



# EU professional qualifications for temporary or occasional work in the cultural sector

Dienst Uitvoering Onderwijs  
Afdeling Diplomadiensten  
Postbus 30157  
9700 LJ Groningen

Send the form safely and easily through Secure Transfer! In the explanation you can read how to do this.

duo.nl  
+31 (0)50 599 77 78

1.1 Surname

First name

Other initials

First name (in full) and other initials

Day

Month

Year

### 1.2 Date of birth

Telephone number\*

E-mail address\*

### 1.3 Telephone number and email address

1.4 Do you have a contact person or agency?

☐ No

☐ Yes ➤ Fill in the authorization in question 1.5

Name of agency (where applicable)

### 1.5 Authorization for contact person or agency

Surname

First name (in full) and other initials

Telephone number\*

E-mail address\*

Day

Month

Year

I authorize my contact person or agency to comply with DUO in order to carry out any actions necessary to complete this application.

Signature

## 2 Correspondence

2.1 Where should we send our correspondence?

Street	House number
<hr/>	
Postcode	Town/City
<hr/>	
Country	
<hr/>	

2.2 This is the address of

☐ the applicant (as given in 1.1)

☐ the contact person or agency (as given at 1.5)

☐ another person or organization:

Surname	Initials
<hr/>	
Name organization (when relevant)	
<hr/>	

## 3 Temporary or occasional work

3.1 What is your intended occupation?

☐ General National Government Archivist

☐ National Government Archivist

☐ Provincial Archivist

☐ Municipal Archivist

☐ Water Authority Archivist

3.2 In which period(s) and for how many hours per week do you intend to work in the Netherlands?

	Day	Month	Year		Day	Month	Year
from	<input type="text"/>	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total hours per week							
<hr/>							
	Day	Month	Year		Day	Month	Year
from	<input type="text"/>	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total hours per week							
<hr/>							

## 4 Evidence

DUO needs certain documents. Only send the information requested. DUO will contact you if you need to provide any additional details.

4.1 You must attach the following documents

- A chronological overview of your education and employment experience
- Copy or copies of your certificate(s) of higher education <sup>1</sup>
- Copies of relevant grade transcripts or supplements to your certificate(s) <sup>1</sup>
- Copy of your passport or other identity document. Use the KopieID-App for this. In the explanation you can read how to do this.

DUO may consult the responsible foreign authority for evaluation and verification purposes.

<sup>1</sup> If these documents were not issued in Dutch, English or German, you must attach a certified translation. This translation must have been written by a sworn translator either in the Netherlands or in his or her own country, and it must bear the translator's stamp. The translation must be attached to a copy of the original document in the original language. DUO will not process applications without the required documents.

## 5 Signature

I declare that I have completed this request form truthfully and that the certificate(s) I enclose was/were issued to me in its/their country of origin in accordance with relevant legislation in that country.

Day      Month      Year

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Signature

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## Explanation

### Send by email

Preferably send the form to DUO by email through ODCN Secure Transfer. You can do this in the following way:

1. Go to the webpage of Secure Transfer by clicking the following link:  
<https://securetransfer.rijkscloud.nl>  
You can change the language of the website to English by clicking 'EN'.
2. Click on the blue button 'Next'.
3. Fill in the following at 'Employee details':
  - Name: Diplomadiensten
  - Email address: diplomadiensten@duo.nl
4. Fill in your own name and email address at 'Your details'.
5. Click on 'Next'. You will immediately receive an email from 'ODCN Secure Transfer' with a link through which you can safely upload and send documents to DUO.

### 4 Copy of your passport or proof of identity

Protect your personal data. The KopieID-App can help with this. With this app you can safely make a copy of your identity document and you can protect your personal data. By striking out information that is unnecessary and by adding a watermark, you are protecting the copy against possible misuse.

#### How do you use the KopieID-App?

With the KopieID-App you can make a safe copy of your identity document in four simple steps:

1. Make a picture of your identity document with the KopieID-App.
2. Mark the following data to be struck out:
  - personal identity number
  - passport photo
  - signature
 Diploma services does not need this information.
3. Add a watermark.

For more information in English and to download the app:

<https://www.government.nl/topics/identity-fraud/question-and-answer/how-do-i-make-a-secure-copy-of-my-id-with-the-kopieid-app>

### DUO and your data

Your data will be recorded in DUO's systems. DUO will handle and protect your personal data with the utmost care and in accordance with the relevant legal obligations and with the requirements set out in relevant privacy legislation. If you would like more information about how DUO handles your personal data, please visit [duo.nl](https://duo.nl). DUO will of course verify your data with other agencies to ensure that you receive what you are entitled to. DUO informs the Public Prosecutor wherever abuse is uncovered.

\* We may wish to contact you by telephone or by email, for instance to discuss your application or a change you have made. If you are happy for DUO to contact you in this way, please provide your telephone number and email address.