

**Information on temporary procedures related to the
service of foreigners in the field of population registers
- check-out**

Notification of de-registration.

Declaration of de-registration from a temporary stay

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. The form for declaration of de-registration from the place of permanent residence or the form for declaration of de-registration from the place of temporary residence - signed by the person de-registering (**the signature must be confirmed by a notary public**).
2. Copy of passport (non-EU foreigners), identity document (EU foreigners).

3. Additional information for the customer

1. A foreigner who leaves the place of permanent or temporary residence before the end of the declared stay is obliged to check out.
2. If a foreigner de-registers from his/her previous place of residence on the territory of the Republic of Poland at the same time as de-registers in the new place of residence, the de-registration shall take place on the basis of a form for permanent or temporary residence, respectively.
3. For a person without legal capacity or with limited legal capacity, the registration obligation shall be performed by his legal representative, legal guardian or other person actually taking care of him at the place of their joint residence.
4. The form to check out must be completed by computer (typed) or handwriting, in capital letters.