

HOW TO ACQUIRE A PERSON NUMBER

You have to visit a service centre in order to apply for one. To ensure that your visit goes as quickly and smoothly as possible, it's highly recommended to use Skatteverket's "[Moving to Sweden](#)" service beforehand. This online service helps you to provide the required personal data and details about your intended stay in Sweden. Once you have answered all the questions, please print out the notification and bring it with you to a service centre along with the other documents required. You can use the service whether you are moving to Sweden alone or with your family.

The processing time varies from case to case but by following the instructions in this document you will increase the chance for your case to be processed more quickly.

HOW TO PREPARE FOR YOUR VISIT AT A SERVICE CENTER

- Fill in the online [notification](#) before the visit, **print it out and bring** it to the service centre.
 - o Everyone above the age of 16 should fill in their own notification.
 - o Every applicant must visit the service centre in person.
 - o If you don't have access to a printer, you can save your notification as a pdf on your e-mail and print it out at the service centre.
- Make sure that you bring all of the required documents and that they are in **original** format.
 - o If you have translated versions, please bring those as well.
 - o Which documents you must bring will be listed at the end of the online notification.
- If you are moving with children under the age of 18, the other guardian have to give their consent by signing the notification. If the other guardian isn't in Sweden, it can send a written consent to the applicant to show at the service centre.
 - o Children over the age of 16 can fill out their own application without their guardians written consent.
- It is important that you know the details regarding your address. Street name, postcode, city etc. If you're staying in an apartment, pay extra attention to the **four**

digit apartment number. Keep in mind that your landlord might have a different number than the one that is registered at Skatteverket.

- If you change your address before receiving your person number, visit a service centre and they will help you make a moving application.

AFTER YOUR VISIT

- The decision will arrive via post to your address so make sure **to put your name on the door or post-box.**
- The processing time varies from case to case, do not worry if you do not get any correspondence from Skatteverket. They will reach out to you if they would need additional information.
 - If you've waited a substantial amount of time (i.e. more than a couple of months), you can visit a service centre or call Skatteverket at 0771- 567 567 in order to check the status of your application. **Do not** visit or call shortly after you've made the application as there most certainly will not be any updates.
- If, when you receive the decision, realise that the information about you have been registered incorrectly, i.e. misspelled name, contact the case officer whose name and contact details will be listed on the decision.
- After you have received your person number, you can apply for a Swedish ID-card. You **cannot** apply for one without a person number.