

Instruction for obtaining a qualified electronic certificate by a person residing outside Poland

1. Complete the **form**.
2. Send back a completed and signed form to: handlowy@eurocert.pl.
3. Wait for being sent the agreement (**see template**), generated on the basis of the delivered form. The agreement will be sent to the e-mail given in the form. At the same time, you will receive a VAT invoice.
4. When you receive the agreement go to a notary in order to get a certification of the authenticity of your handwritten signature under the agreement.
5. Take the agreement containing the signature validation by a notary to the authority issuing an Apostille – a list of places issuing the Apostille is available **here**. In the event that your signature is certified by the notary from the country not listed under this link (not being party of the Apostille Convention), you must apply for legalisation of your notary certification by an authority in charge of certification for foreign public document (for instance in Poland the Ministry of Foreign Affairs is in charge of this procedure - **more information**). A list of countries which are excluded from the requirements for legalization of a notary certification: Austria, Belarus, Bosnia and Herzegovina, Bulgaria, Cyprus, Montenegro, Czech Republic, Estonia, Finland, Greece, Lithuania, Latvia, Macedonia, Russian Federation, Romania, Slovakia, Slovenia, Ukraine, Hungary, Italy, United Kingdom, Algeria, China, Egypt, Iraq, North Korea, Cuba, Libya, Marocco, Mongolia, Syrian Arab Republic, Tunisia, Turkey, Viet Nam.
6. A complete set of documents certified by a notary and (if necessary) containing an Apostille (or legalisation confirmation) must be sent to: EuroCert Sp. z o. o., ul. Puławska 474, 02-884 Warsaw, POLAND. EuroCert must receive 2 copies of the agreement and at least one of them must contain signature validation by notary and (if necessary) an Apostille (or other legalisation confirmation). The costs related to sending the documents are incurred by the client.
7. Upon receiving a set of documents we will send you a complete qualified electronic certificate and one copy of the agreement signed by us. Temporary password to the certificate will be sent to the phone number given in the form. A parcel will be sent upon confirming that the order is paid.
8. Upon receiving the parcel, install **drivers** and establish your own PIN and PUK (SO PIN). If you want the qualified electronic certificate to be collected by a person authorised by you, please attach the applicable authorisation to the agreement. The **authorisation** must also be certified by a notary and contain an Apostille (if necessary).