



## Application for the Residency Certificate in the Republic of Kosovo

*For Natural person:*

Please provide full answers so that TAK can verify the status of your paid taxes, otherwise your application may be rejected.

Natural person data:

1. Name of the natural person

2. ID number (temporary ID number for non-resident)

3. Contact phone number and e-mail:

4. Residential address

5. Reasons for Residency Certificate:

6. Period and place for which a Residency Certificate is requested

7. Indicate the type and amount of income received during the period for which Residency Certificate is requested:

8. If you are a non-resident person in the Republic of Kosovo, indicate the exact date of arrival in Kosovo and the period of stay in Kosovo. From  to

Number of days

Other documents that a natural person is required to attach to this application are:

- Birth extract;
- Copy of passport;
- Copy of ID card;
- Contract

## **Instructions for the natural person on how to complete the application for Residency Certificate**

**Box [1]** Indicate the name and surname of the natural person applying for Residency Certificate

**Box [2]** Indicate the ID number issued by the Ministry of Internal Affairs of the Republic of Kosovo, and for the non-resident person in the Republic of Kosovo, enter the temporary ID number issued by the Ministry of Internal Affairs in the Republic of Kosovo.

**Box [3]** Indicate the full address of the residence e.g. “Rruga e Barrikadave” No.87, Prishtina.

**Box [4]** Indicate contact details, phone number and e-mail address.

**Box [5]** Indicate the reason for requesting the Residency Certificate e.g. for the implementation of the Agreement on the Elimination of Double Taxation between the Republic of Kosovo and the Republic of Albania.

**Box [6]** Indicate the period and place for which a Certificate of Residence is requested e.g. the Residency Certificate is requested for 2017 for the Republic of Albania.

**Box [7]** Indicate the type and exact amount of income received by other jurisdiction outside Kosovo during the period for which a Residency Certificate is requested e.g. incomes from salary amounting to € 400 for 2017.

**Box [8]** The non-resident person in the Republic of Kosovo shall indicate the exact date of arrival in the Republic of Kosovo and the period of stay e.g. entering the Republic of Kosovo on 15.03.2017 and leaving the Republic of Kosovo on 15.10.2017; period of stay in the Republic of Kosovo: 8 months in total.

Please, other documents such as birth extract, copy of passport, copy of ID card, contract attached to this application **shall be valid**.

**Napomena!** Ovaj zahtev je za biznise za koje je potrebna Potvrda prebivališta Kosova za međudržavno olakšavanje iz Sporazuma za eliminisanje dvostrukog poreza i dokaz prebivališta za poreske svrhe.

Zahtev za Potvrdu prebivališta se treba popuniti podacima prema zahtevu i treba mu priložiti tražena dokumenta. Potvrda prebivališta se može koristiti samo jednom za jedan zahtev, u slučaju da Vam treba druga Potvrda prebivališta, treba da aplicirate ponovo sa svim traženim podacima.

Ovaj formular, nakon što se popuni treba se dostaviti u OU (ZQ) u PAK fizički ili elektronskim putem na mail [metd@atk-ks.org](mailto:metd@atk-ks.org), dok za detalje ili dodatne informacije možete kontaktirati na tel: 0380/200-250-05

