



## Registering with the municipality of Amsterdam

### **When do you register?**

If you are coming from abroad to work or study in Amsterdam you will require a personal public service number (BSN) for all official matters, regardless of the length of your stay. The BSN is a unique, personal number that is required for all governmental or official matters in the Netherlands. You will receive your personal BSN when registering your stay in the Netherlands.

If you are planning to stay in Amsterdam longer than 4 months (whether you stay with Hotel Jansen the whole time or elsewhere), registration is mandatory. You then become an official resident of the city (this also applies to Dutch residents!). Within five days of arriving in the city you must complete the full registration procedure with the municipal personal records database (GBA).

### **How do you register?**

Hotel Jansen works closely together with the Expat Center Amsterdam. Here you can register yourself as a resident. To register yourself at Hotel Jansen, you have to make an appointment and then need to take the receipt of your Hotel Jansen Invoice and your passport. Please find all the detailed information on how to register yourself on [www.iamsterdam.com/en/local/official-matters/registration/registration](http://www.iamsterdam.com/en/local/official-matters/registration/registration) .

### **We require your registration**

In order to become an official resident of Hotel Jansen, we need proof of your registration within 3 weeks after your check-in (don't worry, we'll send you an e-mail asking for this). Not supplying this proof will lead to you paying tourist tax. You are responsible supplying this proof.

Non registered guests have to pay Tourist Tax. So unless you have chosen to pay Tourist Tax when you booked, Tourist Tax (5% of the room rate ex VAT) is not included in the



price. We assume that Hotel Jansen Short Stay guests will register or have registered at the municipal personal records database in Amsterdam.

### **What happens when you leave Hotel Jansen?**

If you have registered with the municipality of Amsterdam, and you used Hotel Jansen as your official address, you have to deregister or -in case you stay in Amsterdam- change your address. To make your life easier, we will do this for you. About three weeks before your departure we will send you an email with the information we require from you. The only thing you have to do is to fill out either of these forms:

1. Change of Address declaration: this form needs to be filled out if you will be staying in Amsterdam and are moving to another address. We also need a copy of your new rental contract.
2. Declaration of Deregistration: this form needs to be filled out if you're leaving Amsterdam to go to another city or country.

After you have filled out and uploaded the appropriate form, we will send it (together with a copy of your passport and a copy of your registration) to the municipality. After their confirmation we can refund your deposit.

Non registered guests have to pay Tourist Tax.

### **What happens when you don't supply us with the right documents?**

Once you have supplied us with the right documents, we can return your deposit. Failing to do so will result in us (by law) having to report you to the Expat Center as an illegal resident. Hence, you're still registered at Hotel Jansen as a resident while you no longer live there.

By the way: not deregistering or failure to register at another address in Amsterdam, is punishable. The municipality will start an investigation and impose a fine of minimum €325!

So make your life easy: follow the rules!