

# INFORMATION



MA 35 – Einwanderung  
und Staatsbürgerschaft

## Confirmation of registration/ confirmation of permanent residence for EEA<sup>\*)</sup> and Swiss nationals

The confirmation of registration (Anmeldebescheinigung) is a document confirming the residence title of EEA and Swiss nationals who moved to Austria after 1 January 2006. EEA and Swiss nationals who have just registered at their first address in Austria (residence registration form/Meldezettel) and intend to stay in the country for more than three (3) months have to apply in person for a confirmation of registration at Municipal Department 35 **within four (4) months** after their arrival in Austria.

Please note that it constitutes an administrative offence punishable with a fine if you do not apply for a confirmation of registration on time.

The confirmation of permanent residence (Bescheinigung des Daueraufenthalts) is a document confirming the right to permanent residence in Austria for EEA and Swiss nationals after five (5) years of legal and continuous residence in Austria. It is issued upon application.

### **Competent authority in Vienna:**

#### **Municipal Department 35**

#### **Division “EEA”**

Arndtstraße 65-67, Stiege 1, 1<sup>st</sup> floor  
1120 Vienna

Tel.: 01/4000 35338

Fax: 01/4000 99 35310

E-Mail: [50-ref@ma35.wien.gv.at](mailto:50-ref@ma35.wien.gv.at)

#### **Opening hours:**

Mon, Tue, Thu, Fri: 8am-12 noon

Thu (additionally): 3.30pm-5.30pm

**We regret that waiting times are usually very long on Thursdays.**

**If possible, please try to come during our opening hours on other days of the week.**

### **Public transport:**

subway U6, bus 10A and 63A – stop “Niederhofstraße”

bus 15A – stop “Meidling Hauptstraße”

subway U4 – stop “Meidling Hauptstraße” and “Längenfeldgasse”

### **Fees:**

Approx. €55

### **Requirements and required documents:**

Every applicant must submit a valid travel document (passport or ID card) – also for babies! – and must have a valid residence in Vienna.

#### Additional requirements:

#### For employees, trainees and apprentices:

Employment contract or traineeship contract or apprenticeship contract or income statement and, if applicable, work permit from the Public Employment Service Austria (AMS)

#### For au-pairs:

Au-pair contract including a confirmation by the Public Employment Service Austria (AMS)

For self-employed persons:

Business licence (Gewerbeschein) or statement by Municipal Department 63 (MA 63) if your business does not require a business licence (Feststellungsbescheid), contracts for services as well as income statements such as fee notes or invoices including receipts of payment or bank statements

For students and pupils:

Students' enrolment record (Inskriptionsbestätigung), confirmation of enrolment at a university, or student ID card, confirmation of school attendance, proof of health insurance that is valid in Austria and covers all risks, and proof of sufficient means of subsistence (income statements such as scholarships or confirmation of maintenance payments by parents including bank statements).

For private persons:

Sufficient means of subsistence (savings account, pension payments) or agreement (prätorischer Vergleich) concluded at the district court (Bezirksgericht) or contract regarding the payment of maintenance drawn up before a notary public (notarieller Unterhaltsvertrag) including current income statements of person paying maintenance, and proof of health insurance that is valid in Austria and covers all risks.

Family members of EEA or Swiss national:

Proof of freedom of movement of the EEA or Swiss national (employment contract, confirmation of registration, social insurance statement (Versicherungsdatenauszug) or confirmation by the Public Employment Service Austria (AMS)). Marriage certificate, civil partnership certificate or birth certificate of children.

Co-insurance and maintenance can be guaranteed by EEA or Swiss national.

Partners of EEA or Swiss nationals:

Proof of freedom of movement of the EEA or Swiss national (employment contract, confirmation of registration, social insurance statement (Versicherungsdatenauszug) or confirmation by the Public Employment Service Austria (AMS)) and proof of lasting relationship (e.g. residence registration at the same address). Co-insurance and maintenance can be guaranteed by EEA or Swiss national.

New-born babies:

Proof of freedom of movement of one of the parents (employment contract, confirmation of registration, social insurance statement (Versicherungsdatenauszug) or confirmation by the Public Employment Service Austria (AMS)). Co-insurance and maintenance can be guaranteed by the parents.

Please submit the original and a copy of all documents. Depending on the country of issue the original documents need an apostille or diplomatic certification.

Please submit a certified translation of all documents that were not originally issued in German.

In some cases it may be necessary to submit additional documents. These can also be submitted via post, fax or e-mail.

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<sup>\*)</sup> EEA countries: all 28 EU Member States<sup>\*)</sup>, plus Iceland, Liechtenstein, Norway

<sup>\*\*)</sup> EU Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom