



Information on the current procedures related to the service of foreigners in registration matters

A. REGISTRATION OF ADDRESS / DE-REGISTRATION OF ADDRESS

→ by means of a box available in the building of the Lublin City Hall at 20 Leszczyńskiego Street

1. Registration:

In an envelope with your correspondence address and telephone number addressed to “The Department of Administrative Affairs” (pl. Wydział Spraw Administracyjnych), you must put the following inside:

- **completed registration form** downloaded from the website of the Lublin City Office, signed by the owner and the person registering address (the signature of the person registering address must be notarized), you must also attach the following:
 - photocopy of the passport (page with personal data) and the document legalizing your stay, for example visa (for non-EU foreigners)*
 - photocopy of the identity document - page with personal data (for EU foreigners)*
 - **legal title to the premises** - this may be the land and mortgage register number itself or an ordinary photocopy of the notarial deed or the allocation of the premises, while a copy of the legal title in the form of a civil-law lease agreement must be certified as a true copy of the original by a notary public or a legal advisor.

The certificate of residence, notification of the assigned PESEL number (i.e. documents issued ex officio) will be sent via the Polish Post S.A. by registered mail to the indicated mailing address.

<https://bip.lublin.eu/e-urząd/opisy-usług/wydział-spraw-administracyjnych/zameldowania-i-wymeldowania/>

You can download the application for permanent residence from <https://bip.lublin.eu/>:

Access path: E-Urząd >>> Opisy usług >>> Wydział Spraw Administracyjnych >>> Zameldowania i wymeldowania >>> Zameldowanie cudzoziemca na pobyt stały

You can download the application for a temporary stay from <https://bip.lublin.eu/>:

E-Urząd >>> Opisy usług >>> Wydział Spraw Administracyjnych >>> Zameldowania i wymeldowania >>> Zameldowanie cudzoziemca na pobyt czasowy

2. De-registration:

In an envelope with your correspondence address and telephone number addressed to “The Department of Administrative Affairs” (pl. Wydział Spraw Administracyjnych), you must put the following inside:

- **completed de-registration form** downloaded from the website of the Lublin City Office, signed by the de-registering person (signature must be notarized), you must also attach the following:
 - **an ordinary photocopy of the passport** (for non-EU foreigners) or a photocopy of the identity document (for EU foreigners)

<https://bip.lublin.eu/e-urząd/opisy-usług/wydział-spraw-administracyjnych/zameldowania-i-wymeldowania/>

You can download the application for de-registration from permanent residence from <https://bip.lublin.eu/>:

Access path: E-Urząd >>> Opisy usług >>> Wydział Spraw Administracyjnych >>> Zameldowania i wymeldowania >>> Wymeldowanie cudzoziemca z pobytu stałego

You can download the application for de-registration from a temporary residence from <https://bip.lublin.eu/>:

Access path: E-Urząd >>> Opisy usług >>> Wydział Spraw Administracyjnych >>> Zameldowania i wymeldowania >>> Wymeldowanie cudzoziemca z pobytu czasowego

* copies of documents must be certified as true copies by a notary public or a legal advisor



B. ISSUING OF CERTIFICATES OF REGISTRATION / DE-REGISTRATION

- ➔ via ePUAP (qualified signature, trusted profile)
- ➔ or through a box available in the building of the Lublin City Hall at 20 Leszczyńskiego Street

In an envelope with your correspondence address and telephone number addressed to “The Department of Administrative Affairs” (pl. Wydział Spraw Administracyjnych), you must put the following inside:

- **completed and signed application for issuing a certificate** downloaded from the Lublin City Office's website (the applicant's signature must be notarized), you must also attach the following:
 - **stamp duty payment confirmation** in the amount of PLN 17.00 to the following bank account:
Lublin City Hall, Bank Pekao S.A. V/O Lublin 95 1240 2092 9329 9200 0620 0000
 - **an ordinary photocopy of the passport (for EU foreigners, a photocopy of the identity card or passport)**

The certificate will be sent via the Polish Post S.A. by registered mail to the indicated mailing address.

<https://bip.lublin.eu/e-urząd/opisy-usług/wydział-spraw-administracyjnych/wydawanie-zaswiadczen-i-udostepnianie-danych/wydawanie-zaswiadczen-z-akt-ewidencji-ludnosci,2,23003,2.html>

You can download an application for a certificate from the civil registry from <https://bip.lublin.eu>:
Access path: E-Urząd >>> Opisy usług >>> Wydział Spraw Administracyjnych >>> Wydawanie zaświadczeń i udostępnianie danych >>> Wydawanie zaświadczeń z akt ewidencji ludności

C. APPLICATIONS FOR ISSUING PESEL NUMBER PURSUANT TO SEPARATE REGULATIONS

- ➔ via ePUAP (qualified signature, trusted profile)
- ➔ or through a box available in the building of the Lublin City Hall at 20 Leszczyńskiego Street:

In an envelope addressed to “The Department of Administrative Affairs” (pl. Wydział Spraw Administracyjnych), you must put the following inside:

- **a completed and signed application for a PESEL number** downloaded from the website of the Lublin City Office, you must also attach the following:
 - photocopy of the passport (page with personal data) and the document legalizing your stay, for example visa (for non-EU foreigners)*
 - photocopy of the identity document - page with personal data (for EU foreigners)*
 - copy of the passport - the copy must be certified as a true copy by a notary public or a legal advisor
 - **copy of the contract of mandate or employment contract** (a certificate from your company confirming employment is acceptable) - all copies must be certified as true copies by a notary public or a legal advisor.

City Office will proceed with the application, provided that employer's registered office is located in Lublin and the appropriate legal basis for obtaining the PESEL number is indicated in point 7 of the application. Notification about the assigned PESEL number will be sent via the Polish Post S.A. by registered mail to the indicated correspondence address.

<https://bip.lublin.eu/e-urząd/opisy-usług/wydział-spraw-administracyjnych/peSEL/nadanie-numeru-peSEL-osobie-obowiazanej-do-posiadania-numeru-peSEL-na-podstawie-odrebnych-przepisow,1,22995,2.html>

You can download an application for a PESEL number from <https://bip.lublin.eu>:
Access path: E-Urząd >>> Opisy usług >>> Wydział Spraw Administracyjnych >>> PESEL >>> Nadanie numeru PESEL osobie obowiązanej do posiadania numeru PESEL na podstawie odrębnych przepisów

* copies of documents must be certified as true copies by a notary public or a legal advisor.