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## Documents to be requested by permit applicants

*An overview of documents that permit applicants can request from government agencies in  
Belgium, Germany and the Netherlands*

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Bezirksregierung Köln



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# 1. Documents to be requested in Germany

## 1.1. Personal data

<u>Document name</u>	<u>Content</u>	<u>Which authority to request?</u>
Declaration of registration	Address of the registered.	At the municipality (registration office) where the person is registered. Forms to request a declaration of registration can usually be found on the website.
Extracts from the civil status records: <ul style="list-style-type: none"><li>- Birth certificate</li><li>- Marriage certificate</li><li>- Partnership certificate</li><li>Death certificate</li></ul>	A certificate of civil status is a certified extract from the register kept by the registrar of births, marriages and deaths. A certificate of civil status provides information on birth, marriage, partnership or death.	Registry of births, marriages, partnerships or deaths
Certificate of nationality (German nationality)	Declaration of nationality	Municipality Applications can be submitted to the municipality

## 1.2. Business data

<u>Document name</u>	<u>Content</u>	<u>Which authority to request?</u>
Extract from the trade register	Name, address, business activity, share capital (for companies), legal representatives (directors, owners), power of attorney, power of representation, the partners in general partnership ( <i>Offene Handelsgesellschaft; OHG</i> ) and limited partnerships ( <i>Kommanditgesellschaft; KG</i> )	Court – <i>Amtsgericht</i> (court for a specific judicial district)  Trade register – online Partly free of charge, partly with charges
Central Business Register	Information on whether in the past there has been an infringement of Commercial Law	Federal Judicial Service
Annual accounts	Annual accounts (Balansen)	Online at the Federal Register ( <i>Bundesregister</i> )

## 1.3. Judicial data

<u>Document name</u>	<u>Content</u>	<u>Which authority to request?</u>
Extract from criminal record	Irrevocable convictions by German and foreign courts.. <sup>1</sup>	Municipality (registration service) or online at the Federal Judicial Service

<sup>1</sup> Foreign convictions are entered in the register only to a limited extent (§ 54 BZRG). Not all entries in the register are also included in the extract from the criminal record (zie artikel 32 BZRG).

European extract from criminal record	In the case of persons with a different EU nationality, a conviction is sought in the country of origin.	Municipality (registration service) or online at the Federal Judicial Service
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## 1.4. Financial data

<u>Document name</u>	<u>Content</u>	<u>Which authority to request?</u>
Certificate in tax matters	Information on the fiscal reliability of the applicant	Form-free application to the State Tax Administration
Extract from the Land Registry	Information about the ownership structure of real estate, such as encumbrances by encumbering the property with <i>Grundsschulden</i> , Mortgages and other rights.	Subdistrict court – <i>Amtsgericht</i> (court for a specific judicial district)

## 2. Documents to be requested in Belgium

### 2.1. Personal data

<u>Document name</u>	<u>Content</u>	<u>Which authority to request?</u>
Extract from the population register	This extract proves that the person is registered in the population register of the municipality where the extract is requested. It contains the following information: surname and forenames, date and place of birth, national register number, civil status, nationality, profession and current address.	<p>Municipality of registration</p> <ul style="list-style-type: none"> <li>- Online request.</li> <li>- In person at the municipality.</li> </ul> <p>It is possible to ask for a certificate destined for abroad. In this procedure, you will receive the extract at a later date.</p>

Certificate of Belgian nationality	This certificate can only be requested by citizens who have obtained Belgian nationality through the naturalisation procedure. The certificate contains the name, first names, date and place of birth of the person to whom the certificate relates.	Municipality of registration. <ul style="list-style-type: none"> <li>- Online application.</li> <li>- In person at the municipality.</li> </ul> The certificate is issued immediately to the applicant.
Extract from the civil status records <ul style="list-style-type: none"> <li>- Birth certificate</li> <li>- Death certificate</li> <li>- Marriage certificate</li> <li>- Act of divorce</li> <li>- Attestation family composition</li> </ul>	The civil registry of the municipality draws up records of the aforementioned events.	Municipality of registration. <ul style="list-style-type: none"> <li>- Online application.</li> <li>- In person at the municipality.</li> </ul> <p>If the certificate is intended for a foreign country, it is not possible to obtain it immediately.</p> <p>The divorce certificate must be requested from the civil registry office of the place of marriage or online.</p>
Certificate of residence (with or without residence history)	Attestation stating the current domicile address. It is also possible to retrieve the complete history with all domiciliary addresses.	Municipality of registration <ul style="list-style-type: none"> <li>- Online request.</li> <li>- In person at the municipality.</li> </ul> <p>If the attestation is intended for a foreign country, it is not possible to obtain it immediately.</p>

## 2.2. Business data

<u>Document name</u>	<u>Content</u>	<u>Which authority to request?</u>
Extract from the Crossroads Bank for Enterprises (Trade Register)	Name of the legal person, type of enterprise and legal form, address of the registered office.	FPS Economy (Crossroads Bank for Enterprises) <ul style="list-style-type: none"> <li>- Through the 'My Enterprise' application.</li> </ul>

<p>Register of shareholders of each company with registered shares (Public limited company, private limited liability company)</p>	<p>The register of shareholders is a register of holders of registered shares. It includes who the shareholder is, the number of shares held by the shareholders, the payments made and the date on which the shares were acquired.</p>	<p>The register is managed by the company. The Board of Directors (public limited company) or the manager (private limited liability company) is responsible for this.</p>
<p>Annual accounts</p>	<p>The financial statements provide an insight into the creditworthiness and the financial position/development of the company.</p>	<p>National Bank of Belgium  - Through the 'Consult' application.</p>
<p>Excerpt UBO register</p>	<p>The UBO register contains the details of the final beneficiary natural person(s) of a Belgian company. This includes who the beneficiary is and for what share.  The added value of this register compared to a CBE extract is that npo's are also included and that an overview can be obtained of the distribution of the shares.</p>	<p>FPS Finance  - Through the "MyMinfin-portal"</p>

### 2.3. Judicial data

<u>Document name</u>	<u>Content</u>	<u>Which authority to request?</u>
Extract from the criminal record	Official document listing any criminal convictions handed down against a person. There are several models of this extract. The model art. 595 is recommended. .	<p>If the person is no longer domiciled in Belgium, this must be requested by the person from the Central Criminal Registry Department of the Federal Public Service Justice.</p> <p>If the person is domiciled in Belgium, the extract can be requested online and in person from the municipality of registration.</p>

### 2.4. Financial data

<u>Document name</u>	<u>Content</u>	<u>Which authority to request?</u>
Copy of tax assessment notice (tax calculation)	This tax assessment notice gives an overview of the personal income tax and therefore the taxable income of a natural person. This includes, among other things, the professional income	<p>FPS Finance</p> <ul style="list-style-type: none"> <li>- Through the "MyMinfin-portal or by telephone through the Private Clients centre".</li> </ul>
Cadastral extract	Overview of the goods that a person owns/is entitled to. Also the details of a co-owner(s) can be found here.	<p>FPS Finance</p> <ul style="list-style-type: none"> <li>- Through the "MyMinFin-portal"</li> </ul>



### 3. Documents to be requested in the Netherlands

#### 3.1. Personal data

<u>Document name</u>	<u>Content</u>	<u>Which authority to request?</u>
Standard extract Population register - Optional: international population register extract	<p>An official declaration that the person is registered as a resident in the basic registration persons (BRP) of the municipality.</p> <p>An international extract of the Basic Registration Persons BRP is a certificate of registration in the basic administration of the municipality in 4 languages.</p>	Municipality of registration
Detailed extract from the population register (BRP)	In addition to the standard extract, an extensive extract contains more personal data, including previous addresses or nationality.	Municipality of registration
Extract from the civil registry - Birth certificate; - Death certificate; - Marriage certificate; - Divorce certificate; - Partnership registration certificate.	The civil status records of the municipality draw up deeds of the aforementioned events. A copy of a certificate is a photocopy.	At the municipality where the deed is drawn up.
Proof of Dutch citizenship	A Proof of Dutch Nationality proves that the person has the Dutch nationality.	Municipality of registration or last municipality of residence

### 3.2. Business data

<u>Document name</u>	<u>Content</u>	<u>Which authority to request?</u>
Company extract <ul style="list-style-type: none"> <li>- Digitally or paper certified extract</li> <li>- English certified extract</li> </ul>	The extract provides an overview of the registered company data: name, address, date of incorporation and possibly officers.	Chamber of Commerce
Register of shareholders of a private company	The register contains all the names of the shareholders, the number of shares they hold and how much they have paid up.	The register is managed by the company. The register is updated by the board of directors.
Annual accounts (up to three financial years) <ul style="list-style-type: none"> <li>- Standard extract</li> <li>- Certified extract (<i>originele jaarrekening in pdf, gewaarmerkt met een digitale ondertekening</i>).</li> </ul>	The annual accounts provide insight into the creditworthiness and the financial position/development of the company. The annual accounts include a balance sheet, possibly a profit and loss account and a management report. The content depends on the size of the company.	Chamber of Commerce

### 3.3. Judicial data

<u>Document name</u>	<u>Content</u>	<u>Which authority to request?</u>
Certificate of good Behaviour (VOG)	A VOG certificate is a paper document that states that the person's past conduct does not constitute an objection to a particular task or position.	1. Municipality; or 2. Digital through <a href="http://www.vog-aanvraag.nl">www.vog-aanvraag.nl</a>

### 3.4. Financial data

<u>Document name</u>	<u>Content</u>	<u>Which authority to request?</u>
Property information	The document contains information about the owner and ownership of a property, plot or other property.	Land Registry <ul style="list-style-type: none"> <li>- Request digitally through <a href="https://www.kadaster.nl/producten/woning/eigen-domsinformatie">https://www.kadaster.nl/producten/woning/eigen-domsinformatie</a></li> </ul>
Negative communication	This document (a declaration signed by the Land Registry Officer and the public registers) shows that the applicant in question is not the legal owner of immovable property or a ship registered with the Land Registry Office.	Land registry <ul style="list-style-type: none"> <li>- Apply digitally through <a href="https://www.kadaster.nl/producten/akte-en-onderzoek/negatieve-mededeling">www.https://www.kadaster.nl/producten/akte-en-onderzoek/negatieve-mededeling</a></li> </ul>
Cadastral overview	An overview of a person's real estate.	Land Registry <ul style="list-style-type: none"> <li>- To be able to do this, you must have an online account in "Mijn Kadaster"</li> </ul>
Copy of income taks assessment	This document contains information on taxable income from work and home	Taxation service (Belastingdienst)