

How to identify a natural person?

In order to exchange information about an employee with the government in Belgium, he/she must first and foremost be unambiguously identified. Until recently, this was done for foreign workers via an online form. Now you can even easier and faster apply for a Belgian identification number for the person concerned, via the website <http://www.belgianidpro.be/>.

belgianIDpro is conceived as a step-by-step process that can easily guide you through each phase. You know where you stand at any time during the process. Feedback can be found quickly via the request history. If additional information is required to complete your application, you will be notified by e-mail.

The information about your application is centralized in one system. Missing information about a foreign employee who is already known to the Crossroads Bank is automatically completed in belgianIDpro.

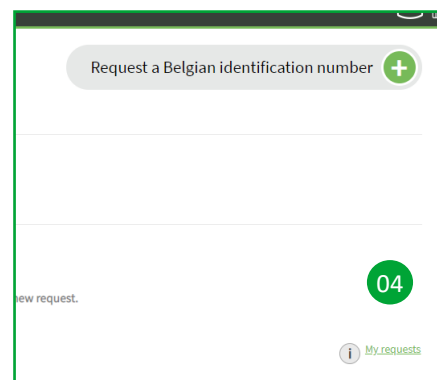
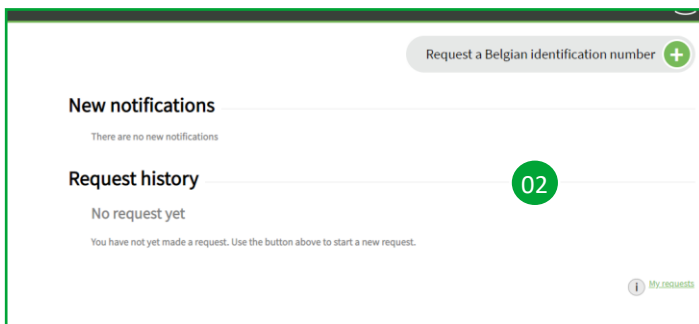
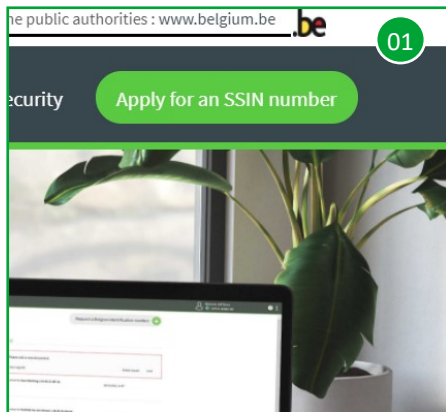
All requests from your company are bundled in one request history. This way you always have a clear overview of past applications and current applications. You can also sort these requests per applicant. This provides extra structure in large companies.

No employer account at the Social Security yet?

To use the online module belgianIDpro, you must be registered at the Social Security and you must have the correct access to the online services on the portal.

One-time registration done?

- 01 Surf to <http://www.belgianidpro.be/> and click on the green button "Apply for an SSIN number" in the menu bar.
Log in with your personal eID, digital token or via the itsme mobile app.
- 02 You will be taken to an overview page that will give you access to the status of all your applications.
- 03 Have at least one of the following valid documents of your employee with you: a passport, ID card or driver's license. It is important that the quality of this document (or scan) is sufficiently high.
- 04 Click on "Request a Belgian identification number". Your application will be started.



Your application in four simple steps



Scan the identification document of your employee and enter it. The document may consist of multiple pages (max. 4), and may be scanned on both sides.



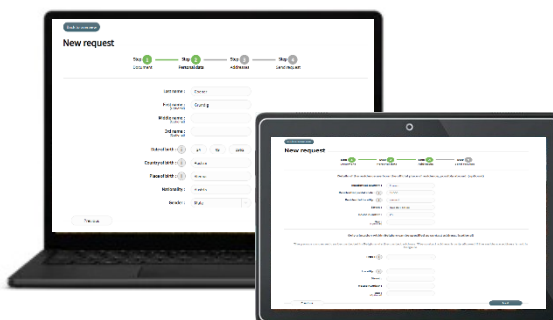
Enter your employee's personal data as stated on the identification document that you have at hand. Not all fields are mandatory.



Enter the address details of your employee. This can be an official residence, and – if the residential address is abroad – a contact address in Belgium.



Send your request. Your email address will be used to keep you informed of the status of your request.



Your application has been completed, what happens next?

- 05 Either you immediately receive the unique Belgian identification number. Your application will then immediately be added to your application history.
- 06 Either the processing takes a while and additional research and/or information is needed to be able to assess your application: in that case you will be kept further informed by e-mail.

TIP You can easily track the status of your applications yourself via your application history. If additional information is expected from you, this will also be stated on this page. You can also sort the requests per applicant (e.g. useful in large companies) or cancel them.

