

## **LONG-TERM RESIDENCE PERMIT**

### **REQUESTED DOCUMENTS**

- 1. Residence Permit Application Form** (must be signed by foreigner and/or his/her legal representative.)
- 2. Photocopy of passport or passport substitute document** (pages containing identity information and photo and pages processed) (*The original document must be presented on the appointment day.*)
- 3. Four (4) pcs biometric photos** (must have been taken within the last 6 months, against a white background and biometric)
- 4. Photocopy of previous residence permit document** (*The original document must be presented on the appointment day.*)
- 5. The original** of the e-signed/signed and stamped/sealed **document showing that no social assistance has been received in the last three years** (*could be obtained from the Social Assistance and Solidarity Foundations within the Governorates/District Governorships.*)
- 6. The original** of the e-signed/signed and stamped/sealed **document on having sufficient and regular financial means throughout the stay**
- 7. Criminal record** (could be obtained from the authorities of their own country and Turkish judicial authorities.) (For those who submit a document stating that the criminal record could not be issued by their country due to no entry into/exit from their country, the criminal record from the Turkish authorities shall be considered sufficient)
- 8. Documents/receipts for the payment of residence permit fee and card fee**
- 9. Valid health insurance** (Insurance period must cover the duration of the intended residence permit. One of the following document is considered sufficient):
  - o **E-signed/signed and stamped/sealed document to be obtained from provincial social security units which states that the foreigner is benefiting from the health services in Turkey within the scope of bilateral social security agreements**
  - o **E-signed/signed and stamped/sealed provision document to be obtained from the Social Security Institution-SGK** (Provision documents to be obtained from SGK must cover both the sponsor and family members for family residence permits.)
  - o **E-signed/signed and stamped/sealed document regarding the application made to the Social Security Institution to become a general health insurance holder**
  - o **Private health insurance** (Its validity is required to be at least for one year.) (Please submit the signed and stamped/sealed original of your insurance policy during application!)
- 10. Document showing the registration in the Address Registration System**  
(In case of registration in the address registration system)

E-signed/signed and stamped/sealed **“Residence Document”** to be obtained from provincial/district directorates of registry or e-government system ([www.turkiye.gov.tr](http://www.turkiye.gov.tr))

## 11. Document of Residence

### **(One of the following document is considered sufficient.)**

- o If you are staying in your own home, **a photocopy of the title deed;**
- o If you are staying in a rental house on a rental agreement, **a notarized copy of your rental agreement;**
- o If you are staying at a hotel, etc. **proof of your stay in these places;**
- o If you are staying in a student dormitory, **e-signed/signed and sealed/stamped document showing that you are staying in the dormitory.**
- o If you are staying in a third person’s residence, **the notarized undertaking of the host** (if the host is married, also the notarized undertaking of the spouse)

## **EXPLANATIONS**

### **❖ For children**

- If the mother and father could not be determined from passport or passport substitute document or national identity card, a certified birth certificate shall be requested.
- In the absence of either mother or father, certified deed of consent shall be requested. (In case of death of one of the parents, the other spouse must submit a certified death certificate.)
- In case of divorce, a certified custody document of the child shall be requested.

(These documents must be e-signed/signed and sealed/stamped if obtained from Turkish authorities; they must have a notarized Turkish translation and an Apostille if obtained from abroad. It is required to be a citizen of a country which is a party to the Apostille Convention; or if there is no Apostille on the document even if the country is a party, the documents in question are required to be approved by the relevant country authorities (approval by the consulate/embassy and Ministry of Foreign Affairs/Turkish Authorities authorized on this issue).

- If the foreigner in question is under eighteen years old, a certified deed of consent by mother/father abroad or legal representative, and a notarized undertaking by real or legal persons in Turkey provided that it is specified in the deed of consent.

