



What matters do we deal with at the Krakow City Office?

2023-09-28

Ladies and Gentlemen, we present a list of basic official procedures in force in the City Hall of Krakow. Their translation is for informational purposes only. Pursuant to the binding regulations in force on the territory of the Republic of Poland, only documents submitted on original forms in the Polish language have legal effect. Documents submitted in a foreign language should be translated into Polish.

External procedure no. KD-6

- [ISSUING ARTISTIC OPINIONS REGARDING CARRIERS FOR VISUAL INFORMATION](#)
- [REQUEST FOR AN ARTISTIC OPINION](#)

External procedure no. AU-1

- [DETERMINING DEVELOPMENT CONDITIONS](#)
- [APPLICATION FORM](#)
- [INFORMATION OF THE ADMINISTRATOR ON THE PROCESSING OF PERSONAL DATA](#)

External procedure no. AU-4

- [CONSTRUCTION PERMIT. CHANGE OF CONSTRUCTION PERMIT.](#)
- [DECLARATION DESIGNER OR PERSON CHECKING THE CONSTRUCTION PROJECT](#)
- [SUPPLEMENTARY INFORMATION FOR THE CONSTRUCTION OR DEMOLITION AUTHORIZATION APPLICATION. DECLARATIONS OF CONSTRUCTION OR CONVERSION OF A SINGLE-FAMILY RESIDENTIAL BUILDING AND DECLARATION OF THE RIGHT TO PROPERTY FOR PROPERTY FOR BUILDING PURPOSES \(B-4\)](#)
- [STATEMENT ON THE RIGHT TO PROPERTY FOR BUILDING PURPOSES \(B-3\)](#)
- [INFORMATION OF THE ADMINISTRATOR ON THE PROCESSING OF PERSONAL DATA](#)

- [APPLICATION FOR CONSTRUCTION OR DEMOLITION PERMIT \(B-1\)](#)

External procedure no. AU-10

- [CONSTRUCTION APPLICATION / EXECUTION OF CONSTRUCTION WORKS](#)
- [NOTIFICATION INTENTION OF CONSTRUCTION. EXECUTION OF CONSTRUCTION WORKS](#)

- [INFORMATION OF THE ADMINISTRATOR ON THE PROCESSING OF PERSONAL DATA](#)



External procedure no. AU-12

- [NOTIFICATION OF CHANGES IN HOW TO USE A CONSTRUCTION OBJECT OR ITS PARTS](#)
- [NOTIFICATION INTENTION TO CHANGE THE USE OF A CONSTRUCTION OBJECT OR ITS PARTS](#)
- [STATEMENT ABOUT THE RIGHT TO PROPERTY FOR PROPERTY FOR BUILDING PURPOSES \(B-3\)](#)
- [INFORMATION OF THE ADMINISTRATOR ON THE PROCESSING OF PERSONAL DATA](#)

External procedure no. AU-13

- [CERTIFICATE OF INDEPENDENCE OF A RESIDENTIAL UNIT OR A PREMISES ABOUT DESTINATION OTHER THAN RESIDENTIAL](#)
- [APPLICATION FORM FOR ISSUE OF INDEPENDENCE CERTIFICATE LOCAL / LOCAL\[1\]](#)
- [POSITION ON THE APPLICATION OF THE PROVISION OF ART. 2 CLAUSE 1A OF THE ACT OF JUNE 24, 1994 ON THE OWNERSHIP OF PREMISES TO SEPARATE RESIDENTIAL PREMISES IN BUILDINGS CONSTRUCTED BEFORE THE DATE OF ENTRY INTO FORCE OF THIS PROVISION](#)
- [INFORMATION OF THE ADMINISTRATOR ON THE PROCESSING OF PERSONAL DATA](#)

External procedure no. GD-2

- [PROVIDING ACCESS TO MATERIALS OF THE POWIAT GEODETIC AND CARTOGRAPHIC RESOURCE AND EXTRACTS AND EXTRACTS FOR LEGAL PURPOSES](#)
- [APPENDIX 1 TO THE GD-2 PROCEDURE](#)
- [APPENDIX 2 TO THE GD-2 PROCEDURE](#)
- [APPENDIX 3 TO THE GD-2 PROCEDURE](#)
- [APPENDIX 4 TO THE GD-2 PROCEDURE](#)
- [APPENDIX 5 TO THE GD-2 PROCEDURE](#)
- [APPENDIX 6 TO THE GD-2 PROCEDURE](#)
- [APPENDIX 7 TO THE GD-2 PROCEDURE](#)
- [APPENDIX 8 TO THE GD-2 PROCEDURE](#)
- [APPENDIX 9 TO THE GD-2 PROCEDURE](#)

- [APPENDIX 10 TO THE GD-2 PROCEDURE](#)

External procedure no. SA-2

- [PERMITS FOR THE SALE OF ALCOHOLIC BEVERAGES WITH ALCOHOL CONTENT UP TO 4.5% AND BEER, OVER 4.5% UP TO 18% EXCEPT BEER AND ABOVE 18%, INTENDED FOR CONSUMPTION OUTSIDE THE POINT OF SALE \(CAT. ABC- RETAIL\)](#)
- [APPENDIX TO THE SA-2 PROCEDURE](#)

External procedure no. SA-3



- [PERMITS FOR THE SALE OF ALCOHOLIC BEVERAGES WITH UP TO 4.5% ALCOHOL CONTENT AND BEER, ABOVE 4.5% TO 18% EXCEPT BEER AND ABOVE 18% ALCOHOL, INTENDED FOR CONSUMPTION AT THE POINT OF SALE \(CAT. ABC- CATERING BUSINESS\)](#)
- [APPENDIX TO THE SA-3 PROCEDURE](#)

External procedure no. SA-5

- [PERMITS FOR THE ONE-OFF SALE OF ALCOHOLIC BEVERAGES DURING EVENTS ORGANIZED IN THE OPEN AIR OR INDOORS \(CAT. ABC\)](#)
- [APPENDIX TO THE SA-5 PROCEDURE](#)

External procedure no. SA-7

- [PROCEEDINGS REGARDING FEES FOR THE USE OF PERMITS FOR THE SALE OF ALCOHOLIC BEVERAGES](#)
- [APPENDIX TO THE SA-7](#)

External procedure no. SA-9

- [CONCLUSION OF A CONTRACT FOR MAKING A SITE AVAILABLE IN KRAKOW FOR ARTISTIC ACTIVITIES](#)
- [APPENDIX TO THE SA-9](#)

External procedure no. SA-12 T

- [INFORMATION ON TEMPORARY PROCEDURES RELATED TO THE SERVICE OF FOREIGNERS IN THE FIELD OF POPULATION REGISTERS - REGISTRATION](#)

External procedure no. SA-12

- [CHECK-IN OF A FOREIGNER FOR PERMANENT OR TEMPORARY STAY](#)
- [APPENDIX 1 TO THE SA-12](#)
- [APPENDIX 2 TO THE SA-12](#)

External procedure no. SA-13 T

- [INFORMATION ON TEMPORARY PROCEDURES RELATED TO THE SERVICE OF FOREIGNERS IN THE FIELD OF POPULATION REGISTERS - CHECK-OUT](#)

External procedure no. SA-13

- [CHECK OUT THE FOREIGNER FROM PERMANENT AND TEMPORARY RESIDENCE](#)
- [APPENDIX 1 TO THE SA-13](#)
- [APPENDIX 2 TO THE SA-13](#)

External procedure no. SA-21



- [TRANSFERRING DATA FROM THE CEIDG-1 APPLICATION TO THE CENTRAL REGISTER AND INFORMATION ON ECONOMIC ACTIVITY \(CEIDG\) /PRZEKAZYWANIE DANYCH Z WNIOSKU CEIDG-1 DO CENTRALNEJ EWIDENCJI I INFORMACJI O DZIAŁALNOŚCI GOSPODARCZEJ \(CEIDG\)/](#)
- [APPENDIX TO THE SA-21 PROCEDURE \(the CEIDG-1 application\) /Wniosek CEIDG-1/](#)

External procedure no. SA-36

- [CONCLUSION OF A CONTRACT FOR MAKING A SITE AVAILABLE ON THE MAIN MARKET SQUARE IN KRAKOW TO ORGANIZE AN EVENT/UNDERTAKING](#)
- [APPENDIX 1 TO THE SA-36](#)
- [APPENDIX 2 TO THE SA-36](#)
- [APPENDIX 3 TO THE SA-36](#)
- [APPENDIX 4 TO THE SA-36](#)
- [APPENDIX 5 TO THE SA-36](#)
- [APPENDIX 6 TO THE SA-36](#)
- [APPENDIX 7 TO THE SA-36](#)
- [APPENDIX 8 TO THE SA-36](#)
- [APPENDIX 9 TO THE SA-36](#)

External procedure no. SA-41

- [CONCLUSION OF A CONTRACT FOR THE PROVISION OF A PLACE OUTSIDE THE MAIN MARKET SQUARE IN KRAKOW TO ORGANIZE AN EVENT / ENTERPRISE](#)
- [APPENDIX 1 TO THE SA-41](#)
- [APPENDIX 2 TO THE SA-41](#)
- [APPENDIX 3 TO THE SA-41](#)
- [APPENDIX 4 TO THE SA-41](#)
- [APPENDIX 5 TO THE SA-41](#)
- [APPENDIX 6 TO THE SA-41](#)
- [APPENDIX 7 TO THE SA-41](#)
- [APPENDIX 8 TO THE SA-41](#)
- [APPENDIX 9 TO THE SA-41](#)

External procedure no. SC-1

- [REGISTRATION OF BIRTHS](#)
- [POWER OF ATTORNEY](#)

External procedure no. SC-2

- [CONCLUSION OF MARRIAGE IN THE CIVIL REGISTRY OFFICE AND THE REGISTRATION THEREOF](#)

External procedure no. SC-3

- [CONCLUDING A MARRIAGE OUTSIDE THE CIVIL REGISTRY OFFICE UPON A REQUEST AND](#)



[AT A SITE GIVEN](#)

- [APPENDIX TO THE SC-3 PROCEDURE](#)

External procedure no. SC-4

- [MAKING RELATED MATTERS WITH THE CONCLUSION AND REGISTRATION OF MARRIAGE IN THE FORM OF CONVENIENCE WITH A CIVIL LEGAL EFFECT](#)

External procedure no. SC-6

- [TRANSFERRING TO THE CIVIL STATE REGISTER OF A FOREIGN CIVIL SERVICE DOCUMENT AS TRANSCRIBED](#)

External procedure no. SC-7

- [REGISTRATION OF BIRTHS, MARRIAGES, DEATHS AND DEATHS ABROAD AND NOT REGISTERED THERE](#)
- [APPENDIX 1 TO THE SC-7 PROCEDURE](#)
- [APPENDIX 2 TO THE SC-7 PROCEDURE](#)
- [APPENDIX 3 TO THE SC-7 PROCEDURE](#)
- [APPENDIX 4 TO THE SC-7 PROCEDURE](#)

External procedure no. SC-8

- [RECONSTRUCTION OF THE CONTENT OF CIVIL STATUS CERTIFICATES](#)
- [APPENDIX 1 TO THE SC-8 PROCEDURE](#)
- [APPENDIX 2 TO THE SC-8 PROCEDURE](#)
- [APPENDIX 3 TO THE SC-8 PROCEDURE](#)
- [APPENDIX 4 TO THE SC-8 PROCEDURE](#)

External procedure no. SC-9

- [DECLARATION OF PATERNITY MADE BEFORE THE HEAD OF THE CIVIL REGISTRY OFFICE](#)
- [APPENDIX TO THE SC-9](#)

External procedure no. SC-13

- [DECLARATION ON CHANGING THE SURNAME OF THE FIRST COMMON CHILD ORIGINATING IN MARRIAGE](#)
- [APPENDIX TO THE SC-13 PROCEDURE](#)

External procedure no. SC-14

- [SUPPLEMENTING CIVIL STATUS CERTIFICATES](#)
- [APPENDIX 1 TO THE SC-14 PROCEDURE](#)
- [APPENDIX 2 TO THE SC-14 PROCEDURE](#)



External procedure no. SC-15

- [CORRECTION OF CIVIL STATUS CERTIFICATES](#)
- [APPENDIX 1 TO THE SC-15 PROCEDURE](#)
- [APPENDIX 2 TO THE SC-15 PROCEDURE](#)

External procedure no. SC-18

- [ISSUING EXCERPTS FROM THE CIVIL STATE REGISTER](#)
- [APPENDIX 2 TO THE SC-18](#)

External procedure no. SC-19

- [ISSUANCE OF CERTIFICATES THAT A MARRIAGE CAN BE CONCLUDED UNDER THE POLISH LAW](#)
- [APPENDIX TO THE SC-19 PROCEDURE](#)

External procedure no. SC-29

- [BIRTH NOTIFICATION IN THE FORM OF AN ELECTRONIC DOCUMENT](#)

External procedure no. EK-16

- [ISSUING REFERRALS FOR SPECIAL EDUCATION IN A KINDERGARTEN \(BRANCH\), IN A PUBLIC, INTEGRATION, SPECIAL CASE IN A GENERAL SCHOOL \(BRANCH\), AN INTEGRATION, SPECIAL CASE IN A SPECIAL EDUCATIONAL CENTRE, IN A YOUTH SOCIAL THERAPY CENTRE](#)
- [APPENDIX TO THE EK-16](#)

External procedure no. GS-20

- [SELLING REAL ESTATE IN TENDER MODE](#)

External procedure no. GS-21

- [SALE OF RESIDENTIAL PREMISES OWNED BY THE MUNICIPALITY OF KRAKOW TO TENANTS ALONG WITH A PERPETUAL LEASE OR SALE OF A FRACTION OF THE LAND UNDER THE BUILDING](#)
- [APPENDIX 1 TO THE GS-21](#)
- [APPENDIX 2 TO THE GS-21](#)
- [APPENDIX 3 TO THE GS-21](#)

External procedure no. KM-19

- [EXCHANGE OF DRIVING LICENSE](#)

External procedure no. MOPS-3



- [PERIODIC BENEFIT](#)
- [APPENDIX 1-9 TO THE FOLLOWING PROCEDURES: MOPS-3](#)

External procedure no. MOPS-4

- [SPECIALIST COUNSELLING: LEGAL](#)
- [APPENDIX TO THE PROCEDURE: MOPS-4](#)

External procedure no. MOPS-5

- [TARGET ALLOWANCE](#)
- [APPENDIX 1-9 TO THE FOLLOWING PROCEDURES: MOPS-5](#)

External procedure no. MOPS-6

- [GRANTING CARE SERVICES](#)
- [APPENDIX 1-9 TO THE FOLLOWING PROCEDURES: MOPS-6](#)

External procedure no. MOPS-8

- [GRANTING SPECIALIST CARE SERVICES FOR FAMILIES WITH DISABLED CHILDREN](#)
- [APPENDIX 1-9 TO THE FOLLOWING PROCEDURES: MOPS-8](#)

External procedure no. MOPS-21

- [SUPPORT IN THE PROCESS OF INTEGRATION OF FOREIGNERS](#)
- [APPENDIX 1-9 TO THE FOLLOWING PROCEDURES: MOPS-21](#)

External procedure no. MOPS-23

- [PROVISION OF TEMPORARY REFUGE IN A HOSTEL FOR HOMELESS PERSONS](#)
- [APPENDIX 1-9 TO THE FOLLOWING PROCEDURES: MOPS-23](#)

External procedure no. MOPS-24

- [PERMANENT BENEFIT](#)
- [APPENDIX 1-9 TO THE FOLLOWING PROCEDURES: MOPS-24](#)

External procedure no. MOPS-56

- [SUPPORT WITH FOOD IN THE FORM OF A MEAL FOR CHILDREN AND PUPILS](#)
[HELP WITH FOOD IN THE FORM OF EARMARKED BENEFIT](#)
- [APPENDIX 1-9 TO THE FOLLOWING PROCEDURES: MOPS-56](#)



External procedure no. MOPS-57

- [SUPPORT WITH FOOD IN THE FORM OF A MEAL FOR ADULTS](#)
- [APPENDIX 1-9 TO THE FOLLOWING PROCEDURES: MOPS-57](#)

External procedure no. MOPS-58

- [SUPPORT WITH FOOD IN THE FORM OF A MEAL FOR CHILDREN AND PUPILS](#)
- [APPENDIX 1-9 TO THE FOLLOWING PROCEDURES: MOPS-58](#)

External procedure no. MOPS-62

- [PROVISION OF TEMPORARY STAY IN A SHELTER HOUSE AND A HEATING HOUSE](#)
- [APPENDIX TO THE PROCEDURE: MOPS-62](#)

External procedure no. MOPS-66

- [FOR A DECISION CONFIRMING ENTITLEMENT TO HEALTHCARE SERVICES FINANCED FROM PUBLIC FUNDS](#)
- [APPENDIX 1 TO THE MOPS-66 PROCEDURE](#)
- [APPENDIX 2 TO THE MOPS-66 PROCEDURE](#)
- [APPENDIX 3 TO THE MOPS-66 PROCEDURE](#)
- [APPENDIX 4-11 TO THE FOLLOWING PROCEDURES: MOPS-66](#)

External procedure no. ML-12

- [PROVISION OF HOUSING AID DUE TO UNMET HOUSING NEEDS \(NO LEGAL TITLE TO A DWELLING OR OTHER REAL ESTATE\) AND LOW INCOME](#)

External procedure no. ML-19

- [RE-CONCLUSION OF A MUNICIPAL HOUSING TENANCY AGREEMENT. RE-CONCLUSION OF A TEMPORARY HOUSING TENANCY AGREEMENT.](#)

External procedure no. ML-29

- [PAYMENT OF COMPENSATION FOR FAILURE OF THE MUNICIPALITY TO PROVIDE A PERSON ENTITLED TO CONCLUDE A MUNICIPAL HOUSING TENANCY AGREEMENT FOR HOUSING OR FAILURE TO INDICATE TEMPORARY HOUSING IN CONNECTION WITH AN ORDERED EVICTION](#)

External procedure no. SZ-11

- [AWARDING THE TITLE OF KRAKOW AMBASSADOR OF MULTICULTURALISM](#)
- [APPLICATION FORM FOR A PERSON / ENTITY CANDIDATE FOR THE TITLE OF THE KRAKOW AMBASSADOR OF MULTICULTURALISM](#)



External procedure no. PI-1

- [ISSUING REVITALIZATION CERTIFICATES FOR OFFICIAL CONFIRMATION OF CERTAIN FACTS OR LEGAL STATUS DUE TO LEGAL REQUIREMENTS OR HAVING A LEGAL INTEREST](#)

External procedure no. WT-1

- [ENTRY IN THE REGISTER OF FACILITIES PROVIDING HOTEL SERVICES, NOT BEING HOTEL FACILITIES, AND CAMPING SITES IN THE MUNICIPALITY OF KRAKOW](#)
- [APPENDIX 1, APPENDIX 2 TO THE WT-1 PROCEDURE](#)

External procedure no. WT-2

- [RELEASE OF PROMOTIONAL PUBLICATIONS](#)
- [APPENDIX 1 TO THE WT-2 PROCEDURE](#)
- [APPENDIX 2 TO THE WT-2 PROCEDURE](#)

External procedure no. ZBK-5

- [RENTING COMMERCIAL PREMISES BY AUCTION](#)

External procedure no. ZBK-7

- [RENTING A FLAT BY AUCTION](#)

External procedure no. ZBK-31,-32,-33

- [CHANGE IN THE NUMBER OF PEOPLE LIVING IN A FLAT / TEMPORARY ROOM AND A CHANGE IN THE NUMBER OF PEOPLE USING A CREATIVE STUDIO SELECTING TREES AND SHRUBS TO BE CUT AND SUBMITTING APPLICATIONS FOR LOGGING INSTALLATION AND LEGALIZATION OF INDIVIDUAL WATER METERS IN A FLAT / TEMPORARY ROOM / CREATIVE STUDIO](#)