

<p style="text-align: center;">CITY OFFICE OF KRAKOW</p>	<p>SC-3</p>
	<p>CONCLUDING A MARRIAGE OUTSIDE THE CIVIL REGISTRY OFFICE UPON A REQUEST AND AT A SITE GIVEN</p>
<p>1. Handle the matter electronically Not applicable</p> <p>2. Appendices Appendix to the SC-3 procedure - Application for accepting the declaration of marriage outside the Civil Registry Office. Full content of the SC-3 procedure</p> <p>3. Sign language version Not applicable</p> <p>4. Matter handled by Civil State Registry Office:</p> <ul style="list-style-type: none"> • Current Registration Unit, Lubelska 29, 30-003 Krakow: post regarding marriage registration, telephone number 12 616-55-51, fax 12 616-55-20 • Civil Registry Record Archive unit for Districts XIV to XIII, Housing Estate Zgody 2, 31-949 Krakow, marriage registration station, III p., room 325, telephone number 12 616-88-22, fax 12 616-88-24 <p>5. Documents from the Applicant (client)</p> <p>I. Submission of the intention to conclude a marriage</p> <ol style="list-style-type: none"> 1. Application for concluding a marriage outside the civil status registry office in the civil registry district. 2. Identity documents of people intending to get married (nupturients): <ul style="list-style-type: none"> • ID card or a passport 3. Written assurance of the nupturient that he/she "does not know about the existence of circumstances excluding the possibility of concluding the married" submitted to the Head of the Civil Registry Office. 4. Permission to marry, if required by the provisions of the Family and Guardianship Code. 5. If the declaration of concluding the marriage is to be made by a proxy, the person intending to become married also submits the court's permission to submit a declaration on concluding the marriage by a proxy and a power of attorney. The power of attorney should be granted in writing with an officially certified signature and mentioning the person with whom the marriage is to be concluded. 6. A Polish citizen who intends to conclude a marriage but does not have civil status records drawn up in the Republic of Poland, files a foreign civil status document or another document issued in a country where civil status registration is not carried out, confirming the birth, and if the person has previously been married - confirming the marriage, together with a document confirming the cessation or annulment of that marriage or a document confirming the non- 	

existence of the marriage.

7. The documents confirming the cessation, annulment or a declaration of the non-existence of the marriage include in particular:

- an abridged copy of the death certificate or a copy of the final court decision on the death or recognition of the previous spouse as deceased;
- a copy of the final court ruling on divorce;
- a copy of the final court ruling on the annulment of the marriage;
- a copy of the final court ruling establishing the non-existence of the marriage.

8. A foreigner intending to become married files:

1) assurance;

2) a copy of the birth certificate, and if he/she was previously married, a copy of the marriage certificate with an annotation of its termination, annulment or declaration of its non-existence, or a copy of the marriage certificate with a document confirming its cessation or annulment or a document confirming the non-existence of the marriage, if on the basis of other submitted documents the data necessary to conclude a marriage certificate cannot be determined;

3) a document stating that, in accordance with the relevant law, he/she can conclude a marriage or a final court decision on the release of a foreigner from the obligation to submit such a document.

II. CONCLUDING A MARRIAGE

1. Identity documents (an identity card or a passport) of the people becoming married.

2. Identity documents (an identity card or a passport) of two witnesses.

6. Fees

1. Stamp duty for drawing up a marriage certificate - PLN 84.00.

Payments for this should be made to the bank account of the City of Krakow: PKO Bank Polski SA 49 1020 2892 2276 3005 0000 0000 (e.g. at the post office, by bank transfer) or without additional charges at branches of the bank PKO Bank Polski SA in Krakow and at the Office's cash points. The proof of payment of the stamp duty owed must be provided upon notification.

Account number for cross-border settlements: BIC PKO Bank Polski: BPKOPLPW

49 1020 2892 2276 3005 0000 0000.

2. Additional fee for accepting marriage declarations outside the Civil Registry Office upon request, in the place indicated - PLN 1,000.

Payments for this should be made to the bank account: PKO Bank Polski SA 48 1020 2892 0000 5102 0590 0925 (e.g. at the post office, by bank transfer) or without additional charges at branches of the bank PKO Bank Polski SA in Krakow and at the Office's cash points.

7. Form of consideration

1. Developing a marriage certificate.

2. Refusal to accept a declaration on concluding a marriage - a letter from the Head of the Civil Registry Office.

8. Time of consideration

1. Drawing up a marriage certificate - at the latest on the next business day after the marriage was concluded.
2. Refusal to accept a statement on concluding a marriage - up to a month, and for complicated cases up to two months.

9. Documents obtained in the proceedings

Not applicable.

10. Appeal procedure

The person concerned within 14 days from the date of delivery of his/her letter refusing to accept the declaration of getting married can apply to the district court competent for the registered office of the Civil Status Registry Office for a decision. The final decision of the court is binding for the head of the Civil Registry Office.

11. Legal basis

1. Art. 13, 15, 22, 30-32, 47, 76-80, 84-89 of the Act of 28 November 2014 Law on Civil Status Records.
2. Art. 1 § 1, art. 3 - 7, art. 9 § 1, art. 10 - 15; art. 25; art. 88 § 1 and 2, art. 89¹ of the Act of 25 February 1964. The Family and Guardianship Code.
3. Act of 16 November 2006 on Stamp Duty.
4. Regulation of the Minister of Finance of September 28, 2007 on the payment of stamp duty.
5. Act of 25 June 2015 Consular Law.
6. Art. 4 and 5 of the Act of October 7, 1999 on Polish Language.
7. Ordinance of the Minister of the Interior of January 22, 2015 on the additional fee for accepting declarations on getting married outside the Civil Status Registry Office.
8. Art. 35 of the Act of 14 June 1960 Code of Administrative Procedure.

12. Additional information for the client

1. At the request of a person intending to conclude a marriage, the Head of the Civil Status Registry Office can accept declarations of concluding a marriage outside the Civil Status Registry Office in the civil registry area in which he/she is competent, if the place of marriage indicated in the application ensures the maintenance of the ceremonial form of marriage and the safety of persons present when making statements about getting married.
2. If the Head of the Civil Status Registry Office cannot accept declarations of entering into marriage within the time limit indicated by persons intending to conclude a marriage or the place indicated doesn't ensure the maintenance of a solemn form for concluding a marriage and the safety of persons present when submitting declarations of concluding a marriage,
refuses to accept statements on concluding a marriage on the date or in the place indicated in written form.
3. A marriage can be concluded one month after the date on which both fiancés made assurances about the non-existence of circumstances that exclude the marriage.
4. Assuring that there are no circumstances excluding the marriage can be

submitted to any USC manager in Poland and abroad to the Polish consul. The consul can also accept the assurance in the event that the marriage is to be concluded by a Polish citizen and a foreigner, if the foreigner also submits to the consul a document stating that in accordance with the relevant law he/she can conclude the marriage. The assurance shall remain valid for 6 months from the date of its submission by both persons intending to conclude the marriage.

5. In the event of any inability to communicate with the party submitting a statement affecting the marital status of a person, due to the lack of any knowledge of Polish, this person is responsible for ensuring participation of an expert or a translator of the language used by that person.

6. Civil status records, copies thereof and other documents issued in a foreign language, submitted to the Head of the Civil Registry Office in connection with the performance of civil registration activities should be submitted together with their official translations into Polish, made by:

- 1) a sworn translator entered on the list maintained by the Minister of Justice;
- 2) a sworn translator authorized to make such translations in the Member States of the European Union or the European Economic Area (EEA);
- 3) the Consul.

The documents translated by the Consul also include:

- 1) documents in a foreign language translated into Polish by an interpreter in the host country and certified by the Consul;
- 2) documents translated from a rare language into a language known to the consul, and then translated by the consul into Polish.

In the absence of a sworn translator of a foreign language on the territory of the Republic of Poland, a foreign document confirming marital status in a foreign language can be translated by the Consul or an authorized employee of a diplomatic representation of a foreign country on the territory of the Republic of Poland.

Copies of civil registration documents issued on a multilingual printout drawn up in accordance with the Vienna Convention of 8 September 1976 shall not be subject to translations.

6. An abridged copy of a birth certificate is issued ex officio after registration with the person reporting the birth.

Developed by:
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Date: 19.07.2018

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Date: 02/08/2018