

CITY OFFICE OF KRAKOW	SC-18
	ISSUING EXCERPTS FROM THE CIVIL STATE REGISTER
<p>1. Handle the matter electronically Via an electronic inbox on the <u>ePUAP</u> platform (with the exception of applications for issuing short copies of multilingual civil status files. The regulations do not provide for their issuing in the form of an electronic document).</p> <p>2. Appendices Appendix 1 to the SC-18 procedure - an application for the issuance of excerpt from the civil registry Appendix 2 to the SC-18 procedure - an application for the issuance of and sending excerpt from the civil registry Appendix 3 to the SC-18 procedure - model of the power of attorney. Full text of the SC-18 procedure</p> <p>3. Sign language version Not applicable</p> <p>4. Matter handled by Archive unit at the Civil State Register for Districts from I to XIII,</p> <ul style="list-style-type: none"> ○ accepting applications: <ul style="list-style-type: none"> - archive stations: floor II, room. 200, telephone number 12 616-55-27, fax 12 616-55-20 - information and delivery positions: room 1, telephone number 12 616 55 15 - accepting applications for issuing certificates and copies (births, marriages and deaths) located in the Civil State Register in other Registers - archive station: Client Service Office Wielicka 28a, boxes 2 and 3, telephone number 12 616-56-33; 12 616-56-93; fax. 12 616-55-20 ○ issuing certificates and short copies (births, marriages and deaths) prepared for collection at the Civil Registry Office: <ul style="list-style-type: none"> - archive station: floor I, room 105, telephone number 12 616-55-29, fax 12 616-55-20 - archive station: Client Service Office Wielicka 28a, boxes 2 and 3, telephone number 12 616-56-33; 12 616-56-93; fax. 12 616-55-20 <p>Civil State Register Archive unit for Districts XIV to XIII, Housing Estate Zgody 2, 31-949 Krakow</p> <ul style="list-style-type: none"> ○ archive stations of the Civil State Registry Office: floor II, room 328, telephone number 12 616-88-58, fax 12 616-88-24 <p>5. Documents from the Applicant (client) Issuance of short and full copies and excerpts of multilingual civil status records for:</p> <ol style="list-style-type: none"> 1. The person affected by the act, its introductory (e.g. mother, father, grandmother, grandfather), descendants (children, grandchildren), siblings, spouse, statutory representative and guardian: 	

when the application is accompanied by a legal guardian,

c) applicant identity document:

- ID card or passport

2. Other people who will show a legal interest:

a) application (printout of the application is an attachment to this procedure),

b) applicant identity document:

- ID card or passport

c) a document showing a legal interest.

3. Representatives:

a) application (printout of the application is an attachment to this procedure),

b) proxy's identity document:

- ID card or passport

c) written or in the form of an electronic document, power of attorney.

It is possible for the party to act through a proxy. An attorney may be a natural person with legal capacity. The power of attorney should be granted in writing, in the form of an electronic document or submitted to the minutes. The power of attorney in the form of an electronic document should be authenticated using the mechanisms specified in art. 20a para.

1 or 2 of the Act on computerization of the activities of entities performing public tasks.

The proxy attaches to the file the original or officially certified copy of the power of attorney. An advocate, legal advisor, patent attorney, and tax advisor may themselves authenticate a copy of the power of attorney granted to them and copies of other documents showing their authorization; in turn, if a copy of the power of attorney or copies of other documents showing the authorization have been prepared in the form of an electronic document, they are authenticated using the mechanisms specified in the Act on the computerization of entities performing public tasks.

4. The social organization, if it is consistent with the statutory purposes of such an organization and when it is in favour of social interest.

a) application (printout of the application is an attachment to this procedure),

b) statute of social organization,

c) a document showing the social interest of the organization.

The application form constituting Annexe 1 applies to the parties that receive copies in the Civil Registry Office, and the Annex No. 2 for persons who receive copies by post.

6. Fees

1. Stamp duty on issue:

a) a short-cut allowance and a multilingual short-cut write-off - PLN 22.00,

b) a complete write-off - PLN 33.00,

2. Stamp duty on submitting a document stating the granting of a power of attorney - PLN 17.00 (does not apply to powers of attorney granted to a spouse, ascendant, descendants or siblings or when the principal is an entity exempt from stamp duty).

3. The persons who present will be exempt from stamp duty

certificate of using social aid benefits due to poverty.

4. Payments for stamp duty may be made to the bank account of the Krakow City Office (eg at the post office, by bank transfer) or without additional charges at branches of the PKO Bank Polski SA bank. in Krakow and the Office's ticket offices. The original of the proof of payment of the stamp duty due should be attached accordingly to the application or document confirming the granting of the power of attorney.

ACCOUNT NUMBER

**Stamp duty - bank account of the City of Krakow: 49 1020 2892
2276 3005 0000 0000**

Account for cross-border settlements: BIC PKO Bank Polski: BPKOPLPW 49 1020
2892 2276 3005 0000 0000

5. The Stamp Duty Act regulates the cases of exclusions and exemptions from its payment. Copies to, among others passport, family benefits, social benefits and school purposes are not subject to stamp duty.

7. Form of consideration

1. Issue of a copy of the civil status certificate (shortened, complete or abridged multilingual deduction).
2. The decision to refuse to issue a copy of the civil status certificate.

8. Time of consideration

1. If the application for issuing the copy has been submitted to the head of the Civil Registry, which stores the civil status register (Civil Registry Office in Kraków), the copy is issued up to 7 working days from the date of submitting the application.
2. If the application for issuing the copy has been submitted to the head of the Civil Registry, which does not store the civil registry, the copy is issued up to 10 working days from the date of submitting the application.
3. Up to one month (in case of conducting explanatory proceedings).

9. Documents obtained in the proceedings

Not applicable.

10. Appeal procedure

If a decision on refusal to issue a copy of a civil status certificate is issued, the party has the right to appeal to the Małopolska Province Governor through the mediation of the Head of the Civil Registry Office within 14 days of receiving the decision.

During the course of the period for lodging an appeal, the party may waive the right to appeal to the Municipal Social Welfare Centre in Krakow.

On the day of delivering to a body of public administration a statement on the waiver of the right to appeal by the last party to the proceedings, the decision becomes final and legally binding.

11. Legal basis

1. Art. 45, art. 125 par. 3 and 4 of the Act of 28 November 2014 Law on Civil Status Records (unified text Journal of Laws of 2016 item 2064, as amended)

2. Regulation of the Minister of the Interior of 29 January 2015 on the models of documents issued in the field of registration of civil status (Journal of Laws of 2015 item 194, as amended)
3. Art. 33, art. 35, 57, 76 a, 104, 127-129 of the Act of 14 June 1960 - Code of Administrative Procedure (unified text Journal of Laws of 2017 item 1257).
4. Art. 20 a, par. 1 or 2 of the Act of February 17, 2005 on Computerization of the Activities of Entities Performing Public Tasks (unified text Journal of Laws of 2017, item 570, as amended)
5. Act of 5 September 2016 on trust services and electronic identification (Journal of Laws of 2016 item 1579)
6. Act of 16 November 2006 on Stamp Duty (unified text Journal of Laws of 2016 item 1827, as amended)
7. Regulation of the Minister of Finance of September 28, 2007 on the payment of stamp duty (Journal of Laws No. 187, item 1330)
8. Convention No. 16 concerning the issuance of multilingual copies of condensed civil status files drawn up in Vienna on September 8, 1976 (Journal of Laws of 2004, no. 166, item 1735),

12. Additional information for the client

1. Applications regarding the issue of copies of civil status records from the civil status register, i.e. from civil registry books kept in the Tax Office in Krakow and outside of Krakow, are accepted:

- at the offices of the Civil State Office: Lubelska 27, Wielicka 28a, Housing Estate 2 Zgody,
- via e-mail: correspondence address - Lubelska 27, 30-003 Krakow,
- at the City Office: Wszystkich Świętych Square 3-4,
- via an electronic inbox on the ePUAP platform (with the exception of applications for issuing **short copies of multilingual** civil status files). The regulations do not provide for their issuing in the form of an electronic document).

2. A copy of the civil registry certificate relating to the named person may be issued, upon request, in the form of an electronic document bearing a secure electronic signature verified by means of a valid qualified certificate. NOTE! Having only a trusted profile on the ePUAP platform is not enough to open the sent document. The requested copy may be sent electronically by means of the ePUAP platform, however, the condition for receiving such a document is having a software that reads documents with a secure electronic signature verified by a valid qualified certificate.

3. **A copy of the civil-status certificate issued in the form of an electronic document bearing a secure electronic signature verified by a valid qualified certificate obtained via an electronic inbox on the ePUAP platform can be used only in electronic form, as it only has the value of an official document.**

4. In matters not regulated in the Act on civil status records, the provisions of the Act - the code of administrative procedure, excluding the application of the provisions of art. 40 § 4 and 5 of the Administrative Procedure Code, on matters dealt with through the consul.

Note!

From March 1, 2015, the civil status register is kept in the national telecommunications and IT system. Due to the fact that the IT application is still modified, difficulties may arise during customer service.

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Office Data:

Opinion presented
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Date: 13.07.2017

Approved by:
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