

CITY OFFICE OF KRAKOW	Service sheet / external procedure no. SA-12
	Check-in of a foreigner for permanent or temporary stay

1. Handle the matter electronically

Yes, only a person who has a valid qualified electronic signature or signature confirmed by a trusted ePUAP profile.

2. Appendices

Annex no. 1- Report of permanent residence

Annex 2- Reporting a temporary stay

3. Sign language version

Not applicable

4. Matter handled by

Department of Administrative Affairs:

- Paper on Population and Identity Files for the Quarters I-VII (Śródmieście, Krowodrza) in the building at Housing Estate. Powstania Warszawskiego 10, Administrative Center
- Paper on Population and Personal Data Records for Districts VIII-XIII (Podgórze) in the building at st. Wielicka Street 28a
- Paper on Population and Personal Data Records for Districts XIV-XVIII (Nowa Huta) in the building on the estate , Zgody 2

5. Documents from the Applicant (client)

1. Form a permanent residence declaration (Annex 1 to the procedure) or a temporary residence form (Annex No. 2 to the procedure)
2. Passport or other document confirming his identity and citizenship.
3. Check-in for permanent residence (as applicable):
 - a residence card issued in connection with granting a permanent residence permit, a long-term resident's EU residence permit, a residence permit for humanitarian reasons, subsidiary protection or granting the refugee status in the Republic of Poland,
 - the document "consent for tolerated stay",
 - Permanent residence permit,
 - long-term resident's EU residence permit,
 - decision on granting refugee status in the Republic of Poland,
 - decision on granting supplementary protection in the Republic of Poland, consent for tolerated stay or consent to stay for humanitarian reasons,
 - in the case of EU citizens - a document confirming the right of permanent residence or a certificate on registering the EU citizen's residence or a statement on registering a stay in the territory of the Republic of Poland
 - in the case of a foreigner who is a family member of an EU citizen - a valid permanent residence card of an EU citizen's family member or a valid residence card of a family member of an EU citizen.

4. Zameldowanie na pobyt czasowy (odpowiednio): Check-in for temporary stay (respectively):

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

5. The original document confirming the legal title to the premises - for inspection. The document confirming the legal title to the premises can be, in particular, a civil law contract, an extract from the land and mortgage register, an administrative decision or a court order.

6. Fees

- 1) The issuance of a certificate confirming the permanent residence check is not subject to a fee.
- 2) Issue of a certificate confirming temporary residence
- PLN 17.

7. Form of consideration

- 1) Acceptance of a permanent residence application and issuance of a certificate confirming permanent residence,
- 2) Acceptance of a temporary residence permit in the commune authority competent for the location of the property and at the person's request - issuing a certificate confirming the temporary residence.

8. Time of consideration

Immediately

9. Documents obtained in the proceedings

Not applicable

10. Appeal procedure

In the event of refusal of registration through material and technical activities, the case is considered after conducting the explanatory proceedings on the principles contained in the procedure SA-32W przypadku odmowy zameldowania w drodze czynności materialno - technicznej sprawa rozpatrywana jest po przeprowadzeniu postępowania wyjaśniającego na zasadach zawartych [w procedurze SA-32](#)

11. Legal basis

- 1) Article 24, art. 25 ust. 1-3, art. 26, art. 27 sec. 2, art. 28, art. 30-39 and art. 41-43 of the Act of 24 September 2010 on population registration (i.e. Journal Laws of 2017, item 657, as amended)
- 2) Regulation of the Minister of Internal Affairs and Administration of 13 December 2017 on defining the formulas and the manner of filling out the forms used to perform the registration obligation (Dz. Laws of 2017, item 2411)
- 3) the Act of 16 November 2006 on personal data protection; Journal Laws of 2016, item 1827, as amended)

12. Additional information for the client

1. Please be advised that foreigners who are not citizens of EU countries, EFTA (Iceland, Norway, Lichtenstein) or the Swiss Confederation, as well as a family member of this citizen, still carry out the registration obligation (registration) traditionally in the municipality.
2. Citizens of EU Member States and family members of EU citizens are obliged to check in at the place of permanent or temporary residence at the latest on the 30th day from the date of arrival at this place.
3. Other (foreigners not listed in point 1) are obliged to check in at the place of permanent or temporary residence at the latest on the fourth day counting from the day of arrival to this place, unless their stay on the territory of the Republic of Poland does not exceed 14 days.
4. For a person who does not have full legal capacity, the registration obligation is performed by its statutory representative, legal guardian or other person exercising actual care in the place where they are staying together.
5. The registration obligation may be fulfilled by a proxy holder, who has a power of attorney granted in writing, after presenting his ID card, and in justified cases - another document allowing identification of identity.
6. The registration form must be completed by computer (machine) or by hand, in block letters.
The form can be made by an employee of the commune body in the form of a printout from the ICT system, in the presence of the person making the report on the basis of the data contained in the PESEL register and provided by that person.
7. Confirmation of the fact of a person's stay in the apartment is made on the registration form in the form of a legible signature with the date of its submission the owner or another entity holding the legal title to the premises.
8. A residence permit for a fixed period, a residence card and a certificate of registration of an EU citizen's residence is issued by the Małopolska Province Governor. Applications are submitted to the Małopolska Voivodship Office - Department of Citizens' Affairs and Foreigners.
9. The procedure is available on Procedura jest dostępna na www.bip.krakow.pl.

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