

# RESIDENCE PERMIT FEES

Guide to Payment


# The Payment Process

As of March 2014 all residence permits and related products will carry a mandatory fee. These amounts are ratified in the National Ordinance amending the Ordinance on Admittance and Expulsion (LTU) and Fee Ordinance. (AB 2014, no. 23.)

Any new or extension requests submitted to the Immigration and Border Protection Service (IBP) – Admittance and Residency Office must be paid for in advance, in order for the application to be processed.

The new payment process and fee structure are laid out in this brochure. Please read the entire document carefully in order to fully understand what is required of you.

If you are ready to submit an application for residency or to extend a current permit please follow these steps:



**Step 1**

### Pay Permit Fee

Before making a deposit you must verify the fee that applies to you.

Look at the fees listed in this brochure and visit the Admittance and Residency Office to receive the total amount that must be paid based on the type of residence application you are submitting. Once you have received the payment form (also available online at [www.sintmaartengov.org](http://www.sintmaartengov.org)) showing total amount of fees to be paid, visit the Receiver's Office to make your payment and/or deposit.

At the Receiver's Office, you will receive a receipt once the deposit/payment has been made. Be sure to keep a copy for your own records.

The Receiver's Office is located at Soualiga Road #6, Philipsburg (in the same building as the Civil Registry)




**Step 2**

### Submit Application

You have paid your deposit and are now ready to submit your application.

Please ensure that all documents are present including those listed on the appropriate requirements list as well as the proof of payment you received from the Receiver's Office (step 1).

Once you have submitted your application for residency a decision will be ready within 8 weeks.



**Step 3**

### Pick Up Decision

You have been contacted by either phone, mail or e-mail and told by a worker at the Admittance and Residency Office that the decision on your request is ready.

Please visit the IBP as soon as possible to pick up your decision.

In the case that your decision is positive, your permit will be issued to you.

In the case that your decision is negative however, instructions will be given on how to proceed further.

# Fee Structure

If this is the first time you are submitting an application for residency or requesting an extension past March 2014, the following fees apply. It is important to verify the purpose of residency, the reason upon which your application is based, and then prepare to submit payment of the appropriate costs listed.

## TEMPORARY RESIDENCY

Residents with temporary permits requiring extensions or first time applicants are required to pay the fees listed below when placing an application at the Admittance and Residency Office. These fees apply to all temporary permits including employment, student, director or pensioner. There is an adult fee and child fee.

Code	Type of Permit	Fee for First Time Application	Fee for Extension
VTTVA	Adult	NAF 500	NAF 500
VTTVC	Child (under 18 years)	NAF 200	NAF 200

## PERMANENT RESIDENCY

Once you have met the requirements to become a permanent resident, the following fees apply. Once that permit has been approved and issued, the fee is a one-time only payment and no extensions are necessary. There is an adult fee and child fee.

Code	Type of Permit	Fee for First Time Application	Fee for Extension
PVA	Adult	NAF 750	Not applicable
PVC	Child (under 18 years)	NAF 250	Not applicable

## DUTCH NATIONALS, AMERICAN FRIENDSHIP TREATY

For Dutch nationals, those persons born to Dutch nationals and Americans using the Friendship Treaty, the following fees are applicable to first-time applications. No extensions are necessary. One fee applies to both adults and children.

Code	Type of Permit	Fee for First Time Application	Fee for Extension
NVT	Niet van Toepassing	NAF 200	Not applicable
VRN	Van Rechtswege Dutch	NAF 200	Not applicable
VRA	Van Rechtswege American	NAF 200	Not applicable

## GENERAL FEES

The following fees apply to various requests that can be made in addition to an application for residency. Payment of the fee is necessary before the application can be processed.

Code	Request Type	Fee
STG	Statement of Guarantee (required)	NAF 45
LDP	Lost/Duplicate of Permit	NAF 90
REP	Re-entry Permit	NAF 90
DEL	Definitive Leave	NAF 90

## FEES CALCULATION

In order to ensure the correct payment of total fees to the Receiver's Office, remember to calculate the amount based on the documents necessary in your application.

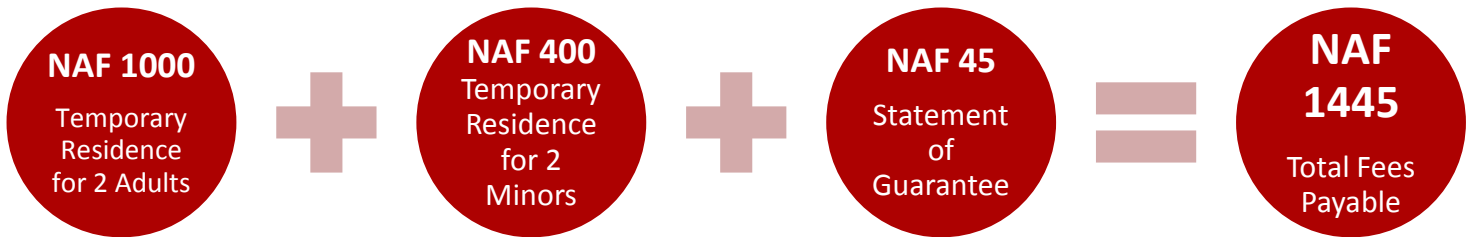
### Example 1

John just received a work permit from the Department of Labor Affairs for one year. He must now apply for residency. His calculation will be the following:



### Example 2

Susan and Paul recently moved to St. Maarten with their two daughters. Paul is working and will be signing for his family as the guarantor. Their calculation will be the following:



## ONLINE PAYMENT

Payment through online banking is possible and can save on waiting times in long lines. If you would like to pay for your permit and other fees through your bank account online then use the following information and save your receipt of payment once the transaction has been processed.

The Receiver's Office Bank Information is as follows:

- The Windward Island Bank 324800-03 **NAF**
- The Windward Island Bank 324800-05 **US\$**

Apply the correct codes as listed in the fee boxes to your payment reference and remember to save your payment receipt. (e.g. *Temporary residence permit – first time application adult – VTTVA – NAF 500*)

### Contact

For additional information on permit fees or residency in general, please contact the Immigration and Border Protection Service at [immigration@sintmaartengov.org](mailto:immigration@sintmaartengov.org) or call us at (721) 543 0352/53/54