

An option to reserve visits via the Internet for our foreign customers interested in residence and work legalization has been introduced to our Department since the 11 November 2017.

How to register a visit?

1. Go to our Internet page: REZERWACJA (RESERVATION)
2. Select both an available date and the proper option (grey characters inform of unavailable dates)
3. Choose available hour
4. Type given name and surname – we remind you that we serve only those customers whose names are identical with the names declared in reservation
5. Type an e-mail address to receive a confirmation

We remind you to arrive to the Office (1-3 Konarskiego Str., 3rd floor) not less than 5 minutes in advance otherwise the visit will be automatically cancelled.

Everybody must have one's own ticket also in case of group reservations (families or groups of employees)

How to receive a ticket from the ticket-machine placed next to the waiting-room?

1. Select a language clicking on a flag
2. Choose the option: Confirmation of a visit
3. Type a four-digit PIN received by e-mail
4. Take a ticket

What to do next?

1. Enter the waiting room and wait until you are called
2. Your number and the customer service point will be displayed on the screen
3. Your number will be also displayed above the proper room
4. Enter the room and choose the proper desk

Any kind of exchange of reservation as well as any mere indication of reservation trade are impermissible and will be reported to the law enforcement bodies (whether implying material or non-material benefits)

1. **How to submit an application (for temporary residence and work permit, permanent residence permit or a long-term resident of EU permit)?**
2. In person after previous reservation of a visit via the Internet (1-3 Konarskiego Str., 3rd floor)
3. Submit the documents in a Mail-Department (1-3 Konarskiego Str. , room , 4 on the ground floor)
4. Post the documents to the following address:

Kujawsko-Pomorski Urząd Wojewódzki,

Wydział Spraw Obywatelskich i Cudzoziemców,

ul. Ks. Stanisława Konarskiego 1-3, 85-066 Bydgoszcz.

How to supply documents ?

Arrive to the Office with the summons and a valid ID (passport)

In case registration via the Internet is unavailable take a ticket from the ticket-machine on Mondays, Thursdays or Fridays at 12:00 or on Tuesdays at 8:00 choosing the option: 'Supplying documents'. It is advisable to arrive half an hour in advance. A number of people may use this option while the number of tickets is limited.

To ensure that you have completed all documents, click : 'Dokumenty' (Documents)

Submit your documents without unnecessary delay. The system allows to reserve a limited amount of tickets while Customer Service Officers cannot issue additional tickets. Do not wait until the last minute.