

appointment system. The phone number for the appointment reservation line is 0295 440 501 (switchboard, Åbo) and 0295 449 389 (Vasa). The service line is open from Monday to Friday between 9:00 and 11:00.

3.2 Civil Registration

The Population Information System is maintained by local register offices (*magistraten/maistraatti*) and keeps record of the Finnish population data. Everyone residing in Finland for periods exceeding three months is registered with this system. The information collected by the Population Information System is used for purposes like organisation of elections, employment and taxation, health care, statistical purposes, and in judicial administration. Naturally, all information is treated confidentially.

International students studying for a degree or participating in an exchange programme that exceeds three months need a Personal Identity Code in Finland (*personnummer/henkilötunnus*). The personal identity code is issued by the Local Register Office (*magistraten/maistraatti*) and requires registration at this office. The registration has to be done personally. When registering at the Local Register Office, your information (including name, date of birth, nationality, family relationships and address) will be entered into the Finnish Population Information System. The personal identity code is a means of identification which is more specific than a name. The personal identity code is needed in a variety of situations in Finnish everyday life: for the payment of salaries, in bank transactions, for paying with a debit/credit card and for applying for certain benefits.

Foreign citizens staying in Finland for less than one year can also be entered into the Population Information System, if this is necessary in order to be able to stay or work in Finland. In this case, it is possible to get a personal identity code. The Local Register Office makes the decisions concerning the issuance of personal identity codes. For the registration you will need a passport, a valid residence permit and, if applicable, a marriage

certificate and birth certificates for the children. Please note that the documents must be legalized (Apostille/Grand Legalization) and translated. An official notification of move is needed whenever your address changes, including when your residence in Finland ends.

Employees can get their Finnish personal ID at the tax office if they are going to work in Finland for a short period. The Finnish Tax Administration is entitled to enter information into the Population Register System and distribute identity codes jointly with Local Register Offices if the matter concerns foreigners who arrive for temporary periods, i.e. less than one year, to work in Finland. You can get a personal identity code at a tax office on the condition that you need it for tax-related purposes. More information can be found on: www.tax.fi.

For more information regarding the registration, please contact:

Local Register Office of Southwest Finland, Åbo unit
Lounais-Suomen maistraatti/Magistraten i
Sydvästra Finland
Auragatan 8
P.O. Box 372
FI – 20101 Åbo
Phone: +358 (0)29 553 9441 (switchboard)
e-mail: info.turku@maistraatti.fi

Local Register Office of West Finland, Vasa unit
Länsi-Suomen maistraatti/Magistraten i Västra
Finland
Wolffskavägen 35
P.O. Box 208
FI – 65101 Vasa
Phone: +358 (0)29 553 9451 (switchboard)
e-mail: info.lansi-suomi@maistraatti.fi

N.B. All registrations at Maistraatti/Magistraten are free of charge. You can also register at the local tax office or at the Kela/Fpa office in Åbo and in Vasa.

Change of Address Notification

A Change of Address Notification (*flyttningsanmälan/muuttoilmoitus*) must be made every time a person moves within or away from Finland. Notification