

INSTRUCTION TO REQUEST THE OIB NUMBER

The first and very important task you have to do is to submit an online request to the tax office for getting an OIB/PIN (personal identification number) for foreign citizens so that we can start further processes for your mobility at UNIPU.

**** For getting an OIB / PIN (personal identification number) you need to follow next steps:**

- complete the application form called Application for the determination and assignment of the personal identification number (OIB) ([link for Application](#))

- Make a copy of one of your identification documents to confirm the data stated in the application form.

Acceptable identification documents include:

- European identity card
- Passport issued in the country of citizenship

- Due to the COVID-19 epidemic, the application can be submitted via the contact web form "Pišite nam".

Here are the steps:

1. Go to the web form "Pišite nam" which is available [here](#).
2. Open the drop-down menu "Odabir teme" at the bottom of the page.
3. Choose the option "Zahtjev za određivanjem i dodjeljivanjem OIB-a" (Application for the determination and assignment of the Personal Identification Number).
4. Open the drop-down menu "Odabir podteme".
5. Choose the option "Zahtjev za određivanjem i dodjeljivanjem OIB-a" (Application for the determination and assignment of the Personal Identification Number).
- *područni ured 'Pazin'
6. Write a short description of your query in the text box "Sadržaj upita" (a short explanation that you want to get a Croatian OIB).
7. Attach copies, scans, or images of required documents to the section "Priložene datoteke".
8. Insert your contact information into the section "Kontakt podaci":
Ime i prezime (name and surname)
Adresa e-pošte (mail address)
Telefon (phone number)
9. Mark the option "*Upoznat sam sa svrhom obrade podataka" that confirms that you accept all the terms of personal data protection.
10. Submit the form by clicking the blue button "Pošalji".

You should get your OIB within 8 days by email. However, you won't get an OIB Certification (document) via email. To get an OIB Certification you must go to the Tax Administration in person.

The Tax Administration will inform you when and where you have to go to pick up your OIB Certification. To pick up the OIB Certification, you have to bring in person the documents you provided via the web form.

After you get the document please upload it on the Application Form.

***By email (additional option for getting an OIB)**

You can also send a request for a Croatian OIB to the Tax Administration via email. Send copies, images, or scans of required documents and an application form to oib@porezna-uprava.hr.

The Tax Administration will provide you with your OIB within 8 days. However, if you need a Certification of OIB, you must pick it up in person. They will inform you where and when you have to go. You also need to bring them all the documents that you enclosed in your request.