

Obtaining your Electronic Foreigner Card.

Dear Sir, Dear Madam,

After finishing the first step of your registration in Belgium with the support of the SHAPE Federal Police / Registration section, the document you signed and your pictures have been sent to the town hall of your place of residence.

Please be advised that soon a Community Police Officer will visit and confirm your residence at the address you gave on the form.

Later on, based on the report made by this Police Officer, your town hall will send you a notice to present yourself (accompanied by your family dependents when applicable) to complete some additional documents to create your Belgian ID (so called 'document de base')

The notice will give you the name and location of the town hall as well as the working hours.

Do not lose it!

When reporting to the town hall, **do not forget** to take the notice and your **national ID** or **passport** as well as your **SHAPE ID**.

The registrar will ask you to sign an application form ('document de base') and will issue you a temporary attestation.

1. Why do I get an Electronic Foreigner Card?

These electronic cards are much the same as the electronic identity cards already are being used by Belgian citizens (e-ID) for more convenient and efficient identification purposes and as a part of a general defence against electronic fraud and other criminality.

The modern chip card is a great step ahead and meets new social needs: it is the cornerstone of e-government (e-window, tax on web ...) and makes it possible for even non-citizens to sign documents electronically (commercial transactions and other on-line operations) through electronic identification.

2. Receiving your Electronic Foreigner Card

3 or 4 weeks after signing the 'document de base', a new letter will be addressed to you and your family members (example is shown on page 4)

Do not lose it! It contains important codes (PIN and PUK codes). You will need them.

Once more, you will have to report to the town hall to activate and receive the Belgian ID. Take your passport / national ID as well as the letter you received.

3. How to proceed?

The Belgian civil servant at your town hall will help you to perform the steps in the table. The table is bi-lingual so that you also can understand the procedure.

Insérer la carte dans le lecteur de carte électronique.	Insert the card in the card reader.
Après 3 bips, introduire le code PUK (en appuyant bien fort sur les touches) et ensuite, appuyer sur la touche OK.	Wait for 3 beeps; carefully and firmly type the PUK code (found in the second letter you received) and press "ok".
De nouveau, après 3 bips, introduire maintenant le code PIN et ensuite, appuyer sur la touche OK.	Wait for 3 more beeps; type firmly the PIN code and press "ok".
Et encore une fois, après 3 bips, réintroduire le code PIN pour confirmer et, appuyer sur la touche OK.	Wait for 3 more beeps; retype firmly your PIN code to confirm and press "ok".

4. To change your PIN code

Insérer la carte dans le lecteur de carte électronique.	Insert the card in the card reader
Après 1 bip, introduire le code PIN reçu et ensuite, appuyer sur la touche OK.	Wait for 1 beep; type the old PIN number and press “ok”.
Après le second bip, introduire le code personnel et, appuyer sur la touche OK.	Wait for 1 beep; type your new personalized PIN code and press “ok”.
De nouveau, après 1 bip, réintroduire le code PIN personnel pour confirmation et, appuyer sur la touche OK.	Wait for 1 beep; retype your new personalized PIN code to confirm and press “ok”.

Keep this personalized PIN code in a safe place and please do not forget it.

5. Attention

Never throw away the second letter you received, file it in a safe place!

Why?

If the card is lost or stolen, the PUK and PIN codes will be needed to replace the card.

6. Working hours of the town hall

Check on the notice you received from the registrar.

7. When do I need an e-card or when can I obtain such a document?

As soon as a child becomes 12 years old.

Attention, carrying an ID card is compulsory as soon as you reach 15 years.

8. More information

Questions and answers on <http://www.dofi.fgov.be/nl/elek%20vreemdelingenkaarten/faq%20en.pdf>

If you would like more information;
Always feel free to visit the SHAPE Federal Police / Registration section.
Building 210 – room 108.
00 32 (0)

65 44 5165 or 5165 from SHAPE.

Example of the letter sent by the local authorities with the PIN and PUK code. The language will be the one in use in the commune.

Votre nouvelle carte électronique est disponible.

Pour l'obtenir, rendez vous personnellement à votre administration communale, muni(e) de ce document, et de votre ancienne carte.

N.B. : Afin de vous éviter des frais supplémentaires, il est important que vous aillez chercher rapidement votre carte

Pour plus d'information: www.eid.belgium.be

Ce document contient deux codes personnels, secrets :

- Un code PUK
Votre code PUK permet la mise en service de la puce électronique de votre carte.
- Un code PIN
Avec votre code PIN, vous pouvez vous identifier (électroniquement) et signer électroniquement avec la même valeur juridique qu'une signature manuelle.
Vous pourrez modifier votre code PIN lors de votre passage à votre administration communale.


Conservez soigneusement ce courrier même après activation de votre carte. Ces codes sont indispensables pour certaines opérations, les conserver vous évite les frais d'une nouvelle carte.

Perte ou vol de votre carte : adressez-vous à la police.

Pour faire suspendre immédiatement les possibilités d'authentification et de signature électroniques, contactez le Helpdesk : tél 02/518 21 16 (FR) 02/518 21 17 (NL).

PUK: [REDACTED]

PIN: [REDACTED]



Uw nieuwe elektronische kaart is beschikbaar.

Om ze in ontvangst te nemen moet U zich persoonlijk tot uw gemeente wenden met dit document en uw oude kaart.

N.B. : Om bijkomende kosten te vermijden, is het belangrijk dat u uw kaart zo vluug mogelijk gaat ophalen.

Voor meer informatie: www.eid.belgium.be

Dit document bevat twee persoonlijke geheime codes:

- Een PUK-code
Met uw PUK-code kan de elektronische chip van uw kaart worden geactiveerd.
- Een PIN-code
Met uw PIN-code kunt u zich (elektronisch) identificeren en een elektronische handtekening plaatsen met dezelfde juridische waarde als een handgeschreven handtekening.
U zal uw PIN-code kunnen wijzigen bij uw bezoek aan het gemeentehuis.


Bewaar deze brief zorgvuldig, ook na de activering van uw kaart. Deze codes zijn onontbeerlijk voor bepaalde verrichtingen; door ze te bewaren vermijdt u de kosten voor een nieuwe kaart.

Bij verlies of diefstal van uw kaart: wend u tot de politie.

Om onmiddellijk de mogelijkheden voor authenticatie en elektronische handtekening te laten opschorten : contacteer de Helpdesk op nr. 02/518.21.17 (NL) of 02/518.21.16 (FR).

PUK: [REDACTED]

PIN: [REDACTED]



Your new electronic card is available.

In order to receive it you should go in person to the local authorities with this document and your old card.

N.B. To avoid additional costs, it is advisable to collect your card as soon as possible.

For more information see www.eid.belgium.be.

This document contains two personal secret codes:

- a PUK code.
Your PUK code enables to activate the electronic chip of your card.
- a PIN code.
Your PIN code enables you to identify yourself (electronically) and put an electronic signature with the same legal value as a written signature.
You will have the opportunity to change your PIN code **at the council house.**

Keep this letter carefully, even after the activation of your card. These codes are indispensable for certain operations; by keeping the letter you can avoid costs for a new card.

In case of loss or theft of your card you should go to the police.

In order to suspend the possibilities of authentication and electronic signature, please contact the Helpdesk: phone 02 518 21 17 (Dutch) or 02 518 21 16 (French).

PUK: [REDACTED]

PIN: [REDACTED]

