

## NOMAD RESIDENCE PERMIT APPLICATION

### CHECKLIST

Main Applicants (MAs) must consult the [Frequently Asked Questions](#) prior to preparing and submitting their application.

#### **New Application**

The following application forms and documentation are required to be submitted through our [online portal](#).

**Application Form N4** (for each individual in the application).

**Consent Forms** signed by both parents in case of minor dependants.

**Letter of Intent** – a signed and dated declaration by the MA clearly stating the motivations for moving to Malta and the intention of applying for the Nomad Residence Permit.

**International Passport** – copy of **all** passport pages (including blank pages) for each applicant. Each individual's full passport copy must be submitted as one document in PDF format.

**Curriculum Vitae** – disclosing details of professional timeline and academic qualifications.

**Bank Statement** – the last three (3) months' bank statements in the name of the Main Applicant must be submitted. MA's income must be credited directly to these bank accounts. These should be official bank statements issued by the bank, either downloaded directly in PDF format from the internet, web banking portals or bank apps, or scanned copies of officially stamped and signed hardcopies issued by the bank. Snapshots, copy/paste, and self-generated documents are not accepted. Please note also that all bank statement details must be clearly visible and should not be masked.

**Police Conduct Certificate** – Yes, all applicants aged 18 and over at the time of application submission must provide Residency Malta Agency with an original police conduct certificate as issued by the competent national/federal authorities in the country of origin.

In instances where countries issue such certificates for individuals below the age of 18, and such minors are part of the application, these certificates are also to be submitted to the Agency.



Police certificates must be original documents, less than 6 months old upon submission of application, and certified by the national/federal police system of the relevant country.

The police conduct should be apostilled or legalised. Police certificates do not require a further apostille/legislation if submitted from the following jurisdictions: Australia, New Zealand, USA, UK, and Canada. Any police conduct certificates which are not in the English language should be translated accordingly. In certain countries, police authorities will only send the certificate directly to other foreign institutions requesting it. In such cases, the certificate should be sent to the following email or physical addresses:

Email address: [clientrelations.residencymalta@gov.mt](mailto:clientrelations.residencymalta@gov.mt)

Physical address:

Nomad Client Relations,  
Residency Malta Agency,  
Zentrum Business Centre, Level 2,  
Mdina Road,  
Qormi, QRM 9010, Malta

## **Employment Status**

**In case of employment** – MA is to submit a contract of employment clearly showing obligations to the employer, describing work duties and stating that work may be performed remotely, independent of location. A bank statement clearly showing the income from employment in the previous three (3) months must also be provided.

**In case of self-employment** – MA is to provide bank statement of an account in their own name clearly showing the income received from self-employment for the previous three (3) months. A Certificate of Incorporation and Share Register must be provided. Depending on the jurisdiction, documents may be titled in a different manner but would still hold jurisdictional equivalence.

**In case of freelance** – MA is to submit service contracts clearly showing obligations to the service receiver, the work duties performed and the rate of payment. A bank statement showing inward transactions of income generated during the previous three (3) months from the declared activities for which service contracts are being submitted is also required.

MAAs, in all of the above employment statuses, must prove they have a guaranteed source of income, as per applicable thresholds, for a minimum period of 5 months (cumulative) from the day of application.

### **Other documents**

**Marriage Certificate** – if a spouse is part of the application, a marriage certificate is required.

**De Facto Partnership** – unmarried couples who have been in a stable and ongoing relationship for more than two consecutive years must give sufficient proof of such relationship. These may include:

- utility bills;
- lease agreements;
- bank statements (showing transactions between accounts or joint bank accounts);
- flight tickets;
- dated photographs;
- affidavits from persons who can testify to the long-term relationship;
- other relevant documentation.

**Birth Certificate** - when children are accompanying the MA, a copy of their original birth certificate is required.

**Change of Name documents** -if an applicant has undergone a change to their official name or surname, a copy of the original change of name or surname document is required.

**Award of custody/guardianship** – in cases where a court/legal judgement would have given the custody/guardianship of a minor dependant, the relative documentation must be provided. For example, if a parent would have been given sole custody, the court/legal ruling granting such sole custody must be attached.

Note, however, that in the case of a minor child for whom the MA does not hold sole custody and who will not be accompanied by both parents in the same application, prior approval to include the dependant must be obtained from Residency Malta as these requests are examined on a case-by-case basis.

**Declaration to engage a representative** – in cases where an MA wishes to engage a representative to assist with the application process, a declaration is to be submitted, signed by both parties and a witness. The Agency considers any instructions and/or information given by the representative

just as if these were given by the applicant and the Agency is not liable for any decision arising as an effect of these instructions.

## **Applications for Renewal**

To be eligible for renewal, Nomad Residence Permit holders must submit:

**Consent Forms** - signed by both parents in case of minors.

**Application Form N4** (for each individual in the application).

**International Passport** – copy of all passport pages (including blank pages) for each applicant.

**Evidence of employment/freelancing/self-employment** - in case of any expired contracts or any changes to the previous submitted work documents.

If a **representative** is being engaged, a **declaration** is to be submitted signed by both parties and a witness.

In case of **de-facto partners** who would like to renew their permit jointly, a signed declaration must be submitted stating that they are still in the relationship.

**Bank Statement** – the last three (3) months' bank statements in the name of the MA must be submitted. MA's income must be credited directly to these bank accounts. These should be official bank statements, issued by the bank, either downloaded directly in PDF format from the internet, web banking portals or bank apps, or scanned copies of officially stamped and signed hardcopies issued by the bank. Snapshots, copy/paste and self-generated documents are not accepted. Please note also that all bank statement details must be clearly visible and should not be masked.

**Evidence of residence in Malta** - a bank statement showing transactions in Malta as a proof that the MA has resided in Malta for at least a cumulative period of five (5) months in the last twelve (12) months.

**Police Conduct Certificate** – Yes, all applicants aged 18 and over at the time of renewal application submission must provide Residency Malta Agency with an original police conduct certificate as issued by the competent national/federal authorities in the country of origin.



In instances where countries issue such certificates for individuals below the age of 18, and such minors are part of the application, these certificates are also to be submitted to the Agency.

Police certificates must be original documents, less than 6 months old upon submission of application, and certified by the national/federal police system of the relevant country.

The police conduct should be apostilled or legalised. Police certificates do not require a further apostille/legislation if submitted from the following jurisdictions: Australia, New Zealand, USA, UK, and Canada. Any police conduct certificates which are not in the English language should be translated accordingly. In certain countries, police authorities will only send the certificate directly to other foreign institutions requesting it. In such cases, the certificate should be sent to the following email or physical addresses:

Email address: [clientrelations.residencymalta@gov.mt](mailto:clientrelations.residencymalta@gov.mt)

Physical address:

Nomad Client Relations,  
Residency Malta Agency,  
Zentrum Business Centre, Level 2,  
Mdina Road,  
Qormi, QRM 9010, Malta

### **Documents required following Letter of Approval in Principle:**

**Proof of Accommodation** – covering the full duration of the residence permit. The residence card will be issued with this address.

**Local/international health insurance policy** – a fully comprehensive health insurance policy covering the MA and all of their dependants must be provided. The health insurance policy must provide cover for one (1) full year and must cover the validity period of the residency card. A travel insurance policy is not an alternative to the health insurance policy and will not be accepted.

**Travel insurance policy** - if any of the beneficiaries travel within the Schengen Area, they are requested to take out separate travel insurance covering their stay.

Notes to applicants:



- Signatures are to be completed manually and signed in blue ink.
- In the case of minor dependants (under 18 years of age), MA is to sign the forms on their behalf.
- Any documents not in the English language must be accompanied by a translation in English.
- Additional documentation as requested by the Agency may be required.
- All documentation must be submitted in PDF format. Documents having more than one page, such as the copy of the passport, must be submitted as one single PDF document.
- Payment of application fee is to be done directly from the MA's bank account.

It is the MA's responsibility to ensure that the application is submitted prior to the expiry of the allowable stay period and that their immigration status in Malta is regular as per stipulated immigration regulations. Applicants with an expired visa shall be precluded from applying.

In case of renewals, it is the MA's responsibility to ensure that the renewal application is submitted between 2 to 3 months prior to the expiry date of the Nomad Residence Permit and that their immigration status in Malta is regular as per stipulated Immigration Regulations before submitting the application. Applications of overstaying individuals will be refused.

The receipt of application issued to the applicant upon submission of application for a Nomad Residence Permit is not an extension of stay in Malta as stipulated by the immigration document in hand. The Agency is not liable for any applicant's overstaying and the consequences that may result.

In the event of a travel ban, Residency Malta Agency will not be held responsible for the lifting of such ban.

## **ENDS**

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