

**MEMO**

**Date:** February 2016  
**From:** LIMES international  
**Re:** How to apply for a DigiD

**About DigiD**

DigiD stands for Digital Identity. With a DigiD users can access a great number of online services offered by Dutch government agencies.

**How can I apply for my DigiD?**

The application process involves a number of steps and can only be initiated by people being in the possession of a confirmation of their registration in the Dutch population register (Municipal Records):

1. You will need your cell phone and your BSN. Go to: <https://digid.nl/aanvragen> and fill in your personal details (see further in this memo);
2. SMS authentication. Optional step you can skip by clicking 'Overslaan'. SMS authentication is another step to avoid abuse and makes it safer to log in online. A code will be received on your telephone to log in. Ja for yes and Nee for no;
3. Choose your username and password. Username: at least 6 and max 32 characters long, may contain underscores and/or hyphens, no space. Password: as long as possible (at least 8 characters), must contain one small letter, one capital letter, 1 digit and 1 punctuation mark. Furthermore, you will have to register your e-mail address and in case you have chosen to make use of SMS authentication, you will have to register your (Dutch) cell phone number;
4. Finally, please accept the conditions (gebruikersvoorwaarden) by clicking "volgende";
5. You will receive an activation code within 5 days by regular mail at your registered address. You need to activate your DigiD in less than 20 days with the activation code, your username and password.



## DigiD aanvragen

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U gaat nu uw DigiD aanvragen. Uw DigiD bestaat uit inloggegevens waarmee u kunt inloggen bij diverse websites van de Nederlandse overheid.

### Persoonsgegevens

Verplichte velden \*

**Burgerservicenummer \***

**Geboortedatum \***  
   Bijv. 27-6-1987

**Postcode \***  
 Bijv. 1000AA [Ik woon buiten Nederland](#)

**Huisnummer \* en toevoeging**  
  Bijv. 115 a

*Burgerservicenummer: BSN*  
*Geboortedatum: Date of birth*  
*Postcode: zip code*  
*Huisnummer en toevoeging:*  
*House number and addition*

*Volgende: next*

## DigiD for Dutch people living abroad

Dutch people who live abroad can go to one of the participating organizations and ask for a DigiD to be issued over the counter. Anyone who takes a valid Dutch travel document and a BSN to a designated counter can apply for and activate a DigiD at that counter.

The following organizations are participating:

- Local Council of Enschede;
- Local Council of Maastricht;
- Local Council of Echt-Susteren;
- Local Council of The Hague;
- Local Council of Haarlemmermeer;
- The Netherlands Consulate in Antwerp.

Dutch people who moved abroad before the 1st of November 1994 and who have not lived in the Netherlands since then do not always have a BSN. In that case, they do not qualify for DigiD issuance at the counter.

## Authorization

You can authorize someone else to manage your government affairs on your behalf without providing your DigiD. You do this by authorizing that person through 'DigiD Machtigen' (DigiD Authorization). This allows you to, for example, authorize your tax advisor or a family member. It is currently only possible to authorize someone for your income tax matters.

*Next steps:*

**Step 1:** Apply for an authorization at [machtigen.digid.nl](http://machtigen.digid.nl). Make sure that you have your BSN available. You will find your BSN on the registration confirmation of the Municipal Authorities.

**Step 2:** Provide the authorization code that you receive and your BSN to the person you wish to authorize. The authorized representative cannot help you until he/she has received this information.

Step 3: The authorized representative can now declare your income tax using your authorization code. The authorized representative uses the authorization code and your Citizen Service Number to activate the authorization.

### **Using DigiD abroad**

To use your DigiD codes abroad, you have to use the cell phone number that will be recognized by DigiD. When you do not have this cell phone number anymore or the login codes are blocked, you have to go to one of the above mentioned organizations to apply for new login codes.

#### *Final note:*

People who are only known with the Dutch Government based on RNI registration do not qualify for a DigiD.