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KRAKOW CITY  
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**Information on temporary procedures related to the  
service of foreigners in the field of population registers  
- registration**

Notification of registration for permanent residence  
Notification of registration for temporary residence

**1. Taking care of the case**

Department of Administrative Affairs:

Documents must be deposited at the office provided at the following locations (the envelope must indicate the applicant's name and contact telephone number)

1. avenue Powstania Warszawskiego 10
2. Zgody 2 estate
3. Wielicka 28a street

**2. Documents from the applicant (customer)**

1. Permanent residence form or temporary residence form - application signed by the owner or other entity having legal title to the premises and by the person registering (**the signature of the person registering must be notarized - the signature must be certified by a notary public**)

2. Copy of Passport and residence permit (non-EU foreigners) or copy of identity document (EU foreigners) - **the documents must be certified as true copies by a notary public**

**Residence registration - documents legalizing the stay (properly):**

- a residence card issued in connection with granting a permanent residence permit, a residence permit for a long-term resident of the European Union, a permit to stay for humanitarian reasons, subsidiary protection or refugee status in the Republic of Poland,
- the "tolerated stay permit" document,
- permanent residence permit,
- long-term resident's European Union residence permit,
- decision to grant refugee status in the Republic of Poland,
- decision to grant subsidiary protection in the Republic of Poland, a permit for tolerated stay or a permit to stay for humanitarian reasons,
- in the case of EU citizens - a document confirming the right of permanent residence or a certificate of registration of residence of an EU citizen or a statement on registration of residence on the territory of the Republic of Poland,
- in the case of a foreigner who is an EU citizen's family member - a valid permanent residence card of an EU citizen's family member or a valid residence card of an EU citizen's family member.

**Registration for a temporary stay - documents legalizing the stay (properly):**

- visa,
- if the foreigner entered the Republic of Poland on the basis of an agreement providing for the abolition or limitation of the visa requirement, or if the foreigner is legally residing in the territory of the Republic of Poland in connection with the pending proceedings concerning a permanent residence permit, a long-term resident's EU residence permit or a temporary residence permit - a travel document, a temporary foreigner's identity card, a residence card, a document "permit for tolerated stay" or a temporary residence permit, a permanent residence permit, a long-term resident's EU residence permit or a decision on granting the refugee status in the Republic of Poland, granting subsidiary protection in the Republic of Poland, a permit for stay for humanitarian reasons or a permit for tolerated stay,
- in the case of EU citizens - a valid document confirming the right of permanent residence, a certificate of registration of residence of an EU citizen or, in the absence of a certificate, a declaration of registration of residence on the territory of Poland,
- in the case of a foreigner who is a family member of an EU citizen - a valid travel document and a valid permanent residence card of an EU citizen's family member or a valid residence card of an EU citizen's family member.

3. Legal title to the premises - indicate the land and mortgage register number, or attach a photocopy of a notarial deed, civil law contract - lease, lending, **must be certified as a true copy by a notary public.**

### 3. Fees

- 1) The issue of a certificate confirming permanent residence is not subject to a fee.
- 2) Issuing a certificate confirming the registration for a temporary stay - PLN 17.

**The certificate of registration will be sent only via the Polish Post Office, by registered mail, to the indicated mailing address.**

### 4. Additional information for the customer

1. EU citizens and EU citizens' family members must register at the place of permanent or temporary residence at the latest on the 30th day after arrival at that place.
2. Other (not listed in point 1) foreigners are obliged to register at the place of permanent or temporary residence at the latest on the fourth day counting from the date of arrival at that place, unless their stay on the territory of the Republic of Poland does not exceed 14 days..
3. For a person who does not have full legal capacity, the registration obligation is performed by his legal representative, legal guardian or any other person who actually takes care of him at the place of their common residence..
4. The registration form must be completed by computer (typed) or handwriting, in capital letters.
5. Confirmation of the fact of a person's stay in the premises shall be made on the registration form in the form of a legible signature with the date of its submission, by the owner or another entity having a legal title to the premises.

6. A residence permit for a fixed period, a residence card and a certificate of registration of residence of an EU citizen are issued by the Małopolska Voivode. Applications are submitted to the Małopolska Voivodeship Office - Department of Civil Affairs and Foreigners.