

Le Mont, March 17, 2020

Population, sécurité et affaires sociales
Service communal de la population

English version

Le Service communal de la population provides information below on the benefits that can be provided during the closure of the communal administration:

Benefits maintained:

▪ ***Request for certificates of establishment, notice of departure or departure:***

Please send a request by e-mail to habitants@lemontsurlausanne.ch mentioning the type of document requested as well as the surnames, first names and dates of birth of the persons wishing to receive the certificate. In addition, it is imperative to send a copy of the applicant's identity document.

The document will be sent to you by "A" mail on the next working day together with an invoice for the payment of the fee.

▪ ***Registration of a Swiss national only:***

All the documents requested on [our web page](#) must be returned to us by post (Service communal de la population, Route de Lausanne 16, 1052 Le Mont-sur-Lausanne) or by e-mail to habitants@lemontsurlausanne.ch (good quality - resolution). An invoice for the payment of the fee will be sent to you. Without payment, your registration will not be registered.

▪ ***Registration of a foreign national arriving from the Canton of Vaud :***

All the documents requested on [our web page](#) must be returned to us by post (Service communal de la population, Route de Lausanne 16, 1052 Le Mont-sur-Lausanne) or by e-mail to habitants@lemontsurlausanne.ch (good quality - resolution). An invoice for the payment of the fee will be sent to you. Without payment, your registration will not be registered.

▪ ***Registration of a foreign national arriving from another canton or from abroad :***

We invite you to send an e-mail to habitants@lemontsurlausanne.ch, indicating your request and a telephone number where you can be reached. We will reply within 48 working hours.

▪ ***Application for renewal of permits L, B, C and G :***

All the documents requested in our letter you received must be returned to us by post (Service communal de la population, Route de Lausanne 16, 1052 Le Mont-sur-Lausanne) or by e-mail to habitants@lemontsurlausanne.ch (good quality - resolution). An invoice for the payment of the fee will be sent to you.

▪ ***Withdrawal of permit L, B, C or G :***

All the documents requested in our letter you received must be returned to us by post (Service communal de la population, Route de Lausanne 16, 1052 Le Mont-sur-Lausanne). The new permit will be sent to you by "A" mail on the next working day.

▪ ***Departure from the commune of Le Mont-sur-Lausanne***

Please make your departure announcement on [our virtual counter](#).

Due to a large number of requests and a limited number of staff, a reply will be given within the next 48 working hours.

For all other procedures, please send an e-mail to habitants@lemontsurlausanne.ch, indicating your request and a telephone number where you can be reached. We will reply within the next 48 working hours.

If you need to contact the SPOP, a telephone hotline is available every day from 8am to 11.30am and from 1.30pm to 4.30pm on 021 651 91 81. However, we ask you to use this telephone line only for urgent questions and invite you to give priority to requests by e-mail, habitants@lemontsurlausanne.ch.

Thank you for your understanding.

Matthieu Burkhart
Chef de service