**First registration in Capelle**

**Municipality of Capelle**

T (NL): 14010.

T (from abroad):  +31 10 284 86 88

Visiting Address:

Rivierweg 111, 2903 AR, Capelle aan den IJssel

(metrohalte Capelle Centrum)

Mail: [Contactform](https://eloket.ijsselgemeenten.nl/formulier/nl-NL/Capelle/scContactformulier.aspx%22%20%5Co%20%22Vul%20het%20online%20contactformulier%20in.)

For registration at the Municipality of Capelle (**this is not Rotterdam**)you need to make an appointment for registration at the Capelle city hall.  Note: the Municipality of Capelle **does not** attend our One Stop Shops. Therefore, initial registration requires you to make an **online** [appointment](https://www.capelleaandenijssel.nl/verhuizing-vanuit-het-buitenland-naar-capelle).

**When**

* You must subscribe to the [Key Register of Persons (BRP)](https://www.rijksoverheid.nl/onderwerpen/privacy-en-persoonsgegevens/basisregistratie-personen-brp)  if you will be staying for >months in the Netherlands;
* Ideally, this should be done 5 days after settlement;
* **Non-Dutch individuals who are** **not EU citizens** must register at the [Immigration and Naturalization Service (IND)](https://ind.nl/) before registering at the Municipality of Capelle. They can make an appointment at Capelle City Hall after the IND has issued a residence permit/ a visa for at least four months;
* After registering, within four weeks, the municipality will complete your registration. You will be notified by the Customer Contact Center and receive your [Citizen Service Number (BSN)](https://www.rijksoverheid.nl/onderwerpen/privacy-en-persoonsgegevens/vraag-en-antwoord/wat-is-het-burgerservicenummer-bsn)

**Required**

**Do you own a house or do you rent individually?**

* Your own valid ID or passport;
* A rental contract or the record of transfer;
* A copy of the landlord’s passport or ID card

**Will you live with someone or someone live in?**

* Your own valid ID or passport;
* A rental contract or the record of transfer;
* A copy of the landlord’s (and main tenants) passport or ID card;
* The [consent form for lodging](https://cuatro.sim-cdn.nl/capelleaandenijssel/uploads/Formulier%20Toestemming%20voor%20inschrijven%20op%20adres.pdf?cb=U2-le8j-) (pdf 83 kB)

**Take**

* A passport or identification card;
* A recent (<3 months old), original birth certificate (if not in possession this can also be done later);
* A proof of unmarried status (if not in possession you can also later);
* A recent (<3 months old), original marriage certificate and / or divorce judgment (if not in possession, this can also be later);
* **Important:** birth/ marriage certificates and divorce judgments, must have a legalization or apostille stamp. You can find more information on the website of the Ministry of Foreign Affairs: [www.minbuza.nl](http://www.minbuza.nl) or [NederlandWereldwijd](https://www.nederlandwereldwijd.nl/wonen-werken/buitenlandse-documenten-legaliseren). Documents from abroad that are not drawn up in Dutch, French, German or English must have been translated into Dutch by a sworn translator in the Netherlands;
* Citizens from the Netherlands Antilles or Aruba need to present a recent proof of deregistration