

*Everyone who lives in Amsterdam or who moves here is required to register his or her address in the Municipal Personal Records Database (BRP). Also if you move to a different home within the municipality, you need to register your new address. It is in your own interest to do that as soon as possible, for example to avoid missing out on housing benefits or financial aid for students.*

## Being properly registered is not only important for you, but also for all the other residents of Amsterdam

The government can only serve you well if we have accurate information about you. We need that to be able to make an identity document for you, for example, or to determine whether you are eligible to vote or to receive additional benefits. Being properly registered can even be of life-and-death importance, for example in case we need to warn you or to find you if there has been a disaster.

You not only need to make sure that you are properly registered yourself. There could also be negative consequences for you if someone else is wrongly registered at your address – with or without your permission – when he or she does not actually live there. The municipality uses data from the BRP to determine how much you have to pay for water treatment and waste disposal, for example. That means you could be required to pay more if additional people are (wrongly) registered at your address. Process servers and the police could also call at your door to collect unpaid fines or make arrests, while those are not meant for you. In other words: there are plenty of reasons to make sure that your registration is accurate. Moreover, you risk having to pay a fine if you fail to do what the law requires you to do. In this folder you can read about what you can do to prevent that from happening.

## Register yourself at the address where you actually live

### Do you know what your legal obligations are in connection with the Municipal Personal Records Act ('Wet BRP')?

- Always inform the municipality of your (new) address, no matter where you live (e.g. house, mobile home, house boat). You are required to register at an address if you live there at least two-thirds of the time over a period of three months or more.
- If you are living at someone else's address, you will also need to provide a signed statement of consent from the main occupant, along with your change-of-address registration. You can find this consent form (in Dutch) on [amsterdam.nl/verhuizen](http://amsterdam.nl/verhuizen).
- Only allow someone else to register at your address if he or she actually lives there.
- If you let out a room in your home, be sure to give the renter permission to register at your address.
- If you plan to remain abroad for eight months or longer, inform the municipality that you will be leaving.

## Never allow anyone to register at your address if he or she does not actually live there

- Do you want to have a postal address? Hand over all the documents required in connection with your application (see [amsterdam.nl/verhuizen](http://amsterdam.nl/verhuizen)) and notify the municipality as soon as you have a home address again.
- If someone else is using your address as a postal address, this will have consequences for you. In that case, you are obliged to forward that person's post, to provide the municipality with information if asked, and to notify the municipality when that person has a home address again.
- You must also provide the municipality with any relevant (foreign) birth, marriage or death certificates and other required documentation in that regard.

## Give the municipality whatever information it needs to ensure a proper registration

**Avoid having to pay a fine** You can avoid being fined if you comply with the above-mentioned obligations in connection with the 'Wet BRP'. If you fail to do that, you will be punishable and the municipality can impose a fine of up to €325. On [amsterdam.nl/basisregistratiepersonen](http://amsterdam.nl/basisregistratiepersonen) you can see (in Dutch) which steps the municipality will take before you will be fined.

**Review of registrations** Because it is so important that everyone is properly registered, the municipality reviews existing registrations in the BRP. Occasionally, a government agency may be unable to reach a resident. Or a resident may notify the municipality that the number of persons registered at his or her address is incorrect. In such cases, the municipality can start an administrative review and/or make a home visit to verify whether the person who has registered at that address actually lives there. If we cannot trace you, you will be registered as having departed from that address. In that case, you will no longer be eligible to receive allowances, benefits or permits.

**Required documents** If your registration in the BRP is under review, the municipality will ask you to show certain documents. Which documents you will need to show to prove you are registered will depend on your particular situation. On the website [amsterdam.nl/basisregistratiepersonen](http://amsterdam.nl/basisregistratiepersonen) you can find information (in Dutch) about which documents will be necessary in your situation.

**Confidential and safe** The municipality treats all personal data as strictly confidential. Your data will only be used by those municipal and national (semi-) public service agencies that have permission to do so. You will always have the right to view your own data and to see an overview of any agencies that have requested to see your data.



## Tip: How do you notify the municipality of where you live?

You can register a change of address in three ways:

- via [amsterdam.nl/verhuizen](https://amsterdam.nl/verhuizen) (for this you will need to have a DigiD);
- in person at any City Service Point;
- via a written statement addressed to any City Service Point.

Do this as soon as possible, but in any case within five days of having moved. If you are not (or no longer) registered in the BRP, look on [amsterdam.nl/verhuizen](https://amsterdam.nl/verhuizen) for information (in Dutch) on how you can become registered (again).

## Tip: Is someone else wrongly registered at your address?

You can have their registration cancelled!

- Within six weeks: simply return the 'Bevestiging van de inschrijving' (Confirmation of the registration) letter and indicate why you think their registration is incorrect. The municipality will review your claim.
- After six weeks: go to one of the City Service Points to request an address review.

## Tip: Change of address and other changes

Notify the municipality as soon as possible of your new address or any other changes in your personal data. That way, you can avoid being fined or facing other negative consequences in connection with your old-age pension (AOW), financial aid for students, health insurance, and social security or housing benefits.

Look on [amsterdam.nl/openingstijden](https://amsterdam.nl/openingstijden) for the addresses and opening times of the various City Service Points. Or call 14020, the City of Amsterdam's information number (Monday through Friday, from 8 am to 6 pm).

[amsterdam.nl/basisregistratiepersonen](https://amsterdam.nl/basisregistratiepersonen)



City of  
Amsterdam

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properly  
registered?

Avoid being fined!  
[amsterdam.nl/basisregistratiepersonen](https://amsterdam.nl/basisregistratiepersonen)