

The EU Disability Card
is an optional tool
for communication and inclusion.



HOW TO APPLY FOR AN EU DISABILITY CARD?

HAVE YOU BEEN GIVEN A BENEFIT DECISION ENTITLING YOU TO ORDER THE CARD?

- 1.** Make sure you have a decision on a benefit or service which entitles you to apply for a Disability Card.
- 2.** Make sure the decision is valid.
- 3.** Has the decision on your benefit or service been issued by Kela? If not, you have to send a copy of the decision to Kela.

Go to our website to check which benefit decisions entitle you to apply for a Disability Card.
<http://www.vammaiskortti.fi/sv/miten-haen-vammaiskorttia/>

YOU NEED AN E-MAIL ADDRESS AND A HEADSHOT PHOTO

- 4.** **You need an e-mail address.** If you do not have an e-mail address of your own and do not want to get one, you can use the e-mail address of your family member or support person to order a Disability Card. Please note that one e-mail address can only be saved in the system once and can only be used in one person's card application.
- 5.** **You need a headshot photo in electronic format.** The photo file must be in the JPEG format, where the filename extension may be either .jpg or .jpeg. You can use, for example, an electronic passport photo or a headshot that you have taken yourself. You will need the photo when you complete the application on the web.

FILL IN KELA'S FORM AND SEND IT TO KELA

- 6.** **Fill in the form** 'Permission to order an EU Disability Card' on Kela's website.
In Finnish: www.kela.fi/lomakkeet → Kela-kortti and Vammaistuet
In Swedish: www.kela.fi/web/sv/blanketter → FPA-kort and Handikappbidrag
In English: www.kela.fi/web/en/form → Kela card and Disability Allowances
If you prefer to use a paper form, you can get one from Kela.
- 7.** **Send the form to Kela on the web or by post.**
You can read more detailed instructions on Kela's website, www.kela.fi/vammaiskortti
- 8.** **Please keep in mind that if your benefit decision was not issued by Kela, you must attach a copy of the decision when you send the form.**
 - Kela will check if you have a valid benefit decision entitling you to a Disability Card.
 - If you have indicated in the form that you also want the symbol A to be included on the card, Kela will check if you have a valid decision which makes you eligible to this.
 - Kela will enter your data into the Disability Card ordering system.

COMPLETE THE APPLICATION ON THE WEB, EITHER BY YOURSELF OR WITH THE HELP OF A SUPPORT PERSON

When Kela has saved your data in the system, you will receive an access link in the e-mail address you provided. Use the access link to complete your application on the web. You can do this by yourself or together with your support person. If you do not log into the system via the access link within four (4) months, your data will be automatically deleted from the system.

- 9. Make sure your contact details are correctly entered in the card ordering system.**
- 10. Add the photo.**
- 11. If needed, add the symbols for need for assistance and a QR code.**
- 12. Pay for the Disability Card on the web service. The price of the card is 10 €(ten euros).**

- You will receive your Disability Card by post.
- Your card will be valid until the year 2028.

HOW LONG WILL IT TAKE TO GET THE CARD?

- It takes about a month to get a Disability Card. If you have not received the access link in your e-mail, first check if the message is in your Trash folder. If the e-mail message has not arrived, contact the Disability Card Office (Vammaiskorttitoimisto).
- Please remember that the delivery time of the card will depend on how soon you complete your order on the web either by yourself or with the help of a support person.

If you have any questions about the card application, contact the Disability Card Office (Vammaiskorttitoimisto):

- by e-mail vammaiskortti@kvps.fi
- by phone at the toll-free number 0800 122 533
- We are at your service at the following times: Mondays and Tuesdays 9–12 and Wednesdays 12–15
- Please note that Kela does not answer questions related to completing the card application. If you have questions, contact the Disability Card Office (Vammaiskorttitoimisto).

Applying for the EU Disability Card for a person under 18 years

- For children under 15 years of age, the permission to order the card shall be applied for by the child's guardian.
- Persons who are 15 years or older can apply for the permission to order the Disability Card by themselves.
- It is recommended that persons under 18 years of age use the e-mail address of their guardian to complete the card order and to make the payment.

The EU Disability Card and acting on behalf of another person

- Another person can apply for the EU Disability Card on your behalf.
- You can authorise another person to do this at the same time as you fill in the form 'Permission to order an EU Disability Card' on Kela's website.

QR code

- When you complete your order, you can choose to include a QR code on the back side of the card.
- The QR code is a link to a website of your choice with a description of your need for help and support. Presenting this information in a situation where you require customer service will help the personnel serve you better.
- A QR code cannot be added to the card afterwards. You can use an appropriate web service or make a website yourself to describe your help and support needs.
- More information about the QR code: www.vammaiskortti.fi/sv/