



## INSTRUCTIONS AND INFORMATION

### A. WHO IS ALLOWED TO SUBMIT AN APPLICATION FOR A PERMANENT RESIDENCE DOCUMENT?

1. UK nationals and UK nationals' family members who are themselves UK nationals, after a five-year period of uninterrupted legal residence in the Republic of Cyprus before the transitional period or commencement of periods before and after the transitional period.
2. UK national's family members who are not UK nationals, given that they maintain the residence rights deriving from the Withdrawal Agreement, after a five-year period of uninterrupted legal residence in the Republic of Cyprus before the transitional period or commencement of periods before and after the transitional period.
3. Holders of a Registration Certificate (MEU1) or a Residence Card (MEU2) can apply for a Permanent Residence Card, given that they have resided in the Republic for an interrupted period of five years prior to the end of the transitional period and that they can prove their uninterrupted residence by submitting relevant documents, or given that they complete five years of uninterrupted residence before and after the transitional period. Document to be submitted during the application process:

#### DOCUMENTS SUBMITTED FROM MEU1, MEU2 HOLDERS

##### Copy of MEU1, or MEU2

Valid passport and copies of the same

Water bills **or** electricity bills **or** any other bills (except phone bills) for the past 5 years that have been issued by the relevant authority **or**

Bank statements for the past 5 years **or**

Monthly statements of Social Insurance contributions for the past 5 years **or**

Any other document which proves continued residence in the Republic of Cyprus for the past 5 years

4. Holders of a Permanent Residence Certificate /Card (MEU3) can if they wish to convert their document into a Permanent Residence Document, by submitting the following during the application process:

#### DOCUMENTS SUBMITTED FROM MEU3 HOLDERS

##### Copy of MEU3

Valid passport and copies of the same

5. The validity of the Permanent Residence Document shall not be affected by temporary absences not exceeding six months in a year, or by absences of a longer duration for compulsory military service or by one absence of a maximum of 12 consecutive months for important reasons such as pregnancy and childbirth, serious illness, study or vocational training, or a posting in another Member State or a third country.
6. ***Once acquired, the right of permanent residence shall be lost only through absence from the Republic of Cyprus for a period exceeding five consecutive years.***
7. Permanent Residence Certificate or the Permanent Residence Card holders and the holders of the Certificate of Registration and Residence Card have the right of permanent residence in the Republic for 10 years upon application, if they have completed five years of continuous residence in the Republic before the end of the transition period or even after the end of the transitional period inclusive periods.
8. Registration Certificate holders have the right of permanent residence in the Republic of Cyprus shall be enjoyed before completion of a continuous period of five years (exemptions) of residence or commencement of periods before or and after the transitional period under those circumstances:
  - a) Employees or self-employed persons who, at the time they stop working, have reached the age laid down by the Cyprus Social Insurance Law in force for entitlement to an old age pension or employees who cease paid employment to take early retirement, provided that they have been working in the Republic of Cyprus for at least the preceding twelve months and have reside in Cyprus continuously for more than three years.
  - b) Employees or self-employed persons who have resided continuously in the Republic of Cyprus for more than two years and stopped working in Cyprus as a result of permanent incapacity to work. Not with standing the above, if such incapacity is a result of an accident at work or an occupational disease entitling the person concerned to a benefit payable in full or in party by the



Social Insurance Services or other benefit payable by in full or in part by a different authority by virtue of another relevant law, no condition shall be imposed as to the length of residence;

- c) Employees or self-employed persons who, after three years of continuous employment and residence in the Republic of Cyprus, while retaining their place of residence in the Republic of Cyprus, to which they return at least once a week.
9. For the purposes of entitlement to the rights referred to in points 4 (a) and (b), are periods of employment spent in the Republic of Cyprus. Periods of involuntary unemployment duly recorded by the Labour Department, periods away from work for reasons not of the person's own making and absences from work or cessations of work due to illness or accident shall be regarded as periods of employment.
10. Irrespective of nationality Residence card holders, the non-UK family members of a UK national, employee or a self-employed person who are residing with him in the territory of the Republic of Cyprus shall have the right of permanent residence, if the employee or self-employed person has acquired himself the right of permanent residence in the Republic of Cyprus.

If, however, the employee or self-employed person dies while still working but before acquiring permanent residence status in the Republic of Cyprus on the basis the EU directive 2004/38/EC (article 12(1)(2)), his family members who are residing with him in the Republic shall acquire the right of permanent residence on the condition that:

- i. The employee or self-employed person had, at the time of death, resided continuously on the territory of the Republic for two consecutive years.
- ii. The death resulted from an accident at work or an occupational disease.

## **B. APPLICATION SUBMISSION AND FEES:**

1. The application can be submitted on line through the platform [eas.crm.d.moi.gov.cy](http://eas.crm.d.moi.gov.cy) or in person at the central offices of the Civil Registry and Migration Department for residents of the Nicosia District or at the District Units of the Aliens and Immigration Service of the Police for the other Districts.
2. The application can be a single person application (i.e. can be submitted for only one person) or a family application (i.e. can be submitted for more than one member of the same family).
3. The payable fees for the application submission are €30,00 **per person**.
4. The Republic of Cyprus shall issue to UK family members who are not UK nationals, entitled to permanent residence a Permanent Residence Document valid for 10 years which shall be renewable every 10 years from the date of issue upon request of the person concerned and with the payment of a fee of €30,00.
5. In case of an on-line application submission, fees are paid by bank card.
6. The application for a Permanent Residence Document MUKW3 must be submitted within one month from the expiration of validity of the Residence Document MUKW1, MUKW2 or the Residence Card MEU2.
7. In the case of an on-line application, after the application submission an in person visit to the central offices of the Civil Registry and Migration Department for residents of the Nicosia District or at the District Units of the Aliens and Immigration Service of the Police for the other Districts, is necessary for the submission of the accompanying documents listed in par. A. During the visit the on-line application submission receipt is requested.
8. Furthermore, during the visit the biometric data (photo and fingerprints) and the signature of the applicant/ applicants will be submitted based on the legislation in force. Fingerprints and signature are not submitted for applicants that have not completed the age of 6 at the time of application submission.
9. Any false statement, made in the application or the accompanying supportive documents, is an offense punishable by imprisonment or fine as set out in the relevant legislation.



### **C. ISSUE AND RECEIPT OF THE PERMANENT RESIDENCE DOCUMENT**

1. The document will be issued upon approval of the application, and it will be in the form defined by the law (card).
2. Upon issuance of the document, a notification will be sent to the applicant/ applicants, with which she/he must receive her/ his document from the office where the application was submitted. The notice is sent to the address listed in the application.
3. No document shall be delivered to any non duly authorized person.

For further information please visit [www.moi.gov.cy/crmd](http://www.moi.gov.cy/crmd)

### **D. ACCOMPANYING DOCUMENTS**

1. The application shall be accompanied by the required documents listed in the relevant List of Accompanying Documents, depending on the type of application submitted. The List of Accompanying Documents is available at the Central Office of the CRMD, or at the CRMD website: [www.moi.gov.cy/crmd](http://www.moi.gov.cy/crmd)
2. All documents submitted with the application shall be in Greek or English. Otherwise, they must be accompanied by a certified translation into one of these languages.