

Step-by-step guide to applying for a DiGiD

To begin, select 'Apply for your DigiD' on www.digid.nl/en. You will be directed to the Dutch-language application form:

The screenshot shows the 'DigiD aanvragen' form. The browser address bar is <https://digid.nl/aanvragen>. The page has a header with the 'DigiD' logo. Below the header, there's a progress bar with three steps: '1 Persoonsgegevens' (highlighted), '2', and '3'. The main content area is titled 'DigiD aanvragen' and contains the following fields:

- Burgerservicenummer ***: A text input field with a tooltip that says: "Uw burgerservicenummer staat op uw Nederlandse paspoort, rijbewijs, identiteitskaart en zorgpas."
- Geboortedatum ***: A date selection field with dropdowns for DD, MM, and YYYY. Example: "Bijv. 27-6-1987".
- Postcode ***: A text input field with a dropdown for "Ik woon buiten Nederland". Example: "Bijv. 1000AA".
- Huisnummer * en toevoeging**: Two text input fields. Example: "Bijv. 115 a".

At the bottom of the form, there are two buttons: "Volgende" and "Annuleren".

Please note that fields marked with an asterisk are obligatory.

1. In the 'Burgerservicenummer' field, fill in your public service number (*burgerservicenummer*, BSN). This is a registration number that applies to every citizen in the Netherlands. It is appointed to every Dutch person at birth; when you come to live in the Netherlands at a later time, you have to request it yourself. In general, you will receive your BSN upon registration with the municipality (*gemeente*). Click [here](http://www.iamsterdam.com/en/local/official-matters/registration/personal-public-service-number-bsn) or go to www.iamsterdam.com/en/local/official-matters/registration/personal-public-service-number-bsn for more information.
2. Select your date of birth (DD-MM-YYYY) in the 'Geboortedatum' field.
3. Fill in the postal code of your Dutch address in the 'Postcode' field.
4. In the 'Huisnummer' field, fill in your house number. The system can then automatically determine what street you live in.
5. Does your house number include an additional letter or number, such as an apartment or floor number? Enter this in in the 'toevoeging' field (leave blank if not applicable).
6. Click 'volgende' to proceed to the next screen:



DigiD aanvragen

1 2 **Keuze sms controle** 3

Voor steeds meer websites heeft u een extra controle bij het inloggen nodig, waarbij u een sms-code ontvangt op uw mobiele telefoon. Deze extra controle heeft u ook nodig om uw wachtwoord eenvoudig te kunnen herstellen.

Ja, ik wil gebruikmaken van een extra controle via sms
 Nee, ik wil **geen** gebruik maken van een extra controle via sms

[Annuleren](#)

Vraag en antwoord

- > Voor welke websites heb ik een DigiD met wachtwoord en sms-code nodig?
- > Hoe werkt DigiD met wachtwoord en sms-code precies?

7. On this screen, you can choose between a DigiD with or without text message authentication (*sms controle*). Various government services require text message validation, where you need to enter an additional code, sent to you by text message, alongside the standard login codes. In addition to providing access to more services, this serves as an extra security measure; it also makes it easier to restore your password if have forgotten yours. It is therefore recommended to choose this option if you own a mobile phone. If you want to apply for a DigiD with text message validation, choose 'Ja, ik wil gebruikmaken van een extra controle via sms'; if not, choose the second option.

8. Click 'volgende' to proceed to the next screen:



DigiD aanvragen

1 2 3 **Gegevens**

Kies hieronder uw gebruikersnaam en wachtwoord en vul uw contactgegevens in.

Inloggegevens Verplichte velden *

Let op:
Hoofdlettergevoelig
6 tot 32 karakters lang
Geen spaties

i Onthoud uw inloggegevens goed!
 Uw gebruikersnaam en wachtwoord heeft u later nodig om uw DigiD te activeren.

9. Your DigiD consists of a username (*gebruikersnaam*) and a password (*wachtwoord*), both of which you need to enter on this screen. Choose your username and enter it in the 'Gebruikersnaam' field. The username is case-sensitive, must be between 6 and 32 letters long and must not include spaces.

10. Choose your password and enter it in the 'Wachtwoord' field. Your password is case-sensitive, must be between 8 and 32 letters and include at least one lower-case letter, one upper-case letter, one number and one special character. These requirements are displayed in the yellow box popping up next to the password field: If your password complies with all requirements, there'll be a green check next to all points.

11. Re-enter your password in the field marked 'Herhaal wachtwoord'.

Please note: make sure you remember your username and password. You will have to re-enter them when activating your DigiD. If you forget either your username or your password, you will need to reapply for a DigiD.

The screenshot shows a web form for DigiD activation. At the top, there is a yellow information box with an 'i' icon and the text: "Onthoud uw inloggegevens goed! Uw gebruikersnaam en wachtwoord heeft u later nodig om uw DigiD te activeren." Below this, the "Wachtwoordherstel" section contains a checkbox with the text: "Als ik mijn wachtwoord ooit vergeet, wil ik deze per e-mail en sms kunnen herstellen." The "Contactgegevens" section includes a "Mobiel nummer *" field with a text input box, a checkbox with the text: "Ik wil gesproken sms-berichten ontvangen (voor blinden en slechtzienden).", and an "E-mailadres" field with a text input box. At the bottom, there is a "Gebruiksvoorwaarden *" section with a checkbox and the text: "Ik accepteer de [gebruiksvoorwaarden](#) [opent in een nieuw venster].". Below the checkboxes are two buttons: "Volgende" and "Annuleren".

12. Under 'Wachtwoordherstel' is the option to restore your password per email and text message. It's recommended to choose this option, as it will make things easier for you if you forget your password in the future. Tick the box if you wish to activate the option.

13. Enter your mobile phone number under 'Mobiële nummer'. When you reach the next screen, you will receive a code by text message to check if the number you've entered is correct.

14. Tick the box underneath the phone number field if you are visually impaired and wish to receive spoken sms.

15. Enter your email address in the field 'E-mail adres'.

16. Tick the box under 'Gebruikersvoorwaarden' to agree to the terms and conditions and click 'volgende' to progress to the next screen:

The screenshot shows the 'DigiD aanvragen' (DigiD application) interface. The title 'DigiD aanvragen' is at the top left. A progress bar at the top indicates the current step is '3.1 Controle via sms', with steps 1, 2, and 3 also visible. Below the progress bar, a yellow information box states: 'Er is een sms-code gestuurd naar: [redacted] Verzonden op: 28 januari 2015, 16:58 uur.' Below this, the section is titled 'Sms-code' with a mobile phone icon and the label 'Verplichte velden *'. A grey instruction box says: 'Vul de code in die u op uw telefoon heeft ontvangen. *'. Below this is a text input field. To the right of the input field is a link: 'Geen code ontvangen? [Verstuur opnieuw!](#)'. At the bottom left is a green button labeled 'Volgende', and at the bottom right is a blue link labeled 'Annuleren'. A yellow circle highlights the 'Volgende' button.

17. You will now receive an sms code on your mobile phone. Enter the code in the field underneath 'Sms-code'. The code is not case-sensitive, but do make sure to note the difference between numbers and letters, as some of them might look similar (for example 'S' and '5').

18. Click 'volgende'.

The screenshot shows the 'DigiD aanvragen' (DigiD application) interface. The title 'DigiD aanvragen' is at the top left. A progress bar at the top indicates the current step is '3.2 Controle via e-mail', with steps 1, 2, 3, and 3.1 also visible. Below the progress bar, a yellow information box states: 'Er is een e-mail gestuurd naar: [redacted] Vul hieronder de code uit de e-mail in om uw e-mailadres te bevestigen.' Below this, the section is titled 'E-mailcode' with an envelope icon and the label 'Verplichte velden *'. A grey instruction box says: 'Vul de code in die u via e-mail heeft ontvangen. *'. Below this is a text input field. To the right of the input field is a link: 'Geen code ontvangen? [Verstuur opnieuw!](#)'. At the bottom left is a green button labeled 'Volgende', and at the bottom right is a blue link labeled 'Controle overslaan'. A yellow circle highlights the 'Volgende' button.

19. You will also have received a code per email. Make sure you don't close the DigiD browser window when accessing your email programme. Enter the code you've received in the field underneath 'E-mailcode'.

20. Click 'volgende'.



Let op, wij sturen u een brief!

i U ontvangt een brief met activeringscode, waarmee u uw DigiD kunt activeren. U ontvangt de brief binnen 5 dagen, afhankelijk van de postbezorging.

De aanvraag van uw DigiD is afgerond. U kunt dit venster sluiten.



21. You have now successfully completed your application and will receive an email confirmation. Within 5 days, you will also receive a letter with your activation code. You will need to enter this code at <https://digid.nl/activeren>, alongside your username and password. Once activated, your DigiD is ready to use.