



REGISTERING YOUR RESIDENCE WITHIN THE MUNICIPALITY OF AMSTERDAM

Please read this document carefully and find all official information on how to register on:

<https://www.amsterdam.nl/en/civil-affairs/first-registration/#hb1a261a3-9edf-4b03-b16b-82fae571425d>

When do you register?

If you are relocating to Amsterdam for work or study, you will need a personal citizen service number (BSN). This number is essential for all official and governmental procedures in the Netherlands and is issued once you register your stay in the city.

There are two types of municipal registration, depending on how long you will be living in the Netherlands:

1. **Staying four months or less**

You can register as a non-resident (RNI – Register Niet-Ingezetenen). This registration allows you to receive a BSN and begin your short stay in the Netherlands.

2. **Staying longer than four months**

You must register your address in the BRP (Basisregistratie Personen), using an Amsterdam address (Hotel Jansen or another residence).

Important: With an RNI registration, the municipality still classifies you as a tourist for tax purposes. We are legally required to charge tourist tax for your stay. Only the BRP registration exempts you from paying tourist tax!

The municipality will only complete BRP registration if you provide a rental contract covering at least four months*. If your initial stay is shorter but you plan to remain in the Netherlands long term and want to avoid tourist tax, we recommend extending your stay at Hotel Jansen so that your contract reaches the four-month minimum.

**The four-month length of stay is typically required if this is your first registration in the Netherlands. If you are already registered in the BRP and have an active DigiD, you can still register at our address even if your stay is shorter than four months, and your BRP status will remain unchanged. In that case, you are exempt from the tax.*

Check the following websites for more information:

<https://www.netherlandsworldwide.nl/non-residents-records-database/register>

<https://www.amsterdam.nl/en/civil-affairs/first-registration/#h7c665bfd-7a2c4905-853b-5cab743c>

How do you register?

- Maximum five days after arriving in the city you should visit a Gemeente Amsterdam location.
- To register yourself at the Hotel Jansen address, 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.

We require your registration!

- To become an official resident of Hotel Jansen, we need proof of your registration (don't worry, we'll send you an e-mail asking for this). Not supplying this proof on time will lead to you paying tourist tax.
- Please note: just a BSN is not the same as registration and will not be accepted unless an active proof of registration with an address in Amsterdam is provided.
- Non-registered guests must pay the tourist tax. The tax is always charged at booking. If you supply us with your proof of registration, we will refund the tax paid on the nights you were registered. If you do not supply us with the registration proof, you are not officially a resident so we will charge the tax.

Please check tourist tax costs here:

[https://www.amsterdam.nl/en/municipal-taxes/tourist-tax-\(toeristenbelasting\)/](https://www.amsterdam.nl/en/municipal-taxes/tourist-tax-(toeristenbelasting)/)

Where do you register?

You need to register at one of Amsterdam's Gemeente locations:

- 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

CentreAmstel 1 1011 PN Amsterdam

Email: stadsdeel@centrum.amsterdam.nl

Website: www.amsterdam.nl

Nearest office to get registered for our Schinkel location:

- Stadsloket Centrum. Amstel 1, 1011 PN, Amsterdam.

<https://www.amsterdam.nl/contact/stadsloketcentrum/>

Nearest office to get registered for our Bajeskwartier location:

- Stadsloket Zuid. President Kennedylaan 923, 1079 MZ, Amsterdam.

<https://www.amsterdam.nl/contact/stadsloket-zuid/>

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 once you're checking out.

About three weeks before your departure we will send you an email requesting the proof that this has been completed. We reserve the right to hold your deposit until this proof is provided.

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

If you don't provide the proof of registration, we will count you as a 'non-registered guest' and we will hold the tourist tax charge paid at booking.

If you do not de-register from our address, we have no choice but to report you to the municipality as an illegal resident. This is punishable by law – the municipality will start an investigation, and the fine starts at €325!

Please make your life easy and clearly follow these rules!

***Important:** The information in this document is provided for informational purposes only. We reserve the right to modify our tax policies without prior notice if necessary to comply with municipal regulations. The tourist tax is imposed by the Municipality of Amsterdam, and municipal regulations will always take precedence over any information provided by Hotel Jansen. Don't shoot the messenger!*