

Registration process

Are you an EU citizen?

If you do not have the Belgian nationality and you want to move to Belgium, you must have the necessary residence documents. The residence procedure that a foreigner has to follow depends on this nationality and the duration and purpose of the stay in Belgium.

Within the European Union, there is a 'free movement of persons' which makes the residence regulations for EU citizens much more flexible than those for nationals of other countries. This 'free movement' also applies to the countries of the European Economic Area (EEA): in addition to the EU countries, these are Norway, Iceland and Liechtenstein. For some new EU member states, however, transitional measures do exist.

Registration with the municipality

If, as a foreigner, you wish to stay in Belgium for more than 3 months, you must report to the municipality where you are staying within 8 days of your arrival. In order to do so, you must have a real place of residence in that municipality.

During your first visit, you receive:

- This information brochure
- 1 information form per adult person
- 1 form per person with an overview of the mandatory documents
- 1 form per person with an overview of the non-mandatory documents
- A guide for new residents

You provide to the Immigration Service:

- The fully completed and signed information form(s)
- A copy of the passport or identity card of each family member (in colour)
- The (non-) mandatory documents that you already have in your possession.

How do you provide us documents?

- By e-mail: vreemdelingenzaken@hoogstraten.be
- In person: Onthaal stadhuis - Vrijheid 149, 2320 Hoogstraten
- By mail: Dienst vreemdelingenzaken - Vrijheid 149, 2320 Hoogstraten

Once we have processed the information we receive, we will contact you to schedule an appointment in order to receive your annex 19 (application for a registration certificate) and to inform you which documents you may still need to submit within 3 months.

Before we can register you, the community police officer must determine that you are actually living at the specified address.

Please enter on the information form when you are available for the community police officer to carry out the home visit. It is recommended you clearly indicate your name on the doorbell or letterbox. If you are not at home, the community police officer will attempt a visit on another time. In the case of an unsuccessful house visit, your request will be denied.

Remark:

In case of a successful house visit, you do not have to revisit the Immigration Service immediately. You will be contacted when this is necessary. From then on, you can end your residency in your home country and provide us with the proof of it. We advise you not to do this sooner so that you remain insured during this immigration period.

If you have submitted all requested documents after 3 months, we will forward your file to the Foreign Affairs Department in Brussels (DVZ) for assessment. The Immigration Office then has 3 months to assess your file and make a decision.

A registration procedure lasts a maximum of 6 months. This means that, after a maximum of 6 months after the annex 19 has been drawn up, you will have clarity regarding your stay. In case when nothing has been contested at the end of the six months, you are entitled to a residence card for five years. The city administration of Hoogstraten will send you a written invitation to apply your residence card.

Practical advice

Your identity card or passport

In addition to his/her Belgian residence permit, every foreigner in Belgium must always be in possession of a valid passport or national identity card. For extensions or renewals of your passport or identity card, you should consult your embassy or consulate in Belgium. On the FPS Foreign Affairs you will find the addresses and opening hours of the embassy or consulate of your country of origin: www.diplomatie.be.

As a Dutch citizen you can go to one of the 11 border municipalities (nederlandwereldwijd.nl)

Civic integration

For an integration programme, you can contact the Agency for Integration.

An integration programme consists of:

- A Dutch language course
- A wide range of cultural activities and leisure
- An introduction to the Belgian and Flemish society
- Personal guidance
- Guidance towards finding work or education

Some foreign nationals are required to attend the integration program and will receive an invitation. Other migrants can enrol as well.

Interested?

Visit the Agency for Integration
Jaak Aertslaan 4, 2320 Hoogstraten
014 42 06 69 - hoogstraten@integratie-inburgering.be



More information: www.integratie-inburgering.be

Waste collection

When you register with the Immigration Office, you can indicate which waste containers you wish to use. We work with Diftar. This means that you pay for the number of kilograms of waste throw away. The waste containers are weighed at the time of collection. Each container is equipped with a chip. If you sort properly, your invoice will be lower.



Long-term or permanent departure to another country?

If you are absent for a longer period of time (from 1 month to maximum 1 year) due to a stay abroad, please report this to the Civil Affairs Department of Hoogstraten. A notification of temporary absence will be recorded in the national register. This way you avoid being removed from the population register.

If you want to leave the country permanently, you must report this. You will then receive a proof of deregistration.

Any further questions?

You can find all information on the website of the city of Hoogstraten via: www.hoogstraten.be/inschrijving-vreemdeling

Would you like a personal contact with a colleague from our immigration service?

You can always make an appointment via: www.hoogstraten.be/afspraak-maken or 03 340 19 11

Registration process

Are you a non-EU-citizen?

Registration with the municipality

Please make an appointment at the Immigration Office and bring the following documents:

- Valid international passport (possibly with a valid visa)
- 2 passport photos with a white, even background and taken in front view
- If applicable a valid residence permit from an EU member state

Have you submitted an application for international protection (asylum) with the Immigration Office in Brussels? Then you bring the following documents:

- Annex 26
- 2 passport photos with a white, even background and taken in front view
- If applicable your certificate of registration (orange card)

You must have an address in Hoogstraten and actually stay there, even with an application for international protection (asylum).

Depending on the documents you present, our Immigration Service will check whether you are eligible for short stay (maximum 3 months) or long stay (more than 3 months)

Non-EU-citizens who wish to stay in Belgium for a longer period of time (more than 3 months) must apply in advance at the Belgian embassy or diplomatic representation in their country of origin. They must be in possession of a valid visa upon entry in Belgium.

You can obtain a long-stay visa for work, study or family reunification.

www.diplomatie.belgium.be

- An overview of the Belgian and foreign embassies
- Legalization of documents
- How to start different residence procedures from abroad

<https://dofi.ibz.be>

- Information on the registration process
- Information and follow-up of a visa application

Do you already have a residence card from another EU member state?

Then you are automatically entitled to 3 months of residence in Belgium (only if your permit is still valid).

Would you like to stay longer in Belgium?

In that case you must have a long-term resident's EC residence permit. You can apply for long-term resident status in the member state for which you have a residence card.

What is a long-term resident?

Long-term residents are non-EU-nationals who can move freely within the EU to work, study and settle in another Member State.

Would you like to work in Belgium as a long-term resident of another member state?

Then your employer will need to apply for a work permit for you. In that case, you will receive a Belgian residence card for the duration of your work permit.

Are you an non-EU-national but have an EU family member in Belgium (parent, child or spouse)?

If so, you have the same rights as an EU national and will follow the procedure for EU nationals.

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