

CITY OFFICE OF KRAKOW	SC-9
	DECLARATION OF PATERNITY MADE BEFORE THE HEAD OF THE CIVIL REGISTRY OFFICE
<p>1. Handle the matter electronically Not applicable</p> <p>2. Appendices Appendix to the SC-9 procedure - application for a certificate confirming the recognition of paternity Full content of the SC-9 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 birth registration, telephone number 12 616-55-44, fax 12 616-55-20 (regarding the recognition of the paternity of a conceived and unborn child and recognition of paternity at the same time as the birth certificate is registered) • Current Registration Unit, Lubelska 27, 30-003 Krakow: post regarding birth registration, floor III, room 310, telephone number 12 616-55-41, fax 12 616-55-20 • Civil Registry Record Archive unit for Districts XIV to XIII, 2 Zgody Housing Estate, 31-949 Krakow: post regarding birth registration, floor III, room 326, telephone number 12-616-88-56, fax 12 616-88-24 <p>5. Documents from the Applicant (client)</p> <ol style="list-style-type: none"> 1. Identity documents of the child's parents: <ul style="list-style-type: none"> • ID card or a passport 2. If the paternity of the conceived and not yet born child is confirmed - proof of the woman's pregnancy - pregnancy certificate or pregnancy report. <p>6. Fees Acceptance of the declaration is not subject to stamp duty.</p> <p>7. Form of consideration</p> <ol style="list-style-type: none"> 1. Acceptance of a declaration of paternity (in the form of a protocol). 2. Refusal to accept a declaration of paternity (in the form of a letter). <p>8. Time of consideration</p> <ol style="list-style-type: none"> 1. Acceptance of a declaration of paternity - immediately. 2. Refusal to accept a declaration of paternity - up to 7 days. <p>9. Documents obtained in the proceedings Not applicable</p>	

10. Appeal procedure

If the head of the Civil Registry Office has refused to accept the declarations necessary to recognize paternity, he shall notify the man in writing who claims to be the father of the child and the mother of the child about the reasons for refusal and the possibility of recognizing paternity before the guardianship court not later than within 7 days.

11. Legal basis

1. Art. 18, 22, 32 par. 2, 63-67 of the Act of 28 November 2014 Law on Civil Status Records
2. Art. 72 - 77, 89, 89¹, 90¹ of the Act of February 25, 1964 Family and Guardianship Code.
3. Art. 4 and 5 of the Act of October 7, 1999 on polish language.

12. Additional information for the client

1. Paternity recognition can not take place after the child has reached the age of majority.
2. A man and a woman, who were refused to accept declarations necessary to recognize paternity by the head of the Civil Registry Office can apply for paternity recognition to a guardianship court.
3. 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.
4. If the paternity of the conceived and not yet born child is confirmed, the pregnancy certificate or pregnancy report is the proof of the woman's pregnancy.
5. At the request of the mother or father of the child, the head of the Registry Office issues a written certificate confirming the recognition of paternity.
6. The declaration necessary to recognize paternity can be submitted to the selected head of the Civil Registry Office or the Polish consul.

Developed by: Małgorzata Zawadzka Deputy Head of the Civil State Registry Office: Date: 19.07.2018	Opinion presented by: Legal Advisor Beata Kachlik Date: 31/07/2018	Approved by: Edmund Olczak Unit Director Head of the Civil State Registry Office: Date: 02/08/2018
----------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------