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| CITY OFFICE OF KRAKOW | Service sheet / external procedure no. KM-19 |
| | TITLE Exchange of driving license |
| <p>1. Complete the formality electronically</p> <p>Website: www.esp.pwpw.pl</p> <p>2. Appendices</p> <p>Application for a driving license or a permit.</p> <p>3. Sign language version</p> <p>Website: bip.krakow.pl/?dok_id=3276&sub_dok_id=3276&sub=procedura&proc=KM-19</p> <p>4. Matter handled by</p> <p>Wydział Ewidencji Pojazdów i Kierowców Referat Praw Jazdy Additional information: telephone number 12-616-9109</p> <p>5. Documents from the Applicant (client)</p> <ol style="list-style-type: none"> 1) Application for a driving license or a permit. 2) Appendices to the application: <ol style="list-style-type: none"> a) 35 × 45 mm colour photo, made on a uniform light background, having good sharpness and imitating the natural colour of the skin, covering the image from the top of the head to the upper part of the shoulders, so that the face occupied 70-80% of the photograph, clearly showing the eyes, especially the pupils and depicting a person in a frontal position, without a headgear and dark-eyed glasses, looking straight ahead with open eyes, unprotected hair, with a natural expression of face and closed mouth; the photograph should be taken no earlier than 6 months before the day of submitting the application; a person with congenital or acquired eye defects may attach to the application a photograph showing it in dark-eyed glasses; in this case, the application shall also be accompanied by a decision on the disability of a person under 16 years of age or a certificate of disability of a person over 16 years of age, due to congenital or acquired vision defect, issued in accordance with the provisions of the Act of 27 August 1997 on professional and social rehabilitation as well as employment of disabled people (Dz. U. of 2016 item 2046, with later d.); a person wearing a headgear in accordance with the principles of his religion may attach to the application a photograph showing it in a headdress, provided that the image of the face is fully visible - in this case, a certificate of belonging to a religious community registered in the Republic of Poland shall be attached to the application; it is allowed to attach a photograph taken with a digital technique stored on an external data carrier, b) photocopy of your driving license, c) translation of your driving license into Polish prepared or certified by a sworn translator or competent consul | |

Of the Republic of Poland - does not apply to national driving licenses issued by European Union Member States, the Swiss Confederation or member states of the European Free Trade Agreement (EFTA) - parties to the Agreement on the European Economic Area,

- d) proof of payment of the fee for issuing the driving license and the registration fee,
- e) a document allowing to determine the identity of the applicant,
- f) a foreigner applying for a Polish driving license shall attach to the application a photocopy of a residence card, residence visa or other document confirming the right to stay on the territory of the Republic of Poland or a certificate that he has been studying for at least 6 months.

6. Fees

- 1) Fee for issuing:
 - a) driving licenses - PLN 100.50
 - b) permission to drive a tram - PLN 30.50
- 2) Stamp duty of deposit of the instrument stating grant power of attorney or proxy, or its copy, excerpt or copy PLN 17 (with the exception of the power of attorney granted to the spouse, ascendant, descendant or siblings, or when the principal is an entity exempt from stamp duty).
- 3) Fees for stamp duty and the fee for issuing a document stating entitlement to drive a vehicle may be made to the appropriate bank account of the Krakow City Office (eg at the post office, by bank transfer) or without additional charges at branches of PKO Bank Polski SA in Krakow and at the Office's ticket offices. Confirmation of payment of the aforementioned fees should be attached to the application.

Account numbers:

Registration fee and payment for issuing a document stating the entitlement to drive a vehicle - 39 1020 2892 2274 3036 0000 0000

Stamp duty - 49 1020 2892 2276 3005 0000 0000

7. Form of consideration

Issue a driving license or administrative decision refusing to issue a driving license.

8. Deadline

- 1) To 30 days
- 2) In the case of exchange of a foreign driving license, 14 days from the date of receipt of data and information from a foreign authority.

9. Documents obtained in the proceedings

A case of exchange of a driving license issued by a state that is not a Member State of the European Union confirming the data and information contained in the driving license.

10. Appeal procedure

From the issued administrative decision, the client may appeal to the Local Government Appeal Court, within 14 days from the date of the decision, through the authority that issued the decision. During the course of the period for lodging an appeal, the party may waive the right to appeal against

the public administration body that issued the decision. On the day of delivery to the authority of a statement of waiver of the right to appeal by the last party to the proceedings, the decision becomes final and binding. This means that such a decision can not be appealed against to the Voivodship Administrative Court. Time of consideration

11. Legal basis

- 1) Art. 14 and art. 124 of the Act of 5 January 2011 - on drivers of vehicles (Dz. Laws of 2017, item 1522)
- 2) Regulation of the Minister of Infrastructure and Construction of 24 February 2016 on issuing documents confirming entitlement to drive vehicles (Dz. Laws of 2016, item 231, as amended)
- 3) Regulation of the Minister of Infrastructure and Construction of 20 May 2016 on templates of documents stating entitlement to drive vehicles (Dz. Laws of 2016, item 702)
- 4) Regulation of the Minister of Transport, Construction and Maritime Economy of 11 January 2013 regarding the amount of fees for issuing documents stating entitlement to drive vehicles (Dz. Laws of 2013, item 83)
- 5) The Act of November 16, 2006 on Stamp Duty (Dz. Laws of 2016, item 1827)
- 6) Regulation of the Minister of the Interior of 15 May 2015 on the registration fee constituting the revenue of the Fund - Central Register of Vehicles and Drivers (Dz. U. of 2015, item 681 with later d.).
- 7) the Act of 14 June 1960 - Labour Code; U. of 2017 item 1257, vol.).

12. Additional information for the client

- 1) The driving license is issued to a person who has been forewarned of criminal responsibility for giving a statement of untruth or concealment of the truth, declares that his / her place of residence is on the territory of the Republic of Poland, whereby:
 - a) stays on the territory of the Republic of Poland for at least 185 days in each calendar year:
 - because of your personal and professional relationships, or
 - with the intention of permanent residence solely because of their personal ties, or
 - b) he regularly resides in the territory of the Republic of Poland due to his personal ties, and at the same time that due to his professional ties he is in successive in at least two Member States of the European Union, or
 - c) resides irregularly on the territory of the Republic of Poland due to its personal ties, because it resides in another Member State of the European Union in order to fulfill a task of a specified duration, or
 - d) he is staying in the territory of another country because of studying or studying at school in that country.
- 2) A set of documents for the exchange of driving licenses can be sent by post to the address of the City of Krakow, Department of Vehicle and Driver Records, Driving Rights Department, al. 5/10 Niepodległości Street, 31-549 Krakow
- 3) The issued driving license shall be issued to an authorized person, depending on the method of its transfer specified in the application:
 - a) via e-mail except in cases where the condition for receiving a new document is the return of the one possessed so far,

b) directly, upon receipt of the receipt made on the application, upon return of the previously obtained license.

- 4) A person who has an authorization from the applicant may pick up the driving license after presenting his identity document and on the return of the license so far held by the applicant.

Availability of the procedure

- 1) Department of Registration of Vehicles and Drivers of the City of Krakow Office and Service Points for Residents.
2) On the pages of the Public Information Bulletin of the City of Krakow www.bip.krakow.pl/?sub_dok_id=22806.

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| Developed by: First name and last name Wojciech Florczyk Date: 26.07.2017 | He gave the opinion to the Legal Counsel: First name and last name Barbara Solak- Zakrzewska Date: | Approved the Director: First name and last name Witold Krupiarz Date: 08/08/2017 |
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