Приложение № 13  
к приказу МВД России  
от 10.01.2018 № 11

**ФОРМА  
уведомления о заключении трудового договора или   
гражданско-правового договора на выполнение работ (оказание услуг)   
с иностранным гражданином (лицом без гражданства)**

УВЕДОМЛЕНИЕ  
о заключении трудового договора   
или гражданско-правового договора на выполнение работ (оказание услуг)   
с иностранным гражданином (лицом без гражданства)

Настоящее уведомление предоставляется в:

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(наименование территориального органа МВД России на региональном уровне)

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| 1. Статус работодателя или  заказчика работ (услуг) | (нужное отметить | X | или | V | ): |
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|  | - юридическое лицо |  | - иное лицо, чья профессиональная деятельность в соответствии с федеральными законами подлежит государственной регистрации и (или) лицензированию |
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|  | - индивидуальный предприниматель |  | - представительство иностранного юридического лица |
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|  | - адвокат, учредивший адвокатский кабинет |  | - филиал иностранного юридического лица |
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|  | - физическое лицо |  | - частный нотариус |

Основной вид экономической деятельности в соответствии с Общероссийским классификатором видов экономической деятельности (ОКВЭД) (не заполняется  
работодателем или заказчиком работ (услуг), являющимся физическим лицом – гражданином Российской Федерации):

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Сведения о работодателе или заказчике работ (услуг):

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(полное наименование юридического лица/филиала иностранного юридического лица/  
представительства иностранного юридического лица, фамилия, имя, отчество (при наличии)   
индивидуального предпринимателя/адвоката, учредившего адвокатский кабинет)/

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(частного нотариуса/физического лица – гражданина Российской Федерации)

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(для юридических лиц – номер свидетельства о государственной регистрации юридического лица,   
для филиалов или представительств иностранных юридических лиц – номер документа, подтверждающего   
факт аккредитации филиала или представительства иностранного юридического лица,   
для индивидуальных предпринимателей – номер свидетельства о государственной регистрации   
физического лица в качестве индивидуального предпринимателя, для частных нотариусов – номер лицензии   
на право нотариальной деятельности, для физического лица – наименование документа,   
удостоверяющего личность, его серия и номер, кем и когда выдан)

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(номер свидетельства о постановке на учет в налоговом органе,   
ИНН (при наличии), КПП (при наличии))

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(место нахождения (для физического лица – адрес фактического места жительства)   
работодателя или заказчика работ (услуг):

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почтовый индекс, субъект Российской Федерации, район, город, населенный пункт, улица, дом,   
квартира/офис)

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| Контактный телефон: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

2. Сведения об иностранном гражданине, с которым работодателем или заказчиком работ (услуг) заключен трудовой договор или гражданско-правовой договор на выполнение работ (оказание услуг):

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| Фамилия |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Имя |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Отчество  (при наличии) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Гражданство |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Место рождения (при наличии сведений) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (государство, населенный пункт) | | | | | | | | | | | | | | | | | | | | | | | |

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| Дата рождения |  |  |  |  |  |  |  |  |  |  |
|  | (число) | | | (месяц) | | | (год) | | | |

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| Документ, удостоверяющий личность |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| (наименование) | | | | | | | | | | | | | |

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| Серия |  |  |  |  |  |  |  | № |  |  |  |  |  |  |  |  |  | Дата выдачи: |  |  |  |  |  |  |  |  |  |  |
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| Кем выдан |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Номер миграционной карты (при наличии) |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Дата выдачи |  |  |  |  |  |  |  |  |  |  |
|  | (число) | | | (месяц) | | | (год) | | | |

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| Адрес постановки на учет  по месту пребывания или адрес  регистрации по месту жительства (при наличии) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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(почтовый индекс, субъект Российской Федерации, район, город, населенный пункт, улица, дом, квартира)

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| Дата постановки на учет по месту пребывания или регистрации по месту жительства: |  |  |  |  |  |  |  |  |  |  |
| (число) | | | (месяц) | | | (год) | | | |

3. Сведения о разрешении на работу или патенте, на основании которых иностранный гражданин осуществляет трудовую деятельность (не заполняется в случае осуществления трудовой деятельности без разрешения на работу илипатента,атакжевслучаезаключениятрудовогодоговораилигражданско-правовогодоговоранавыполнениеработ(оказаниеуслуг)синостраннымгражданином,привлекаемымк трудовой деятельности в качествевысококвалифицированногоспециалиставсоответствиисостатьей 13.2Федеральногозаконаот25июля2002г. № 115-ФЗ «О правовом положении иностранных граждан в Российской Федерации»):

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| Наименование документа |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Дата выдачи |  |  |  |  |  |  |  |  |  |  |
|  | (число) | | | (месяц) | | | (год) | | | |

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| Кем выдан |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Срок действия |  |  |  |  |  |  |  |  |  |  | по |  |  |  |  |  |  |  |  |  |  |
|  | (число) | | | (месяц) | | | (год) | | | |  | (число) | | | (месяц) | | | (год) | | | |

Трудовая деятельность осуществляется иностранным гражданином (лицом без гражданства) без разрешения на работу или патента на основании (не заполняется в случае осуществления трудовой деятельности на основании разрешения на работу или патента):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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(наименование международного соглашения или ссылка на акт законодательства Российской Федерации, предусматривающие осуществление трудовой деятельности без разрешения на работу или патента)

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Профессия (специальность, должность, вид трудовой деятельности), по которой иностранный гражданин осуществляет трудовую деятельность

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(указывается в соответствии с Общероссийским классификатором специальностей по образованию (ОКСО), Общероссийским классификатором профессий рабочих, должностей служащих и тарифных разрядов (ОКПДТР) или Общероссийским классификатором занятий (ОКЗ). В случае трудовой деятельности у физического лица – гражданина Российской Федерации может быть указана профессия (специальность, должность, вид трудовой деятельности, не соответствующая данным классификаторам)

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| Трудовая деятельность осуществляется иностранным гражданином на основании | (нужное отметить | V | или | X | ): |
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|  | трудового договора |  | гражданско-правового договора на выполнение работ (оказание услуг) |
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| Дата заключения с иностранным гражданином  трудового договора или гражданско-правового договора  на выполнение работ (оказание услуг): |  |  |  |  |  |  |  |  |  |  |
| (число) | | | (месяц) | | | (год) | | | |

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| Адрес места осуществления трудовой деятельности принятого на работу иностранного гражданина |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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(почтовый индекс, субъект Российской Федерации, район, город, населенный пункт, улица, дом,   
квартира/офис)

Об ответственности за сообщение ложных сведений в уведомлении или предоставление поддельных документов предупрежден. С обработкой, передачей и хранением персональных данных согласен.

Достоверность сведений, изложенных в настоящем уведомлении, подтверждаю.

(должность, подпись и фамилия, имя, отчество (при наличии) лица, уполномоченного   
от имени работодателя (заказчика работ, услуг) подписывать уведомление  
(для физического лица – подпись и фамилия, имя, отчество (при наличии))

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| « |  | » |  | 20 |  | г. |  |
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| Уведомление подано по доверенности № |  | от « |  | » |  | 20 |  | г. |

Паспортные данные лица, подавшего уведомление по доверенности:

Фамилия, имя, отчество (при наличии)

|  |  |  |  |  |  |  |  |  |  |  |
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| Серия: |  | Номер: |  | Выдан: « |  | » |  |  |  | г. |

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| Кем выдан: |  |  |  |
|  |  |  | (подпись лица, подавшего  уведомление по доверенности) |