



EXPATRIATES UNIT APPLICATION FOR RESIDENCE DOCUMENTATION

- Partner
- Religious
- Posted Worker
- Working Holiday
- Humanitarian Grounds
- Health
- Pensioner
- Temporary
- Parent of a Maltese National
- Child of a Maltese National

APPLICANT'S PERSONAL DETAILS

Surname:

Name:

Maiden Surname (if applicable):

Current Nationality:

Nationality at Birth:

Country of Birth:

Place of Birth:

Marital Status: Single Married Separated Divorced Widow/er Cohabitant

Sex: Male Female Other

Date of Birth:

Travel Document Type: Passport Foreign ID Other (specify): _____

Travel Document No:

Country of Issue:

Date of Issue: Valid Until:

ADDRESS IN MALTA

Property No:

Property Name:

Street Name:

Locality:

Postal Code:

Telephone No:

Mobile No:

Email:

CHECKLIST FOR THE APPLICATION FOR A TEMPORARY RESIDENCE PERMIT

Applications must be submitted by the applicant in person whilst in Malta. Applicants are required to fill in the relevant forms which must include all the required information, contact details, dates and signatures. This must be done before the expiry of the authorization to stay in Malta.

- CEA Form O (Non-EU) – filled and signed by Applicant;
- CEA Form ID 1A – Identity Registration Form.
- Full copy of Passport, including blank pages, showing a valid visa entry
- Lease agreement and a Rental Declaration Form signed by the owner of the same property or a purchase contract of Immovable property. See attached accommodation guidance.
- A comprehensive health insurance plan or proof of NI payment
- Evidence showing the applicant's purpose of stay in Malta
- An original copy of Bank statement (not older than 3 months). Such requirement does not apply to Religious purposes. In case of pensioners, bank statement should show regular transfers of his/her pension.
- Application fee of €27.50.

Additional supporting documentation in certain cases:

A) Partner

- An affidavit by the couple under oath, stating that they are in a durable and stable relationship, administered by a notary registered in Malta
- Official certificate issued from Public Registry showing the civil status of the Maltese national
- A letter from two different relatives or friends witnessing the relationship
- Bank statement of the applicant or the partner for the previous 3 months showing adequate funds, amounting to minimum wage + 20%
- Applicants must provide enough evidence to show that the relationship is stable and durable. Evidence should be supported by a detailed timeline of the relationship.

B) Religious Purposes

- Letter from the Superior of the Order concerned or from a Superior of the Curia indicating the reasons of stay in Malta, period of stay and place of residence.

C) Posted Worker

- Confirmation from the department for Industrial and Employment relations (DIER). That person has been registered as such worker. Residence card/Work permit issued by the first member state.

D) Working Holiday

- Letter from the High Commissioner of Australia or New Zealand, as applicable.

E) Humanitarian Grounds

- Covering letter by applicant explaining his/her purpose of stay in Malta.
- Proof of evidence of the above.

F) Health Reasons

- In the case of a person requiring a temporary extension to stay in Malta on the grounds of urgent issues: A detailed Medical Report by a local Specializing Consultant attesting the medical condition and recovery period;
- If the requested authorization is for the purpose for undergoing health treatment which had been already scheduled whilst person was outside Malta:
 - A) Hospital/clinic booking
 - B) Copy of payment documentation
 - C) Medical reports from local professionals
 - D) Flight tickets

G) Pensioner

- Official document, showing that applicant is entitled to a retirement income issued by the social Services Department in Malta.

H) Parent of a Maltese National

- Birth Certificate of Child/Children
- Copy of Maltese passport of Child/Children
- In case the Parents are separated or divorced a Court Decree attesting the custody of the Child/Children.

I) Child of a Maltese National

- Maltese Passport of parent
- Birth Certificate of child
- In case the Parents are separated or divorced a Court Decree attesting the custody of the Child/Children.

J) Parent of a Study Permit Holder (Child 18 years and under)

- Copy of Residency Permit (Study)
- Birth Certificate of Permit Holder
- Copy of School Letter

K) Other purposes

- Any requests which do not fall to be considered on the basis of the above-mentioned purposes shall be given such consideration only in exceptional circumstances and on the merits of the case.

ACCOMODATION NOTES

Following the enactment of Subsidiary Legislation 604.02, in January 2020 to regulate the rental market, The following applies regarding documentation to be submitted.

Accommodation agreement (Lease or Rent)

- An original contract is to be presented with original signatures of both landlord and tenant.
- Details of landlord and tenant on the contract include name, ID card number and address being rented out
- If Landlord is not Maltese, a purchase agreement of the same premises needs to be presented. Details of purchaser on this agreement needs to match the details of landlord on the lease/rent agreement
- If the housing lease/rent agreement provided with the Initial Application was of less than one (1) year, applicants need to be informed that they will be expected to provide the interim lease/rent agreements that cover the entire year retrospectively at the next renewal
- Contract should not have details crossed off in pen or tippex and written over. If such a contract is presented, it is not to be accepted

Applications for renewal of permits

If there is a period from the date of the expiry of the original agreement submitted with the previous residence permit application, which is not covered by the said lease/rent agreement, the contract bridging such gap should be provided as well as the new contract going forward.

Approval Letter

- A copy of the approval letter regarding the registration of the property issued by the Housing Authority should be provided or in the case that such registration is not possible at law the Housing Authority should provide such confirmation.

Students

- Students using the school accommodation are exempted from presenting a lease agreement. The relevant information must be included in the acceptance letter referred to in Point 2. The information must state that the property is being used by the institution for accommodating its own students.
- Students being hosted in a local household must present a copy of the license issued by the Malta Tourism Authority to the host. The latter should also be complemented by a Rental Declaration Form.

N.B.: It is to be remarked that in the case of a contract signed pre 2020 and expiry is after 1st January 2021 the property may still be registered until the end of 2020.

NOTES TO APPLICANTS

All documentation listed above must be presented in English. All presented translations of official documents are to be apostilled by the Foreign Affairs if applicable. All supporting documentation must be presented in original format. The Department retains a copy of the above-mentioned list of documents.

Identity Malta reserves the right to request additional documents before the application could be processed.

PRIVACY POLICY CEA FORM O

By submitting the CEA Form and the attachment(s) required (altogether the “Form”), you provide Identity Malta Agency (“IMA”) with personal data (the “Data”) and thus become a “data subject”.

The aim of this policy is to comply with our transparency and fairness obligations under GDPR and to inform you about who will be processing your Data, for what purpose, for how long it will be kept, with whom it will be shared and about your rights as a data subject under GDPR.

You may submit personal data of individuals other than yourself with this Form (i.e. recommenders, witnesses, etc.). IMA has assessed that, in said cases, informing these individuals proves impossible and would involve a disproportionate effort. IMA will still take appropriate measures to protect the rights, freedoms and legitimate interests of these individuals.

1. Data Controller and Data Protection Officer

IMA is the data controller, meaning the entity that defines the purposes and means for collecting and processing your Data in relation to this Form.

IMA is an Agency of the Government of Malta, delivering services related to Citizenship, Identity Cards, Passports, Visas, Expatriates and Public Registry.

IMA's Data Protection Officer is responsible to attend any query related to this policy and in general to personal data processing activities conducted by IMA. The Data Protection Officer may be contacted using the details below.

Postal Address:

Data Protection Officer

Identity Malta Agency

Valley Road, Msida, MSD 9020, Malta

E-mail: dataprotection@identitymalta.com

2. Purposes and legal basis

The purposes for processing personal data collected within this form are to process an application for all applicants who are temporarily staying in Malta in order to be issued with a residence permit according to policies set by Identity Malta and populating Identity Malta Agency's databases.

The legal basis for processing the Data are the performance of a task carried out in the public interest by Identity Malta and compliance with the legal obligation deriving from S.L.460.17, to which Identity Malta is subject.

We take pride in keeping your data secure and will take appropriate technical and organisational measures to protect your data against unauthorised or unlawful processing, including against accidental loss, destruction, storage or access. Your personal data will be stored in paper files and/or electronically on our technology systems.

3. Recipients of personal data

Data will be accessed by Identity Malta employees in charge of processing the Form.

It may also be transferred to other departments within Identity Malta in order to facilitate the delivery of the service requested by submitting this Form. Data will also be transferred to the Police Immigration Office and the National Statistics Office (NSO).

This will be done in line with data protection legislation, and arrangements are in place in order to guarantee the security and lawfulness of these transfers.

Under certain conditions, IMA may disclose your information to other third parties, (such as other Government entities or law enforcement authorities) if it is necessary and proportionate for lawful, specific purposes.

Data will not be transferred to third countries or international organizations.

4. Storage period

Data will be retained for 20 years (from the moment that the file/s is/are considered as dormant).

5. Your rights

You can contact the Data Protection Officer in order to exercise your right to access, rectify and, as the case may be, erase the Data, in compliance with applicable laws.

You also have the right to object to the processing of Data at any time, on grounds relating to your particular situation.

If you feel that Identity Malta has infringed your data protection rights, you may submit a complaint to the supervisory authority of the Member State of your habitual residence or place of work, or, alternatively, to the supervisory authority of the Member State where the alleged infringement has taken place.

IDENTITY MALTA AGENCY

Head Office,
Valley Road, Msida, MSD 9020, MALTA

T: +356 2590 4000

W: www.identitymalta.com

E: enquiries@identitymalta.com

EXPATRIATES UNIT

Valley Road,
Msida, MSD 9020, MALTA

T: (+356) 2590 4800

W: www.identitymalta.com

E: noneu.ima@gov.mt / eu.ima@gov.mt