



**EXPATRIATES UNIT**  
**CHECKLIST FOR REPRINT - DAMAGED CARD**

Applicants would need to submit the below documentation, by uploading them on the Online Portal.

The original of every document uploaded on the Online Portal during the Application Process must be presented at the time of the biometrics appointment.

Third-country nationals are expected to always carry their valid passport and residence card.

- 01 Residence Application Form – Changes to Application Form** – click on Generate Form. Employer, Applicant (third-country national) and Landlord must sign the applicable sections, as indicated on the form;
- 02 Identification Documents** – Passport and Residence Card – A copy of the applicant's passport bio-page & a front and back copy of the Residence Card;
- 03 Property Lease or Purchase Agreement** – Lease or purchase agreement of property which clearly indicates applicant's name as the lessee or purchaser (as applicable). A lease agreement is to include the start and end date.
  - Applicants who will be residing in a Hotel / Guest house as their main residency should fill in the Keeper's Declaration Form;
- 04 Housing Authority Approval** – Approval letter/e-mail issued by the Housing Authority, confirming that either the listed premises contract has been renewed or that a new registration of the property has been vetted and approved. This requirement is in line with Article 4 of Subsidiary Legislation 604 of the Laws of Malta;
- 05 Other Documents** - Any other applicable document requested by Identità.