

## 1. How can I apply for a residence permit?

### 1) Send an application through Poczta Polska via registered mail with delivery confirmation

- the date of postage serves as the date of submission.

### 2) Submit it in person.

**NOTE: In order to submit an application in the Office or Delegation Offices, you must book an appointment online!** Without an online booking, the officials will not be able to accept an application from a foreigner.

If the application is correct and has no formal defects, you may immediately receive a stamp confirming its submission.

**Required forms are available on the website:**

[www.duw.pl/pl/obsługa-klienta/cudzoziemcy/karty-uslug-legalizacja/9948,Legalizacja-pobytu-obywateli-panstw-trzecich-na-terytorium-Polski.html](http://www.duw.pl/pl/obsługa-klienta/cudzoziemcy/karty-uslug-legalizacja/9948,Legalizacja-pobytu-obywateli-panstw-trzecich-na-terytorium-Polski.html)

[www.cudzoziemcy.gov.pl](http://www.cudzoziemcy.gov.pl)

## 2. Which application is appropriate, what documents and attachments should I enclose?

Visit the [www.duw.pl](http://www.duw.pl) website and go to the [Obsługa klienta – Cudzoziemcy – KARTY USŁUG-Legalizacja pobytu obywateli państw trzecich na terytorium Polski](#) [Customer Service – Foreigners – SERVICE CARDS – Legalisation of residence on the territory of Poland for third-country nationals] tab to find out what documents to prepare and what application you should fill in.

You can also use the interactive application forms available on the [www.cudzoziemcy.gov.pl](http://www.cudzoziemcy.gov.pl) website:

- - Choose a form
- - Complete it online
- - Save, print, check and sign it
- - Submit it to the Governor's Office in person (if you have booked online) or send it by post.

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### 3. How can I receive a passport stamp?

1) Submit the application in person. If there are no formal defects, you may receive a passport stamp on the same day. **Note! To submit an application in person, you must book an online appointment for a specific date and time.**

2) If you decide to send the application by post, you should wait for the return letter – it is a request to rectify any formal defects, e.g. submit your fingerprints. Next, bring the letter you received to the Office and collect the "Osobiste stawiennictwo" [Appearance in person] ticket. Once you have rectified ALL formal defects specified in the request, you must wait for the next letter, which will say that you can *come to collect a stamp with this letter*. After that, bring the original copy of the letter to the Office and collect the "Pieczętka" [Stamp] ticket. **NOTE! A passport stamp can only be provided only if the foreigner comes with a letter from the inspector stating that he or she is eligible to receive it.** Otherwise, the foreigner will not receive a stamp.

### 4. Can I meet with the inspector in charge of my case?

Employees do not provide information about the inspectors involved in the case or about the status of the case.

A meeting with the inspector can only take place at the personal request of the inspector **or** after submitting a letter to the Head of the 1st or 2nd Legalisation of Residence and Employment Department through the Department Director **or** after booking an appointment with the Head of Department (registration at [www.duw.pl](http://www.duw.pl); you can book an appointment after registering your account).

### 5. Is it possible to change my purpose of stay before the decision is issued?

During the procedure, while the decision has not yet been issued, it is possible to change the purpose of stay. To make the change, you must provide a page from the application form with the new purpose of stay marked and a letter informing the inspector in charge of the case about the change of the purpose. The change of the purpose of stay applies to temporary residence permits.

### 6. Is it possible to transfer the case to another voivodeship (province)?

It is possible to transfer the case to another voivodeship. To do that, you must write a letter containing such a request and submit it to the Governor's Office.

Transferring a case to another voivodeship is justified if the foreigner changes his or her place of residence to another location in another voivodeship.

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## 7. I wish to change my employer. What should I do?

If a foreigner **has received a decision granting a temporary residence and work permit with a particular employer**, he or she must notify the Governor in writing of the termination of employment with that employer within 15 days of the termination. At the same time, the foreigner has 30 days from the moment of terminating the employment with a given employer to find a new employer and resubmit the application for temporary residence and work permit.

If a foreigner **has been issued a decision granting a so-called EU Blue Card** (i.e. for high-skilled work) and, after two years of residence on the territory of Poland on its basis, he or she decides to change the employer or position, he or she may request a change of this decision. If the decision is changed by the Governor, it is not necessary to submit a new application.

If the foreigner wishes to change his or her employer before the lapse of 2 years, he or she must notify the Governor of this fact (within 15 days of the termination of employment) and resubmit the application for a temporary residence permit with high-skilled work within 30 days.

For more information, visit [www.duw.pl/obsługa klienta – Cudzoziemcy – Zezwolenia na pracę](http://www.duw.pl/obsługa-klienta-cudzoziemcy-zezwolenia-na-pracę). [[Customer service – Foreigners – Work permits](#)].

## 8. What should I do if I lose my card?

If you lose your Residence Card, you must **apply for a new card and fill in the form concerning the loss of your previous card**. You may then receive a confirmation of the loss of your card.

Note: The confirmation of the loss of your card is a substitute document that is recognised on the territory of Poland. However, it is not recommended to cross the Polish border on its basis (even within the Schengen area).

## 9. I am awaiting a decision about my stay. When can I legally work?

Pending the decision, a foreigner can work:

- If he or she holds a work permit or a valid declaration of entrusting work to a foreigner and a passport stamp.

If he or she works legally on the basis of a work permit or declaration of entrusting work to a foreigner at the time of submitting the declaration; he or she may continue to work pending the decision even if the said permit or declaration has expired.

**NOTE!** If the terms of employment change pending the decision, the employer must provide a new declaration of entrusting work or a work permit for the foreigner so that he or she may work legally on the basis of the stamp.

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- If the card expires, but the employer and terms of employment remain unchanged and the passport stamp is present, the foreigner may continue working without a work permit.

## **10. Questions from employers:**

- 1) My employee's visa is about to expire, but he or she would like to continue working.
  - In this case, you must apply for a temporary residence permit.
- 2) How can I get a declaration of entrusting work to a foreigner?
  - The declaration can be obtained at the Poviát Labour Office.
- 3) How can I apply for a work permit?
  - You must collect a "Zezwolenie na pracę A-E" [Work permit A-E] ticket from the queue management system in room A.

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