



## EXPATRIATES UNIT

### CHECKLIST FOR THE APPLICATION FOR A TEMPORARY RESIDENCE PERMIT FORM O

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 authorisation 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 (passport must have a minimum of 12 months validity);
- Proof of legal status in Malta, if already residing in Malta a copy of the current/previous permit;
- Proof of Accommodation:
  - 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 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.
- 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;

This requirement may be waived upon the provision of 12 recent payslips and FS3 for the previous year, since the applicant is eligible for free healthcare in Malta in accordance with Health (Fees) Regulations (S.L. 35.28), as amended by Legal Notice 105 of 2024.
- Evidence showing the applicant's purpose of stay in Malta;
- A copy of Bank statement (not older than 3 months), or in the case of employed individuals, copy of at least 6 recent payslips and the FS3 of the previous tax year.

**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.;
- Legalised evidence affirming the civil status of the third country national;
- 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.
- Proof of active communication in a common language;
- A copy of the Identity Card document of the Maltese national.

**B. Parent of a Maltese National**

- Letter explaining the applicant's purpose of stay in Malta.
- 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;
- Affidavit from the other parent of the child that the child is in regular contact with the non-Maltese parent or sufficient evidence confirming that access to the child is regular and that the child is dependent on the applicant.
- Proof of dependency.

**C. 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.

**D. 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.

**E. Service Provider**

- Employment license from Jobsplus indicating that the applicant has been recognised as a Service Provider.

**F. Working Holiday for Maltese by Descent**

- Letter from the High Commission/Embassy of the applicant's country, as applicable.

**G. Humanitarian Grounds**

- Covering letter by applicant explaining his/her purpose of stay in Malta;
- Proof of evidence of the above.

**H. 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.

## **I. 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.

## **J. 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.

## **K. 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 or by the VO Commissioner;
- Provide evidence that if he is accommodated throughout the stay by the host entity, the accommodation meets the conditions as required by law.

## **L. Traineeship**

- A copy of the training agreement which provides for theoretical and practical training with a host entity.

## **M. 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.

## **N. Dependents of Diplomats assigned to Malta**

- An official letter issued by the Mission in Malta including the details of the Diplomat and the dependent, the tenure of assignment in Malta and the details of accommodation of the dependent.
- A copy of the Residence Document issued by the Maltese Ministry for Foreign Affairs to the Sponsor.

## **O. 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.

## **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.