

Reference number	SC-03.5352.	Date of delivery:
		Accepted by:

**HEAD
OF THE CIVIL REGISTRY
OFFICE IN KRAKOW**

..... (first name and last name) (first name and last name)
..... (address of residence) (address of residence:)
.....

APPLICATION FOR THE RECONSTRUCTION OF THE CONTENT OF A FOREIGN CIVIL STATUS DOCUMENT CONFIRMING A MARRIAGE

I am applying for a reconstruction of the content of a foreign marital status document confirming my marriage in the civil status register by entering the following data:

SPOUSES

MAN

WOMAN

First name (s)
Surname
Family surname
Marital status
Date of birth
Place of birth

DATE AND PLACE OF CONCLUDING THE MARRIAGE

Date

.....

City/town, country

DETAILS OF THE PARENTS OF THE SPOUSE

FATHER

FATHER

First name (s)
Surname

Family surname

MOTHER

MOTHER

First name (s)
Surname

Family surname

In the situation of reproducing the content of a foreign marital status document confirming the conclusion of a marriage, and there being no declaration of the spouses regarding the surname of the wife after marriage, such spouses can submit such declarations for reconstruction in the application or at any time for the record before the Head of the State Civil Registry Office who made the reconstruction. In the same way, spouses can make a statement regarding the names of children born of this marriage.

NAMES OF THE SPOUSES AFTER CONCLUDING THE MARRIAGE:

Male.....

Female.....

Children.....

.....
(Husband's signature)

.....
(Wife's signature)

WITNESSES

First name (s)

Surname

.....

.....

Citizenship and PESEL number of spouses (if given in Poland):

-HUSBAND

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-WIFE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Spouses' addresses (if they are not Applicants):

- HUSBAND
.....

-WIFE
.....

1. I am asking for the adjustment of the spelling of the data contained in a foreign document to the rules of Polish spelling, the so-called diacritic marks: **YES / NO ***
2. I declare that the marriage certificate has not been prepared in any of the Civil State Registry Offices in Poland so far.
3. In the case of a change of the name as a result of marriage, there is an obligation to exchange a Polish ID card.
4. Only documented data is entered in the Polish marriage certificate.

5. Additional clarifications:

.....
.....
.....

6. Collection by*:

a) Applicant / A proxy for service **in person**

.....

b) Applicant / A proxy for service **by mail to the following address:**

.....
.....

As attachments, I'm/were submitting:

- 1 a) The original of the foreign civil status document
b) official translation into Polish
- 2 Proof of stamp duty payment for the amount of
- 3 Other:

*circle as appropriate

Dear Client, pursuant to art. 13 par. 1 and par. 2 of the General Data Protection Regulation of April 27, 2016, we would like to inform you that the Administrator, i.e. the entity deciding how your personal data will be used, is the Mayor of Krakow with the seat at 3-4 Wszystkich Świętych Square, 31-004 Krakow.

Your personal data will be processed by us in order to: Make civil status records, transcripts, certificates, keep civil status records and issue administrative decisions, as well as prepare an allographic will. Fulfil the obligation resulting from the regulation of the Council of Ministers regarding public statistics and the act on population records.

Please be advised that:

1. You have the right to request the administrator to access your personal data, rectify it, limit the processing of it, and the right to transfer the data.
2. Your personal data will be processed until the matter for which your data has been collected has been collected and then stored with us for a period consistent with the regulation of the Prime Minister of 18 January 2011 regarding the office instructions, uniform factual lists of files and instructions on the organization and scope of operation of company archives and the Act of 28 November 2014. The Law on Civil Status Records.
3. You have the right to file a complaint regarding the processing of your data by us to the supervisory body, which is the President of the Office for Personal Data Protection.
4. Providing personal data is a statutory requirement and is mandatory.
5. The consequence of not providing data is the inability to implement submitted applications.
6. The legal basis for the processing of your data is the provisions of the Act on civil status records and other legal acts, under which cases in the field of registration of civil status, changes of names and surnames and the preparation of a allographical testaments are executed.

What is more, be informed you that you have the right to object at any time - for reasons related to your particular situation - to the processing of your personal data.

Contact details of the Data Protection Supervisor: address- e-mail: iod@um.krakow.pl. Postal address: Wielopole 17a, 31-072 Krakow

.....
(Signature)

.....
(Signature)