

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



Fill out the form and send it back to us by e-mail



We will e-mail to you an agreement



Validate the agreement at the notary



Send the completed agreement back to EuroCert



Claim the electronic signature from the courier



Install the software and give codes to the device

1. Fill out the form [[Download](#)].
Attention! If you fill out the section C of the form, your signature will be applicable only for actions related to the organization specified in the form. Leaving the section C blank in the form will allow you to use the signature in both private and business situations.
2. Send back a completed and signed form to: umowy@eurocert.pl or alternatively via our software [[Link](#)] if you wish to have your data transferred securely. If you have PESEL number, but it is not on the identity document (see point 4) certificate of PESEL Number Assignment shall be additionally attached via [Link](#).
3. The form will be transferred into an agreement [[see template](#)], which will be delivered to your e-mail provided in the form. At the same time, you will receive a VAT invoice.
4. Present the agreement to a notary who shall certify the authenticity of your signature.
The agreement bearing a notary certification of the signature should contain information about the identity authentication by the notary on the basis of the document specified in the form (point 1), including given name/s, surname, National Personal Number (if you have) or PESEL (if you have), number and series of the ID document, expiry date of the document, issuing authority and place of birth.

Attention! If you authorize a third party to claim the certificate on your behalf in EuroCert premises or in a Sales Partner [[Link](#)] remember to deliver a power of attorney [[download](#)], containing the signature certification by a notary.

Attention! Certification of the signature by a notary should be delivered in Polish or English. If document is delivered in other languages EuroCert provides translation for an additional charge.

5. The agreement certified by a notary and (if applicable) the power of attorney shall be sent to:
EuroCert Sp. z o.o., ul. Puławska 474, 02-884 Warszawa, POLSKA.
EuroCert must receive 2 copies of the agreement and at least one of them must contain signature validation by a notary and (if necessary).

The costs related to sending the documents are incurred by the client.

6. Upon receiving a set of documents we will send you a 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 dispatched upon confirming that the order has been paid. We forward the certificate by courier to the address you provided in the form on the territory of Poland or abroad.
7. Upon receiving the parcel, install application for smart card management (Charismathics Smart Security Interface-“CSSI”) and SecureDoc – app for signature creation and verification [[download](#)] and change PIN and SO PIN codes by CSSI app [[follow CSSI user manual: Link](#)]. Once you complete these, you can start using your qualified certificate.