

Report change of address

With this form you can register your move from another city in the Netherlands to Leiden or your move within the city of Leiden. Or do this online via leiden.nl/changeofaddress.

- You cannot use this form if you are moving to or from abroad, or if you are not currently registered in the Netherlands. In this case, visit leiden.nl/english
- Report the change of address only to the new municipality.
- This is possible from 4 weeks before to 5 days after the move-in date at the latest.
- You can also register family members that live with you at your old address and move with you to your new address.
- In case of forgery, a report is made to the police.
- Do you have a question? For more information, visit leiden.nl/changeofaddress or call us: telephone number 14071.

1. What is your personal data?

Fill in your personal details as they appear in your passport or ID card. We use your telephone number or e-mail address if we have questions about your change of address.

Last name _____

First names (in full) _____

Citizen Service Number (BSN) _____

Birth date _____

Telephone number _____

E-mail address _____

2. What is your old address?

Street name and house number _____

Postal code _____ City _____ (NL)

3. What is your new address?

Street name and house number _____

Postal code _____ City _____ (NL)

Moving date _____

- Are you going to move in with someone? **No**
- Yes:** you need permission from the person at whose address you are going to live. Use the form on leiden.nl/permission-move-in

4. Who is moving with you from the old to the new address?

You may also register the change of address for your spouse, registered partner, parents and children (also from whom you are guardian or caregiver). Other adults must register their change of address themselves (even if you have a cohabitation contract).

Last name (as in passport/ID card)	Initials	BSN	Birth date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Check whether you have included all attachments.

- A copy of your valid passport or ID card
- A copy of your rental contract, purchase contract or confirmation letter from the care home

Also send the following if you are going to live in with someone:

- Consent form from the person you are going to live in with: leiden.nl/permission-move-in
- Copy of a valid passport or ID card of the person you are going to live in with.

6. Signature

I have filled in this form completely and correctly.

Place _____

Your signature

Date _____

7. Send

- Send the form and attachments along via the contact form on leiden.nl/contact-eng
Or by post to:
Gemeente Leiden, Burgerzaken
Postbus 9100
2300 PC Leiden
- The person you are going to move in with, will receive a letter of your registration.
- Five working days after the moving date you can check on mijn.overheid.nl whether your change of address has been processed.
- Have you thought of a parking permit or a container card for your waste, if needed?