

On September 24 and 25, 2018, the Consular Section of the Embassy of the Kingdom of the Netherlands in Washington, DC, will use a mobile station to hold a Dutch passport application session in Raleigh, North Carolina on address:

Initially, this service is offered to passport applicants who cannot reasonably be expected to visit one of the designated offices for physical, medical or economical reason (e.g. elderly or disabled people, families with children). Secondly, this service is offered to the remaining passport applicants in the area.

If you would like to take part in this mobile passport session, you can arrange to be in downtown Raleigh, NC on either September 24th and 25th, 2018 to have your biometrics taken. Once your biometrics have been captured, you can later courier or mail in to our office, your complete application and payment information so we can then process your application.

Please note however, we will only start booking the time slots of the appointments as September 1st, 2018.

You are strongly advised to read and follow these instructions carefully and in their entirety. Failure to do so might result in a rejection of your application. Fees paid are non-refundable.

Refer to this [passport tool](#) (in Dutch).

After the biometrics session appointment and by the deadline of September 25, 2018, every applicant will be required to send by regular/registered mail (post) or courier of choice, the following documents:

- Filled out and completed passport application form, signed, but not dated. Signature must match the one in current Dutch passport. Complete the form electronically or print the form and complete it in black/blue ink. For the application form, please visit the following page: <https://www.netherlandsworldwide.nl/living-working/passport-and-identity-card/applying-for-a-passport-or-id-card-when-you-live-abroad/united-states>
- A copy of the holder page of the current and most recently issued Dutch passport, including Dutch Identity cards. If this passport or identity card is lost or stolen, a valid picture ID is required, as well as this completed declaration stating that the travel document has been lost.
- Copy of valid proof of immigration status. For example: valid visa, residence permit, or US passport. An application cannot be accepted without valid proof of immigration status!
- 1 color passport size photo that meets the specific Dutch requirements for passport photos.

PLEASE HAVE TWO PHOTOS MADE, BRING THE ONE TO THE APPOINTMENT FOR THE FINGERPRINTING PROCESS MAIL IN THE 2ND PHOTO WITH THE APPLICATION AND KEEP.

- Dutch passport photos are very specific. To avoid delays and having your application rejected, you are very **strongly advised** to have your photos taken by one of the recommended photographers mentioned here:

<https://www.netherlandsworldwide.nl/living-working/passport-and-identity-card/photo-for-a-passport-or-identity-card/united-states>

In Raleigh, the recommended photographer is Cutting Edge Photography on 5660 Six Forks Rd. **Please note** that they are not wheelchair accessible and have no elevator. There will be 19 stairs to climb to get to their office

Please remember to inform the photographer that the photo will be for a Dutch passport application so they know to apply the specific requirements and use the measuring equipment we provided them.

- Copies of any other nationality passports held.
- Copy(ies) of statement(s) of possession of Dutch nationality (*verklaring behoud/bezit nederlandschap*) previously issued to you, **if any**.
- Pre-paid return envelope or shipping label, must be FEDEX, UPS or USPS and must be **electronically generated**. To have your new passport shipped to you, you will have to pay the postage charge yourself by providing this envelope or label. For more details on acceptable types of labels, please read the [mailing instructions](#).
- Filled out and signed "disclaimer or release of liability for shipping" form. Attached below.

If you will be submitting a **first time adult passport application**, please confirm first that you have all the documents mentioned on this site, prior to mailing your application in. <https://www.netherlandsworldwide.nl/living-working/passport-and-identity-card/applying-for-a-passport/applying-for-your-first-dutch-passport-abroad/united-states> . Please pay particular attention to the Apostille legalization requirement that is necessary for all US issued certificates. <https://www.netherlandsworldwide.nl/living-working/legalisation-of-dutch-documents-for-use-abroad>

Dual nationality

If you have another nationality in addition to your Dutch nationality, and this is the first time you are submitting an application since acquiring your other nationality, you will need to [provide additional documents because of your dual nationality](#) **All documents must be legalized by an apostille, and less than one (1) year old.**

Children's applications (renewals only)

(For a first time application for a minor, please follow the following instructions:

<https://www.netherlandsworldwide.nl/living-working/passport-and-identity-card/applying-for-a-passport/applying-for-a-minors-first-dutch-passport-abroad/united-states>)

- Each parent must sign the application form. Each parent must give permission for a passport application to be submitted for the child. If unable to sign or be present, must submit [declaration of consent \(PDF, 190 KB\)](#). If you are the child's legal guardian, you must prove this by presenting an official copy of the relevant court judgment that is recently issued, legalized and translated if necessary.
- Dutch Passports or identity documents of both child applicant and both parents.
- Birth certificate

ADDITIONAL INFORMATION

For more information about Dutch nationality, passport applications, and other consular matters please visit the website of the Embassy of the Kingdom of the Netherlands in Washington DC at <https://www.netherlandsworldwide.nl/living-working/passport-and-identity-card> or call the Netherlands 24/7 Contact Center toll-free at 1(202) 244 5300.

For more information or questions about the appointments for fingerprinting, please contact the Consular desk at the Embassy in Washington on **(Calls on the mobile session accepted only as of September 4th, 2018)**:

Tel: 202 274 2629 in the afternoons only or email was-visa-passport@minbuza.nl

Disclaimer – shipping/verzending travel document/reisdocumenten

DISCLAIMER

De verzending per (aangetekende) koerier van het/de door u aangevraagde reisdocument(en) gebeurt uitdrukkelijk op uw verzoek om ontheven te worden van de plicht zelf het/de reisdocument(en) af te halen. Kosten die voortvloeien uit de gevolgen van verlies, diefstal etc. tijdens de verzending per koerier komen daarmee voor uw rekening, inclusief de kosten van een nieuwe aanvraag. Ondergetekende bevestigt hiermee met het bovenstaande akkoord te gaan.

RECHTLICHER HINWEIS

Der Versand des/der von Ihnen angeforderten Reisedokuments/Reisedokumente (per Einschreiben) durch einen Kurierdienst erfolgt ausdrücklich aufgrund Ihres Wunschs, von der Pflicht entbunden zu werden, das/die Reisedokument(e) persönlich abzuholen. Kosten infolge Verlusts, Diebstahls usw. während des Versands sind von Ihnen zu tragen, einschließlich der Kosten einer Neubeantragung. Der/Die Unterzeichnete erklärt sich durch seine/ihre Unterschrift mit dem Vorstehenden einverstanden.

CLAUDE DE NON-RESPONSABILITÉ

L'envoi (recommandé) par service de messagerie de vos documents de voyage s'effectue à votre demande expresse d'être exempté de l'obligation de les retirer en personne. Les frais découlant de leur perte, vol, etc., durant l'envoi par service de messagerie sont à votre charge, y compris ceux d'une nouvelle demande. Le signataire accepte les conditions susmentionnées.

EXENCIÓN DE RESPONSABILIDAD

El envío por mensajería (certificado) del documento o documentos de viaje que usted ha solicitado se efectúa expresamente a petición de usted, con el fin de evitarle la obligación de recoger usted mismo el documento o los documentos. En consecuencia, los costes que puedan derivarse de la pérdida, robo, etc. durante el envío por mensajería corren por cuenta de usted, incluidos los costes de una nueva solicitud. La persona abajo firmante confirma con su firma que está conforme con lo anterior.

DISCLAIMER

The travel document(s) for which you applied will only be sent by registered courier if you expressly ask to be released from the obligation to pick up the document(s) in person. You are responsible for any costs that arise from loss, theft, etc. during transit, including the cost of a new application.

By signing, you consent to the above.

Name:

.....
Signature

.....
Date

Mail in or post the above forms and documents, right away after the biometric sessions, or as soon as possible but not later than September 25, 2018 to:

Att: Orlean Chimbewa
Consular Section
Embassy of the Kingdom of the Netherlands
4200 Linnean Avenue NW
Washington, DC 20008

For any questions, call 202 274 2629 in the afternoons only or email
was-visa-passport@minbuza.nl

Calls regarding the mobile sessions can only be made after September 4th, 2018

If your application is deemed inadmissible, or is incomplete, the funds submitted will not be refunded. You are therefore advised to make sure that you follow the instructions when you mail it in.

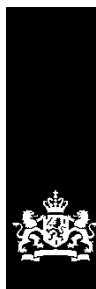
For the biometric appointment, prepare and bring the following documents for verification:

- Original last issued Dutch passport.
- Original valid proof of immigration status, and a copy. We will witness and stamp the copy that you bring along. For the application, you will submit or mail in the stamped copy.
- 1 color passport size photo. Please take time to read the information mentioned above. Photos that do not meet the requirements will not be accepted. IF a different photo other than an exact copy of the pre-approved mailed photo is submitted, the application will not be accepted.
- Passport fees. These fees are subject to change and the rate in effect on the day of actual processing in Washington, DC will be used. Fees will be processed within 48 hours of receipt in Washington, DC. Fees are as follows:
 - EUR130,75 (adults) EUR\$117,45 (minors). Payment can be submitted in the form of a money order in EXACT fees in US\$ equivalent, or by filling out the attached credit card approval form current fees are subject to change at any time and normally change on the 1st of every month. To check for the updated US\$ fees before mailing, please see the following site <https://www.netherlandsworldwide.nl/living-working/consular-fees/united-states>
- Clean fingers for fingerprinting. Only applicants 12 and older have to submit fingerprints.
- Any other documents requested by the Consular Office. Our office reserved the right to request additional information for clarification if and when necessary.

Please Note:

Every applicant will be required to appear in person, including children, no matter the age. No exceptions.

Incomplete application **will not** be accepted under any circumstances.



Kingdom of the Netherlands

CREDIT CARD AUTHORIZATION FORM

Date of application :

Last name (as shown in Dutch passport) :

Given names :

Date of birth :

Credit cards payments:

I hereby authorize the Embassy of the Kingdom of the Netherlands, located in Washington, DC to charge one time only, my VISA/MASTERCARD (circle one) credit card, the exchange value in USD of the following fee(s) for the application of a Dutch passport or ID card. The exchange rate between the USD and the EUR, is monthly determined by the Ministry of Foreign Affairs in the Netherlands.

Adult passport fees in EUR	:	130,75
Adult ID card fees in EUR	:	117,75
Child passport fees (17 and under) fee in EUR	:	117,45
Child ID card fees in EUR	:	95,70

Please authorize that the following be charged:

_____ x Adult passport / ID card or both (circle one)

_____ x Child passport / ID card or both (circle one)

Name on credit card : _____

Credit Card number : _____

Expiration date : _____

CVV number : _____

Print name and Sign : _____



Enclosed:

- Copy of passport of applicant of credit card holder
- Copy of id card of credit card holder/sponsor

THIS PAYMENT IS FOR THE APPLICATION ONLY. THERE IS NO REFUND IF THE APPLICATION IS REFUSED.
THIS APPLICATION WILL ONLY BE PROCESSED IF A SUCCESSFUL AND BY CREDIT CARD COMPANY AUTHORISED PAYMENT IS RECEIVED.