



> Return address P.O. Box 7577 1118 ZH Schiphol, The Netherlands

**Netherlands Ministry
of Defence**

**Royal Netherlands
Marechaussee
Schiphol District
Immigration Brigade**
VI&A Department

Booking request

Postal address

Royal Netherlands
Marechaussee
MPC 51 B
P.O. Box 7577
1118 ZH Schiphol

VI&A Front Desk

T +31(0)20 6039632
F +31(0)20 60396 31
via.schiphol@mindef.nl

Information

www.duty-to-return.nl

To: (*name carrier*)

Our reference:

Your reference:

Subject: Booking request

Procedure number removal order:

Surname of inadmissible person:

First name:

Date of birth:

On (*date removal order*), you received a removal order with the above-mentioned references.

You are hereby requested to book a flight to ... (*destination*) for the return transport of the above-mentioned inadmissible person on or from ... (*desired date of return transport*). You are requested to leave ... (*number*) working days between the flight approval and the flight date.

Please state the flight details no later than ... (*date of stating flight details*) by fax +31(0)20 603 96 31 or e-mail via.schiphol@mindef.nl.

If you are unable to submit these details in time, you are requested to also state this no later than the last-mentioned date, along with the reasons for this. The Royal Netherlands Marechaussee may then issue a subsequent booking request, set at a later date. Any costs (of stay) will, in principle, continue to be incurred.

If you fail to transport the inadmissible person back on the above-mentioned date or within 48 hours after that, the cost of stay for this inadmissible person may be charged as from the above-mentioned date of the return transport.

More information about the expenses to be charged by the Dutch government in case of a failure to comply with this booking request (or the failure to do so in time) can be found at www.duty-to-return.nl.

The following applies to the return transport of the inadmissible person*

- The inadmissible person has a valid travel document of the country of destination of the return transport, namely ... (*name of country*).
- The inadmissible person has a valid travel document in combination with a residence permit for the country of destination of the return transport, namely ... (*name of country*).
- A guiding Letter will be drawn up for the country from where the inadmissible person was brought in, namely... (*name of country*).
- A covering Letter will be drawn up for the country from where the inadmissible person was brought in, namely... (*name of country*).
- Other: ...(*free text field*)

* only the ticked information applies

Risk analysis

A risk analysis performed by the Royal Netherlands Marechaussee showed the following:

- The Royal Netherlands Marechaussee recommends that the inadmissible person be transported back without an escort.*
- The Royal Netherlands Marechaussee recommends that the inadmissible person be transported back with an escort.*

** only the ticked information applies*

Your transport company may

- make arrangements for escorting the inadmissible person; **or**
- rely on the escort services of the Royal Netherlands Marechaussee at costs to be charged for this; **or**
- transport the inadmissible person back without an escort, despite the recommendation of the Royal Netherlands Marechaussee.

Making use of the escort services of the Royal Netherlands Marechaussee

Please note: if you make use of the escort services of the Royal Netherlands Marechaussee, ... (*number*) escorts will be used in this case.

Please state no later than ... (*date of statement on use of escort services of Royal Netherlands Marechaussee*) whether or not you want to make use of the escort services of the Royal Netherlands Marechaussee, by fax +31(0)20 603 96 31 or e-mail via.schiphol@mindef.nl.

If you are unable to submit this information in time, you are requested to also state this no later than the above-mentioned date, stating the reasons for this.

If you stated in time that you want to make use of the escort services of the Royal Netherlands Marechaussee, the escorts will be booked for the flight date indicated by you.

An explanation of the conditions and rates for using escorts of the Royal Netherlands Marechaussee can be found at www.duty-to-return.nl. The rates used have been included in the Aliens Regulations ("Voorschrift Vreemdelingen"), Appendix 22).

No escort of inadmissible person despite recommendation to do so

If, despite the recommendation of the Royal Netherlands Marechaussee, you choose to transport the inadmissible person without an escort, and the inadmissible person cannot be transported back successfully on the scheduled flight date due to his behaviour, the resulting costs incurred by the government will be charged to your transport company.

Please check www.duty-to-return.nl for more information.

Name of Royal Netherlands Marechaussee staff member:

Position:

Signature:

Royal Netherlands Marechaussee
Schiphol district
Immigration Brigade
VI&A Processing Inadmissible persons office