

**Application for a substitute Registration certificate / Residence card / Permanent residence card**

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| ***For completion by the authority***  Authority receiving the application (code and name): | Automated case No.: ׀\_׀\_׀\_׀\_׀\_׀\_׀\_׀\_׀\_׀\_׀ | | | | | | |
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|  |  | |  |  | | | |
| Date of acceptance of the application: |  | | Facial photograph |  | | | |
| \_\_\_\_\_\_ year \_\_\_ month \_\_\_ day |  | |  |  | | | |
| **Legal basis of the application**  substitution of registration certificate  substitution of residence card |  | |  |  | | | |
| substitution of permanent residence card |  |  |  |  |  | | |
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|  |  |  | | |  | | |
|  |  | [Handwritten signature specimen of applicant (legal representative)] | | |  | | |
| Please complete the form legibly,  in block letters, using Latin characters. |  | Signature must be inside the box in its entirety. | | |  | | |
|  | | | | | |
| **Delivery of document:**  Applicant requests delivery of the document **by way of post**.  Applicant will collect the document at the **issuing authority**.  Phone number:  E-mail address: | | | | | | |

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| **I. Applicant’s particulars as shown in document** | | | | | | | | | |
| 1. Surname: | | | |  | | | | | |
| 2. Forename(s): | | | |  | | | | | |
| 3. Place and date of birth: | | | | year       month       day | | | | | |
| 4. Number and validity of passport or ID card issued by foreign authority:        year       month       day | | | | | | | | | |
| 5. Marital status:  single  married  divorced  widow(er) | | | |  | | | | | |
| 6. Number and validity of residence authorisation document:             year       month       day | | | | | | | | | |
| 7. Place of accommodation/residence: | | | | | | |  | | |
| Postal code: | | | | | | | Land register reference number: | | |
| Locality: | | | | | | | District: | | |
| Name of public place: | | | | | | |  | | |
| Type of public place (street, road, square, etc.): | | | | | | | | | |
| Building number: | | | | | | |  | | |
| Building: | Block: | | | | | Building: | | | Block: |
| 8. Do you have a residence permit or permanent residence permit issued by another Member State of the European Union?  yes  no  If yes:  indicate Member State:  indicate type of permit:  document number and validity period::             year       month       day | | | | | | | | | |
| **II. What changes do you wish to report?** *(Multiple answers may be indicated.)* | | | | | | | | | |
| Change of surname | | | | |  | | | | |
| Change of forename | | | | |  | | | | |
| Change of sex | | | | |  | | | | |
| Change of citizenship | | | | |  | | | | |
| Other, specifically: | | | | |  | | | | |
| **New data:** | | | | | | | | | |
| Surname: | | |  | | | | | | |
| Forename(s): | | |  | | | | | | |
| Sex: | | Male: | | | | | | Female: | |
| Citizenship: | | |  | | | | | | |
| Other data: | | | | | | | | | |
| Transaction number of payment if made by electronic payment instrument or by bank deposit: | | | | | | | | | |

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| **INFORMATION**  The application shall have enclosed:   * the original or a certified copy of the document evidencing the change, * the valid residence document, * 1 facial photograph   An administrative service fee in the amount specified by law must be paid.  If the registration certificate / residence card / permanent residence card document is defective by default, or if any data it contains is wrong, the regional directorate shall replace it free of charge. | |
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| ***For completion by the authority.*** | |
| Substitution of the document is authorised.  Date:……………………………………….. stamp …………………………………………  (signature) | |
| The residence authorisation of number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been withdrawn and received. | |
| Date: ..................................... | |
| stamp | |
| ............................................................ | |
| (signature of case officer) | |
|  | |
|  | |
| The residence authorisation of number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been handed over. | |
| Date: ..................................... | |
| ......................................................................... ……………………………………… | |
| (signature of applicant) (signature of case officer, stamp) | |