



Instructions for Completing the Electronic Application for the issuance of the Certificate of Health Quality

✓ 1. Starting the Application

1. Go to: <https://formularze.pzh.gov.pl/pzh/zbz-swiadectwa>
2. Click “**Generate application**”
3. Provide:
 - an email address, **or**
 - a phone number
4. Enter the one-time verification code

! **IMPORTANT:** Please provide the email address or phone number of the person responsible for submitting the application. Once entered, it will be assigned to this specific application.

✓ 2. Applicant identification data

Complete all required information:

- identification data
- address
- contact details
- e-mail address

Specify:

- the applicant’s role in the supply chain

Optional:

- add an authorized representative (Proxy)
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✓ 3. Manufacturer identification data

1. Select the dedicated checkbox if the **applicant is the manufacturer**
2. If not, provide:
 - manufacturer's identification data
 - manufacturer's address
 - production site address (if different)



IMPORTANT: The manufacturer's data and address provided in the application will appear in the Certificate of Health Quality.

✓ 4. Product Group Selection

Select one of the product groups subject to hygienic certification:

- Materials and products destined for contact with food
- Materials and products destined for contact with human skin
- Cosmetics and household chemicals
- Disinfectant preparations
- Lubricants and other preparations used in machines and devices in food industry
- Toys



IMPORTANT: Each group includes a link to **detailed hygienic requirements**.

✓ 5. Product Selection

1. Select the product from the category tree down to the **final level**
(e.g. *Cosmetics and household chemicals* → *cosmetic products*)



Technical note: Level requiring further group selection – choose the available options marked with the symbol “○”



Final level – no option to select items marked with the symbol “○”. All selections are confirmed with the symbol “x”.

2. You may use the contextual product search tool **“Search groups”**
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✓ 6. Product Description

Provide:

- name of the product
- intended use/scope of the product



Technical note: Fields are limited to **250 characters (including spaces)**.

✓ 7. Mode of implementation

Select:

- **standard** mode, or
 - **express** mode
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✓ 8. Additional Information

Whenever required:

- review the information provided
 - confirm by selecting the appropriate checkbox(es)
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✓ 9. Attachments

Required:

- your own files
 - attach them to the application

Optional:

- you may add them now or later (it's advised to add them right away)



Technical notes:

1. More than one attachment can be added per field
 2. File requirements:
 - file names must not contain special characters
 - file name must include at least **one space**
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✓ 10. Questions and Declarations

Questions:

1. Answer **YES** or **NO**
2. Selecting “**YES**” may trigger additional requirements, including extra attachments or declarations

Declarations:

- accept required declarations
- optional ones may be selected at your discretion

! **IMPORTANT:** Certificate of Health Quality are issued based on the assessment of documents provided by the Applicant. The National Institute of Public Health NIH – NRI (NIZP PZH – PIB) is not responsible for the accuracy or completeness of the submitted information, including any omission of relevant data.

✓ 11. Error Validation

- the system will display missing data as a list of errors at the bottom of the form
 - clicking an error message will redirect you to the relevant field
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✓ 12. Saving the Application

The portal allows you to save the current progress and return later.

To do so, click the red “**Save**” button:

Save and complete later

To continue a saved application:

1. Go to: <https://formularze.pzh.gov.pl/pzh/zbz-swiadectwa>
2. Click „**Complete application**”
3. Verify again using the code (email or phone number)

! **IMPORTANT:** Remember to **save your application regularly.**



13. Submitting the Application

1. Verify the correctness of the data in the application summary
 2. Select: **“I confirm the accuracy of the data”**
 3. Click **“Submit application”**
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14. After Submission

Download the confirmation (PDF file)

- The document includes:
 - ✓ application summary
 - ✓ list of missing attachments



IMPORTANT: During further evaluation, the reviewer may:

- request additional information
 - expand the required documentation (e.g. laboratory test results)
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15. Payment

Information about the fee (depending on the selected processing mode) will be sent to the provided email address after submission and registration of the application.



Final Tips

- complete all data accurately and thoroughly
 - prepare attachments in advance
 - use the draft save option
 - review requirements for the selected product group
 - pay attention to mandatory fields marked with “*”
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