

# Guide for Foreigners

How to find yourself in the Polish reality?



2022-08-01

*We are pleased to present you the first guide to the Police Poviát regarding your stay in the municipalities of: Police, Dobrze, Kołbaskowo and Nowe Warpno, developed by the West Pomeranian Folk High School in Mierzyń as part of the project "Information Center for Foreigners in the Police Poviát". This guide answers the most important questions and presents the key institutions and organizations supporting citizens of other countries in the process of acclimatization in Poland. We hope you will find this study useful. With the large migration of Ukrainian citizens due to the current political situation in Ukraine, the guide was deliberately divided into two parts: the first one dedicated to people who arrived from Ukraine, and the second one dedicated to other foreigners living in our region.*

*Angelika Felska, President of ZUL*

### **How to acquire a PESEL number? (applies to Ukrainian citizens)**

A citizen of Ukraine whose stay pursuant to Art. 2 clause 1 of the special act for Ukraine is legal, he or she may submit a personal application for a PESEL number at any executive body of the municipality in the territory of the Republic of Poland. On behalf of a person without legal capacity or with limited legal capacity, the application may be submitted by: one of the parents, guardian, probation officer, temporary guardian, the person with custody of the child. A person over 12 years of age signs the application for a PESEL number with their own hand. The application should be accompanied by one photo that meets the requirements of the photo attached to the application for an ID card.

**In the municipality of Dobrze**, the application should be submitted to the Office of the Municipality of Dobrze with its seat in Wołczkowo  
Lipowa 51 street, 72-003 Wołczkowo  
phone: +48 91 311 38 03  
Coordinator for assistance to Ukraine  
phone: +48 91 424 19 74  
crisis management  
phone: +48 91 312 06 03  
education related matters  
phone: +48 91 311 37 38  
matters related to material assistance  
phone: +48 91 424 19 80  
matters related to assigning a PESEL number  
phone: +48 91 311 38 03  
opening hours:  
Monday: 8:30-16:30,  
Tuesday-Friday: 7:00 -15:00.

The application for a PESEL number can be downloaded from the website of the Dobrze Municipality Office or from this link: [https://dobraszczecinska.pl/site/images/pdf/2022/3/Wniosek\\_PESEL.pdf](https://dobraszczecinska.pl/site/images/pdf/2022/3/Wniosek_PESEL.pdf)

### **In the municipality of Police, the application should be submitted to the City Hall in Police.**

Civil Affairs Department. City Hall in Police h  
Stefana Batorego 3 street, 72-010 Police  
room no.10  
phone: +48 91 431 18 11, +48 91 431 18 12  
e-mail: [sekretariat@ug.police.pl](mailto:sekretariat@ug.police.pl)  
helpline: +48 91 431 18 30  
website: <http://www.police.pl/>

Along with assigning a PESEL number, you can also obtain a Trusted Profile.

### **In the municipality of Kołbaskowo:**

If a foreigner registers in Kołbaskowo for a stay of more than 30 days – the PESEL number will be assigned to them automatically. If a foreigner cannot register in Kołbaskowo and needs a PESEL number, they should submit an application to the City or Municipality Office in Kołbaskowo.

Municipality Office in Kołbaskowo  
Kołbaskowo 106, 72-001 Kołbaskowo  
phone: +48 91 311 95 53  
opening hours:  
Monday: 09:30-16:30  
Tuesday-Friday: 07:30-15:30

**In the municipality of Nowe Warpno**, a citizen of Ukraine must submit the following documents to the Municipal Office in Nowe Warpno:

- Application for granting a PESEL number to a citizen of Ukraine due to the armed conflict,
- A document confirming the applicant's identity and the data contained in the application,
- A current, color photo with dimensions of 32x45 mm, made in accordance with the requirements (check the criteria here: <https://jakiwniosek.pl/wnioski/obywatel/dowod-osobisty-dla-dziecka/#jak-powinno-wygladac-zdjecie-do-dowodu>)

### **Municipal Office in Nowe Warpno:**

Plac Zwycięstwa 1, 72-022 Nowe Warpno  
phone: +48 91 312 96 60  
opening hours:  
Monday: 08:00-16:00  
Tuesday-Friday: 07:30-15:30

More information can be found on the website of the municipality of Nowe Warpno:

<https://nowewarpno.pl/aktualnosci/dzial/178>

### **How to get a trusted profile? What is a trusted profile for?**

A trusted profile is a confirmed set of data that uniquely identifies its holder in the services of public entities on the Internet. This data includes first name(s), surname, date of birth and PESEL number. A trusted profile is secured in such a way that no one – except its owner – can use it. The user ID of a **trusted profile** is created automatically together with the assignment of a PESEL number and is sent to the applicant to the e-mail address provided in the application for a PESEL number or in the form of a printout of the confirmation of creating a trusted profile. A one-time password enabling the activation of a trusted profile by the applicant is sent to the mobile phone number provided in the application.

### **How to obtain a temporary residence permit and visa extension?**

A citizen of Ukraine whose stay pursuant to Art. 2 clause 1 of the special act for Ukraine is or was considered legal, a temporary residence permit is granted upon their request. A temporary residence permit is granted once for a period of 3 years, counting from the date of issuing the decision. A temporary residence permit is granted by the voivode of a given voivodeship, taking into account the place of residence of a Ukrainian citizen on the day of submitting the application. By law, the period of stay on the basis of a national visa and the validity period of a national visa issued to a citizen of Ukraine, whose last day of stay in the territory of the Republic of Poland falls on the period from February 24<sup>th</sup> 2022, are extended until December 31<sup>st</sup> 2022. If the last day of validity of residence cards, Polish identity documents of a citizen of Ukraine, “consent for tolerated stay” documents issued to Ukrainian citizens falls within the period from February 24<sup>th</sup> 2022, it is extended for a period of 18 months.

Voivodeship Office in Szczecin:

Wały Chrobrego 4, 70-502 Szczecin

opening hours:

Monday-Friday: 8:00 – 15:00

link to the application: <https://inpol.mazowieckie.pl/>

### **How do I get access to free medical care?**

Ukrainian citizens are entitled to receive healthcare benefits to the same extent as Polish citizens covered by compulsory or voluntary health insurance. People who are not vaccinated against Covid-19 can do it in facilities that implement these vaccinations on the same terms as Polish citizens. Ukrainian citizens are not entitled to: spa treatment, spa rehabilitation, medical products issued under the health policy programs of the minister of health

### **National Health Fund facilities in the municipality of Dobra:**

Agmed:

Grafitowa 4 street, 72-006 Mierzyn

Graniczna 24A street, 72-003 Dobra

opening hours:

Monday-Friday: od 8:00 do 18:00

### **How to get access to education?**

On March 14<sup>th</sup> 2022, online learning was launched – the Ukrainian Ministry of Education, together with Google Ukraine, created a nationwide curriculum. It can be used by evacuated children and adolescents up to 18 years of age with limited access to education. The online learning platform can be found at [mon.gov.ua](http://mon.gov.ua). According to Polish law, people up to the age of 18 are subject to compulsory school education. If a child does not use online learning, launched by the Ukrainian Ministry of Education, the legal guardian of the child who is a Ukrainian citizen reports the child to the selected school. The school head teacher qualifies the child to the appropriate class and, if necessary, directs to the additional classes to improve the level of knowledge of the Polish language.

### **Educational institutions in the municipality of Police:**

**Primary School no. 1 with Bilingual and Sports Departments,**

Sikorskiego 8, 72-010 Police

phone: +48 91 424 09 09

**Primary School no. 3 with Bilingual Departments,**  
Siedlecka 4 street, 72-010 Police

phone: +48 91 317 69 50

**Primary School no. 5 with Bilingual Departments,**

West Pomeranian Folk High School  
<https://uniwersytetludowy.eu>

Wojska Polskiego 68 street, 72-010 Police  
phone: +48 91 464 83 70

**Primary School no. 6 with Bilingual and Pre-School Departments,**

Owocowa 5 street, 72-010 Police  
phone: +48 91 431 64 80

**Primary School no. 8 with Bilingual and Sports Departments,**

Piaskowa 99 street, 72-010 Police  
phone: +48 91 432 48 80

**I. Łukasiewicza School Complex in Police**

Siedlecka 6 street, 72-010 Police  
phone: +48 91 424 13 06

**Primary School with Bilingual and Pre-School Departments in Tanowo,**

Szczecińska 31 street, 72-004 Tanowo  
phone: +48 91 312 66 24

**Branch School in Pilchów,**

Szczecińska 1a street, 72-004 Pilchowo  
phone: +48 91 452 64 14

**Primary School with Bilingual and Pre-School Departments in Trzebież,**

Wkrzańska 19a street, 72-020 Trzebież  
phone: +48 91 424 12 10

**Educational institutions in the municipality of Nowe Warpno:**

Primary School in Nowe Warpno,  
Zwycięstwa 6 street, 72-022 Nowe Warpno  
phone: +48 91 312 96 51

**Educational institutions in the municipality of Dobra:**

**Primary School in Dołuje,**  
Daniela 18 street, 72-002 Dołuje  
phone: 913 118 820

**Primary School in Bezrzecze,**  
Górna 3 street, 71-218 Bezrzecze  
phone: +48 91 439 17 31

**Primary School in Dobra,**  
Poziomkowa 5 street, Dobra  
phone: +48 91 311 33 92

**Primary School in Mierzyn,**  
Kolorowa 27 street, 72-006 Mierzyn  
phone: +48 91 483 13 40

**Primary School in Rzędziny**  
Rzędziny 6, 72-003 Rzędziny  
phone: +48 91 311 24 39

**Educational institutions in the municipality of Kołbaskowo:**

Primary School in Będargowo,  
Będargowo 1, 72-005 Będargowo  
phone: +48 91 311 74 52

**St. Hubert Primary School in Kołbaskowo**

Kołbaskowo 57, 72-001 Kołbaskowo  
phone: +48 91 311 95 05

**Primary School in Przecław**

Przecław 27a, 72-005 Przecław  
phone: +48 91 311 76 08

**How to get a job?**

A citizen of Ukraine is entitled to perform work in the territory of the Republic of Poland during the period of stay in accordance with the applicable regulations, if the entity entrusting the performance of work notifies the Poviāt Labor Office within 14 days from the date of starting work by the citizen of Ukraine, via the ICT system: <https://praca.gov.pl>.

The <https://zielonalinia.gov.pl> website additionally provides all information related to the possibility of employing people from Ukraine, also available in Ukrainian.

Employment office helpline: 19524

(For foreign calls: +48 22 19524)

opening hours:

Monday-Friday 8.00-20.00 call fee according to the operator).

Ukrainian citizens may undertake and conduct business activity in the territory of Poland on the same terms as Polish citizens, provided that they obtain a PESEL number in advance. A citizen of Ukraine may register and be recognized as unemployed or looking for a job.

The nearest Poviāt Labor Office is located in Police,  
T. Kościuszki 5 street, 72-010

opening hours: 7:45 – 14:30

website: <https://police.praca.gov.pl>

### How to start learning Polish for free?

Adults can use free Polish classes, which are conducted both online and stationary. Detailed information is available on this website:

<https://hello.tutlo.com/help-for-ukraine>  
<https://infoleduk.pl/ukraina/bezplatna-nauka-jezyka-polskiego-dla-osob-z-ukrainy/>  
<https://wseiz.pl/aktualnosci/wseiz-organizuje-darmowy-kurs-jezyka-polskiego-dla-uchodzcow-z-ukrainy/>

### NGOs supporting Ukrainian citizens

#### Information Center for Foreigners (CIC) in the Police Poviát

Specialists in areas such as law, labor market, economic consulting, psychology and HR are available.

Availability schedule can be found here:

<https://policki.pl/centrum-informacji-dla-cudzoziemcow-w-powiecie-polickim/>

#### Poviat Labor Office in Police

Plac Bolesława Chrobrego 8, 72-010 Police

opening hours:

selected Tuesdays according to the schedule: 9.00-14.00

phone: 729 871 074

e-mail: [cic.biuro@gmail.com](mailto:cic.biuro@gmail.com)

#### West Pomeranian Folk High School (ZUL) in Mierzyn

ZUL also provides free help for people with disabilities from Ukraine in the field of law, translations, labor market, career counseling and physiotherapy, and children can use the play area.

Welecka 13b street, 72-006 Mierzyn

phone: 517 183 583, 729 871 074, +48 91 462 59 31

opening hours:

Monday-Friday: 8.00-16.00

e-mail: [sekretariat.zul@gmail.com](mailto:sekretariat.zul@gmail.com)

website: <http://www.zul.org.pl>

#### Poviat Family Support Center in Police

Szkolna 2 street, 72-010 Police

opening hours:

Monday: 7.30 - 16.00

Tuesday-Thursday: 7.30 - 15.30

Friday: 7.30 - 15.00

phone: +48 91 317 02 28, +48 91 42 40 700

website: [www.pcpr.police.pl](http://www.pcpr.police.pl)

### Additional information

All people fleeing from Ukraine before the armed conflict, who do not have a place of stay (accommodation) in Poland, can go to the reception point. There, they will receive information about their stay in Poland, meals, basic medical care, a place to rest, and will be provided with temporary accommodation.

#### Help point for refugees from Ukraine in temporary accommodation

Sowińskiego 7 street, 70-237 Szczecin

phone: 734 117 567, 734 117 566

#### Office for Foreigners in matters relating to Ukrainian citizens helpline:

phone: +48 47 721 75 75

#### A dedicated 24/7 helpline for citizens and holders of the Pole's Card residing in Ukraine, launched by the Ministry of Foreign Affairs:

phone: +48 22 523 88 80

#### West Pomeranian Voivode helpline

phone: + 48 91 430 30 33

#### National Health Fund hotline for cancer patients from Ukraine:

phone: +48 800 190 590 (calls are free)

opening hours:

24/7

#### Free public transport for refugees from Ukraine by the end of September 2022.

## Free assistance for citizens of third-world countries

### **West Pomeranian Voivodeship Office**

Wały Chrobrego 4, 70-502 Szczecin

Information and advisory point (room 89)

opening hours:

Monday: 10.00-18.00

Tuesday-Friday: 7.30-15.30

website: <https://www.szczecin.uw.gov.pl/>

(The website is also available in English and Russian)

Interactive forms are available on the website, including: application for permanent residence, application for long-term EU resident stay, application for international protection (this application is illustrative and should be submitted to the Border Guard).

### **24/7 automated hotline for foreigners 91 44 12 000**

Information Point employees provide the citizens of third-world countries with information on:

- legalization of stay in Poland,
- ways of legal employment in Poland,
- family benefits due to citizens third-world countries,
- information on institutions that provide additional assistance and the types of this assistance.

In addition, the Point provides information brochures on help given to the citizens of third-world countries.

### **Aid Center for Migrants and Refugees in Szczecin**

At the information and advisory point, you can get help, obtain information, and receive specialist legal, psychological, professional and integration assistance. As part of integration counseling, you can access a computer, Internet, printer or help with writing letters. In addition, the Aid Center for Migrants and Refugees provides help in translating documents regarding, inter alia, legalization of stay, validation of certificates, diplomas or medical documentation

**Social and living support: social and living support consisting in the provision of packages with hygiene products, funding for necessary drugs or minor medical procedures, funding for clothes or renting a flat or a dormitory.**

**Legal counseling: under which you can get help in legalizing your stay in Poland, obtaining a work permit, understanding and interpretation of official letters, writing letters and applications, as**

**well as assistance in representing foreigners before the authority during the procedure for issuing a residence permit.**

**Adaptation courses aimed at facilitating the social and civic integration of foreigners by making them aware of civic rights and obligations, and issues related to security.**

**Vocational guidance:** information on the labor market, vocational education for adults, the qualification system in Poland and legal employment agencies. You can also get help in preparing official letters, translating and understanding the forms required during employment procedures. Advice is also provided on the types of employment contracts and civil law contracts, rules for using labor market institutions, tax settlement (e.g., on the tax system, settlement of the annual PIT tax return, obtaining the NIP number, REGON [Register of National Economy] number).

**Psychological counseling-you can use psychological sessions that will allow you to raise your self-esteem, consciously manage your career, and effectively build your image on the labor market. Beneficiaries will receive support in difficult times of change and job search, related to job loss and long-term unemployment.**

**Running a common room, where children are looked after by a teacher. As part of the common room, there will be, among others, compensatory and educational classes and thematic classes for children. Periodical meetings with culture will be organized: visits to, for example, museums, cinemas, theaters and meetings with representatives of the world of culture and art.**

### **Contact:**

Matki Teresy z Kalkuty 5 street, 71-661 Szczecin

phone: +48 515 402 273, +48 507 870 258

e-mail: [biuro.fami.szczecin@caritas.org.pl](mailto:biuro.fami.szczecin@caritas.org.pl)