



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 and a document legalizing your stay** (for non-EU foreigners) **or photocopy of the identity document** (for EU foreigners) - all copies must be certified as true copies by a notary or a legal advisor.
 - **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 permanent 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-urzed/opisy-uslug/wydzial-spraw-administracyjnych/zameldowania-i-wymeldowania/>

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-urzed/opisy-uslug/wydzial-spraw-administracyjnych/zameldowania-i-wymeldowania/>



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
 - **an ordinary photocopy of the 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-zaswiadczeń-i-udostępnianie-danych/wydawanie-zaswiadczeń-z-akt-ewidencji-ludności,2,23003,2.html>

C. APPLICATIONS FOR ISSUING PESEL NUMBER

- 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:
 - **copy of passport** - 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-obowiązanej-do-posiadania-numeru-pesel-na-podstawie-odrebnych-przepisów,1,22995,2.html>