



## Application form

### Certificate of Conduct for Natural Persons (VOG NP)

Complete the form in block letters.  
When submitting your application to the municipality, you must produce a valid identity document and pay the appropriate fee.

#### 1 To be completed by the applicant

##### 1.1 Applicant's details

male  female (if married, please give your maiden name)

Surname

Surname and given names

Prefix to surname and given names (in full)

Prefix to surname and given names (in full)

Date of birth

Day Month Year

Place and country of birth

Place of birth Country of birth

Address (if postal address is different from home address, enter your postal address here)

Street and number Postal code

Country and town/city

Country Town/city

> Below, enter your nationality. If you have a dual or multiple nationality mention them also

Nationality/ies

Nationality/ies

Citizen Service Number:

Citizen Service Number:

Telephone number and email address

Telephone number Email address

##### 1.2 Applicant's signature

The applicant hereby declares that he/she has completed this form in full and truthfully, and agrees to the content of the explanatory note on question 1.2.

Place and date

Place Day Month Year

Signature

Signature

## 2 To be completed by the organisation/body requiring the Certificate

### 2.1 Details of organisation/body

Name of organisation/body \_\_\_\_\_  
Name of representative \_\_\_\_\_  
Name of representative \_\_\_\_\_  
Address Street and number \_\_\_\_\_ Postal code and town/city: \_\_\_\_\_  
Telephone no. \_\_\_\_\_ Country \_\_\_\_\_  
Telephone no. and country \_\_\_\_\_

### 2.2 Purpose of the application

> If you are applying for the Certificate of Conduct in order to obtain a visa, license, taxi driver's permit etc., enter this information under 'Other'.

Employment

Job (to which the application relates; e.g. teacher, cleaner, transport manager)

Description of tasks (if possible, enclose a job description)

Other purpose

Description (e.g. taxi driver's permit, visa/emigration, operating license)

### 2.3 Specific screening profile

Are you applying for the Certificate in connection with one of the jobs or purposes mentioned below?

> For more information on the risks associated with these jobs or purposes, go to [www.justis.nl](http://www.justis.nl).

Yes, the following job/purpose: (NB: Check only one box)

01 Political office holder

06 Visa and emigration

25 (Special) enforcement officer

40 Holiday host family and adoption

45 Health care and welfare of people or animals

50 Operating license

*This screening profile may be used only if the municipality is the body requiring the Certificate and you are applying for a Certificate in order to obtain an operating license for a catering establishment*

55 Legal services

60 Education

*This screening profile is applicable to anyone working in an educational institution*

65 Taxi industry; taxi driver's permit

*This screening profile may be used only if Kiwa Register BV is the organisation requiring the Certificate*

70 Taxi industry; operator's license

*This screening profile may be used only if Kiwa Register BV is the organisation requiring the Certificate of Conduct*



Initial/stamp of

Algemene Nederlandse Vereniging

van Reisondernemingen

Baarnsche Dijk 10, 3741 LS Baarn

Tel. 035 - 543 34 10 / Fax: 035 - 543 31 11

*Handwritten signature*

- 75 Family supervisor, probation officer, child welfare investigator, social worker
- 80 Sworn interpreters/translators  
*This screening profile may be used only if the Legal Aid Council is the body requiring the Certificate.*
- 85 Membership of shooting club
- 95 Financial services
- 96 Unknown employment  
*This screening profile may be used only for recruiting staff with an unknown employment*

No. Continue with question 2.4

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## 2.4 General screening profile

> *Check where applicable*

Screening will be based on the features of the job you have checked, so it is important to make sure that the features checked correspond to the job/tasks or other purpose concerned.

> *For more information on job features, go to [www.justis.nl](http://www.justis.nl).*

### Information

- 11 Being authorised to consult and/or process data in computer systems
- 12 Handling sensitive/confidential information
- 13 Having knowledge of security systems, control mechanisms and verification processes
- 15 Civil Aviation

### Money

- 21 Handling cash, transferable money and/or (digital) securities
- 22 Having budgetary authority

### Goods

- 36 Monitoring production processes
- 37 Having access to goods
- 38 Having access to materials, property, objects etc. that, if used inappropriately or incorrectly, pose a risk to people and/or animals

### Services

- 41 Providing services (advice, security, cleaning, catering, maintenance, etc.)
- 43 Services in individual living environment

### Business transactions

- 53 Making decisions on offers (conducting negotiations and concluding contracts) and awarding contracts

### Processes

- 61 Maintaining/converting/operating production or other machinery and/or devices, vehicles and/or aircraft
- 62 Transporting and/or delivering goods, post and packages otherwise than via an in-company transport system
- 63 Transporting passengers

### Management

- 71 Managing people and/or (part of) an organisation

## Persons

> If you check 'Persons' as a risk area, there must be a difference in power between the persons concerned. It is not about dealing with colleagues.

- 84 Being responsible for the care of minors
- 85 Being responsible for the care of persons requiring assistance such as the aged and the disabled
- 86 Childcare (This should only be used in combination with other features)

Initial/stamp of organisation/body

## 2.5 Special circumstances

> Indicate any special circumstances in connection with the application.

*The location where you do your job may be relevant to the application's assessment. For instance, if you provide cleaning services at a childcare centre, the assessment will be conducted differently than if you do so in an office.*

*For other special circumstances, see the explanatory notes accompanying the application form.*

No (continue with the next question)

Yes (please explain)

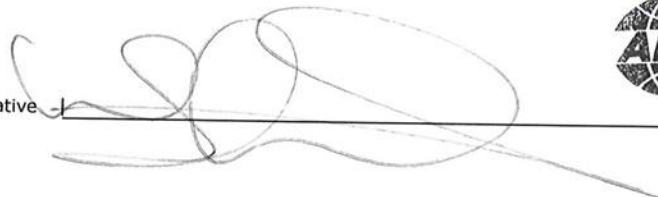
## 2.6 Signature on behalf of the organisation/body

On behalf of the organisation/body, the undersigned hereby declares that he/she has completed this form in full and truthfully.

Date and place

Place Baarn Day Month Year

Signature of representative



Algemene Nederlandse Vereniging  
van Reisondernemingen

Baarnsche Dijk 10, 3741 LS Baarn

Tel. 035 - 543 34 10 / Fax: 035 - 543 31 11

Stamp of organisation/body

### 3. To be completed by the municipality

Application number \_\_\_\_\_

Any special remarks  No (continue with the next question)

Yes (please explain)

\_\_\_\_\_

Continue processing the application  No (continue with the next question)

Yes (please explain)

\_\_\_\_\_

COVOG consulted about admissibility  No (continue with the next question)

Yes (please explain)

\_\_\_\_\_

Application form has been completed in full, and applicant's identity has been verified.

Name of municipal officer \_\_\_\_\_

Initials of municipal officer \_\_\_\_\_

Municipality \_\_\_\_\_

Place \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Place and date \_\_\_\_\_

## Explanatory notes

### for persons completing the application form for a Certificate of Conduct for Natural Persons (VOG NP)

Complete the form with care and without spelling mistakes. Some of the information you submit will be automatically copied to the Certificate of Conduct.

#### 1. To be completed by the applicant

##### 1.1 Applicant's details

Surname	Enter your surname.
Place of birth	Indicate the town/city where you were born, as it was called at the time of your birth.
Country of birth	If you were born outside the Netherlands, indicate the country where you were born, as it was called at the time of your birth.

##### 1.2 Applicant's signature

By signing this application form you declare that you agree that, where applicable, information will be requested from the criminal justice records of the country of which you are a national and that the information in question may be used in assessing your application.

#### 2. To be completed by the organisation/body requiring the Certificate

##### 2.1 Details of organisation/body

Name of representative: enter the name of the person representing the organisation/body named in this application

##### 2.2 Purpose of the application

Job	The job in connection with which you are applying for the Certificate.
Description of tasks	Describe the tasks and responsibilities that come with the job. You may omit this description if you enclose a job description.
Other purpose	Not all applications for a Certificate are accepted for processing. An application for a Certificate in order to get married in the Netherlands, for instance, will not be accepted for processing. For more information on the conditions for processing an application, contact the Central Organisation for Certificates of Conduct (COVOG) (for contact details, go to <a href="http://www.justis.nl">www.justis.nl</a> ).

##### 2.4 General screening profile

If you have not checked a screening profile box in question 2.3, you must check the job/task features or another purpose in question 2.4. The COVOG may cancel an application if the organisation/body requiring the Certificate has not checked a general or specific screening profile.

##### 2.5 Special circumstances

For instance, if one of your tasks is to substitute for a management colleague, or if you carry out your tasks in a highly confidential environment, or if your job is concerned with the rehabilitation of offenders.

## Important!

As the organisation/body requiring the Certificate, you are a link in preventing fraud. By initialing the application form at the bottom of each page, you will be helping prevent fraud. You are also responsible for verifying the authenticity of the Certificate you receive. For more information on this subject, go to [www.justis.nl](http://www.justis.nl).

**A pre-printed signature on a Certificate is sometimes not enough because an original signature is required, for instance in cases of international adoption, when you are obliged to guarantee to the foreign authorities that the signature is authentic. When you submit your application, you can ask the municipal officer to include as a special remark that your Certificate must be provided with an original signature.**