

Process for foreigners

Registration of foreigners using a web form and identity verification



**Registration of foreigners using a
web form and identity verification**

Version 1.0

certum.pl

 **Certum**
by ASSECO

Contents

1. Registration of foreigners using a web form	3
1.1 How to fill in the “all-purpose” form	3
1.2 How to fill in the “additional information” form	5
2. Identity verification	8
2.1 Identity confirmation at the Identity Verification Point (IVP) or Registration Point (RP)	8
2.2 Notarial identity confirmation	9

If the subscriber has only one of the numbers (e.g. PESEL), the box for the other number (e.g. Tax ID), where “NONE” should be entered, does not need to be shown on the certificate (do not check “YES” for this box).

NOTE: All boxes switched to “YES” will be shown on the certificate.

- **The box accepts personal Tax ID numbers allocated by a Polish Tax Office and is not intended for a Tax ID number allocated to a Company.**

If the customer has a PESEL or Tax ID number, they must produce a document to prove this, such as a Permanent Residence Permit or a certificate of Tax ID number allocation issued by a Tax Office.

- **Name of father, Name of mother** – if the proof of identity (e.g. passport) does not specify this information, complete based on the information from the customer.

4. Applicant's proof of identity

- **Document name** : Passport or Identity Card
- **Features (series and number)** : specify the series and number of the foreigner's identity document
- **Issuing authority**: the authority issuing the foreigner's identity document

Note: A Permanent Residence Permit cannot be selected in the form; one of the two available document type must be selected. The Permanent Residence Permit is an additional document to confirm the subscriber's PESEL number during the verification process.

5. Applicant's contact details

- The **e-mail address** and **phone number** should be entered according to the customer's suggestions; make sure to include the correct dialling code for the applicant's country

6. Common name

- The possible value for this box is the first and last name or the first, middle and last name

7. Correspondence address

- The **addressee, street, number, postcode and town** should be entered according to the customer's declaration.
- **Voivodeship** (if the correspondence address is outside of Poland) depending on the territorial division of their country, specify the name of the area (e.g. a Land) where the customer lives.
- Change the **Country Code** if the letter should be delivered to an address outside of Poland.

1.2 How to fill in the “additional information” form

1. Cryptographic Card

- **Cryptographic card number – enter the card number**
- Specify whether a certificate has been issued for the card (NO/YES)

2. Certificate valid since date

- Select one of the two options. If you define a date, specify it.

3. Applicant information (fields marked with * are mandatory)

- **Full name and date and place of birth** based on the subscriber's proof of identity
- **Citizenship and Country Code** – Please make sure you select the correct codes. For a list of country codes, visit:

http://www.iso.org/iso/english_country_names_and_code_elements

- **PESEL/ Tax ID** number if the Customer does not have a number, enter “NONE” in the respective box. If the subscriber has neither a PESEL or Tax ID number, i.e. if “NONE” has been entered into the two boxes, make sure to check “YES” for these boxes, so that their content will be shown on the certificate.

If the subscriber has only one of the numbers (e.g. PESEL), the box for the other number (e.g. Tax ID), where “NONE” should be entered, does not need to be shown on the certificate (do not check “YES” for this box).

NOTE: All boxes switched to “YES” will be shown on the certificate.

The box accepts personal Tax ID numbers allocated by a Polish Tax Office and is not intended for a Tax ID number allocated to a Company.

If the customer has a PESEL or Tax ID number, they must produce a document to prove this, such as a Permanent Residence Permit or a certificate of Tax ID number allocation issued by a Tax Office.

- **Name of father, Name of mother** – if the proof of identity (e.g. passport) does not specify this information, complete based on the information from the customer.

4. Applicant's contact details

- **E-mail address** and **Phone number** should be entered according to the customer's suggestions; make sure to include the correct dialling code for the applicant's country

5. Legal nature of applicant

- Select based on the customer's entitlements.

6. Information about entity represented by applicant

- **Name of represented entity** – Name of the foreigner's company according to a company document. If the name contains any special characters, include them in the form.
- **Abbreviated company name** – According to the customer's recommendations.
- **Organisational unit name** – According to the customer's recommendations.
- **Regon number** – According to the customer's recommendations. If the entity represented by the subscriber has no REGON number, enter "NONE."
- **Tax ID number** – According to the documentation. If the entity represented by the subscriber has no **Tax ID number**, enter "NONE." If the entity has a Tax ID number (Polish or non-Polish), specify it.
- **Number of the legal basis for functioning** – Number of the company document (equivalent of the KRS or EDG in Poland)
- **Registering authority information** – Name of the authority where the company is registered.
- **Person authorised to represent entity** - The person who has been authorised to represent the company in company documents.

7. Postal details of the represented entity

- The **addressee, street, number, postcode and town** should be entered according to company documents.
- **Voivodeship** (if the correspondence address is outside of Poland) depending on the territorial division of their country, specify the name of the area (e.g. a Land) where the customer lives.
- Change the **Country Code** if the letter should be delivered to an address outside of Poland.

8. Contact details of represented entity

- The **e-mail address** and **phone number** should be entered according to the customer's suggestions; make sure to include the correct dialling code for the applicant's country.

9. Applicant's position in represented entity

- **Position** - This information is optional. The customer may decide whether it should be completed. However, if the position is specified and set as visible on the certificate, it must be documented.

10. Common name

- The standard values for this box area: first and last name, company name or the first, middle and last name. The name can be modified if the customer wishes to do so, as long as the new name contains the foreigner's full name.

11. Correspondence address

- **Address of the represented authority** – will be copied automatically from the Postal details of the represented entity.
- **Other address** – specify
 - The **addressee, street, number, postcode and town** should be entered according to the customer's declaration.
 - **Voivodeship** (if the correspondence address is outside of Poland) depending on the territorial division of their country, specify the name of the area (e.g. a Land) where the customer lives.
 - Change the **Country Code** if the letter should be delivered to an address outside of Poland

2. Identity verification

2.1 Identity confirmation at the Identity Verification Point (IVP) or Registration Point (RP)

The identity of a foreigner is verified based on a valid Passport or Identity Card.

After verifying that the declaration has been submitted by the person who would like have their identify confirmed and ensuring that the appendix, agreement and declaration numbers are the same, identity verification can be performed.

Fill in the declaration with the following:

- **Full name of person verifying the identity** - Full name of the Identity Verification Point (IVP)/Registration Point (RP) Operator
- **PESEL number of person verifying the identity** - PESEL number of the IVP/RP Operator
- **Full name of Subscriber** – Full name of the Subscriber based on the proof of identity produced.
- **Name of Subscriber's father** – If the proof of identity does not include this information, the information specified in Appendix 1 can (but do not necessarily need to) be used.
- **Name of Subscriber's mother** – If the proof of identity does not include this information, the information specified in Appendix 1 can (but do not necessarily need to) be used.
- **Type of Subscriber's proof of identity** – Passport / Identity Card
- **Series and number of Subscriber's proof of identity** – series and number of the Passport / Identity Card
- **Issuing authority identification** – Passport / Identity Card issuing authority
- **Stamp and clear signature of person verifying the identity** – Signature of the IVP/RP Operator with the stamp “On behalf of the President of the Management Board of Asseco Data Systems S.A.”

Note: If a permanent residence permit is produced, the PESEL number should be provided in the form. The Operator is obligated to write on the Identity Verification Declaration:

I have verified the PESEL number of Mr./Ms. [Full Name] based on the Permanent Residence Permit No. [permit number].

A certified true photocopy of the subscriber's permanent residence permit must also be submitted to CERTUM.

2.2 Notarial identity confirmation

We also accept notarial identity confirmation.

Notary may:

- fill the form **“Confirmation of the applicant’s identity”** attached to **“Subscriber Agreement”** and **“Annex No. 1”**

or

- confirm that subscriber signed up the **“Subscriber Agreement”** or **“Annex No. 1”** (confirmation and **“Subscriber Agreement”** or **“Annex No. 1”** must be fastened together)

If notarial identity confirmation isn’t prepared on the form **“Confirmation of the applicant’s identity”** and, moreover, it is in a language other than Polish, English, German or Russian, it is necessary to attach sworn translator’s translation.

Lists of notary societies and chambers (examples):

- **National Council of Notaries:** <http://www.krn.org.pl/1259/Adresy+samorz%C4%85d%C3%B3w+i+organizacji++notarialnych>
- **International Union of Notaries:** <http://www.uinl.org/6/member-notariats-country>
- **European Directory of Notaries:** <http://www.notaries-directory.eu/>