

Registration of residence

The registration of residence is necessary for the state and local government agencies to offer public services to people residing on their territory and to facilitate cooperation and information exchange.

Local government can offer necessary services if the receipt of taxes from the residents is ensured and it is known how many people have registered the local government unit as their place of permanent residence.

If, in reality, there are more people living on the local government territory than indicated in the population registry, the quality of services may suffer and damage is done not only to people with incorrect residence data, but those who have performed their registration duties correctly.

Entry or placement of an individual in a hospital, social welfare institution, custodial institution or in military service shall not constitute sufficient basis for changing the residential address of an individual entered in the population register.

Residential information can be changed:

- on the basis of a notice of residence submitted by an individual;
- on the basis of a notice of residence or an application to register a permanent residence in a foreign state if an individual permanently settles in a foreign state;
- on the initiative of a city or rural municipal government;
- at the reasoned request of the owner of a property;
- on the basis of a judicial decision whereby an individual loses the right to use a property as his or her residence;
- if the administrative-territorial organisation which is the basis of the residential address, or the names and numbers of objects which are address units, are altered;
- on the basis of information received from a competent foreign state authority if the individual's residential address is in a foreign state.

A notice of residence can be submitted to the competent city or local government agency governing the individual's place of residence:

- by going in person;
- by sending a notice of residence by post and appending a copy of the page containing the personal data from an identity document;
- by sending a digitally signed notice by e-mail;
- by using the e-service of the population register at the information gate eesti.ee (an ID-card, ID-card reader and ID-card PIN-codes are necessary).

A notice of residence must be signed by all adults presented on the notice of residence except individuals under his or her guardianship.

The purpose of registering the residential address of an Estonian citizen permanently living in a foreign state is to inform the population register about his or her address details in a foreign state. This makes it possible to ensure him or her citizen and alien's rights, which are organised by the Estonian state on the basis of information held in the population register.

On leaving Estonia, an individual can submit his or her residential address in the foreign state with a notice of residence to a city or rural municipal government in Estonia. If an individual already lives in a foreign state, he or she can submit an application for the registration of his or her permanent residential address to the Estonian honorary consul or foreign mission or, in their absence, to the Ministry of Foreign Affairs, which in their turn will submit the relevant information for entry in the population register.

Data to be submitted

The address of one residence is provided in a notice of residence.

People living together may submit a joint notice of residence, which shall also contain information about minor children. The correctness of the residential data on the notice of residence submitted for entry in the population register shall be certified by a signature.

The property which an individual indicates using address details in a notice of residence must be a residential building or apartment – except when an individual applies for the entry of the address of a building under construction belonging to him or her in the population register, or the address of another property belonging to him or her, or if the person proves the use of a property which is not a dwelling, as a residence.

Together with the notice of residence, an individual may also submit **his or her telecommunications details** such as e-mail address, post box number, telephone, and other telecommunications numbers or the address of another property of residence if the person resides in another place for a longer period of time or from time to time or if only the city, rural municipality, city district or rural municipality district is indicated as the residence of the person.

Permission of the owner of the dwelling

If an individual is not the owner of the dwelling indicated in the notice of residence, the person shall append to the notice of residence a copy of the document certifying his or her right to use the residence; for example, residential lease contract, or permission of the owner of the dwelling. A signature on the notice of residence or permission stated in a separate document shall be considered as permission.

If an individual wishes to enter the address of a dwelling which is in common ownership in the population register, a statement of permission from all co-owners or their representatives shall be appended to the notice of residence. If there is an agreement of use for the common ownership between the owners, a document proving the agreement between the co-owners shall be appended to the notice of residence instead of the statement of permission.

Permission of the other parent with right of custody

To register the residential address of a minor child, a written authority from a second parent with right of custody shall be submitted. The second parent must also submit the authority if the residential address of the minor child is to be submitted from Estonia to a foreign state or vice versa.

The signed permission shall be designated on the notice of residence or appended to it.

Verification process in the city or rural municipal government

A competent city or rural government agency shall verify, within ten working days of receiving a notice of residence, whether the notice complies with the requirements. If the notice complies with the requirements, the city or rural government agency shall enter the residential address in the population register.

A competent city or rural government agency may refuse to enter data on residence in the population register if:

- an individual is not the owner of the dwelling specified in the notice of residence and the individual does not have the permission of the owner or a contract to use the dwelling;
- a property is not a dwelling (some specifications shall apply);
- information provided in the notice of residence is incomplete;
- an individual submits false information in the notice of residence.