

## Registration of foreigners and family members of foreigners for a temporary residence

### SERVICE CARD

# Registration of foreigners and family members of foreigners for a temporary residence

Urząd Miasta Rzeszowa

#### 1. Documents required for resolving a matter

a completed and signed TEMPORARY RESIDENCE APPLICATION form containing data provided for by the Act concerning the person, a new place of temporary stay and indication of the address of the previous place of residence as well as acknowledgment of the person's residence made by the owner or any other entity having a legal title to the premises. A document confirming a legal title to premises may be in particular a civil law agreement, an extract from the land and mortgage register, an administrative decision or a court ruling. If the person who registers the place of residence has a legal title to the premises, he or she himself or herself confirms the fact of the person's residence in the premises.

- a foreigner who is not a citizen of a Member State of the European Union, a citizen of a member state of the European Free Trade Agreement (EFTA) - a party to the agreement on the European Economic Area or a citizen of the Swiss Confederation, as well as a family member of such a foreigner who is not a national of the said countries, shall present:

- a visa

or

a travel document, a temporary identification certificate of a foreigner, a residence card, a tolerated residence permit or a temporary residence permit, a permanent residence permit, a residence permit for the long-term resident of the European Union or a decision to grant refugee status in the Republic of Poland, subsidiary protection granted in the Republic of Poland, a residence permit for humanitarian reasons or a permit for tolerated stay - where the entry of a foreigner occurred under a contract providing for the abolition or limitation of obligation to hold a visa or he or she resides in the territory of the Republic of Poland on the basis of article 108 paragraph 1 point 2 or article 206 paragraph 1 point 2 of the Act of 12 December 2013 on foreigners (Dz. U. item 1650) or based on a stamp placed on a travel document which confirms submission of the application for authorisation for residence of a long-term resident of the European Union.

A foreigner who is a citizen of a Member State of the European Union, a citizen of a Member State of the European Free Trade Agreement (EFTA) - a party to the agreement on the European Economic Area or a citizen of the Swiss Confederation, shall present:

a valid travel document or other valid document confirming his or her identity and nationality and a valid document confirming the right of permanent residence or a certificate of registration of residence of an European Union citizen or, if there is no such a certificate, shall submit a statement of registration of residence in the territory of the Republic of Poland.

a member of foreigner's family who is a citizen of a Member State of the European Union, a citizen of a Member State of the European Free Trade Agreement (EFTA) - a party to the agreement on the European Economic Area or a citizen of the Swiss Confederation, shall present:

- a valid travel document and valid permanent residence card of a family member of a citizen of the European Union or valid residence card of a family member of a citizen of the European Union

all foreigners, for inspection, shall present - a document confirming the legal title to the premises: e.g. a civil law agreement, an extract from the land and mortgage register, an administrative decision or a court ruling or other document confirming the legal title to the premises.

#### 2. Application by electronic means

Registration of permanent residence can be made in the form of an electronic document through the ePUAP platform. The possibility to settle matters electronically concerns persons with a confirmed trusted profile.

A foreigner registering for temporary residence by electronic means shall attach to the form an electronic document confirming his or her legal title to the premises and, if it is impossible to obtain it, a digital reproduction of this document, and a citizen without a legal title to the premises shall attach to the form an electronic document containing a statement of the owner or other entity having a legal title to the premises, confirming the residence in the premises and a document confirming the legal title to the premises of this owner or entity, and in the case of temporary residence, a digital reproduction of these documents.

A document confirming the legal title to the premises may be, in particular, a civil law agreement, an extract from the land and mortgage register or an excerpt from sections I and II of the land and mortgage register, an administrative decision or a court ruling.

If you are NOT a citizen of an EU Member State, EFTA or Swiss Confederation and you are not a family member of the aforementioned foreigner, you CANNOT register online. Documents that confirm your right to reside in Poland must be shown at the office.

#### 3. Charges

The registration is free of charge.

#### 4. Place of document submission

The registration matters are resolved in the Department of Civil Affairs, at ul. Okrzei 1, ground floor, room 14 i 15 tel 1 77 88 99 00 and at:

- Resident Service Office of the Rzeszów City Hall at the Cultural and Commercial Center "Millenium Hall", at Al. Kopisto 1, tel 17 875 40 97,
- Resident Service Office of the Rzeszów City Hall at the "Nowy Świat" Shopping Center, at ul. Krakowska 20, tel 17 875 40 91,
- Resident Service Office of the Rzeszów City Hall at the "Plaza" Shopping Center, at Al. Rejtana 65, tel 17 875 40 85,
- Resident Service Office of the Rzeszów City Hall at the "Galeria Rzeszów" Shopping Center, at Al. Piłsudskiego 44, tel 17 875 40 83.

#### 5. Way and term of resolving matters

Immediately upon receipt of the registration application by the commune authority.

The commune authority shall issue to such a person, upon request of the person concerned, a TEMPORARY RESIDENCE REGISTRATION CERTIFICATE valid until the change of the place of registration, but not longer than until the expiry of the registration deadline.

The commune authority shall decide whether to register by decision:

in case when the data reported for registration are questionable, e.g. due to lack of confirmation by the person disposing of the premises in case of doubt as to the permanent or temporary nature of the person's residence at the declared address

## 6. The appeal procedure

The decision of the commune authority may be appealed against to the locally competent province governor.

## 7. Legal base

The Act of 14 June 1960 Code of Administrative Procedure

The Act of 24 September 2010 on population records

The Act of 16 November 2006 on stamp duty

Regulation of the Minister of Interior and Administration of 13 December 2017 on defining formulas and manner of completing the forms used in the performance of the registration duty

## 8. Notes

It is temporary residence to stay without the intention of changing the place of permanent residence in another location at the address indicated or in the same place, but at a different address.

At the same time you can only have one place of temporary residence.

The registration is for the sole purpose of keeping records and is intended to confirm the fact of the person's stay in the place where he/she has been registered.

A foreigner who is a citizen of a Member State of the European Union, a citizen of a Member State of the European Free Trade Agreement (EFTA) - the parties to the agreement on the European Economic Area or a citizen of the Swiss Confederation and a member of the family of such a foreigner who is not the citizen of the above-mentioned states residing in the territory of the Republic of Poland is obliged to register at the place of temporary residence which is to last for more than 3 months, at the latest on the 30th day, counting from the day of his or her arrival to this place.

2. A foreigner other than those indicated above, residing in the territory of the Republic of Poland shall be obliged to register at the place of temporary residence, however, not later than within 4 days, counting from the day of arrival to this place if his/her residence in the territory of the Republic of Poland exceeds 14 days.

The application for registration may also be filed by an attorney, who is a holder of a power of attorney referred to in Article 33 § 2 of the Act of 14 June 1960 - Code of Administrative Procedure (Dz.U. of 2016, item 23), i.e. granted in writing or submitted to the minutes, upon presentation by the attorney for inspection of his/her identity card or passport.

For a person who does not have full legal capacity or has limited capacity to act in law, compulsory registration is exercised by a statutory representative, a legal guardian or other person in charge of the actual custody at the place of their common residence.

The period of a foreigner's temporary stay may not exceed the period during which he/she is entitled to reside legally in the territory of the Republic of Poland, in accordance with the document confirming his/her right of residence.