

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.

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

Application for reissue	Application for reissue You can apply so that you can get your residence permit or documentation again. You make this application if • you have lost your document • your document has been stolen • your document is broken or • your data has changed. For example, you got married and now you have a different name.
--------------------------------	--

4. Residence permit	Tick this box if you would like to receive your residence permit again.
5. Documentation	Check this box if you would like to receive your documentation again.

A. My data	Information about you
-------------------	------------------------------

6. surname(s)	Please fill in your last name. If you have more than one last name, please fill in all of your last names.
7. first name	Please list all your first and middle names.

8. Former surnames	If you previously had one or more different last names, please fill them in here (example: before your marriage).
9. sex	male – Tick this box if you are a man. female – Tick this box if you are a woman. divers, inter, open, not specified - Tick your appropriate gender here if you are not male or female.
10. date of birth	When were you born?
11. country of birth	In which country where you born? example: Austria
12. place of birth	What is your place of birth? example: Vienna
13. marital status	single – Tick this box if you are neither married nor in a registered partnership. married/registered partnership (EP) – Tick this box if you are married or in a registered partnership. divorced/dissolved EP – Tick this box if you are divorced or your registered partnership has been dissolved. widowed/dissolution of registered partnership by death – Tick this box if your husband/wife or registered partner died.
14. nationality(s)	Please fill in your nationality here. If you have more than one nationality, please list them here.
15. since	Since when are you holding the nationalities listed under point 14?
16. former nationality	Have you previously had different nationalities? If yes, please write them down.
17. until	Until when did you have these previous nationalities? You only have to answer this question if you filled out point 16!
18. type of previous residence permit or documentation	You write here which residence permit or documentation you have.
19. date of expiration	Until when is your residence permit or documentation valid (if known)?
current residence	Where do you currently live?
20. country	In what country are you currently living?
21. postal code	What is your postal code?
22. street, house number, door number	What is your street address? Please include house number, door or apartment number, if that applies.

23. location	In which place or town do you live?
contact details	Your contact details
24. phone number	Please write down your phone number, if you have one.
25. E-Mail address	Please write down your e-mail address, if you have one.
Authorised Representative / authorised representative for service of documents It is important that the authority can send you letters and that you can contact the authority. You can appoint a person to represent you in the procedure (power of attorney for representation). You can also appoint a person to receive your letters for you (authorisation to receive documents). - Power of attorney for representation: You can appoint a person to represent you in the procedure. This person can then contact the authority and act on your behalf. Unless you specify otherwise, the authority will also send letters to this person. Representation for payment is only permitted by professional representatives (for example, lawyers). Other people, such as your spouse, relatives or acquaintances, may represent you free of charge. For representation, you need a written power of attorney. The power of attorney must include your details and the details of your representative. You must sign the power of attorney. The representative must also be aware of the power of attorney and must sign it. If a lawyer represents you, different rules apply. Your lawyer will inform you about these rules. You can find a sample power of attorney under Section F at https://www.bmi.gv.at/312/60a/start.aspx. - Authorisation to receive documents: You can appoint a person who lives in Austria to receive your letters. This can be, for example, your spouse, a relative or an acquaintance. The authority will then send the letters to this person. You do not need a written power of attorney for this. You only need to fill in the following fields. The person authorised to receive documents may only receive your letters. They may not represent you in the procedure.	
26. first name(s)	What is the first name of the person authorised to receive your letters?
27. surname(s)	What is the last name of the person authorised to receive your letters?
28. postal code	What is the postal code of the town where the person authorised to receive your letters lives?
29. street, house number, door number	What is the street address of the person authorised to receive your letters?
30. location	In which town does the person authorised to receive your letters live?
31. phone number	Please write down the phone number of the person authorised to receive your letters.
32. E-Mail address	Please write down the e-mail address of the person authorised to receive your letters.

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.