

Documents necessary for registration

In order to obtain registration you need to present originals of the following documents:

1. You must fill in the registration card and professional activity card.
(*you can pick them up in the information point of The Labour Office)
2. ID Card /Identity Card,
**in case of lack of the ID Card – you need to submit a valid evidence of registration in Poland under a specific address or evidence of being unregistered under any address in Poland - both can be issued by the relevant City Hall.*
3. Original graduation certificates and diplomas.
4. Originals of all of your certificates of employment, job contracts, contracts of engagement and/or seaman's book.
(*or copies of the previously mentioned documents certified for compliance with the original, by the institutions in which the originals are located)
 - a. Should you have worked not on the full time contract, you need to have a certificate of your monthly gross salary.
 - b. In case of running your own company in Poland, you must provide a certificate from the Social Insurance Institution – Polish ZUS - proving your payments of pension contribution and employment fund for the period of your business activity.
5. In case of being on a sick leave, disability pension, rehabilitation benefit or maternity leave (after termination of your employment) you need to bring valid evidence from Social Insurance Institution – Polish ZUS - stating the period of granting the benefit.
6. The current decision of your disability degree – if you have one.
7. In case of being an owner or a holder of a farm/farming land in Poland, you must submit a certificate from the Municipal Office of the number of conversion hectares.
8. In case of holding shares in companies, you must submit a valid certificate issued by National Court Register – Polish KRS.
9. Documents necessary for registration of people returning from the employment in the EU / EEA:
 - In this case person registered in the Labour Office receives a status of unemployed, however, in terms of granting the right to the job seeker's allowance decision is made by the Provincial Labour Office – Department of the Employment
 - The allowance is granted on the basis of the form - U1(U002)
 - These are international forms confirming the period of employment and insurance in EU/EEA, being issued by the Labour Offices of the country of work (not by the employer directly).
 - Should you have problems in obtaining a form U1 (U002), the Provincial Employment Office can be at help, by addressing the relevant institution in the country of previous employment with a request to send these forms.
 - In this case, you must collect as many documents and information relating to your work abroad as possible, in order to identify the employer and the period of your employment.
 - Frequently required documents are: contract, references, pay slips, work permit, billing documents and others.
 - Having received the following documents the Provincial Employment Office issues the decision granting or refusing the right to the benefit.

Legal basis:

art. 33 ust. 2 ustawy z dnia 20 kwietnia 2004 r. o promocji zatrudnienia i instytucjach rynku pracy (tekst jednolity Dz.U. z 2016 , poz. 645 z póź. zm.) Rozporządzenie MPiPS z 12 listopada 2012r. w sprawie rejestracji bezrobotnych i poszukujących pracy (Dz.U. z 2014r, nr poz 1182)