

## Explanation of the application form

Application for reissue of a „residence permit“ or „documentation“  
(due to loss, theft, damage or change in relevant information e.g. name change after a  
wedding)

This explanation was intentionally written in easily understandable language.

This explanation is for your information only. Only the law published in German language is  
legally valid and binding. This means that you cannot derive any rights from this explanation.

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<b>1. EU passport photo</b>	The passport photograph has to be 35 millimetres wide and 45 millimetres high. You can find the exact dimensions here: <a href="http://www.bmi.gv.at/passbild">www.bmi.gv.at/passbild</a> .
<b>2. Signature</b>	You have to sign directly in front of the employee of the Austrian authority or Austrian embassy.
<b>3.</b>	You are not allowed to write anything here.

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<b>Application for reissue</b>	Application for reissue You can apply so that you can get your residence permit or documentation again. You make this application if <ul style="list-style-type: none"><li>• you have lost your document</li><li>• your document has been stolen</li><li>• your document is broken or</li><li>• your data has changed.</li></ul> For example, you got married and now you have a different name.
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<b>4. Residence permit</b>	Tick this box if you would like to receive your residence permit again.
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<b>5. Documentation</b>	Check this box if you would like to receive your documentation again.
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<b>A. My data</b>	<b>Information about you</b>
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<b>6. surname(s)</b>	Please fill in your last name. If you have more than one last name, please fill in all of your last names.
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<b>7. first name</b>	Please list all your first and middle names.
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<b>8. Former surnames</b>	If you previously had one or more different last names, please fill them in here (example: before your marriage).
<b>9. sex</b>	<p><b>male</b> – Tick this box if you are a man.</p> <p><b>female</b> – Tick this box if you are a woman.</p> <p><b>divers, inter, open, not specified</b> - Tick your appropriate gender here if you are not male or female.</p>
<b>10. date of birth</b>	When were you born?
<b>11. country of birth</b>	In which country where you born? example: Austria
<b>12. place of birth</b>	What is your place of birth? example: Vienna
<b>13. marital status</b>	<p><b>single</b> – Tick this box if you are neither married nor in a registered partnership.</p> <p><b>married/registered partnership (EP)</b> – Tick this box if you are married or in a registered partnership.</p> <p><b>divorced/dissolved EP</b> – Tick this box if you are divorced or your registered partnership has been dissolved.</p> <p><b>widowed/dissolution of registered partnership by death</b> – Tick this box if your husband/wife or registered partner died.</p>
<b>14. nationality(s)</b>	<p>Please fill in your nationality here.</p> <p>If you have more than one nationality, please list them here.</p>
<b>15. since</b>	Since when are you holding the nationalities listed under point 14?
<b>16. former nationality</b>	Have you previously had different nationalities? If yes, please write them down.
<b>17. until</b>	<p>Until when did you have these previous nationalities?</p> <p>You only have to answer this question if you filled out point 16!</p>
<b>18. type of previous residence permit or documentation</b>	You write here which residence permit or documentation you have.
<b>19. date of expiration</b>	Until when is your residence permit or documentation valid (if known)?
<b>current residence</b>	<b>Where do you currently live?</b>
<b>20. country</b>	In what country are you currently living?
<b>21. postal code</b>	What is your postal code?
<b>22. street, house number, door number</b>	What is your street address? Please include house number, door or apartment number, if that applies.

<b>23. location</b>	In which place or town do you live?
<b>contact details</b>	<b>Your contact details</b>
<b>24. phone number</b>	Please write down your phone number, if you have one.
<b>25. E-Mail address</b>	Please write down your e-mail address, if you have one.
<b>authorized representative</b>	
It is important that the authority can send you letters and that you can make statements to the authority. For this purpose, you can give a power of attorney to a person living in Austria (e.g. spouse, relative, friend, etc.). A lawyer does not need a power of attorney. You can find a sample power of attorney at <a href="https://www.bmi.gv.at/312_EN/60a/start.aspx">https://www.bmi.gv.at/312_EN/60a/start.aspx</a> , point F.	
<b>26. first name(s)</b>	What is the first name of your representative?
<b>27. surname(s)</b>	What is the last name of your representative?
<b>28. postal code</b>	What is the postal code of the town where your representative lives?
<b>29. street, house number, door number</b>	What is the street address of your representative?
<b>30. location</b>	In which town does your representative live?
<b>31. phone number</b>	Please write down the phone number of your representative.
<b>32. E-Mail address</b>	Please write down the e-mail address of your representative.

### Which documents do you need for the application?

- If you have **lost** a document, you will get a confirmation from the municipality or magistrate.
- If you have a document **stolen**, you will get a confirmation from the police.
- Your name has changed?  
Then you need a passport in your new name.
- A marriage certificate or partner certificate  
If you are married or have a partner.
- A certificate of divorce or dissolution of partnership.  
If you are divorced or you have dissolved your partnership.
- A certificate of adoption in lieu of a child (adoption).  
If a person has adopted you or if you have adopted a person.
- A photograph of you (see item 1 of this statement).
- A valid travel document,  
that is, for example, a passport.

**ATTENTION:**

Even if you have already submitted all the listed documents, the authority may still require more information/documents from you. This may be necessary if not everything is clear for the authority yet. Therefore, please send these documents to the authority quickly.

If you do not pay the fees, you cannot get a residence permit. Please pay the fees as soon as possible. If you pay later, your procedure will take longer.