



## Request form

### Legalisation or diploma description

#### Where to send the form

Please send your completed form with the enclosed documents to:  
Dienst Uitvoering Onderwijs  
Afdeling Diplomadiensten  
Postbus 30157  
9700 LJ Groningen

#### More information

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

## 1 Your details

1.1 Surname	<input type="text"/>
	First name <input type="text"/> Other initials <input type="text"/>
First name (in full) and other initials	<input type="text"/> <input type="checkbox"/> Male <input type="checkbox"/> Female
1.2 Date of birth	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>
Place of birth	<input type="text"/>
Country of birth	<input type="text"/>
1.3 Address	Street <input type="text"/> House number <input type="text"/>
	Postcode <input type="text"/> Town/city <input type="text"/>
Country	<input type="text"/>
1.4 Telephone number and e-mail address*	Telephone number* <input type="text"/> E-mail address* <input type="text"/>
1.5 Do you have a contact person or agency?	<input type="checkbox"/> No <input type="checkbox"/> Yes > <i>Fill in the authorization at 1.6</i>
1.6 Authorization for contact person or agency	Name of agency (where applicable) <input type="text"/>
	Surname <input type="text"/> First name (in full) and other initials <input type="text"/>
	Street <input type="text"/> House number <input type="text"/>
	Postcode <input type="text"/> Town/city <input type="text"/>
	Telephone number <input type="text"/> E-mail address <input type="text"/>
I authorize my contact person or agency to comply with DUO in order to carry out any actions necessary to complete this application.	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>
	Signature <input type="text"/>

## 2 Correspondence

2.1 Where should we send our correspondence?

Home address (provided in question 1.3)

Address of authorized person/agency (provided in question 1.6)

Other (please specify):

Street House number

Postcode Town/City

Country

## 3 Application

All prices mentioned are subject to change. Also read the notes.

3.1 What do you apply for?

	Number	Price per document	Administrative costs	Total
<input type="checkbox"/> Legalisation		x € 6.00	€ 10.00	€
<i>&gt; Enclose your original diploma(s)/document(s)</i>				
<input type="checkbox"/> Certified copy (max. 3)		x € 2.00		€
<i>&gt; DUO cannot certify diplomas and lists of marks larger than A3 size or with a wax seal</i>				
<input type="checkbox"/> Diploma description (extensive)		x € 57.00		€
<i>&gt; Enclose a copy of your diploma and list of marks</i>				
<i>&gt; The diploma description is only available in Dutch</i>				
<b>Grand total</b>				€

3.2 Choose in which language you want DUO to issue the legalization. It is not possible to choose both.

In Dutch  In English

## 4 Signature

I give permission for DUO to investigate the authenticity of the original educational document registered in my name. I agree that DUO will not return the original document in case of suspected fraud. I give permission for DUO to contact the education authorities responsible for issuing my education documents for the purpose of verifying those documents.

I declare that I completed this application truthfully.

Day    Month    Year

Signature

### 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.



## Notes

# Application legalisation or diploma description

### More information

[duo.nl](https://duo.nl)

### At 3.1 Application

#### Number

Fill in the number of documents for which you apply for a legalisation and/or a diploma description.

Would you like to have a legalisation of a diploma including its list of marks? This counts for two documents.

#### Administrative costs legalisation

Do you apply for a legalisation? Then you have to pay € 10.00 administrative costs (including charges for registered mail), irrespective of the number of documents you are having legalized.

#### Diploma description

You can apply for an extensive diploma description in your name for the following school types:

- lbo
- vbo
- vmbo
- mavo
- havo
- vwo
- mulo
- hbs
- mms

The diploma description contains information about the diploma you obtained and the subjects you took an exam in.

Would you like to have a more general description of your education?

Then you can download a standard version in Dutch or English for free from [europass.nl](https://europass.nl).

#### Payment

After the receipt of your application, we will send you an e-mail about the payment.

#### How long will it take?

Within 3 weeks after the receipt of your payment, we will send you the legalised document(s) or the diploma description.