

CHECKLIST FOR A NEW APPLICATION

The original version of all documents submitted with this application must be presented at the time of the biometrics appointment.

Documents submitted must be in line with the latest published Policy by Identità, establishing the standards for the recognition of foreign public documents.

- A covering letter explaining:
 - (i) the intentions of the applicant to apply for the long-term resident status; and
 - (ii) the background of the applicant in Malta, including:
 - (a) accurate information on the applicant's first settlement in Malta,
 - (b) the nature of the stay throughout the years, and
 - (iii) the existence of any family members.
- Chronological list of dates of arrivals and departures from the territory of the European Union;
- Full copies of the passport/s used in the last five years prior to the submission of the application;
- Proof of effective residence in Malta for the last five years prior to the submission of the application;
- Tax declarations of the last two years prior to the submission of the application, confirming that the applicant has stable and regular resources which are equivalent to, at least, the minimum wage in Malta with an addition of another twenty percent of the national minimum wage for each additional member of the family;
- A certificate by a warranted architect confirming that the applicant's accommodation is regarded as normal for a comparable family in Malta and meets the standards established by the Housing Authority.
- Lease Agreement Professional Attestation Form (provided on Identità's website) duly filled in and signed by the landlord and a lawyer/ notary/ legal procurator- only required for new applications or if a new address is registered upon renewal.
- Lease agreement signed by both landlord and tenant, which must include the full name, ID Card number of landlord, rental address. The name of the tenant must match the name on the passport. If the landlord is not Maltese, a purchase agreement of the same premises must be presented;
- A copy of the approval letter issued by the Housing Authority for the registration of property as a rental as per Chapter 604 of the Laws of Malta;
- Evidence of sickness insurance covering the applicant and all the related family members, or proof of an exemption issued by the Entitlement Unit;
- Evidence of complete integration measures, specifically:
 - i.** I Belong course provided by the Human Rights and Integration Directorate: confirmation of at least 100 hours of attendance and the achievement of an examination pass mark of at least 75%, obtained at most 12 months before the date of application;
 - ii.** A pass mark of at least 65% in MQF Level 2 Maltese language certificate;
 - iii.** Documentation showing that the relevant course fees have been paid.

CHECKLIST FOR RENEWAL APPLICATION OF STATUS

In order to apply for an updated residence document the status holder will need to submit the following documents:

- Full copies of the passport/s used in the last five years prior to the submission of the application;
- Declaration and sufficient proof by the applicant confirming the following:
 - a) That the applicant has not been absent from the territory of the European Union for a period of twelve (12) consecutive months;
 - b) That the applicant has not acquired long-term resident status in another Member State;
 - c) That the applicant has not been absent for six (6) years from Malta and is residing in another Member State.
- Application fee of €137.50.
- If the applicant has changed address, Lease Agreement Attestation Form - To be filled and signed by the landlord and also filled and officially stamped by a lawyer/ notary/ legal procurator.

Accompanied by a new lease agreement and house attestation letter (provided on Identità's website)

NOTES TO APPLICANTS

The expiry of the long-term resident's EU residence permit does not entail the withdrawal or loss of the long-term resident status. The residence permit would be issued for a period of five (5) years and is subject to renewal.

The application must include all the requested information, contact details, dates and signatures. All documentation must be presented in original format. The Agency will retain a copy of the original documents.

Documents in a foreign language must be translated to Maltese or English by a translator registered with the Maltese authorities.

Identità will issue a decision on the application within a period which does not exceed six months.

Should an applicant who, at date of application, is exempt from paying hospital fees due to such applicant paying the prescribed contribution under the Social Security Act, be no longer considered exempt, such applicant would need to obtain sickness insurance in respect of all risks normally covered for Maltese nationals for himself and the members of his family.

PRIVACY POLICY

By submitting the CEA Form L and the attachment(s) required (altogether the "Form"), you provide Identità 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.). Identità has assessed that, in said cases, informing these individuals proves impossible and would involve a disproportionate effort. Identità will still take appropriate measures to protect the rights, freedoms and legitimate interests of these individuals.

01 Data Controller and Data Protection Officer

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

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

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

Postal Address:

Data Protection Officer

Identità

Valley Road, Msida, MSD 9020, Malta

E-mail: dataprotection.identita@gov.mt

02 Purposes and legal basis

The purpose for processing personal data collected within this form is to process an application to issue a residence permit to third country nationals who enjoy the status of long term residence and populating Identità's databases.

The legal basis for processing the Data is the performance of a task carried out in the public interest by Identità and compliance with the legal obligation deriving from the S.L. 217.05, to which Identità 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.

03 Recipients of personal data

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

It may also be transferred to other departments within Identità 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.

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, Identità 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.

04 Storage period

Data will be retained for 10 years (from the moment that the file/s is/are considered as dormant).

05 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 Identità 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.

IDENTITÀ

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EXPATRIATES UNIT

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