

# Documents required to register an unemployed

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**If you are a Polish national and want to register as an unemployed, you should present the following documents in the Poviats Labour Office:**

1. your ID card or another identity document, e.g. a passport;
2. statement on your place of permanent abode, and if the said statement gives rise to justified doubts of the body, the Office may request you to present a certificate of permanent abode issued by the body competent for registering places of permanent abode;
3. school certificates, diplomas or other documents confirming your qualifications or a training certificate;
4. employment certificates and other documents required to determine their entitlements resulting from the Act;
5. documents proving counter indications to do any specific jobs if you hold ones.

**If you are a foreigner** and want to register as an unemployed, you should present a document indicating the residence title authorising you to stay in the territory of Poland (e.g. a decision, a residence card) in the Poviats Labour Office.

**What is more if:**

1. **you are disabled** — a disability certificate indicating the disability degree (referring to people with a determined disability degree);
2. **you were employed part time (e.g. half time) or based on** a contract of mandate, agency contract, another service agreement, or you cooperated when performing such agreements, you should present a certificate issued by your workplace, indicating your remuneration and the social insurance and Labour Fund contributions paid;
3. **you ran your business activity** — a certificate of entry in the Central Registration and Information on Business, indicating the date of the business activity start if the period until the date when the business activity is to be started has not expired yet, as indicated in the entry application; **and also** :
  - **if your business activity was liquidated** — a certificate of entry in the Central Registration and Information on Business and a certificate from the Social Insurance Institution concerning the period when the health insurance and Labour Fund contributions were paid, indicating their contribution assessment basis, broken by particular months in the period when the business activity was run;
  - **you applied for suspending your business activity** — a certificate of entry in the Central Registration and Information on Business;
4. **you received:**
  - **sickness benefit, maternity benefit or rehabilitation allowance** — a certificate from the Social Insurance Institution concerning the periods when the sickness, maternity or rehabilitation benefit was received after the employment termination, performance of another paid work or the termination of a non-agricultural activity, indicating the contribution assessment basis for the said benefits and allowance;
  - **disability pension** — a decision or a certificate issued by the Social Insurance Institution concerning the period when the disability pension was received;
  - **survivor's pension** — an up-to-date decision on the pension amount;
  - **a benefit from the Social Welfare Centre:** a regular benefit, attendance allowance or an extra family benefit for being a single parent, you should present a decision or a certificate on the period when a given benefit was received;
5. **you are the owner, autonomous possessor or dependent possessor** — a certificate of the area of the agricultural real property expressed in comparative fiscal hectares;

6. **you are a household member in an agricultural undertaking with the arable land area exceeding 2 comparative fiscal hectares** — a decision from the Agricultural Social Insurance Fund on not being subject to the farmers' social insurance;
7. **you were released from prison** — a certificate of release from prison or a certificate of performing work in prison (if you worked during your prison sentence);
8. **you have a child** — a certificate for the purpose of determining the obligations related to the health insurance of family members (if you register your family members for the health insurance, you should have their PESEL numbers and, if they are children, you should have abridged copies of their birth certificates).