How to register in a Poviat Labour Office as an unemployed?

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If you want to register as an unemployed, you can:

1. come to the Poviat Labour Office competent for your place of permanent or temporary abode, and if you do not have any official place of abode, to the Poviat Labour Office in the competence area of which you stay;

   or
2. use a simplified electronic registration in the Labour Office addressed to anyone having access to the Internet. The registration entails filling in the electronic application for registration as an unemployed available on praca.gov.pl, sending it to the competent Poviat Labour Office and making an appointment in the Office to submit any required documents and confirm correctness of the submitted information personally.

   After the information is submitted, the Labour Office appoints the meeting, no later than 7 business days, to deliver all the documents required for registration and to register. If you do not attend the meeting appointed by the Office, the submitted information will be removed from the Labour Office's IT system;

   The said procedure will enable you to make an earlier appointment of the registration, first and foremost to save your time spent in the Labour Office waiting for the registration.

   You will receive the unemployed status on the day when you come to the Poviat Labour Office, confirm the submitted information with your hand-written signature and make a statement that the submitted information is true and that you have got acquainted with the conditions of retaining the unemployed status in the presence of an employee of the Poviat Labour Office and under the pain of penal liability for making untrue statements;

   or
3. use fully electronic registration in the Labour Office. The registration entails filling in an electronic application for registration as an unemployed available on www.praca.gov.pl, enclosing all scanned documents required for the registration to the application, attaching a safe electronic signature, verified using a valid qualified certificate or a signature confirmed with an ePUAP trusted profile to the application and enclosures and sending the application with enclosures to the competent Poviat Labour Office.

   You will receive the unemployed status on the day when you submit the application using the electronic registration system, having attached one of two safe signatures acceptable at present to the application and the scanned documents and data accuracy statement enclosed thereto, and having got acquainted with the status retention conditions.