



EXPATRIATES UNIT CHANGES TO APPLICATION FORM

THIS FORM IS APPLICABLE FOR EU, EEA AND NON-EU NATIONALS WHEN REGISTERING A CHANGE OF ADDRESS, REPORTING A LOST, STOLEN OR DAMAGED CARD, OR REQUESTING OTHER CHANGES TO THEIR RESIDENCE CARD

01 APPLICANT'S DETAILS

Identity Document No. _____ **A**

Type of Permit _____

Surname _____

Name _____

Email Address _____

Phone Number _____ Marital Status _____

02 REASON FOR CHANGE

Tick applicable reason

- ☐ Change of Address
- ☐ Lost/Stolen/Damaged Card
- ☐ 14+
- ☐ 18+
- ☐ Other Changes

03 NEW ADDRESS (TO BE FILLED ONLY IN THE CASE OF A CHANGE IN ADDRESS)

Address in Malta _____

_____ Post Code _____

04 DECLARATION BY THE LANDLORD (TO BE FILLED ONLY IN THE CASE OF A CHANGE IN ADDRESS)

I, hereby, declare that the applicant, whose details are shown above, is residing in the address shown in SECTION 03 of the application form, which is owned or managed by the undersigned. I also declare that I will notify Identità should the applicant cease to continue residing at this address.

Name of landlord
(IN BLOCK LETTERS)

ID card no.

Mobile No.

Number of Persons
Residing in this residence

Address of Landlord

Post Code

Email Address

Landlord's Signature
(Must be in wet ink)

Date

05 OTHER CHANGES

Other Changes

Applicant's Signature
(Must be in wet ink)

Date

SUPPORTING DOCUMENTS

CHANGE OF ADDRESS

- ☐ Existing Residence Card (to be retained by Identità);
- ☐ Proof of address: Such as utility bills, bank statements, contract of lease or contract of purchase of property with the details of the applicant. In case of applicants who cannot provide proof of address, kindly provide CEA Form D – Address Declaration;
- ☐ Application fee - Non-EU Nationals - €27.50
EU Nationals (and their family members) - NIL
- ☐ Original and copy of a valid travelling document (Passport / Foreign ID).

LOST, STOLEN OR DAMAGED CARD

- ☐ Lost or Stolen Cards - Valid local Police report issued within 3 days of being lost/stolen
- ☐ Damaged Card - Present Damaged Card
- ☐ Application fee - Non-EU Nationals (and their family members) - €27.50
EU Nationals (and their family members) - Lost Card €22
EU Nationals (and their family members)- Damaged Card €16.50

OTHER CHANGES

- ☐ Applicant may be requested to provide supporting documentation by the Agency, depending on and as applicable to the change being requested.
- ☐ Application fee - Non-EU Nationals - €27.50
EU Nationals (and their family members)- NIL

Applicant's Signature
(Must be in wet ink)

Date

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PRIVACY POLICY - CHANGES TO APPLICATION FORM

By submitting the Changes To Application Form 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. 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 by Identità is to receive, assess and process a request for issuing a new residence card for a third-country national. Personal Data collected in this Form will be used to populate Identità's information system, where the Personal Data will be kept in a highly secure manner.

Processing of Personal Data is necessary for the performance of a task carried out in the exercise of official authority vested in Identità.

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 organisations.

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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