

» What is registration?

The Finnish Population Information System is a central database used to record basic personal data, including name, date of birth, nationality, family relationships and address, on everyone who is resident in Finland. If you intend to reside in Finland permanently and have been issued with a permanent or continuous residence permit or a temporary residence permit for a period of at least one year, you will be registered with a municipality of residence in Finland.

If you are moving to Finland from another Nordic country, your personal data will be transferred electronically between the relevant authorities. Finland also supplies information to the Estonian authorities on Estonian citizens temporarily or permanently resident in Finland. Conversely, the Finnish authorities receive information on Finnish citizens resident in Estonia from the Estonian authorities.

Under Finnish legislation, all foreign citizens residing in Finland for a period of more than one year are required to register their personal data in the Population Information System. In certain cases, also personal data on foreign citizens residing in Finland for less than one year may be registered.

The information in the register is used by electoral, tax, health-care and judicial authorities as well as to generate statistical information.

» Residence permit

If you are not an EU/EEA or Swiss citizen and intend to reside in Finland for more than three months, you need to have a residence permit. No residence permit is required if your visit lasts for less than three months, but a visa may be needed according to Finnish visa requirements for your country.

If you are an EU/EEA or a Swiss citizen, no residence permit is needed. However, if you stay in Finland for more than three months, you must register at your local police station. You will then be issued with a registration certificate to confirm your right of residence as an EU citizen.

For citizens of the Nordic countries, none of the certificates or permits mentioned above are required.

» How do you register?

If you intend to reside in Finland permanently, you need to visit your local register office in person.

If you are in Finland temporarily, you can also register at the Finnish Immigration Service or at any tax office or KELA (Social Insurance Institution of Finland) office. Please bring your employment contract or some other documentation to prove your need for a Finnish personal identity code.

If you are moving to Finland from another Nordic country other than temporarily, bring with you an identity document such as a passport or a national ID card with photograph. At the register office, you will be asked to provide the information required for the Finnish Population Information System as well as details of your personal number, address and municipality of residence in your country of departure.

If you are an EU citizen (or a citizen of Liechtenstein or Switzerland), bring your passport or a national ID card with photograph, and, in order to be registered with a municipality of residence, the registration certificate confirming your right of residence as an EU citizen. These are issued at your local police station.

If you are a citizen of any other country, please bring your passport and a valid residence permit.

For registering family relationships, you will also be required to present necessary documentation, such as legalised marriage, divorce and/or death certificates as well as birth certificates of any children. The information you submit will also be cross-checked with your information in the Aliens Register.

Do not forget to notify the register office when you move to another address, in order to ensure that your records are kept up to date. A separate notification is also required if you move abroad.



» What is legalisation and what is the Apostille?

Any family relationships to be registered in the Finnish Population Information System must be proven by submitting relevant documents. If these documents are not issued by Finnish authorities, they must be legalised. Legalisation confirms that the document has been issued and signed by a competent authority. Documents shall be legalised in the country where the document has been issued, by means of an Apostille or in a three-stage legalisation procedure.

Documents issued in a country signatory to **the Hague Apostille Convention** (http://hcch.e-vision.nl/index_en.php?act=conventions.authorities&cid=41) are legalised by means of an Apostille stamp issued by a competent authority of the relevant country.

If your country is not a signatory to the Convention, you should first have your documents certified by a notary public. The docu-

ments are then forwarded to the country's Foreign Ministry, where the signature of the notary public is certified. Finally, the documents are sent to the local Finnish embassy or other Finnish mission, where the signature issued by the Foreign Ministry is certified.

» Register offices

The Finnish register offices are known as maistraatti. Contact details for your local register office are available online at www.maistraatti.fi.

» What is the personal identity code?

As part of the registration process, you will be issued with a Finnish personal identity code.

The personal identity code is made up of your date of birth, a unique identifying number and a single-digit verification code. The character after your date of birth refers to the century in which you were born. For those born in the 1900s it is the hyphen (-), and for those born in the 2000s, it is the letter A. The unique identifying number is used to distinguish between those born on the same day. Uneven numbers are used for men and even numbers for women. The verification code can be either a number or a letter.

Example: Personal identity code 131052-308T
131052 = date of birth (dd/mm/yy, in this case October 13, 1952)
308 = unique identifying number
T = verification code

The personal identity code is used by banks, hospitals and public registers, among others.



» Other useful contacts:

- » **Police Service** (www.poliisi.fi)
 - Residence permits, work permits, asylum, citizenship
- » **Ministry of Employment and the Economy** (www.tem.fi)
 - Information materials for immigrants
- » **Finnish Immigration Service** (www.migri.fi)
 - Citizenship, residence permits, work permits, refugee and asylum issues
- » **Finnish Red Cross** (www.punainenristi.fi)
 - Work among refugees and immigrants
- » **Register offices** (www.maistraatti.fi)
 - Registration, personal identity codes, marriages
- » **Tax offices** (www.vero.fi)
 - Taxation, registration of non-permanent residents
- » **Social Insurance Institution of Finland (Kela) offices** (www.kela.fi)
 - Social security
- » **Employment and economic development offices (TE-offices)** (www.mol.fi)
 - Work permits, recruitment and other employment services
- » **Social welfare offices of towns and municipalities**
 - Social welfare services