



**User guide  
'Driving licence application  
(non) resident in the  
Netherlands'  
(3 E 0395)**

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**3 B 0990x**

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In this user guide, you can read what you must do to renew or replace your Dutch driving licence. There are three different target groups (A to C). In Chapter 1, you can find out in which target group you belong and which instructions you must follow. These instructions are described for each target group.

## 1. Target groups

- A. You are resident outside the EU/EFTA<sup>1</sup> and you want to renew/replace your driving licence (perhaps due to the loss/theft of your driving licence).
- B. You have a preferential status card and you are not registered in the Basic Register of Persons (BRP).
- C. You travelled abroad to study, but your parents/guardians live in the Netherlands and you want to apply for a driving licence.

### Target group A

You are resident outside the EU/EFTA<sup>1</sup> and you want to renew or replace your driving licence (perhaps due to loss/theft).

### What must you send with your application?

- The completed and signed 3 E 0395 application form.
- One colour passport photograph that satisfies the requirements of the Fotomatrix Model 2007. For more information, see the section 'Colour passport photograph' below.
- A copy of a valid identity document (for more information, see Chapter 6).
- In some cases, a Declaration of Suitability
  - If you are aged 75 or older
  - If you are aged 70 or older and your driving licence expires on or after your 75th birthday
  - If your application (partly) relates to driving licence category (or categories) C, C1, D, D1, CE, C1E, DE and/or D1E
  - If you were issued with a driving licence with limited validity for medical reasons.

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The Member States of the European Union (EU) are: Belgium, Germany, France, Italy, Luxembourg, the Netherlands, Denmark, Ireland, the United Kingdom, Greece, Spain, Portugal, Austria, Finland, Sweden, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovenia, Slovakia, the Czech Republic, Romania, Bulgaria, Croatia.  
The Member States of the European Free Trade Association (EFTA) are: Norway, Iceland, Liechtenstein and Switzerland.

- Did you deregister from a Dutch municipality before 01-10-1994?
  - A recent certificate of residence (not older than 6 months). Please enclose a certificate of deregistration from the Domicile Register of the municipality of The Hague, or a certificate of residence issued by the Embassy, the consulate or a foreign municipality.
- Your Dutch driving licence (if you have it).

The documents must be original (unless otherwise specified).

### **Nationality**

If you are applying for a Dutch driving licence and you are resident outside the European Union (EU) or European Free Trade Association (EFTA), you must have the nationality of a Member State of the EU/EFTA. This is not mandatory if you want to replace your Dutch driving licence due to loss or theft and the driving licence to be replaced is still valid. In this case, you will be issued a new Dutch driving licence with the same period of validity as the driving licence that is being replaced.

Continue to Chapter 4. Have you lost your driving licence? Then read Chapter 3 to find out what you must do.

### **Target group B**

You have preferential status and you are not registered in the Basic Register of Persons (BRP). A person with preferential status is somebody who lives abroad and works for an embassy, consulate or international organisation.

Do you have a driving licence from a EU/EFTA country? Then you can choose either to renew or replace your foreign driving licence. If your driving licence was issued outside the EU/EFTA, you can only renew it.

### **Renewing your driving licence**

Do you want to renew your foreign driving licence? Then you will receive a Dutch driving licence for categories AM, A1, A2, A, B and BE, which will be valid for a maximum of 10 years. For categories C1, C, C1E, CE, D1, D, D1E and DE, a maximum period of validity of 5 years applies. Did the CBR issue a Declaration of Suitability with limited validity? Then the period of validity of the driving licence may be different.

### **Replacing your driving licence**

Have you chosen to replace your foreign driving licence? Then you do not need to apply for a Declaration of Suitability (for example, if you have a driving licence with the category C or D) and you will be issued a Dutch driving licence based on your foreign driving licence. RDW then issues a Dutch driving licence that will remain valid for as long as the foreign driving licence is still valid. This is subject to a maximum limit. The period of validity is a maximum of 10 years for

categories AM, A1, A2, A, B, BE and a maximum of 5 years for categories C1, C, C1E, CE, D1, D, D1E and DE (this applies when the foreign driving licence is valid for life, for example).

If you want to replace the driving licence, you must satisfy the following conditions:

1. At the moment of the decision to issue, the foreign driving licence must be valid for all categories (if it involves a period of validity shorter than 6 months, we recommend that you renew rather than replace your driving licence)
2. There may be no non-punitive orders on your driving licence. To check this, RDW will contact the European driving licence network (RESPER)
3. There may be no textual limitations/endorsements on your foreign driving licence.

If you do not satisfy the conditions, you can only renew your driving licence.

Did you forget to indicate on the application form whether you want to renew or replace your driving licence? In that case, when processing your application, RDW will automatically assume that you want to renew your driving licence.

Did you tick 'replacement EU/EEU/Swiss driving licence' on the application form but do you not satisfy the conditions for replacement? RDW will then process your application in line with the renewal process.

## **What must you send with your application?**

- The completed and signed 3 E 0395 application form.
- One colour passport photograph that satisfies the requirements of the Fotomatrix Model 2007. For more information, see the section 'Colour passport photograph' below.
- A copy of your valid preferential status card (the front and back of the card).
- Your Dutch driving licence or your foreign driving licence.
- In some cases, a Declaration of Suitability
  - If you are aged 75 or older
  - If you are aged 70 or older and your driving licence expires on or after your 75th birthday
  - If your application (partly) relates to driving licence category (or categories) C, C1, D, D1, CE, C1E, DE and/or D1E
  - If you were issued with a driving licence with limited validity for medical reasons.

The documents must be original (unless otherwise specified).

## **Translation of your foreign driving licence**

Is your foreign driving licence printed only in a character set that is not used in the Netherlands (for example, in Japanese or Greek)? Then you must also include a translation of the foreign driving licence. The text must be translated by a sworn translator, the Embassy or the Consulate.

Continue to Chapter 2.

## **Target group C**

You travelled abroad to study or an internship abroad, but your parents/guardians live in the Netherlands and you want to apply for a driving licence.

## **What must you send with your application?**

- The completed and signed 3 E 0395 application form.
- One colour passport photograph that satisfies the requirements of the Fotomatrix Model 2007.
- A copy of a valid identity document.
- A certificate of registration at your current address abroad or a certificate of registration at an educational institution in the Netherlands which includes an agreement stating that you are doing an internship abroad.
- A certificate of registration at a foreign educational institution.
- Documentary evidence to demonstrate personal ties with the Netherlands.
- Your Dutch driving licence (if you have it)

The documents should be original documents, unless otherwise specified.

## **2. Declaration of Driving Ability**

When it involves the first issue of a Dutch driving licence or expansion of the category (or categories) on a Dutch driving licence, a Declaration of Driving Ability and a Declaration of Suitability must also be registered. The CBR carried out the registration. This takes place after you have passed your driving test. The Declaration of Driving Ability may not be older than 3 years. The Declaration of Suitability may not be older than 1 year.

## **3. Driving licence lost or stolen?**

If you live in the Netherlands, you must enclose either an official report of the loss/theft of your driving licence drawn up by an official of the Dutch police or a declaration of loss from your municipality. If you live abroad, you must enclose a completed and signed "Declaration of loss" form (3 E 0 0667). You can obtain the "Declaration of loss" form through the RDW website ([www.rdw.nl](http://www.rdw.nl)) or you can ask RDW's Customer Service to send you one. The telephone number is 0900 07 39 (€0.10 per minute). When phoning from abroad, the telephone number is 00 31 598 39 33 30.

## 4. Certificate of Fitness

In order to be allowed to drive, the law tells us to be 'fit to drive'. This means one is capable of driving, both mentally and physically. This is important for road safety. Chapter 1 (Target groups) tells you if you need a Certificate of Fitness. Below, you can find out how to get this certificate.

In order to get a Certificate of Fitness, you need a Self-declaration. You can purchase a 'Self-declaration' form via My CBR (<https://mijn.CBR.nl>). Please go to the CBR website ([www.cbr.nl/eigenverklaring](http://www.cbr.nl/eigenverklaring)) to find other options to get a Self-declaration. It can also be purchased at most municipalities, for instance.

There are different types of Self-declarations. Please purchase the form that fits your situation;

- You want to exchange a car driving licence (possibly, including a trailer), a motor driving licence or a T driving licence and you are under 75 years old. Please buy the 'Self-declaration' form.
- You want to exchange a car driving licence (possibly, including a trailer), a motor driving licence or a T driving licence and you are over 75 years old. In that case, please buy the form 'Self-declaration including a medical report (75+)'.
- You want to exchange a truck and/or bus driving licence (possibly, including a trailer). In that case, please buy the 'CDE Self-declaration' form.

If you purchase a Self-declaration via 'My CBR', the system selects the right type of declaration for you.

### Additional research

Sometimes, (based on your Self-declaration) CBR finds you need to see a medical specialist or take a driving test. If this is the case, you are informed of this in writing. In case of a medical examination, the procedure takes longer. Therefore, it is important to send the Self-declaration promptly. CBR aims to process all Certificate of Fitness applications as soon as possible, with a maximum term of four months. Once your Certificate of Fitness has been registered, you are notified by means of a letter from CBR.

Once you have applied for the exchange of a driving licence at RDW and CBR has registered your Certificate of Fitness, your application is processed. Registration of the Certificate of Fitness cannot be more than a year old at the moment of applying.

## 5. Waiving a category or categories

Do you want to waive one or more categories? In that case, you must provide a signed personal declaration. In this declaration, you must indicate which categories you want to temporarily waive.

Are you in target group B and are you exchanging a foreign driving licence? Do you want to waive one or more categories on the foreign driving licence? Then you must fill in a declaration to this effect. You can also request the declaration by telephone from RDW's Customer Service. The telephone number is 0900 07 39 (€0.10 per minute). When phoning from abroad, the telephone number is 00 31 598 39 33 30. You have not permanently lost your categories. If you want to regain one or more of the categories that you waived, you must nevertheless be tested and must submit a Declaration of Suitability.

## 6. Identity document

The RDW must confirm the applicant's identity. You must therefore enclose a copy of a valid identity document with your application. Based on the Compulsory Identification Act, identity documents are:

- a valid travel document (such as a Dutch passport, a Dutch identity card or an EU/EFTA passport)
- a document that can be used to determine a person's identity, nationality and residence status (according to the 2000 Aliens Act).

## 7. Costs

A fee will be charged for processing your application and issuing your driving licence. Before RDW issues your driving licence, it must have received your payment. For more information about the size of the amount, go to the RDW website ([www.rdw.nl](http://www.rdw.nl)).

If you pay by direct debit, RDW will be able to process your application faster. Payment by direct debit is only possible using a IBAN account number. If you do not have a IBAN account number, you can ask somebody who does have one to pay for you. Do you plan to use this option? Then clearly fill in the data and remember to make sure that the payer's name is the same as the payer's signature. By placing his/her signature, the holder of the account authorises RDW to debit the amount.

Do you not want to use direct debit? Then please transfer the amount to bank



account number 47.72.56.600 (IBAN NL25ABNA0477256600) in the name of RDW. Also include the payment reference. You can find the payment reference on the application form. When you are making a payment from abroad, make sure that you include the IBAN code and the BIC code (IBAN NL25ABNA0477256600; BIC ABNANL2A).

RDW will process your application as soon as it has received your payment.

## 8. Application form

The application form is already partly completed. Check the data and change it, if necessary. You must fill in the application form properly and sign it. Now write your signature clearly with a black pen and make sure it is completely inside the indicated frame. Start on the left and use all the space in the frame to write a legible signature. To do this, press the pen firmly on the application form. RDW does not accept application forms on which the entire signature is not inside the frame.

## 9. Colour passport photograph

The requirements for the colour passport photograph are the same as for the Dutch passport and the Dutch identity card. For more information, go to the website [www.rijksoverheid.nl](http://www.rijksoverheid.nl) (go to subjects>passport and identity card>content>Requirements for the passport photograph for passports or ID cards).

Where relevant, place the colour passport photograph at the bottom right of the application form and follow the instructions below (see drawing):

Step 1: Remove Part A.

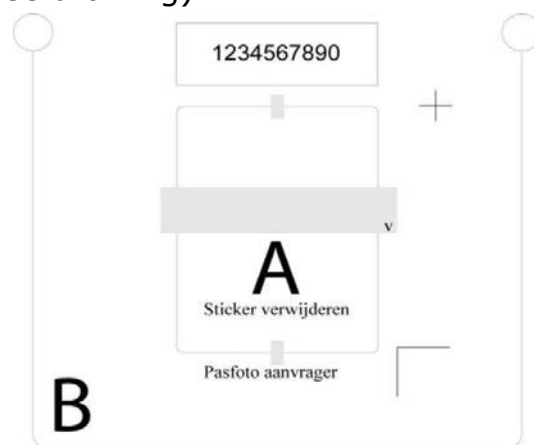
Step 2: Lift up Part B (from bottom to top).

Step 3: Position the colour passport photograph on the place where Part A was located.

Step 4: Replace Part B over the colour passport photograph so that the photograph is clearly visible.

Check whether the colour passport photograph is straight and whether it clearly visible.

If this is not the case, go through steps 2 through 4 again. You may also send the colour passport photograph separately.



## 10. Procedure

Please send the application form and all the requisite documents to:  
RDW, Driving Licences unit  
PO Box 9000  
9640 HA Veendam

Has your application been approved? In that case, you will receive a letter stating that the application has been approved. Then, after five working days, RDW will send the driving licence to the specified Dutch (correspondence) address.

Please note: RDW will only handle your application when you have filled in the application form properly, when you have sent all the requisite documents and when payment has been received. If you send documents separately from the application, it may take longer to process your application.