INFORMATION BOOKLET FOR FOREIGNERS

CIECHANÓW



Warszawa, 2021



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Safe harbour.







The sole responsibility remains with the author. The European Commission and the Ministry of the Interior and Administration (Ministerstwo Spraw Wewnętrznych i Administracji) are not responsible for the use of the information provided..

POLISH MIGRATION FORUM FOUNDATION

Since 2007 we have been helping foreigners who live in Poland and promoting intercultural dialogue.

🧿 📒 ul. Szpitalna 5/14, Warszawa

९ : Tel. +48 22 110 00 85

\(: +48 692 913 993

info@forummigracyjne.org

zapisy@forummigracyjne.org

www.forummigracyjne.org

Editorial team

Karolina Czerwińska, Agnieszka Kosowicz, Anna Maciejko

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TABLE OF CONTENTS

Welcome in Ciechanów!	4
Legalisation of stay	5
work permit	6
Administrative Matters	6
Job	9
Legal Aid	10
Social assistance	11
Police	14
City Guard	15
Insurance	15
Health Care	16
SANEPID	18
Support for persons with disabilities	19
Education	19
Libraries	20
Important telephone numbers	22
About PFM Foundation	23

WELCOME IN CIECHANÓW!

This brochure is for you – migrants who are newly residents of our town. We've gathered here all the useful information about institutions and Town Halls.

We would like you to know what your rights and obligations in Poland are, and where vou can look for information or help in particular situations. This booklet is a guide to how our town is organised and where can vou settle various matters. According to Polish legislation concerning foreigners, the rights of migrants vary depending on their legal status and the type of document that entitles a particular person to stav in Poland.

Therefore, not every migrant has the same right regarding health care or employment. Not everyone has access to the services provided by the Employment Office (Urząd Pracy) – but many people do!

It is good to know that there

are various opportunities available to everyone regardless of their legal status, such as the possibility of medical assistance in life-threatening situations, or access to a library or museum. Also, it is worth knowing that there are non-governmental organisations in Poland that offer a variety of assistance for free.

The key thing is: each of you has the right to be treated equally, to be safe, to have equality in the workplace, to be respected.

We wish you to benefit from these rights in Poland as much as possible.

Polish Migration Forum
Foundation



THE OFFICIAL WEBSITE OF THE TOWN

www.umciechanow.pl

LEGALISATION OF STAY

Matters concerning legalisation of stay in Poland (changes of residence card, applying for a new card) shall be dealt with in the Voivodeship Office (Urząd Wojewódzki) in Warsaw. There is a branch of the Voivodeship Office in Ciechanów – you can submit your application for legalisation here, but without the possibility of verification of the submitted documents by an official. The case is then forwarded to Warsaw for processing. For a personal submission of the application, which allows verification of the documents and obtaining a stamp in the passport legalising further stay when the documents are complete, an appointment must be made through the online form. You can also submit your application to the registrar's office or send it by post. The form and other information about legalisation are available on the website:



The website is available in Polish, Russian and English.



o i ul. 17 Stycznia 7, 06-400 Ciechanów

: 23 671 93 00

Mazovian Voivodeship Office (Mazowiecki Urząd Wojewódzki) Head Office THE OFFICE FOR FOREIGNERS

ul. Marszałkowska 3/5, 00-624 Warszawa

☐ https://mazowieckie.pl/pl/dla-klienta/cudzoziemcy (the website is available in Polish, Russian and English)

🕓 : automatic helpline: (22) 695 67 71

https://kontaktwsc.mazowieckie.pl/

For a personal submission of the application in the Office, which allows verification of the documents and obtaining a stamp in the passport legalising further stay, an appointment must be made through the online form on the website https://mazowieckie.pl/pl/dla-klienta/cudzoziemcy. You can also submit your application to the registrar's office or send it by post.

The office at Krucza Street APPLICATIONS FOR PERMANENT RESIDENCE AND EU LONG-TERM RESIDENCE

💿 ᠄ ul. Krucza 5/11, 00-548 Warszawa, Entrance E



WORK PERMIT

Branch of the Mazovian Voivodeship Office in Ciechanów provides full service to employers regarding applications for work permits for foreigners: it accepts and processes applications, as well as issues decisions. The branch does not accept applications for work permits submitted by foreigners.

Branch of the Mazovian Voivodeship Office in Ciechanów

(Delegatura Mazowieckiego Urzędu Wojewódzkiego w Ciechanowie)

ul. 17 Stycznia 7, 06-400 Ciechanów

****: 23 671 93 00

ADMINISTRATIVE MATTERS

Town Hall (Urząd Miasta)

At the Town Hall you can settle, among other things, matters related to registration of residence, getting married, registering a child and obtaining a birth certificate for them, registering a car, issuing a driving licence, but also



The website of the Town Hall:

IMPORTANT CONTACT DETAILS RELATED TO CIECHANÓW

TOWN HALL

Customer Service Centre (Biuro Obsługi Interesanta)

- 9 : Providing information to residents, redirecting them to specific departments
- Plac Jana Pawła II 6, 06-400 Ciechanów
- : 23 674 92 00
- @ boi@umciechanow.pl

Registry Office (Urząd Stanu Cywilnego)

- → Registration of births, deaths, marriages, entering foreign marriage certificates into Polish records.
- O : Pl. Jana Pawła II 6, 06-413 Ciechanów
- @ : usc@umciechanow.pl

Citizen Affairs Depratament (Wydział Spraw Obywatelskich)

- → Registration of residence, obtaining a PESEL number
- ul. Wodna 1, 06-413 Ciechanów
- 5 25 794 3734
- so@umciechanow.pl

County Office (Starostwo Powiatowe w Ciechanowie)

- ul. 17 Stycznia 7, 06-400 Ciechanów
- starostwo@ciechanow.powiat.pl

The most common matters handled in the County Office in Ciechanów are

those related to:

- → reporting the sale or purchase of a vehicle,
- cate of a driving licence.







You can make an appointment at the Department of Transportation for a specific date and time through the website:

⊕ https://bezkolejki.eu/spciechanow ■

As a general rule, the use of a foreign driving licence is allowed for tourists and people who stay in Poland for less than 185 days. Driving a car during a longer stay requires the replacement of the driving licence issued abroad with a Polish document. The drivers' situation differs depending on their country of origin (Poland has different international agreements on this matter signed with various countries).

Department of Transportation (Wydział Komunikacji i Transportu)

o i ul. 17 Stycznia 7, 06-400 Ciechanów

Driving licences

****: 729-055-902

Vehicle registrations

****: 729-055-901





JOB

DISTRICT EMPLOYMENT OFFICE IN CIECHANÓW

(POWIATOWY URZĄD PRACY W CIECHANOWIE)

You can find job advertisements in the District Employment Office in Ciechanów. Depending on their legal status, foreigners can also benefit from other support offered by the Employment Office (Urząd Pracy): vocational courses and trainings, counselling on job-seeking, changing jobs, and acquiring new skills, as well as subsidies for starting their own businesses. The website of the District Employment Office in Ciechanów is available in Polish, Ukrainian, Russian, Belarusian and English.



⊕ https://ciechanow.praca.gov.pl/

ul. Sygietyńskiego 11, 06-410 Ciechanów

Switchboard: 23 673 08 40

**** : 23 672 38 44, 23 672 51 33, 23 671 13 21, 23 674 36 61

sekretariat@pup-ciechanow.pl

waci@praca.gov.pl



INFORMATION FOR FOREIGNERS:

⊕ https://ciechanow.praca.gov.pl/dla-bezrobotnych-i-poszukujacych-pracy

/dla-cudzoziemcow

The website of Employment Service (Służby Zatrudnienia) and information on hiring foreigners:

⊕ http://zielonalinia.gov.pl/web/zielona-linia/-/zatrudnianie-cudzoziemcow-32145



You can ask the National Labour Inspectorate for help if your employer treats you unfairly.



Regional Labour Inspectorate in Warsaw - Branch in Ciechanów

(Okręgowy Inspektorat Pracy w Warszawie – Oddział w Ciechanowie)

o : ul. Księdza Piotra Ściegiennego 9, 06-400 Ciechanów

🜭 : tel. 23 672 31 41, 23 672 99 70 - general number

📞 ᠄ tel. 23 672 99 70 – registration for free legal aid in Ciechanów



tel. 459 599 000 - from mobile phonestel. 801 002 006 - from fixed-line phones

LEGAL AID

There is a free legal aid system in Ciechanów. The advice is available to anyone who cannot afford to pay for paid advice and who submits a relevant declaration. The assistance does not concern the legalisation of stay. It may concern labour, civil, criminal, family and other areas of law. The aid concerning conducting business and matters related to this is not provided, except for the help in preparing documents for setting it up.

Registration for free legal advice provided by the County Office:

№ : 602 721 357№ : 729 055 949

@ : pomocprawna@ciechanow.powiat.pl

More information:





Registration for free legal advice provided by the Town Hall:

Plac Jana Pawła II 6, Ciechanów, nowa część ratusza, pokój nr 23

: 23 674 92 79 More information:

• http://bip.umciechanow.pl/informacje_urzedu/nieodplatna_pomoc_prawna.html



SOCIAL ASSISTANCE

The possibility to benefit from social assistance in Poland depends on the foreigner's legal status. As a general rule, support from assistance institutions may be provided to persons who have the permanent residence right in Poland (permanent residence card, EU long-term residence, refugee status or subsidiary protection).

Persons with a temporary residence permit in Poland are entitled to receive aid in the form of shelter or food in certain cases. You can find out about the available types of assistance at the Municipal Social Welfare Centre (Miejski Ośrodek Pomocy Społecznej) and the Local Social Welfare Centre (Gminny Ośrodek Pomocy Społecznei).

The Municipal Social Welfare Centre provides assistance to the residents of Ciechanów, whereas the Local Centre - to the residents of of the neighbouring towns and villages.

Municipal Social Welfare Centre (Miejski Ośrodek Pomocy Społecznej)

ul. Henryka Sienkiewicza 32D, 06-400 Ciechanów

: 23 672 20 91 **** : 23 672 31 65

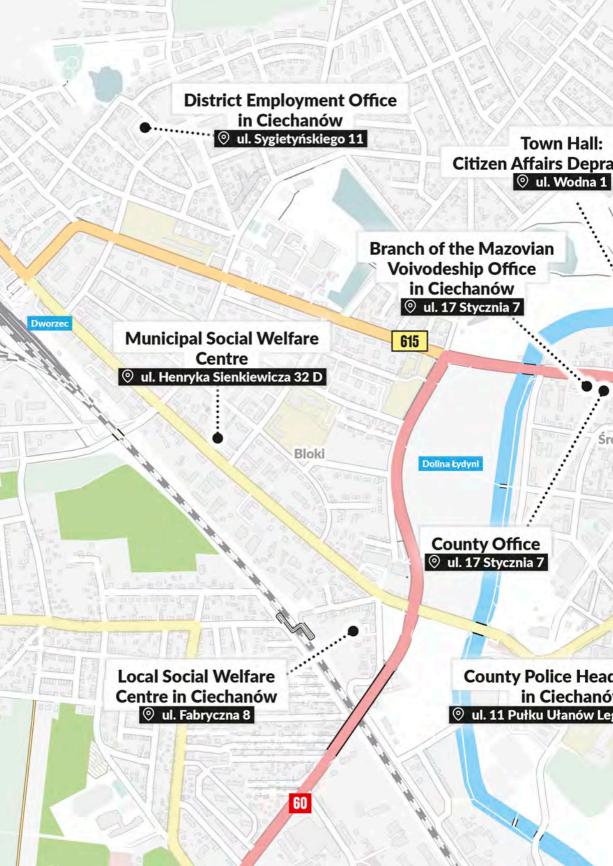
i kontakt@mopsciechanow.pl

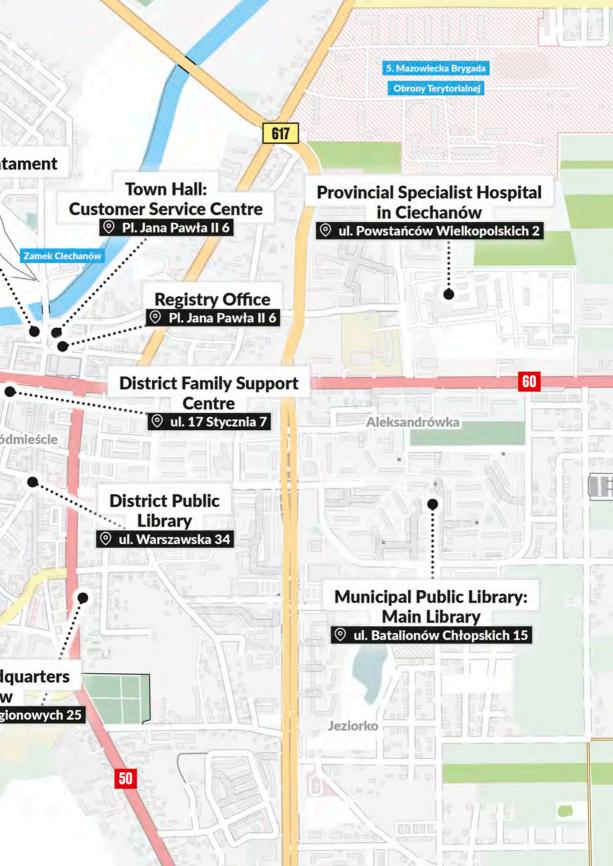




Matters to be settled and possible forms of assistance:

- → Support of social workers and family assistants
- : Family and maintenance benefits (e.g.: child allowance, child's birth grant, care allowance)
- Support for people with disabilities and rental of medical and rehabilitation equipment





💿 : ul. 17 Stycznia 7, I piętro, III piętro, 06-400 Ciechanów

\(: tel. 23 672 52 16

sekretariat@pcpr-ciechanow.pl

http://www.pcpr-ciechanow.pl/

The institution is responsible for, among other things, supporting people with disabilities and people in crisis.

Local Social Welfare Centre in Ciechanów

(Gminny Ośrodek Pomocy Społecznej w Ciechanowie)

ul. Fabryczna 8, 06-400 Ciechanów

\(: 23 672 48 74

@ : gops@gminaciechanow.pl



The institution provides services to the residents of rural areas surrounding Ciechanów. Matters to be settled and possible forms of assistance:

- Support of social workers and family assistants
- ∃ Family and maintenance benefits (e.g.: child allowance, child's birth grant, care allowance)
- → Support for people with disabilities and rental of medical and rehabilitation equipment

POLICE

COUNTY POLICE HEADOUARTERS IN CIECHANÓW

(KOMENDA POWIATOWA POLICJI W CIECHANOWIE)

o i ul. 11 Pułku Ułanów Legionowych 25, 06-400 Ciechanów

Solution: Officer on duty: tel. 47 70 312 00

kmpplock@ra.policja.gov.pl





CITY GUARD

City guard is responsible for maintaining public peace and order in town. It ensures that traffic rules are respected (gives tickets for improper parking). It also provides security services for public buildings, property and urban greenery.

pl. Jana Pawła II 7, 06-400 Ciechanów

Numbers for reporting interventions:

& : tel. 986

**** : tel. 23 674 92 51, extension 251

strazmiejska@umciechanow.pl

⊕ https://www.umciechanow.pl/dla_mieszkancow/straz_miejska



INSURANCE

Everyone who works legally (on an employment contract or commission agreement) in Poland is covered by mandatory social security and health insurance the employer pays contributions to Social Insurance Institution (ZUS) on behalf of the employee.

If a foreigner is unemployed, they can buy voluntary health insurance in National Health Fund (NFZ), which entitles them to use the public health service (in November 2020, its monthly cost is approximately PLN 470).

SOCIAL INSURANCE INSTITUTION

(ZAKŁAD UBEZPIECZEŃ SPOŁECZNYCH, ZUS)

ul. Rzeczkowska 8, 06-400 Ciechanów

🜭 : tel. 23 672 44 91 do 95, 23 672 68 11 do 14

📞 : Centrum Obsługi Telefonicznej ZUS: 22 560 16 00

https://www.zus.pl/

The ZUS Branch in Ciechanów provides services to the town of Ciechanów and the following boroughs: Glinojeck, Gołymin-Ośrodek, Grudusk, Ojrzeń, Opinogóra Górna, Regimin, Sońsk



10 I ···

National Health Fund (Narodowy Fundusz Zdrowia, NFZ) Mazovia Voivodeship REGIONAL BRANCH IN CIECHANÓW (MAZOWIECKI ODDZIAŁ WOJEWÓDZKI – DELEGATURA W CIECHANOWIE)

o i ul. 17 Stycznia 7, 06-400 Ciechanów

% : tel. 23 680 84 22

@ : ciechanow@nfz-warszawa.pl

HEALTH CARE

The public health care system in Poland operates on the basis of health insurance – patients can receive free treatment in state hospitals and clinics only if they are insured. Only life-saving help is free for everyone.

HOSPITAL IN CIECHANÓW

Provincial Specialist Hospital in Ciechanów (Specjalistyczny Szpital Wojewódzki w Ciechanowie)

o : ul. Powstańców Wielkopolskich 2, 06-400 Ciechanów

Registrar's office: 23 673 02 14Main registration: 23 673 05 80

https://www.szpitalciechanow.com.pl/



PRIMARY HEALTH CARE (PODSTAWOWA OPIEKA

ZDROWOTNA, POZ) IN CIECHANÓW

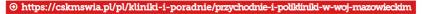
POZs are health centres where you can find a family doctor, paediatrician, general practitioner or dentist. There are many Primary Health Care centres in Ciechanów which function as public or private but contracted by the National Health Fund entities. Both forms of POZ are available to those who pay (either themselves or through their employer) a health contribution - they are insured.



SOME OF THE CLINICS OFFERING FREE TREATMENT FOR INSURED **PEOPLE**

Polyclinic in Ciechanów (Poliklinika w Ciechanowie)

- o i ul. Mickiewicza 8, 06-400 Ciechanów
- @ : e-mail: ciechanow@cskmswia.pl
- Significantly Primary Health Care for adults tel. 47 703 11 39
- Significantly Primary Health Care for children tel. 47 703 11 35
- Registrations to specialist outpatient clinics tel. 47 703 11 42, 47 703 11 43



/poliklinika-w-ciechanowie-ul-mickiewicza-8



Eskulap Medical Centre (Centrum Medyczne Eskulap)

- o i ul. Narutowicza 20, 06-400 Ciechanów,
- ****: Registration: 23 661 84 00
- @ : rejestracja@eskulap-cmc.pl





Non-Public Medical Centre "Medicus-Clinic" (NZOZ "Medicus-Clinic")

- ul. Spółdzielcza 2, Ciechanów
- 🕓 : Registrations to outpatient clinics for adults tel. 23 673 22 32, 23 672 32 59
- 📞 : Registrations to outpatient clinics for children tel. 23 673 22 34
- @ kontakt@medicus-ciech.pl
- ⊕ https://medicus-ciech.pl/



An interactive map of primary health care services is available on the website of the Mazovian branch of the National Health Fund:

⊙ http://www.nfz-warszawa.pl/dla-pacjenta/co-kazdy-pacjent-wiedziec-powinien

/podstawowa-opieka-zdrowotna/



SANEPID

DISTRICT SANITARY-EPIDEMIOLOGICAL STATION

(POWIATOWA STACJA SANITARNO-EPIDEMIOLOGICZNA, SANEPID)

The institution is responsible for epidemiological issues - in terms of epidemics, testing, quarantine - but it also conducts the tests necessary for professions related to the production of food (medical record book for sanitary and epidemiological purposes).



ciechanow@psse.waw.pl







SUPPORT FOR PERSONS WITH DISABILITIES

In Poland, there is a support system for persons with disabilities. However, only people who have a disability certificate obtained in Poland can benefit from it. The disability certificate can only be obtained by foreigners who have a long-term right of residence in Poland.

There is a facility in Ciechanów that deals with disability evaluation:

DISTRICT DISABILITY EVALUATION BOARD IN CIECHANÓW

(POWIATOWY ZESPÓŁ DO SPRAW ORZEKANIA O NIEPEŁNOSPRAWNOŚCI W CIECHANOWIE)

ul. Kopernika 7. 06-400 Ciechanów

tel. 23 673 40 64

@ : orzecznictwo@pcpr-ciechanow.pl

⊕ http://www.pcpr-ciechanow.pl/orzekanie

There is also a position of Plenipotentiary for the Support of People with Disabilities at the County Office in Ciechanów. People with disabilities who have difficulty in dealing with official formalities can approach the plenipotentiary.

Plenipotentiary for the Support of People with Disabilities

(Pełnomocnik ds. Wspierania Osób Niepełnosprawnych)

ul. 17 Stycznia 7, 06-400 Ciechanów, pokój 428

tel. 729-055-932

EDUCATION

Every child up to the age of 18 is obliged to be educated - regardless of the legal status and nationality of the parents. In the case of kindergartens, the parent is free to choose one. The primary school also can be chosen by the parent, but the child is always guaranteed a place at the so-called "catchment area school", which is the school closest to the child's home.



There is no school in Ciechanów teaching Polish as a foreign language. However, there are several people who offer private lessons of Polish.

Ciechanów provides opportunities for education at every level. There are also schools for adults here. As a general rule, higher education for foreigners is paid please do not hesitate to ask about the requirements directly at the universities.



Primary schools and kindergartens in Ciechanów:



Secondary schools in Ciechanów:

⊕ https://www.umciechanow.pl/informacje_o_ciechanowie

/szkoly_srednie



https://www.umciechanow.pl/informacje_o_ciechanowie

/szkoly_pomaturalne_i_policealne



Higher education facilities:

⊕ https://www.umciechanow.pl

/informacje_o_ciechanowie/uczelnie_wyzsze



LIBRARIES

The libraries invite foreign readers. In order to access the collections, you need to register - any ID document with a photo is sufficient. Libraries generally have collections of literature in foreign languages.

MUNICIPAL PUBLIC LIBRARY (MIEJSKA BIBLIOTEKA PUBLICZNA)

http://mbpciech.info

Main Library (Biblioteka Główna)

o : ul. Batalionów Chłopskich 15, Ciechanów



Branch no. 2:

19 i ul. Sempołowskiej 19 (osiedle Śmiecin), Ciechanów

\(: tel. 23 672 34 87 @ : mbpciech.f2@gmail.com

Branch no. 3:

ul. Reutta 13 (osiedle 40-Lecia)

\(: tel. 23 673 26 30 @ imbpciech.f3@gmail.com

District Public Library (Powiatowa Biblioteka Publiczna)

ul. Warszawska 34, 06-400 Ciechanów

l tel. 23 672 41 64

biblioteka@pbpciechanow.pl

http://pbpciechanow.pl/



IMPORTANT TELEPHONE NUMBERS

EMERGENCY TELEPHONE

%: 112

Ambulance services

999

Fire services

998

Police

S : 997

Energetic emergency

% : 991

Gas emergency

\(\) : 992

\(\) : (23) 673 93 20

Heating emergency services

% : (23) 672 27 32

Water and sewage emergency

\(: 994

Volunteer Water Rescue Service

\(\) : (23) 672 55 69

ABOUT PFM FOUNDATION

Polish Migration Forum Foundation provides free consulting to foreigners regarding: legalisation of stay in Poland, job and employment in Poland, establishing one-person business and limited liability company, social and health security (ZUS), the job market - how to write a CV and cover letter, how to find a better iob.

You can also make an appointment for a free counselling with:

- psychologist for children and adults,
- ⊕ : lawver.
- ⊕ : development and business creation adviser,

We are also having enrolment for:

Feel free to make an appointment for a consultation online, by phone or at the Foundation office. Enrolment:

\(: +48 692 913 993 **\(:** +48 22 110 00 85

@ : zapisy@forummigracyjne.org www.forummigracyjne.org

www.facebook.com/PolskieForumMigracyjne ul. Szpitalna 5/14, 00-031 Warszawa

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