

# Address Registration Form

Declaration of permitted official postal address of employer

Name of company/institution/organisation \_\_\_\_\_

Name of contact person \_\_\_\_\_

Telephone number \_\_\_\_\_ Email address \_\_\_\_\_

Official postal address \_\_\_\_\_ Postcode and city/town \_\_\_\_\_

*The undersigned agrees that the employee and their spouse/partner/child(ren) listed below is/are permitted to use the official postal address of the employer.*

Name of employee \_\_\_\_\_ Date of birth \_\_\_\_\_

Name of spouse/registered partner \_\_\_\_\_ Date of birth \_\_\_\_\_

Name(s) and date(s) of birth of child(ren) \_\_\_\_\_ Date of birth \_\_\_\_\_

\_\_\_\_\_ Date of birth \_\_\_\_\_

\_\_\_\_\_ Date of birth \_\_\_\_\_

\_\_\_\_\_ Date of birth \_\_\_\_\_

\_\_\_\_\_ Date of birth \_\_\_\_\_

*For other individuals included in the household, a separate declaration must be filed.*

## The undersigned

- Declares to have filled in the above details truthfully;
- Acknowledges that this is the visiting address of the employer and the employer guarantees all mail received at this visiting address reaches the employee;
- Acknowledges that the employee guarantees that the employer will inform the municipality of a change of address within 5 working days after moving to a new residence.

Signature of employer's contact person: \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Stamp of company/  
institution/organisation\*



**Please note that the option of registering employees at the employer's address is only a temporary measure, valid for a maximum of three months. After this time, the employee is obliged to register their real address with the municipality. Please visit our website [welcome.utrechtregion.com/report-your-move](https://welcome.utrechtregion.com/report-your-move) or scan the QR code for information on how to register a change of address. We kindly request you to inform your employees about this necessity.**

Bring this form to: International Welcome Centre Utrecht Region  
Stadskantoor | Second floor  
Stadsplateau 1 | 3521 AZ | Utrecht  
The Netherlands



**International  
Welcome Centre**

\* If a company stamp is not available, please include a copy of a legitimate ID of the employer's contact person.

**Utrecht** Region