

SUBMITTING AN APPLICATION FOR LEGALISATION OF STAY | INFORMATION FOR FOREIGNERS IN POLAND



SUBMITTING AN APPLICATION FOR LEGALISATION OF STAY

PFM
POLSKIE FORUM
MIGRACYJNE

1. DETERMINE WHAT DOCUMENTS YOU WILL NEED

Determine exactly which documents you will need to submit a successful application. Helpful information in Polish, English, Ukrainian and Russian can be obtained from the Masovian Voivodeship Office – visit: <https://www.mazowieckie.pl/pl/dla-klienta/cudzoziemcy/zezwozenia-na-pobyt/36993,Legalizacja-pobytu.html>

There you can find information about the procedures for different types of stay permits, as well as information about the required documents.

You can also ask questions through the contact form or over the phone – for questions relating to your specific case – as well as determine which type of permit will be the most suitable for you. More information is available at: <https://www.mazowieckie.pl/pl/dla-klienta/cudzoziemcy/kontakt/33237,Kontakt.html>

In addition, you can also obtain free advice from a non-governmental organization. In Warsaw, such advice is available, among others, from the Polish Migration Forum Foundation, Foundation for Somalia and *Ocalenie* Foundation.

In 2019, information points run by NGOS will be established at regional branches of the Office. More information is available at regional branches.

2. PREPARING AN APPLICATION

- **Complete an application form**

The Office very often receives documents missing signatures, dates or addresses – so complete your application form carefully. Any mistakes or omissions mean that the application form has to be corrected or supplemented, so you will have to wait longer for the Office's decision. The application form should be completed in Polish, in capitals. You need to submit 2 copies of the application form. Make sure that both copies have been correctly filled out.

- **Prepare additional required documents.**

Check which documents need to be submitted as originals, which ones require additional copies and/or translations into Polish.

3. SUBMIT YOUR APPLICATION

You can submit an application until the last day of your legal stay in Poland. After personally submitting a complete application, you will get a stamp in your passport, which confirms legality of your stay until your application has been processed.

Important! The stamp is only placed in your passport once you have submitted a complete application form with all required appendices. Your passport will not be stamped if you submit an incomplete application. That is why even when submitting an application personally you shouldn't wait until the last day of your legal stay.

In practice, it is only possible to get a stamp on the spot if you submit an application personally during a pre-booked appointment at the Foreigners' Affairs Department at the Masovian Voivodeship Office, when your fingerprints have been taken.

- **WHERE TO SUBMIT YOUR APPLICATION?**

In Masovian Voivodeship there are several ways to submit an application for a stay permit:

- **a. Personally – appointment booked through the online calendar**

You can book an appointment to submit an application form in Warsaw or Radom by using the online calendar: <https://kolejka-wsc.mazowieckie.pl/rezerwacje/pol>

Application submission locations:

- Warsaw: Foreigners' Affairs Department (Wydział Spraw Cudzoziemców), ul. Marszałkowska 3/5,
- Radom: Regional Branch of the Masovian Voivodeship Office (Delegatura MUW) in Radom, ul. Żeromskiego 53

IMPORTANT! Only individuals staying in Poland on the basis of a Polish visa or residence card can book an appointment at the regional branch in Radom. This option is not available to people staying in Poland on the basis of visa-free travel or documents issued by another state from the Schengen area.

- **b. Personally – e-mail registration**

Registration by e-mail is only possible if a foreigner is planning to submit documents together with their closest family member(s) (husband, wife, children, parents staying in Poland).

Registration: wniosekrodzina@mazowieckie.pl

This way you can book an appointment for you and your family to submit applications for permanent and temporary stay permits and for long-term EU resident stay permits provided that all the applications are submitted together at the same time.

Applications can be submitted this way only in Warsaw at the Foreigners' Affairs Department, ul. Marszałkowska 3/5.

- **c. Personally – telephone registration**

Applications for stay permits can be submitted at the Multicultural Centre in Warsaw, ul. Jagiellońska 54, only after booking an appointment in advance over the phone: 22 32 58 900, open Monday to Friday, 9.00 AM–12.00 PM.

When submitting an application this way, you will be asked to supplement any missing information straight away (if necessary) and to give your fingerprints. However, you won't get a stamp in your passport straight away to confirm the legality of your continued stay in Poland – it is only possible once your fingerprints have been taken during a pre-determined appointment (and after supplementing any information missing from the documents).

- **d. Personally – without a pre-booked appointment**

You can submit a stay permit application without booking an appointment in advance at the Masovian Voivodeship Office in Warsaw or at its regional branch.

In that case, the application submission date is the date of submitting the application form to the Office (it's a good idea to prepare a copy of the application form for yourself and to ask the officer to confirm submission of the application on your copy of the form).

If submitting an application form this way, the documents will be verified later and you will be asked to give your fingerprints at a later date during a pre-determined appointment. This means that you will not get a stamp in your passport straight away to confirm that you've submitted an application and that your continued stay in Poland is legal. This is only possible once your documents have been officially verified, supplemented if needed and once you've given your fingerprints. The time you will have to wait to be first called to the Office to take care of those matters depends on the number of applications awaiting registration. It may be between a few weeks and a few months. Every time when it's necessary to exchange correspondence, the time you'll have to wait for the final decision gets longer.

Locations to submit an application for legalisation of stay without a pre-booked appointment:

- Registry Office at the Foreigners' Affairs Department, ul. Marszałkowska 3/5, Warszawa
- Customer Service Point at the Masovian Voivodeship Office in Warsaw, pl. Bankowy 3/5, entrance F from Al. Solidarności
- regional branch of the Masovian Voivodeship Office in Ciechanów, ul. 17 Stycznia 7, ground floor, room 9
- regional branch of the Masovian Voivodeship Office in Płock, ul. Kolegialna 15, ground floor, room 2
- regional branch of the Masovian Voivodeship Office in Siedlce, ul. Piłsudskiego 38, ground floor, room 14
- regional branch of the Masovian Voivodeship Office in Ostrołęka, ul. gen. Augusta Emila Fieldorfa *Nilu* 15, ground floor, room 46B

- **e. Submitting an application by mail**

Applications can also be submitted by mail. The postmark date (applications should be sent by recorded mail) is considered the application submission date.

Also in this case it is only possible to get a stamp in your passport confirming the legality of your continued stay once the documents have been verified, supplemented if necessary and once the applicant's fingerprints have been taken.

Applications should be sent to the following address:

Mazowiecki Urząd Wojewódzki w Warszawie, Wydział Spraw Cudzoziemców,
ul. Marszałkowska 3/5, 00-624 Warszawa

4. AWAITING THE OUTCOME

The application processing time depends on the case type, method of submitting the application and the number of cases being processed by the Office. At all stages of the proceedings the Office has the right to call on the applicant to supplement the documents. Notices are sent by post – which is why it is very important to notify the Office about any changes to your address, if the Office is unable to contact the applicant, the case may be discontinued or the application may be rejected.

While processing applications for legalisation of stay, the Office assesses if foreigners pose a threat to national security – all applications for legalisation of stay are also verified by the Police, Border Control and Internal Security Agency.

5. ISSUE OF THE FINAL DECISION

You can check the status of your case at <https://wnioski.mazowieckie.pl/MuwWsc/PL>. The login and password required to access the website will be provided by the Office while accepting your application or will be sent by mail.

The Office informs applicants when a decision has been issued by text, indicating the date for collecting the decision, or by mail. You can book an appointment to collect the decision on a different date – by using the contact form available on the website.



We offer advice and consultations on:

- legalisation of stay in Poland
- work and employment in Poland
- establishing sole proprietorship (self-employment) or a limited liability company
- social and health insurance (ZUS)

We can book you an appointment with:

- a psychologist – for adults and children
- a career advisor
- a lawyer
- business advisor, who offers information on establishing and developing businesses
- an integration assistant

In addition, we are accepting applications for:

- international childbirth classes
- PFM Youth Club (ages 13–17)

Applications +48 692 913 993, +48 22 110 00 85

zapisy@forummigracyjne.org



Since 2007, we have been supporting foreigners living in Poland and Poles living abroad.

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WOJEWODA MAZOWIECKI



A safe harbour.

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