



## Instructions for Completing the Electronic Application for the Issuance of a Hygienic Certificate

### ✓ 1. Starting the Application

1. Go to: <https://formularze.pzh.gov.pl/pzh/atesty>
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.

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### ✓ 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 Hygienic Certificate.**

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### ✓ 4. Product Group Selection

Select one of the product groups subject to hygienic certification:

- products in contact with water and water/sewage systems
- construction products and interior equipment
- ventilation, air conditioning, heating, and lighting systems
- biopreparations

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

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### ✓ 5. Product Selection

1. Select the product from the category tree down to the **final level** (e.g. coatings → cement coatings → fillers)

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

Zakłady  
Zakład Bezpieczeństwa Zdrowotnego Środowiska  
Grupy wyrobów

Biopreparations  
You will find detailed hygienic requirements for this group of products here:

Types of biopreparations

Biopreparations for remediation

Biopreparations to Support Decomposition Processes

Odor neutralizers

Other biopreparations

Identifiable product name(s) \*  
Catalogue/trade name and/or containing additional identifying data

0/ 250

Scope of application \*  
Supplementary information for the purpose of hygienic assessment

0/ 250

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

Zakłady  
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Grupy wyrobów

- × Biopreparations  
You will find detailed hygienic requirements for this group of products here:
- × Types of biopreparations
- × Odor neutralizers

Identifiable product name(s) \*  
Catalogue/trade name and/or containing additional identifying data

0 / 250

Scope of application \*  
Supplementary information for the purpose of hygienic assessment

0 / 250

2. You may use the contextual product search tool “**Search groups**”

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## ✓ 6. Product Description

Select:

- standard mode, or
- express mode



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

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## ✓ 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:

- download forms (if applicable)
  - complete and save them
  - attach them to the application
- your own files
  - attach them to the application

### Optional:

- you may add them now or later



### 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:** Hygienic Certificates 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.

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## ✓ 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/atesty>
2. Click **„Complete application”**
3. Verify again using the code (email or phone number)

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

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## ✓ 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 (usually within 24 hours).

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### 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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