



Use this form to request a municipality of residence in Finland if you already have a Finnish personal identity code.

As a rule, your municipality of residence is the municipality where you live. At the same time, we will register your address in the Finnish Population Information System.

You may get a municipality of residence even if you do not have your own address (for example if you live in a refugee reception centre). In this case, in addition to your municipality of residence, we may register the address to which your mail will be delivered.

Do the following:

1. Read about the rights and obligations that come with having a municipality of residence on our website at www.dvv.fi/ukraine.
2. Fill in this form carefully in Finnish, Swedish or English using Latin alphabet.
3. Book an appointment for the International Registrations service at www.dvv.fi/reservation.
4. Bring the form to our service location in person. Bring your passport, residence permit card and any other attachments (e.g., rental agreement, employment contract or legalised certificates of family relations).

Every family member who wants a municipality of residence must fill in their own form and visit our service location in person.

APPLICANT

1. Surname	2. Forenames
3. Finnish personal identity code	The length of the personal identity code is 11 characters. The first six digits are made up of your date of birth. Your personal identity code is usually on the residence permit card.

ADDRESS AND MUNICIPALITY OF RESIDENCE IN FINLAND

Enter your full address in the correct format, including the apartment number, if any. Please verify your address from your rental agreement, for example, if you are unsure about it. Enter the address in the following format: **Street 1 A 32, 00000 Helsinki.**

4. Street address

House number	Letter	Apartment number
Postal code	City	Municipality

Select A) permanent address if you live in an apartment that you have rented for yourself or your family, for example.
Select B) postal address if you do not live at an address of your own, for example, in a refugee reception centre or at a friend's house.

5.

A) Permanent address: I want my address to be registered as my permanent address and to receive a municipality of residence accordingly.

B) Postal address: I want a municipality of residence in Finland, but I do not have an address of my own. I want the address I have provided to be entered for delivering mail. I request that the following municipality be recorded as my municipality of residence:

Justification for the municipality of residence:

I live in a refugee reception centre in this municipality

I live with, e.g., relatives or friends in this municipality

I am trying to find an apartment in this municipality

I work in this municipality

I am studying in this municipality

other reason, please specify: _____

6. From which date are you requesting a municipality of residence?

- From the date of submitting the application
- From another date, please specify _____

If the date of move was more than one month ago, the date when the notification was submitted will be registered as the date of move.

7. From which country did you move to Finland?

8. If you moved from Estonia or another Nordic country, please provide your identification number in that country.

9. On what grounds do you have the right to a municipality of residence?

- I have a valid residence permit A
- I have a residence permit B, which is valid for at least one year, and also:
 - I have already lived in Finland for a year (bring a rental agreement or other evidence)
 - I have an employment contract in Finland that is valid for at least two years (bring the employment contract)
 - I have evidence of studies in Finland lasting at least two years (bring a study certificate)
 - I have previously had a municipality of residence in Finland
- I have a family member (spouse, dependent child or guardian) who has a municipality of residence in Finland, and our family relations have been registered in the Population Information System.
 - Family member's name: _____
 - Family member's personal identity code: _____
 - Family relation: Spouse Dependent child Guardian

If your family relation has not been registered, present a legalised certificate and a translation made by an authorised translator. Any translations made abroad must also be legalised. Also fill in the "Notification of marriage outside Finland" and/or "Notification of child born outside Finland" form and return it with the original documents. You can find the forms at www.dvv.fi/en/forms.

CONTACT DETAILS

10. Telephone number (The telephone number will be used for contacting you about your application. It will not be registered in the Population Information System.)

11. E-mail (By providing an e-mail address, you agree that any relevant messages and decisions will be sent by e-mail to this address. The e mail address will not be registered in the Population Information System.)

PLACE, DATE AND SIGNATURE

12. Place and date

13. Signature and printed name

Privacy statement

The controllers for the Population Information System are the Digital and Population Data Services Agency and the State Department of Åland. The switchboard number of the Digital and Population Data Services Agency is +358 295 536 000. The email address for the registry office is kirjaamo@dvv.fi. For more specific contact information, visit our website at www.dvv.fi/en/contact. The contact information for the State Department of Åland is available at www.ambetsverket.ax.

Why is my personal data collected?

The information you enter on the form is entered into the Population Information System. The Population Information System is maintained to facilitate, implement and ensure society's functions and information services as well as the rights and obligations of its members. The maintenance of the Population Information System is a legal obligation of the Digital and Population Data Services Agency. For more information on the processing of personal data related to the Population Information System please see www.dvv.fi/en/pis-privacy-statement.

How long will my personal data be retained?

As a rule, the personal data entered in the Population Information System is stored permanently.

Will my personal data be disclosed to others?

Provisions on the disclosure of data in the Population Information System are laid down in legislation. Personal data is disclosed to central and local government authorities for the purpose of carrying out their duties. Personal data may also be disclosed to individuals and entities where they need information to fulfil their rights or obligations, as well as for direct marketing, opinion and market research, address services, customer register updating, historical or scientific research or other similar purposes.

What are my rights?

You have the right to inspect and correct the data that pertains to you and is stored in the Population Information System free of charge. You can access your information at www.suomi.fi/your-data/personal-data, by visiting one of our service locations in person or by making a subject access request via the registry. If you notice any shortcomings in your data, you can correct them yourself by using the service for control of personal information, by visiting our service location or by contacting us by phone at +358 295 536 220. You can also prohibit the disclosure of your personal data for direct marketing, opinion and market research, public registers or genealogical research. You can prohibit the disclosure of data in the service for control of personal information or by notifying the Digital and Population Data Services Agency of the matter. For more information on prohibiting the disclosure of data, please see www.suomi.fi/your-data/personal-data.

If you would like to ask about the processing of your personal data, you can contact the Digital and Population Data Services Agency's Data Protection Officer by email at tietosuoja@dvv.fi.

If you believe that your personal data has been unlawfully processed, you have the right to lodge a complaint with the Office of the Data Protection Ombudsman. The contact details for the Office of the Data Protection Ombudsman are listed on the Office of the Data Protection Ombudsman website at www.tietosuoja.fi/en/.