PERMANENT RESIDENCE PERMIT

What is a permanent residence permit?

Legal right to indefinite residence in Poland granted in the form of an administrative decision. Granting of the permit requires, as a rule, prior uninterrupted residence in Poland for a certain period of time, with exceptions of persons who hold a Card of the Pole or are able to document Polish ancestry, in accordance with the Act on Repatriation, who may apply for it immediately after arriving in Poland.

Who grants the permit?

- ☑ **the voivode competent for your place of residence in Poland**
- ☑ **the Head of the Office for Foreigners (as an appeal authority)**

To whom is the permit granted?

A non-EU foreigner or a person without citizenship who intends to settle in Poland, who is, inter alia:

- a child of a citizen of the Republic of Poland or a foreigner who has been granted a permanent residence permit or a long-term resident of the EU, remaining under his/her parental authority;
- a holder of a valid Card of the Pole or a person of Polish descent;
- a spouse of a citizen of the Republic of Poland, married for at least 3 years;
- a beneficiary of international protection in Poland or who has been granted asylum, a residence permit for humanitarian reasons or a permit for tolerated stay in Poland.

⊕ and meets additional requirements for granting this permit

As a rule, the permit may not be applied for by, inter alia, persons who:

- are staying in Poland illegally or are staying outside the territory of Poland.

It is granted indefinitely. The first residence permit document is issued *ex officio*, the subsequent ones upon application, each with 10 year validity period.

Procedure for granting a permanent residence permit

1. **READ INFORMATION ON THIS PERMIT**
You will find them on the MOS portal in the “Read the information” section.

2. **PREPARE TO SUBMIT YOUR APPLICATION**
Make sure you can confirm your identity and sign the application via login.gov.pl. Gather all the information and documents you need for completing and processing your MOS application.

3. **LOG IN TO THE MOS**
You will do this through login.gov.pl, once you have registered your user account.

4. **FILL OUT THE APPLICATION FORM IN THE MOS**
Use the prompts provided as context-sensitive help, if necessary.
Attach a digital photograph and other necessary attachments to the application.

If you have any doubts - before submitting the application - raise them with the relevant Voivodeship Office using the contact form, via the hotline or during your appointment.

5. **CONFIRM AND SEND THE APPLICATION WITH ATTACHMENTS**
Sign the documents with a trusted signature, qualified electronic signature or personal signature via login.gov.pl.

6. **DOWNLOAD AND SAVE UPO**
If the application is sent correctly, you will receive an official confirmation of receipt (UPO).

If you do not receive it, it means that the application has not been successfully submitted.

7. AWAIT THE VOIVODE'S RESPONSE

You will receive a summons to appear in person at the office and to present the necessary information and documents.

8. GO TO THE OFFICE AND COMPLETE THE FORMALITIES

- present your travel document,
- give your fingerprints and specimen signature,
- supply all the required documents.

9. WAIT FOR THE CERTIFICATE TO BE ISSUED

The voivode will issue you with a certificate confirming that you have submitted your application in time. This will ensure that your continued stay in Poland is considered legal until the proceedings are completed with a final decision. The certificate will be sent to you electronically via the MOS or you can collect it during your appointment.

10. ACTIVELY PARTICIPATE IN THE ADMINISTRATIVE PROCEDURE

The voivode will conduct administrative proceedings and, if necessary, will summon you to provide further documents or explanations. Do not ignore these summons. You will be able to familiarise access case file before the decision is issued.

11. THE VOIVODE'S DECISION

if he/she decides to grant you a permit – you will receive a residence permit document (personal collection required);

if not – you can lodge an appeal with the Head of the Office for Foreigners within 14 days of the delivery of the decision via the Voivode

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