



(To be filled in by persons who are not nationals of an EU Member State, Iceland, Liechtenstein, Norway or Switzerland)

- |                          |                                     |                          |                  |                          |                                    |                          |                        |
|--------------------------|-------------------------------------|--------------------------|------------------|--------------------------|------------------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | <b>Partner</b>                      | <input type="checkbox"/> | <b>Religious</b> | <input type="checkbox"/> | <b>Posted Worker</b>               | <input type="checkbox"/> | <b>Working Holiday</b> |
| <input type="checkbox"/> | <b>Humanitarian Grounds</b>         | <input type="checkbox"/> | <b>Health</b>    | <input type="checkbox"/> | <b>Pensioner</b>                   | <input type="checkbox"/> | <b>Temporary</b>       |
| <input type="checkbox"/> | <b>Parent of a Maltese National</b> | <input type="checkbox"/> | <b>Voluntary</b> | <input type="checkbox"/> | <b>Child of a Maltese National</b> | <input type="checkbox"/> | <b>Traineeship</b>     |

## 01 APPLICANT'S PERSONAL DETAILS

Residence Permit No.	<div></div>												A												
Date of Issue	<div></div>								Valid Until	<div></div>															
Surname	<div></div>																								
Name	<div></div>																								
Maiden Surname (If applicable)	<div></div>																								
Current Nationality	<div></div>																								
Nationality at Birth	<div></div>																								
Country of Birth	<div></div>																								
Place of Birth	<div></div>																								
Marital Status	<div></div>																								
Gender	<div></div>																								
Date of Birth	<div></div>																								
Telephone No.	<div></div>																								
Mobile No.	<div></div>																								
Email Address	<div></div>																								
Travel Document Type	<div></div>																								
Travel Document No.	<div></div>																								
Country of Issue	<div></div>																								
Date of Issue	<div></div>								Valid Until	<div></div>															

## 02 ADDRESS IN MALTA

Property No./Name																													
Street Name																													
Locality															Post Code														

## 03 PERMANENT ADDRESS ABROAD

Property No./Name																													
Street Name																													
Locality															Post Code														
Country																													

## 04 IMMIGRATION DETAILS

Date of first settlement in Malta	D	D	M	M	Y	Y	Y	Y																				
Intended Duration of stay in Malta																												
Country of Residence prior to Settlement in Malta																												
Intended Country of Next Settlement																												

## 05 PERSONAL DETAILS OF SPONSOR (TO BE FILLED BY APPLICANTS APPLYING AS PARTNERS /PARENT OF A MALTESE NATIONAL /CHILD OF A MALTESE NATIONAL)

ID. Card No.																												
Surname																												
Name																												
Maiden Surname (If applicable)																												

## 06 DETAILS OF RELIGIOUS ORDER (TO BE FILLED BY APPLICANTS AS RELIGIOUS PURPOSE)

Name of Religious Order																													
Head of Congregation																													
Property No./Name																													
Street Name																													
Locality															Post Code														
Telephone No.																													
Mobile No.																													
Email Address																													

## 07 EMPLOYER'S DETAILS (TO BE FILLED IN BY APPLICANTS APPLYING AS POSTED WORKER)

Employer's/ Company Name																													
Contact Person																													
Property No./Name																													
Street Name																													
Locality															Post Code														
Telephone No.																													
Mobile No.																													
Email Address																													

## 08 DECLARATION BY THE APPLICANT

I, hereby, solemnly declare that the information given in this application is true to the best of my knowledge and belief and that no details have been omitted that could be of direct importance when the application is considered.

Applicant's Signature \_\_\_\_\_

Date 

D	D	M	M	Y	Y	Y	Y
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09

DECLARATION BY THE LANDLORD - TO FILLED IN IF THE APPLICANT'S ADDRESS REMAINS UNCHANGED FOR RENEWAL ONLY

I, hereby, declare that the applicant, whose details are shown above, is still residing in the address shown in SECTION 01 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.

Address of Landlord

Post Code

Email Address

Landlord's Signature

D

D

M

M

Y

Y

Y

Y

Date

## 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;
- ☐ Full copy of the applicant's valid passport, including the blank pages;
- ☐ Proof of legal status in Malta;
- ☐ Proof of Accomodation:
  - ☐ A copy of the 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 Cap. 604 of Maltese legislation;
- ☐ Lease Agreement Professional Attestation Form (provided on Identita'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.
- ☐ Health insurance policy with a minimum coverage limit of €100,000, providing medical treatment including outpatients and hospitalisation coverage in Malta and, if necessary, in other European countries for each dependent. The health insurance is to be presented then during the biometric appointment. The insurance policy must have a validity covering the entire period of stay in Malta;
- ☐ Evidence showing the applicant's purpose of stay in Malta;
- ☐ A copy of Bank statement (not older than 3 months).

### Additional supporting documentation in certain cases:

#### A. Partner

- ☐ A recent affidavit by the couple under oath, stating that they are in a durable and stable relationship, administered by a notary registered in Malta;
  - ☐ A copy of the official certificate issued from Public Registry showing the civil status of the Maltese national. If the Maltese national is separated but not divorced, the Maltese separation contract duly endorsed by the Maltese courts, is required.;
  - ☐ A letter from two different relatives or friends witnessing the relationship;
  - ☐ A copy of the 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 (minimum of two years) 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:
  - i. Hospital/clinic booking;
  - ii. Copy of payment documentation;
  - iii. Medical reports from local professionals;
  - iv. Flight tickets.

**G. Pensioner**

- ☐ A copy of the official document, showing that applicant is entitled to a retirement income issued by the Social Services Department in Malta;
- ☐ A copy of the bank statement showing regular transfers of his/her pension.

**H. Parent of a Maltese National**

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

**I. Child of a Maltese National**

- ☐ A copy of the parent's Maltese Passport;
- ☐ A copy of the child's Birth Certificate;
- ☐ In case the Parents are separated or divorced a copy of the Court Decree attesting the custody of the Child/Children;
- ☐ Proof of dependency.

**J. Voluntary**

- ☐ A copy of the agreement with the host entity or, another body responsible for the voluntary service scheme in which he is participating;
- ☐ Proof that the voluntary scheme is recognized as a Mobility Project for Young People: Voluntary Projects scheme;
- ☐ Provide evidence that if he is accommodated throughout the stay by the host entity, the accommodation meets the conditions as required by law.

**K. Parent of a Study Permit Holder (Child under 18 years)**

- ☐ Copy of Residency Permit (Study);
- ☐ Copy of the Birth Certificate of Permit Holder;
- ☐ Copy of School Letter.

**L. Traineeship**

- ☐ A copy of the confirmation letter indicating that the notification has been accepted by Jobsplus;
- ☐ A copy of the training agreement which provides for theoretical and practical training with a host entity.

**M. 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.

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**NOTES TO APPLICANTS**

All documentation listed above must be presented in English or Maltese. 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.

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

## PRIVACY POLICY

By submitting the CEA Form O 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](mailto: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 a temporary residence document 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 Chapter 217 of the laws of Malta, and internal Policies, 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

Triq il-Wied, L-Imsida, MSD 9020, MALTA

**T** +356 2590 4000

**W** [www.identita.gov.mt](http://www.identita.gov.mt)

**E** [enquiries.identita@gov.mt](mailto:enquiries.identita@gov.mt)

#### EXPATRIATES UNIT

Triq il-Wied, L-Imsida, MSD 9020, MALTA

**T** (+356) 2590 4800

**W** [www.identita.gov.mt](http://www.identita.gov.mt)

**E** [noneu.identita@gov.mt](mailto:noneu.identita@gov.mt)