

CITY OFFICE OF KRAKOW	Service sheet / external procedure no. SA-13
	Check out the foreigner from permanent and temporary residence
<p>1. Handle the matter electronically Yes, only a person who has a valid qualified electronic signature or signature confirmed by a trusted ePUAP profile.</p> <p>2. Appendices Annex No. 1 - Reporting a check-out from a place of permanent residence. Annex No. 2 - Reporting out of the place of temporary stay</p> <p>3. Sign language version Not applicable.</p> <p>4. Matter handled by Department of Administrative Affairs;</p> <ul style="list-style-type: none"> • Paper on Population and Identity Files for the Quarters I-VII (Śródmieście, Krowodrza) in the building at Avenue Powstania Warszawskiego 10, Administrative Center • Paper on Population and Personal Data Records for Districts VIII-XIII (Podgórze) in the building at st. Wielicka Street 28a • Paper on Population and Personal Data Records for Districts XIV-XVIII (Nowa Huta) in the building on the estate Housing Estate, Zgody 2 <p>5. Documents from the Applicant (client)</p> <ol style="list-style-type: none"> 1. Form for reporting a check-out from a permanent place of residence (attachment No. 1 to the procedure) or a form for reporting a check-out from the place of temporary stay (attachment No. 2 to the procedure). 2. Passport or other document confirming identity and citizenship (not applicable to an electronic document). <p>6. Fees It is not subject to a fee</p> <p>7. Form of consideration Acceptance of a check-out request from a permanent or temporary location</p> <p>8. Time of consideration Immediately</p> <p>9. Documents obtained in the proceedings Not applicable</p> <p>10. Appeal procedure In the event of refusal of a check-out by material and technical action, the case is considered after conducting the explanatory proceedings on the principles contained in the SA-33 procedure.</p>	

11. Legal basis

- 1) Art. 40 in conjunction from art. 33 - 35 of the Act of 24 September 2010 on population registration (i.e. Journal Laws of 2017, item 657, as amended)
- 2) Regulation of the Minister of Internal Affairs and Administration of 13 December 2017 on defining the formulas and the manner of filling out the forms used to perform the registration obligation (Dz. Laws of 2017, item 2411)

12. Additional information for the client

1. A foreigner who leaves the place of permanent or temporary residence before the expiry of the declared stay is obliged to check out
2. If a foreigner checks out from his / her current place of residence on the territory of the Republic of Poland at the same time as checking in at a new place of stay, the check-out shall take place on the basis of a form - permanent or temporary residence declaration, respectively.
3. For a person without legal capacity or having limited legal capacity, the registration obligation is performed by a statutory representative, legal guardian or other person who exercises actual care in the place of their joint stay.
4. The registration obligation may be fulfilled by a proxy holder who has a power of attorney granted in writing after presenting his ID card or passport.
5. The form for the check-out must be completed by computer (machine) or handwritten in capital letters.
6. The procedure is available at Procedura jest dostępna na www.bip.krakow.pl

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