



REGISTERING WITH THE MUNICIPALITY OF AMSTERDAM

Please read this document carefully or find all of the detailed information on how to register yourself on www.iamsterdam.com/en/local/official-matters/registration/registration

When do you register?

There are two types of possible municipal registrations, dependent on the length of your stay in the Netherlands. Anyone coming from abroad to work or study for four months or less, applying for a Citizen Service Number (CSN) is enough. For those of you who will be a resident in the Netherlands for longer than four months, you must register yourself at an address in Amsterdam (Hotel Jansen or elsewhere).

Less than 4 months in Amsterdam?

- A CSN or BSN is enough.
- You're not an official resident of the city, so you must pay tourist tax.

If you are coming from abroad to work or study in Amsterdam, you will require a personal citizen service number CSN (or BSN) for all official matters. The CSN (or BSN) is a unique, personal number that is required for all governmental or official matters in the Netherlands. You will receive your personal CSN or BSN when registering your stay in the Netherlands. Please note that you're not an official resident of the city; you're not registered at an address in Amsterdam and therefore you must pay tourist tax.

Please note: a CSN (or BSN) is not the same as registration and will not be accepted unless registered with an address in Amsterdam. Your home address is not valid!

More than 4 months in Amsterdam?

- You must register yourself at an address in Amsterdam. You're then an official resident of the city, so you don't pay tourist tax.

If you are planning to stay in Amsterdam longer than 4 months (whether you stay with Hotel Jansen the whole time or elsewhere), you **MUST** register with the municipality. You then become an official resident of the city (this also applies to people with Dutch nationality) which means you don't have to pay tourist tax.

Where do you register?

There are basically two places in Amsterdam where you can register, depending on the purpose of your stay:

- **In Amsterdam:** Hotel Jansen works closely together with In Amsterdam. We strongly advise you to go here if you're staying longer than 4 months and if you want to register yourself as a resident. Although you pay €50,00, you're guaranteed the right documents and it's hassle free.

World Trade Center Amsterdam

WTC Amsterdam • I-Tower • ground floor Strawinskylaan 1767 • 1077 XX Amsterdam Email: welcome@amsterdam.nl

Telephone +31 (0)20 254 7999

- **Amsterdam City Hall:** to make an appointment, call the City of Amsterdam's helpline number: 14 020 or +31 (0)20 624 1111 (if calling from abroad).

City office (stadsloket) Amsterdam Centre Amstel 1

1011 PN Amsterdam

Email: stadsdeel@centrum.amsterdam.nl Website: www.amsterdam.nl

How do you register?

- Five days after arriving in the city you must make an appointment with In Amsterdam or Amsterdam City Hall.
- The date you make your appointment will be the date of your registration, even though the actual appointment can be later (possibly because of waiting lists in case you decide to register at the City Hall instead of In Amsterdam). When you arrive at your appointment, it's important that you mention that they use the date you made the appointment as the registration date!
- To register yourself at the Hotel Jansen address (Valscherstkade 19), you need to take the Hotel Jansen booking confirmation with the start and end date, together with your passport. Prior to leaving the hotel for your appointment, ask hotel reception to print this document with your arrival and departure date included.
- Please find all the detailed information on how to register yourself on www.iamsterdam.com/en/local/official-matters/registration/registration

We require your registration

- 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). Please understand that not supplying this proof will lead to you paying tourist tax. You are responsible for supplying this proof.
- Please note: a CSN (or BSN) is not the same as registration and will not be accepted unless registered with an address in Amsterdam. Your home address is not valid!
- Non-registered guests must 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 using Hotel Jansen as your official address, you must deregister or change your address if you're staying in Amsterdam. About three weeks before your departure we will send you an email with the information we require from you. The only thing you must do is to fill out either of these forms:

- 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.
- 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 In Amsterdam 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 minimum fine of €325!

Please make your life easy and clearly follow these rules!