

## Required documents for all types of residence permits

Please submit the original and a copy of all documents. Depending on the country of issue the original documents need an apostille or diplomatic certification. Please submit a certified translation of all documents that were not originally issued in German.

### Please note:

All persons who are older than six (6) years of age have to give their fingerprints when applying for a residence permit.

### Required documents for first-time applications:

- application form
- valid passport
- birth certificate
- 1 current (no more than six months old) biometric passport photo (3.5 x 4.5 cm)
- if applicable: marriage certificate, civil partnership certificate, divorce decree or certificate proving the solution of a civil partnership, adoption certificate, or death certificate
- if applicable: copy of the residence permit and passport of the person (e.g. spouse, parents) who has taken up residence in Austria and is subsequently joined by other family member(s)
- police clearance certificate from your country of origin (no more than three (3) months old)
- if applicable: proof of A1 level German language skills (CEFR)  
The language certificate must not be more than 12 months old.
- recommended: most recent school report to prove that the requirements of the Integration Agreement regarding German language skills have been met
- proof of legal entitlement to (adequate) accommodation in Austria (e.g. ownership contract, lease contract, sub-lease contract) of the applicant or person who has taken up residence in Austria and is subsequently joined by other family member(s)
- proof of health insurance that is valid in Austria and covers all risks
- proof of sufficient means of subsistence of the applicant or person who has taken up residence in Austria and is subsequently joined by other family member(s) (e.g. income statement, employment contract, confirmation of pension payments, job guarantee, etc.)
- proof of regular expenditures in Austria of the applicant such as rent, operating costs, child support payments, and loan repayment (current extract from the files of an officially recognised credit reference agency)

## **Required documents for the extension of a residence permit:**

- application form
- valid passport
- 1 current (no more than six months old) biometric passport photo (3.5 x 4.5 cm)
- if applicable: proof of A2 level German language skills (CEFR)
- if applicable: proof of any changes of civil status such as marriage certificate, civil partnership certificate, change of name certificate, divorce decree or certificate proving the solution of a civil partnership, adoption certificate, or death certificate
- if applicable: copy of the residence permit and passport of the person (e.g. spouse, parents) who has taken up residence in Austria and is subsequently joined by other family member(s)
- proof of legal entitlement to adequate accommodation in Austria (e.g. new ownership contract or lease contract)
- proof of health insurance or co-insurance valid in Austria and covering all risks
- proof of sufficient means of subsistence of the applicant or person who has taken up residence in Austria and is subsequently joined by other family member(s) (e.g. income statement, employment contract, confirmation regarding payments by the Pension Insurance Agency (PVA), Regional Health Insurance Office (GKK), Tax Office, or Public Employment Service (AMS))
- proof of regular expenditures in Austria of the applicant or the person who has taken up residence in Austria and is subsequently joined by other family member(s), e.g. rent, operating costs, child support payments, and loan repayment (current extract from the files of an officially recognised credit reference agency)

In some cases it may be necessary to submit additional documents. These can also be submitted via post, fax or e-mail.

Applications for extension must be submitted in Austria before the currently valid residence permit expires.

### **Customer service centre:**

1200 Wien, Dresdner Straße 93/  
ground floor

Phone: +43 1 4000 3535

Fax: +43 1 4000 99 35220

E-mail: [service@ma35.wien.gv.at](mailto:service@ma35.wien.gv.at)

### **Opening hours:**

Mon, Tue, Thu, Fri: 8am to 12 noon

Thu: additionally from 3.30pm to 5.30pm

### **Public transport information:**

rapid transit, tramway 2, bus 5A or 37A – stop “Traisengasse”, subway U6 – stop “Dresdner Straße”

