

NEWCOMER'S GUIDE

Hallo!

привіт!

Hello

привет!

CZEŚĆ

SALUT!

HELLO
HELLO

Привітання!

HELLO

SALUT!

привет!

CZEŚĆ

HALLO
HALLO

Bienvenidos!

привіт!

Привітання!

Hello

привет!

SALUT!

Introduction

Welcome to Gdańsk!

We are very happy you chose our city. Whether you have come for a short while or plan to make this your home in the long term, we want to share with you some basic information about the formalities of living here. We know that finding the right government office can be a challenge anywhere and hope that this information will make your life in Gdansk a bit easier.

If there is anything missing or you need to ask more questions, feel free to visit Centrum Wsparcia Imigrantów i Imigrantek (*Immigrant Support Centre, Gdyńskich Kosynierów 11/1, Gdańsk, open Mondays 12.00-20.00, Tuesday to Thursday, 12.00-18.00*). We're doing our best to help newcomers deal with issues related to working and living in Poland.

To find out more, visit our Facebook page: <https://www.facebook.com/cwiitrojmiasto/>

Contents

1. Registration of stay/types of documents

- EU citizen 3
- Non-EU citizens 4

2. Registration of residence 7

3. PESEL 9

4. Work 11

5. Healthcare 13

6. Renting a flat 15

7. Car 16

8. Safety 19

9. Important dates and holidays 21

10. Important addresses 22

11. Emergency numbers 22

12. Attachments and instructions:

- Temporary residence registration form 23
- PESEL application form 26

Registration of stay and types of documents for EU citizens:

Registration of stay

EU citizens (*and their family members who are non-EU citizens*) are allowed stay in Poland for 3 months on a valid travel document or another type of ID (*family members from outside the EU must have a valid travel document*).

An EU citizen is:

- A citizen of an EU member state
- A citizen of the Swiss Confederation
- A citizen of the EFTA (*European Free Trade Association*) which is part of the EEA (*European Economic Area*)

How to register your stay in Poland?

Fill in the application form for EU citizens (*you need 4 copies*) and attach the following.

- 4 photocopies of your passport data page with your photo and personal details or of another type of ID
- 4 photocopies of the document that confirms your registration of residence (*permanent or temporary*)
- 1 photocopy of your certificate of employment (*or a declaration from your employee*)
- For students: a photocopy of your certificate of student status and a photocopy of your confirmation of health insurance.
- A proof that you have enough money to support yourself and your family members (*credit card or bank statement stamped and signed by a bank employee*).

In the Pomeranian voivodeship it is 2500 PLN, although the sum keeps changing.

Remember!

The application form must be filled in Polish. Anyone over 18 years old must submit it in person. It must be submitted the next day after your 3-month stay at the latest.



To get free help filling out the form, visit:

Centrum Wsparcia Imigrantów i Imigrantek, ul. Gdyńskich Kosynierów 11/1, Gdańsk
(*you don't have to register for a visit, it will be helpful if you bring the printed-out form with you*).

Opening hours:

Monday 12.00-20.00

Tuesday to Thursday 12.00-18.00

Sopockie Centrum Integracji i Wsparcia Cudzoziemców, ul. Młyńska 11, Sopot

Opening hours:

Wednesday 16.30-20.30

Thursday 16.30-20.30

Where to apply?

At Pomorski Urząd Wojewódzki (*Pomeranian Voivodeship Office*), Okopowa 21/27, Gdańsk, room 93, first floor, entrance from Rzeźnicka Street. Most employees at the Voivodeship Office speak English.

Opening hours:

Monday 9.00-14.00

Tuesday 11.00-18.00

Wednesday 9.00-14.00

Thursday 9.00-14.00

Friday 9.00-14.00

or

via Poczta Polska, by registered mail with a return receipt.

Address: Pomorski Urząd Wojewódzki, Oddział ds. Legalizacji Pobytu Cudzoziemców ul. Okopowa 21/27, 80-810 Gdańsk.

You will find the application form with the list of necessary attachments at the Pomorski Urząd Wojewódzki website:

<https://uwgdansk.bip.gov.pl/oddzial-ds-cudzoziemcow/zarejestrowanie-pobytu-obywatela-unii-europejskiej.html>

Remember! EU and EEA citizens do not need a permit to work in Poland.



Registration of stay and documents for non-EU citizens:

You can stay in Poland with one of the 4 main types of documents:

- **visa**
- **residence card**
- **valid biometric passport** (*if you come from a country with no visa requirement*)
- **valid stamped passport that confirms you applied for a residence permit**

In special situations, e.g. when you have applied for refugee status, other types of documents may be required.



VISA

This is a document that entitles you to enter Poland or other Schengen Area countries, to travel through the Schengen Area and stay there for a period of time (*the expiration date and the purpose of issuing the visa are in your passport*). Apart from a visa you need to have a valid passport (*travel document*). You can obtain your visa before departure at the Polish Consulate.

To apply or schedule a visit at the appropriate Consulate, go to the Polish Ministry for Foreign Affairs website: <https://www.e-konsulat.gov.pl/>

Types of visas:

Schengen visa (C) issued by a Schengen Area country gives you the right to travel through or remain in the Schengen Area for up to 90 days in total within a period of 180 days, counting from first entry.

- **Schengen Area countries are:** Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, the Netherlands, Lithuania, Luxemburg, Latvia, Malta, Germany, Poland, Portugal, Slovakia, Slovenia, Sweden, Hungary, Italy, Norway, Iceland, Liechtenstein and Switzerland (*the last four countries not members of the EU*).
- **Countries that are not part of the Schengen Area are:** Cyprus, Bulgaria, Ireland, Romania, the UK and Croatia. EU citizens do not need a visa to enter these countries. For non-EU citizens, it depends on their countries' individual regulations.

National visa (D) gives you the right to enter Poland and stay within its borders for a single or more visits up to 90 days in total. The visa is valid for up to 1 year.

Airport transit visa (A) gives you the right to pass through one or more airports in the Schengen Area. Citizens of Afghanistan, Bangladesh, Democratic Republic of the Congo, Eritrea, Ethiopia, Ghana, Iraq, Iran, Nigeria, Pakistan, Sudan and Sri Lanka need an airport transit visa if they are travelling from outside the EU and passing through a Schengen country (*without leaving the International Transit Zone at the airport*).

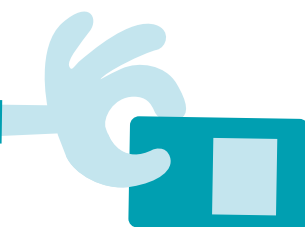
More information on visa procedure:

<https://secure.e-konsulat.gov.pl/firma/Informacyjne/Szczegolowe/Wizowe.aspx>

Visa-free stay:

If you don't need a visa, you are allowed to stay in the Schengen Area for up to 90 days during each 180-day period. The list of countries whose citizens do not need a visa to enter Poland:

https://www.msz.gov.pl/pl/informacje_konsularne/przyjazd_do_polski/lista_panstw/



RESIDENCE CARD

Types of residence cards:

- Temporary residence permit (*issued for up to 3 years*)
- Temporary residence and work permit (*for up to 3 years*)
- Residence and high-skilled work permit (*EU Blue Card*) * (*for up to 3 years*)
After the 3-year period, you can apply for another permit.
- Permanent residence permit (*issued for an indefinite period, needs to be renewed every 10 years*)
Long-term EU-resident permit (*issued for an indefinite period, needs to be renewed every 5 years*)

Residence card along with a valid passport gives you the right to stay in Poland and cross its borders without a visa.

Where can I get a residence card?

The application form with all the necessary documents can be submitted at

Pomorski Urząd Wojewódzki, Wydział ds. Cudzoziemców

(*Pomeranian Voivodeship Office, Foreigner Affairs Department*).

Before applying, register for a visit online: <http://webqms.pl/puw/>

or, without registering, go to:

Pomorski Urząd Wojewódzki w Gdańsku

ul. Okopowa 21/27

80-810 Gdańsk

(*sala obsługi klienta Oddziału ds. Legalizacji Pobytu Cudzoziemców entrance from Rzeźnicka Street*)

What is a BLUE CARD?

The Blue Card applies to high-skilled, highly-qualified employees like architects or lawyers.

The list of occupations can be found here:

http://ec.europa.eu/growth/tools-databases/regprof/index.cfm?action=regprofs&id_country=23&qid=1&mode=asc&maxRows=*#top%20

Every Blue Card owner can apply for temporary stay for the members of their family as part of the family reunification procedure. This gives the owner's spouse open access to the job market without the need for any additional permits, as well as the right to start their own business.

During the first 2 years in Poland as a Blue Card owner you are not allowed to:

- start working for a different employer than the one specified in your permit
- change job titles
- work for a lower salary than the one specified in your permit.

If any of those conditions change or you lose your job, you need to inform the Voivodeship Office within 15 working days and apply for a new permit within 3 months. After this period your card will expire. Council Directive 2009/50/EC of 25 May 2009 on the conditions of entry and residence of third-country nationals for the purposes of highly qualified employment:

<https://eur-lex.europa.eu/legal-content/PL/TXT/?uri=celex%3A32009L0050>

Registration of residence

If you are a foreigner planning to stay in Poland for more than 30 days, you need to **register your temporary residence**.

Temporary stay (*in Poland*) and temporary residence (*at a particular address*) are two different things that require separate procedures. Whether temporary or permanent, you can have only one registered address at a time.

How to register temporary residence?

- Fill in the application form:
<https://obywatel.gov.pl/documents/10181/0/Zg%C5%82oszenie+pobytu+czasowego+2018.pdf/8cff78fe-3337-49fa-b308-d89ef5996b9e>
- The form needs to be signed by the owner of the flat/house.

Attachments:

- A document confirming the legal owner of the flat/house, usually księga wieczysta (*land and mortgage register*)
- Your passport or ID
- A document confirming your temporary stay in Poland (*visa, residence card, decision to grant a temporary /permanent stay permit or protection in Poland*). For EU, EFTA and Swiss Confederation citizens – a valid ID
- With first-time registration of a child's residence: a certified transcript of the birth certificate (*if the certificate was issued abroad, you will need to get a certified Polish translation*)
- If the owner of the house/flat does not agree to register your residence, you can take the filled-in form and the rest of the documents to the City Hall and ask about registering under an administrative decision. Most employees of the City Hall communicate in English.

Where to submit your application?

Urząd Miasta Gdańska (Gdańsk City Hall) if you live in Gdańsk:

Zespół Obsługi Mieszkańców nr 1

ul. Partyzantów 74

80-254 Gdańsk

desks: 38, 39, 40

tel. 58 323 69 58; 58 323 69 59; 58 323 69 60

Zespół Obsługi Mieszkańców nr 3

ul. Nowe Ogrody 8/12

80-803 Gdańsk

desks: 1,2,3,4

tel. 58 323 60 51; 58 323 60 52; 58 323 60 53; 58 323 60 54

Zespół Obsługi Mieszkańców nr 4

ul. Wilanowska 2

80-809 Gdańsk

desks: 5,6

tel. 58 323 71 33; 58 323 71 75

Urząd Miasta Sopotu (Sopot City Hall) if you live in Sopot:

ul. Tadeusza Kościuszki 25/27

81-704 Sopot

tel. 58 521 37 51

Urząd Miasta Gdyni (Gdynia City Hall) if you live in Gdynia:

Al. Marszałka Piłsudskiego 52/54

81-382 Gdynia

room 60

tel. 58 668 87 29; 58 668 87 30; t58 668 87 27

To apply online, go to: <https://obywatel.gov.pl/>

You have to use Profil Zaufany (*Trusted Profile*) or an electronic signature.

The fee to get a written confirmation of your registered residence is 17 PLN.

PESEL

What is a PESEL?

PESEL is an individual, unique 11-digit identification number.

Migrants are quite often asked for their PESEL in Poland. Although in most cases it is not legally required, having it makes things a lot easier. To get your PESEL number, you need to have a registered address. You can apply for both at the same time.

How to get a PESEL?

- Fill in the form: <https://www.gdansk.pl/download/2017-01/84431.pdf>
- Attach: a photocopy of your passport or ID and your registered residence certificate
- If you submit your application in Gdynia, you must also present legal basis concerning your individual situation. This is the one most migrants quote:

<https://www.infor.pl/akt-prawny/DZU.2016.197.0001633,rozporzadzenie-ministra-cyfryzacji-w-sprawie-profilu-zaufanego-elektronicznej-platformy-uslug-administracji-publicznej.htm>

You can apply for a PESEL when you're applying for registered residence.



PESEL

Where do I submit my application?

Urząd Miejski w Gdańsku (Gdańsk City Hall)

Zespół Obsługi Mieszkańców nr 1

ul. Partyzantów 74
80-254 Gdańsk
desks 38, 39
tel. 58 323 69 58; 58 323 69 59)

Zespół Obsługi Mieszkańców nr 3

ul. Nowe Ogrody 8/12
80-803 Gdańsk
desks 1, 2, 3, 4
tel. 58 323 60 51; 58 323 60 52; 58 323 60 53; 58 323 60 54

Zespół Obsługi Mieszkańców nr 4

ul. Wilanowska 2
80-809 Gdańsk
desks 3, 4
tel. 58 323 71 33; 58 323 71 75

Urząd Miasta Gdyni (Gdynia City Hall)

Al. Marszałka Piłsudskiego 52/54,
81-382 Gdynia
room 60
tel. 58 668 87 29; 58 668 87 30; 58 668 87 27

Remember!

Until you get your PESEL, give your passport or ID number instead. If PESEL is required (for example at a health clinic or a school), ask for legal basis of this requirement.



Many computer systems in Poland are designed to require PESEL.

This doesn't mean, however, that PESEL is compulsory. You can ask the employee to manually put in your ID number instead.

Work

There are 3 main types of contracts in Poland

- **Umowa o pracę** – (*regular employment contract*) – regulated by Kodeks Pracy (*Labour Code*). It can be fixed-time or temporary, e.g. for a trial period. From the employee's point of view an indefinite contract is the best and most secure form of employment. The employee has the right to paid holidays and sick leaves.
- **Umowa zlecenia** – (*contract of mandate*) – regulated by Kodeks Cywilny (*Civil Code*). The employee has fewer rights (*no paid holiday or sick leave*). It is usually a fixed-term contract. In special cases it can also be indefinite. Working under umowa zlecenia does count as years of service.

Remember: This form of employment involves a health insurance contribution.



- **Umowa o dzieło** – (*specific-task contract*) – regulated by Kodeks Cywilny (*Civil Code*). This is a contract to perform a specified task over a particular period of time. Working under umowa o dzieło does not count as years of service. Health insurance contributions are not compulsory, so it DOES NOT provide health insurance.

Basic documents legalising a foreigner's working in Poland:

Oświadczenie o powierzeniu pracy cudzoziemcowi – (*declaration of entrusting work to a foreigner – for the citizens of Armenia, the Republic of Belarus, Georgia, the Republic of Moldova, the Russian Federation and Ukraine*). The document is registered by the employer at Powiatowy Urząd Pracy. It is the basis for signing a contract and working for up to 180 days a year.

When you change jobs or even just job titles, the employer must register a new declaration. It is issued to each person individually.

To receive the declaration, you need to submit a filled-in form (*in Polish*), proof of payment (30 PLN), and photocopies of the photo, visa and stamp passport pages.

Wojewódzkie zezwolenie na pracę – (*work permit issued by the Voivode's Office*) – required after 180 days of employment based on the abovementioned declaration and from the beginning for citizens of other countries. It is issued by the appropriate Voivode's Office depending on where the company is based.

Remember: a temporary residence and work permit (residence card) is in it self a Voivode's work permit, but only for the employer and job title mentioned in your residence application form.



Who can work in Poland WITHOUT a work permit?

- People who were granted refugee status in Poland
- People who were granted subsidiary protection in Poland
- People with a permanent residence permit

- People with a long-term EU residence permit issued in Poland, or in special cases, in another EU member state
- People who were granted permit for tolerated stay
- People who were granted temporary protection in Poland
- People who were granted humanitarian protection in Poland
- Citizens of EU and EEA, as well as non-EEA citizens (*and members of their family*) from a country that signed a free movement agreement with the EEC
- Victims of human trafficking, if they meet specified requirements
- People who were granted temporary residence permit due to a marriage with a Polish citizen, or a foreign national with a refugee status/subsidiary protection/permanent residence/long-term EU residence permit/tolerated stay/temporary protection granted in Poland
- People who kept their temporary residence permit due to special circumstances such as death of a spouse who was an EU citizen/divorce with an EU citizen
- People who applied on time to prolong their temporary stay, provided they had the right to work without a permit directly before doing so
- People who have a valid Karta Polaka (*Polish Card*)
- People who are conducting training courses, doing internships or working as part of an EU project or another type of international aid project
- Language teachers working in kindergartens, schools, teacher training centres
- People working up to 30 days a year as scientists/academics or artists
- Full time students on a student visa
- Full-time students with a valid student temporary residence permit
- Graduates of Polish high schools, full-time undergraduate and PHD courses at Polish universities or academic/research institutions
- People entitled to work without a permit by the Ankara Agreement
- Language teachers, posted workers in cultural institutions, army employees, regular media correspondents, athletes, clerics
- People who have been working for one employer for at least three months on *umowa o pracę* (*with a declaration of entrusting work to a foreigner*) and who are awaiting their work permit from the Voivode's Office.

Remember: after three months you still need to have *umowa o pracę*.



Another group of people who DO NOT need a work permit are posted workers sent to Poland by a foreign employer (*as long as they keep their permanent residence outside Poland*) for up to three months to:

- do construction, maintenance or repair work on machines, structures or equipment manufactured by their foreign employer,
- carry out final acceptance of machines/structures/equipment manufactured by a Polish company,
- train the Polish recipient of machines/structures/equipment on how to use it; how to assemble/disassemble/maintain trade exhibition stalls if they are posted by the foreign company who is showcasing their product at the exhibition.

Healthcare

There are two types of healthcare in Poland: public (*free*) and private.

Public (free) healthcare

To use public healthcare in Poland you need healthcare insurance with the **NFZ** (*National Health Fund*).

Who has got healthcare insurance?

- An employee with *umowa o pracę* and/or *umowa zlecenia*.
- The employee's spouse – however, this does not happen automatically. They need to be registered for insurance purposes with the employer. As soon as the spouse starts working, the fact also needs to be registered with the employer to avoid double insurance.
- Children under 18 (*this includes the employee's children, the children of their spouse, adopted children, grandchildren and foster children*). Children under 26 if they continue their education (*students over 26 need to inform their school and the school is required to cover their health insurance*). Children with severe disabilities can be registered for insurance regardless of their age.
- The employee's parents and grandparents if they live in the same household.

Proof of healthcare insurance

If you have a PESEL number, your information is part of the electronic verification system (*eWUŚ*). However, in case of a system error you will need the same documents confirming that you have healthcare insurance as a person without a PESEL would need.

Documents confirming healthcare insurance:

- Your current monthly ZUS RMUA report provided by the employer
- If you have your own business – a valid proof of payment of healthcare contributions.
- If you have voluntary insurance – a copy of the contract with the NFZ along with a photocopy of the ZUS ZZA document and a valid proof of payment of health care contributions.
- If you are a student (*18-26 years old*) you also need your student card.

You can also get healthcare insurance and the right to free medical care if you pay your healthcare contributions yourself. This procedure is called "voluntary insurance"

Who has the right to voluntary insurance?

1. People working with *umowa o dzieło*.
2. People working under a management contract.
3. Undergraduate and PhD students studying in Poland as well as graduates on a compulsory internship.
4. People who were granted tolerated stay or a refugee status in Poland, or who are under temporary protection.
5. People on an adaptation internship.
6. People who are taking a Polish language course or a preparatory course to study in Polish.

How to get voluntary insurance?

Instructions and a list of all the necessary documents:

<http://www.nfz.gov.pl/dla-pacjenta/zalatw-sprawe-krok-po-kroku/jak-ubezpieczyc-sie-dobrowolnie/>

Submit your application here:

80-865 Gdańsk, ul. Marynarki Polskiej 148

tel. 58 75 12 500

With healthcare insurance you have the right to:

1. Medical care from a general practitioner (GP). Before your first visit register at the clinic to choose your doctor, district nurse and – if you're a woman – a district midwife.
2. Around the clock emergency care, hospital care.
3. Partially refundable prescription drugs.
4. Therapeutic rehabilitation.
5. All diagnostic test ordered by a doctor who has a contract with the NFZ (*National Health Fund*).
The doctor is obliged to give you the address of the place where you can do the tests.
6. Specialist care for which you need a referral from your GP if the specialist has a contract with the NFZ.
You do not need a referral for:
 - a psychiatrist
 - an oncologist
 - a dentist
 - a gynaecologist
7. You have the right to free medical care if you:
 - suffer from tuberculosis
 - are HIV-positive
 - require therapy for alcohol/drug addiction

Dentist

The healthcare package within the public healthcare system includes:

- a dental examination (*once a year*)
- a general check-up (*three times a year*)
- anaesthesia (*for treatment financed by the NFZ*)
- tooth decay treatment



All kinds dental treatment financed by the NFZ are listed here:

<http://www.nfz-gdansk.pl/dla-pacjenta/zasady-korzystania-ze-swiadczen-medycznych/leczenie-stomatologiczne/wykaz-swiadczen-zdrowotnych-lekarza-dentysty-zakwalifikowanych-jako-swiadczenia>

Immunisation and healthy children protection

In Poland it is mandatory that each child receives vaccinations. Whether the child is insured or not, the vaccines are free of charge.

To fulfil this obligation and protect your child from infectious diseases you need to:

1. have your child's vaccination certificate from the country of origin
2. visit your GP and ask for an individual vaccination plan
3. show up for vaccinations according to the plan.
4. when a child is 2, 4, 6, 10, 14 and 18 years old, the doctor performs a general health check-up

Private healthcare

There are many private doctor's offices and clinics in Poland, for which you pay a charge.

The easiest way to find them is online.

One of the websites where you can find a specialist is <https://www.znanylekaz.pl/>

Renting a flat

You can rent a flat either directly from the landlord or from their representative.

You can also use a real estate company. While looking for a place, consider the full price.

The basic price mentioned in the ad is often the sum you need to pay to the flat owner and does not include rent and utilities (*gas, water, electricity*). Apart from all that, many landlords also require a deposit.

Before signing a contract with a real estate company, ask who covers the cost of looking for a flat. In most cases it is the landlord, but some companies may charge you as well.

Rent ment

When you find a flat, you should sign a rent agreement. This usually includes:

- The address of the place
- Renting period (*fixed or indefinite*)
- The amount of rent and when it's due
- Terms of terminating the agreement
- Terms of getting your deposit back

Remember never to sign a contract which you don't fully understand.

Helpful websites if you're looking for a place to rent:

<https://www.otodom.pl/>

<https://ogloszenia.trojmiasto.pl/nieruchomosci/>

www.olx.pl

<https://gratka.pl/nieruchomosci>

Car

Driving licence

There are different driving licence categories in Poland. The most popular is category B which allows you to drive a passenger car no heavier than 3,5 tons, a passenger car with a light trailer, a tractor, and a motorcycle up to 11 kilowatts. Other categories include A (*motorcycle*), A2 (*motorcycle up to 35 kilowatts, three-wheeled motorcycle up to 15 kilowatts*), A1, B1, C (*large vehicle heavier than 3,5 tons which isn't a bus*), C1, D (*bus*).

To find out more, visit Wojewódzki Ośrodek Ruchu Drogowego (*your regional road and traffic authority*).

Do I need to get a Polish driving licence?

If you have a driving licence issued in an EU member state or a non-EU country which signed the Vienna Convention on Road Traffic (*listed here: <http://zielonalinia.gov.pl/upload/powroty/po-konwencja-wiedenska.pdf>*) **you DO NOT need to have a Polish driving licence. If not, you are obliged to get an international driving licence and pass the theoretical part of the Polish driving test** (*it is possible to take the test in another language*).

What documents do I need to submit?

- a filled-in application form: <https://www.gdansk.pl/download/2017-04/8776>
- a passport or another type of ID
- proof of payment
- a photocopy of your current driving licence
- 1 photograph 35x45 mm
- a certified translation of your driving licence prepared by either a certified translator or the appropriate Polish Consulate
- a photocopy of your residence card, visa or another document confirming your right to stay in Poland; alternatively, a written confirmation that you have been a student in Poland for at least 6 months.

Cost: 100 PLN + registration fee 0,50 PLN.

Please make your payment to **50 1240 1268 1111 0010 7094 9851**

with a note: "Opłata administracyjna za wydanie prawa jazdy 100 zł + opłata ewidencyjna 0,50 zł, your full name" You can also pay at the City Hall.



Where do I submit the documents?

Urząd Miejski w Gdańsku (if you live in Gdańsk):

Zespół Obsługi Mieszkańców nr 1

ul. Partyzantów 74

80-254 Gdańsk

desks 21, 22

tel. 58 323 69 31; 58 323 69 32

or

Zespół Obsługi Mieszkańców nr 4

ul. Wilanowska 2

80-809 Gdańsk

desks 10, 11, 12, 13

tel. 58 323 71 51; 58 323 71 52; 58 323 71 53; 58 323 71 54

When your licence is ready, you will get a text message.

You can also go to: <https://info-car.pl/infocar/prawo-jazdy/sprawdz-status.html>

Urząd Miasta Sopotu (if you live in Sopot):

ul. Tadeusza Kościuszki 25/27

81-704 Sopot

tel. 58 521 37 51

Urząd Miasta Gdyni (if you live in Gdynia):

Al. Marszałka Piłsudskiego 52/54

81-382 Gdynia

Do you want to get a Polish driving licence?

To get a new licence to drive in Poland, you need to:

1. Get a PKK number (*Profil Kandydata na Kierowcę*) – to do this, bring a doctor's note stating you are fit to drive, fill in a form and attach photos with copies of your residence permits.

You will find the form here: <https://www.gdansk.pl/download/2016-05/72541.p>

2. Take a course at a chosen OSK (*Ośrodek Szkolenia Kierowców*).

3. Take your test at Pomorski Ośrodek Ruchu Drogowego in Gdańsk.

You can book your test online at: <https://pord.pl/zapisy-na-egzamin-on-line/>

4. After passing your test, you need to pay for your licence.

(administration fee 100 PLN, registration fee 0.50 PLN)

5. To check if your licence is ready, go to: www.info-car.pl

Car registration

Each car owner in Poland needs to register it within 30 days after purchase.

Where do I register my car?

Urząd Miejski w Gdańsku (if you live in Gdańsk):

Zespół Obsługi Mieszkańców nr 1

ul. Partyzantów 74

80-254 Gdańsk

tel. 58 323 69 13

or

Zespół Obsługi Mieszkańców nr 2

ul. Miłskiego 1

80-809 Gdańsk

tel.: 58 323 71 70

Urząd Miasta Sopotu (if you live in Sopot)

Referat Komunikacji

ul. Tadeusza Kościuszki 25/27

81-704 Sopot,

room 52,

tel. 58 521 37 18

Urząd Miasta Gdyni (if you live in Gdynia)

Referat Praw Jazdy i Rejestracji Pojazdów

al. Piłsudskiego 52/54

81-382 Gdynia

tel. 58 668 87 35

What documents do I need to submit?

1. A filled-in form <https://www.gdansk.pl/download/2018-07/110352.pdf>
2. Proof of ownership (e.g. the purchase agreement).
3. A valid ID or passport (for inspection).
4. A registration document and registration plates.
5. Your vehicle licence if you've got one.
6. A valid vehicle inspection document.
7. Proof of mandatory OC insurance.

Cost: 180, 50 PLN* which you can pay at the City Hall (no additional fee).

(*the cost may change, you can look it up online, ask at the City Hall or the Immigrant Support Centre).

Find out more at: <https://www.gdansk.pl/urząd-miejski/wydział-komunikacji/procedury/Rejestracja-pojazdu-uzywanego-zakupionego-na-terenie-RPa,44912>

Car insurance:

Each car owner in Poland is obliged to have OC (*civil liability*) insurance. The prices vary depending on the insurance company.

Losing your licence

Polish driving laws change quite often. Currently, there is a point system which sanctions individual offences. This means that a driver who breaks the rules gets not only a fine, but also points on their driving licence. A driver who collects more than 24 points must take part in a re-education course. If they don't do it within a month of getting the administrative decision, they lose their driving licence. To get the licence back, they need to retake their driving test. For anyone who has a licence for less than a year, the point limit is 20.

Car equipment

Each car needs to have a first-aid kit, a fire extinguisher (*which should undergo a technical check-up once a year*) and a warning triangle.

Safety

Everyone has the right to feel safe in their own home. In case of robbery, assault, threats or another kind of harm you should go to the police. It's very important not to hide the fact and not to be left alone to deal with the problem. Don't worry about not speaking Polish; the police will take your statement using an interpreter.

Remember: each police officer is obliged to respect human dignity and human rights. They are there to help.



Dzielnicowy (*community police officer*) is the police officer working in your neighbourhood.

If you feel threatened, you can ask them for help or advice. The addresses of local police stations where you can find them are listed below. The police are authorized to control the legality of foreigners' staying in Poland. Therefore, they can ask you for:

- documents confirming that you are here legally (*passport, visa, residence card*)
- documents confirming that you are allowed to work in Poland (*declaration of entrusting work to a foreigner or work permit issued by the Voivode's Office*).

Important telephone numbers:

If you are in any kind of danger, call for help.

112 is the European emergency number.

The operator will redirect you to the police, the fire service or the ambulance service.

Other important numbers in Tricity:

POLICE - 997, AMBULANCE - 999, FIRE SERVICE - 998

Lost documents

When your documents get lost or stolen, go to the police immediately. It is crucial to report the fact to avoid identity theft. The police officer will issue a certificate which you should take to your embassy or consulate to get a new document or a temporary replacement.

Police stations in Tricity

Gdańsk

Komenda Miejska Policji, ul. Nowe Ogrody 27, tel. **58 321 62 22**

Komisariat Policji I, ul. Platynowa 6F, tel. **58 321 67 22**

Komisariat Policji II, ul. Długa Grobla 4, tel. **58 328 44 22**

Komisariat Policji III, ul. Biała 1A, tel. **58 521 15 22**

Komisariat Policji IV, ul. Kaprów 14, tel. **58 521 14 22**

Komisariat Policji V, ul. Obrońców Wybrzeża 19, tel. **58 521 12 22**

Komisariat Policji VI, ul. Kasztanowa 6, tel. **58 521 17 22**

Komisariat Policji VIII, ul. Kartuska 245, tel. **58 321 68 22**

Komisariat Policji IX, ul. Balcerskiego 35, tel. **58 521 11 22**

Sopot

Komenda Miejska Policji ul. Armii Krajowej 112A, tel. **58 52 16 200, 58 52 16 222**

Gdynia

Komenda Miejska Policji ul. Portowa 15, tel. **58 662 19 00**

Komisariat Policji (*Śródmieście*) ul. Jerzego Waszyngtona 11, tel. **58 66 21 155, 58 66 21 867**

Komisariat Policji (*Redłowo*) ul. Korczaka 1a, tel. **58 66 21 225**

Komisariat Policji (*Chylonia*) ul. Owsiana 5, tel. **58 66 21 355, 58 62 30 051**

Komisariat Policji (*Karwiny*), ul. Gabrieli Zapolskiej 1, tel. **58 66 21 455, 58 66 91 707**

Komisariat Policji (*Oksywie*) ul. Zielona 17B, tel. **58 66 21 555, 58 62 59 074**

Komisariat Policji (*Witomino*) ul. Chwarznieńska 4, tel. **58 66 21 655, 58 62 40 432**.

Fine

If an offence is committed, the police is authorized to issue a fine. This concerns mostly driving offences.

The fine may take 3 different forms:

1. You can pay cash on the spot.
2. You can get a penalty notice.
3. The fine may be also imposed in your absence.

The person who received a fine has the right to refuse to accept it. In this instance the case goes to court. The same thing happens when the fine isn't paid on time.

If you have any doubts, contact a local organisation giving free legal advice:

Gdańsk – Centrum Wsparcia Imigrantów i Imigrantek, ul. Gdyńskich Kosynierów 11/1

e-mail: centrum@cwii.org.pl

Sopot – Sopotkie Centrum Integracji i Wsparcia Cudzoziemcom, ul. Młyńska 11, tel. **504 943 910**

Important dates and holidays:t

1 January – New Year, public holiday, non working day

6 January – Trzech Króli (*Epiphany*), non working day

The last Sunday of March – clocks go forward to European Summer Time

March/April – Easter, moveable feast, Easter Monday is a non working day

May/June (Thursday), 60 days after Easter – Corpus Christi (*Boże Ciało*), moveable feast, non working day

1 May – Święto Pracy (*Labour Day*), public holiday, non working day

3 May – Święto Konstytucji 3 Maja (*Constitution Day*), public holiday, non working day

26 May – Mother's Day, working day

23 June – Father's Day, working day

15 August – Wniebowzięcie Najświętszej Maryi Panny (*Assumption of Mary*), non working day

1 September – beginning of the school year, working day

The last Sunday of October – clocks go back to European Daylight Saving Time

1 November – Wszystkich Świętych (*All Saints' Day*), non working day

11 November – Independence Day, public holiday, non working day

6 December – Mikołajki (*Saint Nicholas Day*), working day

24 December – Christmas Eve, working day

25 and 26 December – Christmas, non working day

Important addresses:

Pomorski Urząd Wojewódzki w Gdańsku (*Pomeranian Voivodeship Office in Gdańsk*)

ul. Okopowa 21/27

Gdańsk

www.gdansk.uw.gov.pl/dla-klienta/cudzoziemcy

Urząd Miejski w Gdańsku (*Gdańsk City Hall*)

ul. Nowe Ogrody 8/12

Gdańsk

www.gup.gdansk.pl

Urząd Miejski w Sopocie (*Sopot City Hall*)

ul. T. Kościuszki 25/27 Sopot

www.miasto.sopot.pl

Urząd Miejski w Gdyni (*Gdynia City Hall*)

Al. Marszałka Piłsudskiego 52/54 Gdynia

www.gdynia.pl

Gdański Urząd Pracy (*Gdańsk Labour Office*)

ul. 3 Maja 9 Gdańsk

www.gup.gdansk.pl

Centrum Wsparcia Imigrantów i Imigrantek (*Immigrant Support Centre*)

ul. Gdyńskich Kosynierów 11/1 Gdańsk

www.cwii.org.pl

Sopockie Centrum Integracji i Wsparcia Cudzoziemców (*Sopot Integration and Support Centre for Foreigners*)

ul. Młyńska 11 Sopot

www.cwii.org.pl

Important emergency telephone numbers:

Emergency - 112

Police - 997

Ambulance - 999

Fire Service - 998

Straż miejska Municipal Police - 986

Gas Emergency Service - 992

Electricity Emergency Service - 991



Attachments and instructions:

Temporary residence registration form

MUST BE FILLED IN POLISH!



Rzeczpospolita
Polska

EL/ZC/1

Zgłoszenie pobytu czasowego / Temporary residence registration form

Instrukcja wypełniania w 3 krokach / Instruction for completion in 3 steps

1. **WYPEŁNIAJ WIELKIMI LITERAMI / FILL IN CAPITAL LETTERS**

2. Pola wyboru zaznaczaj / Mark selection boxes with ☒ lub / or ☒

3. Wypełniaj kolorem czarnym lub niebieskim / Complete in black or blue

Przykład wypełnionego wniosku znajdziesz na stronie internetowej prowadzonej przez Ministerstwo Spraw Wewnętrznych i Administracji / Example of the completed application may be found on the website kept by the Ministry of the Interior and Administration

1. Dane osoby, której dotyczy zgłoszenie / Details of the person to whom the application relates

Nazwisko <small>Surname</small>	<input type="text"/>
Imię (imiona) <small>Name (names)</small>	<input type="text"/>
Numer PESEL (o ile został nadany) <small>PESEL number (if it was issued)</small>	<input type="text"/>
Kraj urodzenia <small>Country of birth</small>	<input type="text"/>
Jeśli nie masz numeru PESEL, wypełnij / Complete, if you do not have a PESEL number	
Data urodzenia <small>Date of birth</small>	<input type="text"/> - <input type="text"/> - <input type="text"/>
① dd-mm-rrrr / dd-mm-yyyy	
Miejsce urodzenia <small>Place of birth</small>	<input type="text"/>
Wypełnij, jeśli nie masz miejsca pobytu stałego w Polsce / Complete if you have no place of permanent residence in Poland	
Kraj miejsca zamieszkania <small>Country of the place of residence</small>	<input type="text"/>

Put in the details of the person registering their residence.

2. Dane do zameldowania na pobyt czasowy / Details of the temporary residence

Adres nowego miejsca pobytu czasowego / Address of the new place of temporary residence

Ulica <small>Street</small>	<input type="text"/>	
Numer domu <small>House number</small>	<input type="text"/>	Numer lokalu <small>Flat number</small>
Kod pocztowy <small>Postal code</small>	<input type="text"/>	
Miejscowość – dzielnica <small>City – City district</small>	<input type="text"/>	
Gmina <small>Commune</small>	<input type="text"/>	
Województwo <small>Voivodeship</small>	<input type="text"/>	

Put in the address where you are registering your residence.

Temporary residence registration form

Deklarowany okres pobytu / Declared period of residence

Od
From

--	--	--	--	--	--	--	--	--	--

i dd-mm-rrrr / dd-mm-yyyy

do
to

--	--	--	--	--	--	--	--	--	--

i dd-mm-rrrr / dd-mm-yyyy

Beginning and end of your residence. It needs to be compliant with the expiry date of your stay permit

Adres dotychczasowego miejsca pobytu czasowego / Address of the previous place of temporary residence

Nie wypełniaj, jeśli nie masz miejsca pobytu czasowego. Automatycznie zostaniesz wymeldowany z dotychczasowego miejsca pobytu czasowego / Do not complete, if you have no place of temporary residence. Your temporary residence will be automatically deleted

Ulica
Street

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Numer domu
House number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Numer lokalu
Flat number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Kod pocztowy
Postal code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Miejscowość – dzielnica
City – City district

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Gmina
Commune

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Województwo
Voivodeship

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Dane do wymeldowania z miejsca pobytu stałego / Details of a change of permanent residence

Adres dotychczasowego miejsca pobytu stałego / Address of the previous place of permanent residence

Wypełnij, jeśli chcesz się wymeldować z pobytu stałego / Complete if you want to delete your registered permanent residence

Ulica
Street

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Numer domu
House number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Numer lokalu
Flat number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Kod pocztowy
Postal code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Miejscowość – dzielnica
City – City district

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Gmina
Commune

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Województwo
Voivodeship

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fill in ONLY when you are changing your PERMANENT residence address.

4. Nazwisko i imię pełnomocnika / Surname and first name of the proxy

Wypełnij, jeśli pełnomocnik zgłasza meldunek / Complete, if a proxy notifies the registration of residence

Nazwisko
Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Imię
Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If someone is acting on your behalf, put in their name.

Temporary residence registration form

5. Oświadczenia, podpisy / Statements, signatures

Potwierdzam, że wyżej wymieniona osoba przebywa pod wskazanym adresem / I hereby confirm that the above-mentioned person stays at the address provided

Miejscowość
Place

Data
Date

dd-mm-rrrr / dd-mm-yyyy

Własnoręczny czytelny podpis
właściciela lokalu lub innego
podmiotu dysponującego
tytułem prawnym do lokalu

Handwritten legible signature
of the owner of the flat or a person who
holds a legal title to the flat

Oświadczam, że powyższe dane są prawdziwe / I hereby certify that the above information is true and correct

Miejscowość
Place

Data
Date

dd-mm-rrrr / dd-mm-yyyy

Własnoręczny czytelny podpis
osoby zgłaszającej

Handwritten legible signature
of the applicant

The signature of the
owner of the place
where you are
registering
your residence

Your (or your proxy's)
signature

Sekcja dla urzędnika / Section for official use

Przyjęto zgłoszenie pobytu czasowego / The temporary residence registration form is hereby accepted

Miejscowość
Place

Data
Date

dd-mm-rrrr / dd-mm-yyyy

Pieczęć i podpis urzędnika
Seal and signature of the official

Leave blank

MUST BE FILLED IN POLISH!Rzeczpospolita
Polska

EL/W/1

Wniosek o nadanie numeru PESEL

Instrukcja wypełniania w trzech krokach

1. **WYPEŁNIAJ WIELKIMI LITERAMI** **FILL IN CAPITAL LETTERS**2. Pole wyboru zaznaczaj ☒ lub ☒

3. Wypełniaj kolorem czarnym lub niebieskim

Przykład wypełnionego wniosku znajdziesz na stronie internetowej prowadzonej przez Ministerstwo Spraw Wewnętrznych.

1. Wnioskodawca **Applicant**Imię
NameNazwisko
Surname

Adres do korespondencji osoby, która składa wniosek

Ulica
StreetNumer domu
House number

Numer lokalu

Kod pocztowy
House number

Miejscowość

Put in the address
to which they
can send your mail**2. Dane osoby, której dotyczy wniosek** **Personal details**Imię pierwsze
First nameImię drugie
Second nameImiona kolejne
Second namesNazwisko
SurnamePłeć
Sex☐ kobieta☐ mężczyznaData urodzenia
Date of Birth

dd-mm-rrrr

Kraj urodzenia
Country of BirthKraj miejsca zamieszkania
Country of the place of residenceThe details of the
PESEL holder
(yours or your child's)

PESEL application form

Obywatelstwo lub status
bezpatriotowca
Nationality
☐ polskie
☐ bezpatriotowiec
☐ inne

Ostatnio wydany paszport obywatela polskiego

Seria i numer
Series and number
Data ważności paszportu
Expiration date

i dd-mm-rrrr

This is only for
Polish citizens.

Dokument podróży cudzoziemca lub inny dokument potwierdzający tożsamość i obywatelstwo

Seria i numer
Series and number
Data ważności
dokumentu
Expiration date

i dd-mm-rrrr

This is for
foreigners

3. Dodatkowe dane osoby, której wniosek dotyczy, oraz dane jej rodziców/ Additional details of the PESEL holder and their parents

Wypełnij, jeżeli dane są dostępne i wynikają z przedstawionych dokumentów.

Nazwisko rodowe
Family name
Miejsce urodzenia (nazwa
miejscowości)
Place of Birth
Oznaczenie aktu
urodzenia
Birth certificate reference number
Oznaczenie urzędu stanu
cywilnego, w którym
został sporządzony akt
urodzenia
Registry office reference number
Imię ojca pierwsze
First name of father
Nazwisko rodowe ojca
Father's family name
Imię matki pierwsze
First name of mother
Nazwisko rodowe matki
Mother's family name

You don't have
to fill all the boxes,
only the information
confirmed in your
documents

Ostatnio wydany dowód osobisty obywatela polskiego

Seria i numer
Series and number
Data ważności dowodu
osobistego
Expiration date

i dd-mm-rrrr

This is only for
Polish citizens.

Oznaczenie organu, który
wydał dowód osobisty

PESEL application form

4. Dane o stanie cywilnym osoby, której wniosek dotyczy [Marital status of the PESEL holder.](#)

Wypełnij, jeżeli dane są dostępne i wynikają z przedstawionych dokumentów.

- Stan cywilny ☐ kawaler / panna
bachelor bachelorette
☐ żonaty / zamężna
married man married woman

Wypełnij tylko, jeśli zaznaczyłeś opcję „żonaty / zamężna”

Imię małżonka
Spouse's first name

Nazwisko rodowe
małżonka
Spouse's family name

Numer PESEL małżonka
Spouse's PESEL number

i Podaj go tylko jeśli został nadany

- ☐ rozwiedziony / rozwiedziona
divorced
☐ wdowiec / wdowa
widower widow

5. Ostatnie zdarzenie mające wpływ na małżeństwo / [Marital history](#)

Wypełnij, jeśli osoba, której dotyczy wniosek, kiedykolwiek zawarła związek małżeński. Zaznacz tylko jedno, najbardziej aktualne zdarzenie i uzupełnij pozostałe pola.

- Zdarzenie: ☐ zawarcie związku małżeńskiego
Marriage
☐ rozwiązanie związku małżeńskiego
Divorce
☐ unieważnienie związku małżeńskiego
Marriage annulment
☐ zgon małżonka (zaznacz jeśli znasz datę zgonu)
Spouse's death (if you know the date)
☐ zgon małżonka - znalezienie zwłok (zaznacz jeśli małżonek zmarł ale znasz jedynie datę znalezienia ciała)
Spouse's death – when the body was found (if you only know the date their body was found)

Data zdarzenia:
Date - -

i dd-mm-rrrr

Oznaczenie aktu małżeństwa albo sygnatura akt sądu, który rozwiązał/unieważnił małżeństwo, albo numer aktu zgonu małżonka
Marriage certificate or spouse's death certificate reference number

Oznaczenie urzędu stanu cywilnego, w którym sporządzono akt małżeństwa albo akt zgonu, albo oznaczenie sądu, który rozwiązał/unieważnił małżeństwo
Registry office reference number

Fill those in if you are married.

6. Forma przekazania wnioskodawcy powiadomienia o nadaniu numeru PESEL/ [How can we inform you of issuing your PESEL number?](#)

- ☐ pisemna
☐ dokument elektroniczny

Wypełnij jeśli zaznaczyłeś opcję „dokument elektroniczny”

Adres elektroniczny
e-mail

i Adres skrzynki ePUAP

Wniosek o nadanie numeru PESEL

strona 3/4

PESEL application form


7. Podstawa prawna upoważniająca do otrzymania numeru PESEL – wskazanie przepisu, z którego wynika obowiązek posiadania numeru PESEL/ [Legal basis for receiving the PESEL number.](#)

8. Podpisy/ [Signatures](#)

Miejscowość
[City](#)

Data
[Date](#)

 - -

 dd-mm-rrrr

Własnoręczny podpis
wnioskodawcy
[Signature](#)

Published in partnership



Gdańsk
Economic
Development
Agency Ltd



Published in partnership with Gdańsk Economic Development Agency Ltd.

Compiled by the Immigrant Support Centre.

Graphic design: Konrad Ponieważ

Translated by Martyna Tomczak

CENTRUM
WSPARCIA
IMIGRANTÓW
I IMIGRANTEK