



Police

# e-Id Registration in BELGIUM

SHAPE Federal Police -  
Registration Section  
Building 210 Room 108  
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## Background of the SFP Registration Section

- The SHAPE Federal Police Registration Section (SFP/RS) since 1967 have the important role to **facilitate the registration in Belgium**

One aim : to please!



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**FYI**

**Registration in Belgium is  
mandatory**

**Sole exception : Service  
members**



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## Advantages



- Modern and dynamic government
- Combating of fraud and criminality by modernizing
- Counterfeiting and falsification will further be prevented
- Biometric features (later stage)
- New social needs





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## Who has to be registered in Belgium?

Civil servants

All dependents

But ID > 12 years

Carrying > 15 years



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# Format of the e-ID



For EU citizens



For Belgian



ANNEXE 8BIS (version papier)  
(mis à jour le 14/05/2008)

Royaume de Belgique  
Province  
Arrondissement  
Commune  
Réf.

DOCUMENT ATTESTANT DE LA PERMANENCE DU SÉJOUR

Délivré aux citoyens de l'Union conformément à l'article 42quinquies, § 5, de la loi du 15 décembre 1980 et à l'article 55 de l'arrêté royal du 8 octobre 1981.

Au ressortissant ..... (nom et prénoms)  
né à ..... , le (à) .....  
demeurant à .....  
suite à sa demande du ..... le droit de séjour permanent a été reconnu.

Le présent document ne constitue en aucune façon un titre d'identité ou un titre de nationalité.

Fait à ....., le .....

Signature du citoyen de l'Union,

Signature du Bourgmestre ou de son délégué,





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# *How to be registered in Belgium?*

The SFP / RS will facilitate your registration.

SHAPE form 94, properly completed!

Check SF 280 / 281

Provide 4 pictures (see compulsory standards)



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## *How to be registered in Belgium?*

SFP / RS provide the local Registrar's office with the given identity elements

Check of the presence



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## *Proof of residence.*

For EU citizens : Annexe 8Bis (paper)

Might have an electronic version : see local authorities.

You are registered in Belgium.



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# *Proof of residence.*

Non EU citizens

After registration:

Report to the local Registrar twice:

- sign a request
- to collect and activate the e-ID



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## *Proof of residence.*


The same procedure applies for EU citizens when interested in getting an electronic proof of residence.



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French  
or  
Dutch

**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.aid.belgium.be](http://www.aid.belgium.be).

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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 18 (French).

PUK: 

PIN: 



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## Leaving Belgium?

SHAPE form 52

visit the SFP / RS in the Registration Office

return the document(s)

give new address abroad.