



## INSTRUCTIONS AND INFORMATION

### **A. WHO IS ALLOWED TO SUBMIT AN APPLICATION FOR A RESIDENCE DOCUMENT AS DEPENDANT PERSON OF W.A BENEFICIARY?**

1. Family members of a UK national who are not UK nationals. The UK nationals must be entitled of the rights of residence under the Withdrawal Agreement. Application is submitted within four months from the date of entry into the Republic of Cyprus.

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

1. Application is submitted within four months from the date of entry into the Republic of Cyprus.
2. The application can be submitted on line through the platform [eas.crmd.moi.gov.cy](http://eas.crmd.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.
3. 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).
4. The payable fees for the application submission are €30,00 **per person**.
5. 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.
6. In case of an on-line application submission, fees are paid by bank card.
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 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.
4. The Residence Document shall be valid for five years, after the end of this period the right to apply for a permanent residence is given to the applicant.

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.