxi driver's permit  
*This screening profile may be used only if Kiwa Register B.V. is the organisation requiring the Certificate of Conduct.*
- 70 Taxi industry; operator's license  
*This screening profile may be used only if Kiwa Register B.V. is the organisation requiring the Certificate of Conduct.*
- 75 Family supervisor, probation officer, child welfare investigator, social worker
- 80 Sworn interpreters/translators  
*This screening profile may be used only if the Legal Aid Council is the body requiring the Certificate of Conduct.*
- 85 Membership of shooting club
- 95 Financial services
- 97 Civil aviation security  
*This screening profile is intended for jobs in civil aviation security that have not been designated confidential positions.*

### 2.4 b General screening profile

Please check as applicable. You may select multiple characteristics. Screening will be based on the features of the job you have checked. So it is important to make sure the features checked correspond to the job/tasks or other purpose concerned.

**Please note** that you can only select a general screening profile if you have not checked the box for a specific screening profile.

#### Information

- 11 Being authorized to consult and/or process data in computer systems
- 12 Handling sensitive/confidential information
- 13 Having knowledge of security systems, control mechanisms and verification processes

#### Money

- 21 Handling cash, transferable money and/or (digital) securities
- 22 Having budgetary authority

#### Goods

- 36 Monitoring production processes
- 37 Having access to goods
- 38 Having access to materials, property, objects etc. that, if used inappropriately or incorrectly, pose a risk to people and/or animals

#### Services

- 41 Providing services (advice, security, cleaning, catering, maintenance, etc.)
- 43 Services in individual living environment

#### Business transactions

- 53 Making decisions on offers (conducting negotiations and concluding contracts) and awarding contracts

#### Processes

- 61 Maintaining/converting/operating production or other machinery and/or devices, vehicles and/or aircrafts
- 62 Transporting and/or delivering goods, post and packages otherwise than via an in-company transport system
- 63 Transporting passengers

#### Management

- 71 Managing people and/or (part of) an organisation

#### Persons

- 84 Being responsible for the care of minors
- 85 Being responsible for the care of persons requiring assistance such as the aged and the disabled
- 86 Childcare. *This job characteristic 86 only applies to childcare. This job characteristic must always be checked in combination with job characteristic 84. For childcare and registration in the Childcare Workers' Register (PRK) under the Childcare Act.*

#### Location

- 91 Port area

## 2.5 Signature on behalf of the organisation/body

On behalf of the organisation/body, the undersigned hereby declares he/she has completed this form in full and truthfully.

Date (day/month/year)

Place

Signature and/or name of representative



Stamp of organisation/body (not required)



### Important information

#### Important information for the organisation

As an organisation requesting a Certificate of Conduct, you are a key link in fraud prevention. It is your duty and responsibility to verify the authenticity of the documents submitted and to verify the accuracy of the screening profile applied to the Certificate of Conduct. For more information, please go to: [justis.nl/en/products/certificate-of-conduct](https://justis.nl/en/products/certificate-of-conduct).

#### Important information for the applicant

In certain cases, an original signature is required on the Certificate of Conduct, for example, in case of international adoption. If this is the case, please state this in your email.