

CITY OFFICE OF KRAKOW	SC-14
	SUPPLEMENTING CIVIL STATUS CERTIFICATES
<p><b>1. Handle the matter electronically</b> Via an electronic inbox on the ePUAP <u>platform</u></p> <p><b>2. Appendices</b> Appendix 1 to the SC-14 procedure - application for supplements Appendix 2 to the SC-14 procedure - power of attorney model  Full content of the SC-14 procedure</p> <p><b>3. Sign language version</b> Not applicable</p> <p><b>4. Matter handled by</b> Civil State Registry Office, Lubelska 27, 30-003 Krakow,</p> <ul style="list-style-type: none"> <li>• Archive unit at the Civil State Register for Districts from I to XIII, post for changes in civil status records, II floor, room 208; Telephone number 12-616-55-74, fax 12 616- 55-20</li> <li>• Civil Registry Record Archive unit for Districts XIV to XIII, 2 Zgody Housing Estate, 31-949 Krakow, post for corrections and supplements at the Civil State Registry Office: floor II, room 323, telephone number 12-616-88-60, fax 12 616-88-24</li> </ul> <p><b>5. Documents from the Applicant (client)</b></p> <ol style="list-style-type: none"> <li>1. An application (model form of the application is an attachment to this procedure),</li> <li>2. Identity document - for review <ul style="list-style-type: none"> <li>• ID card or a passport</li> </ul> </li> <li>3. Written power of attorney of the parties or in the form of an electronic document, if a proxy is present on behalf of the persons concerned (the power of attorney model is attached to this procedure).</li> <li>4. When requesting supplementing a marital status certificate based on archival materials, the application should be accompanied by a certified copy or an excerpt, or a certified reproduction of the materials.</li> <li>5. When applying for supplementing of a marital status certificate on the basis of a foreign marital status document, an appropriate document should be submitted if in the country of issue it is recognized as a marital status document or other foreign document confirming marital status issued in a country where civil status registration is not held, if it states the previous state and concerns the same person or their ascending - together with official translations into Polish.</li> </ol> <p><b>6. Fees</b></p> <ol style="list-style-type: none"> <li>1. Stamp duty for a complete copy of a marital status certificate issued as a result of supplementing made pursuant to an application - PLN 39.00.</li> </ol>	

2. Stamp duty on submitting 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. Payments for stamp duty may be made to the bank account of the City Office of Krakow 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 Krakow and at the Office's cash points. Proof of payment of the stamp duty to be paid must be attached to the application.

Account number for payments from abroad for stamp duty (cross-border settlements):  
BIC PKO Bank Polski: BPKOPLPW 49 1020 2892 2276 3005 0000 0000.

## **7. Form of consideration**

1. Attachment of an additional reference to the supplemented marital status certificate.
2. Administrative decision refusing to supplement a marital status certificate.
3. The head of the registry office, supplementing, releases a complete copy of the supplemented marital status certificate to the applicant.

## **8. Time of consideration**

Immediately, cases that require an investigation of up to a month, and cases particularly complex - up to two months.

## **9. Documents obtained in the proceedings**

Complete copy of the marital status certificate.

## **10. Appeal procedure**

If a decision on refusal to supplement a civil status certificate is issued, the party has the right to appeal to the Malopolska Region Governor through the mediation of the Head of the State Civil Registry Office within 14 days of receiving the decision.

## **11. Legal basis**

1. Art. 22 and 37 of the Act of 28 November 2014 Law on Civil Status Records.
2. Ordinance of the Minister of the Interior of February 9, 2015 on the manner of keeping a civil status register and collective civil status registration files.
3. Art. 33, art. 35, 57, 76 a, 127-129 of the Act of 14 June 1960 - Code of Administrative Procedure.
4. Art. 20a, par. 1 or 2 of the Act of February 17, 2005 on Computerization of the Activities of Entities Performing Public Tasks.
5. Act of 5 September 2016 on trust services and electronic identification.
6. Art. 2 point 5 of the Act of 18 July 2002 on the provision of electronic services.
7. Act of 16 November 2006 on Stamp Duty.
8. Regulation of the Minister of Finance of September 28, 2007 on the payment of stamp duty.
9. Art. 4 and 5 of the Act of October 7, 1999 on Polish language.

## **12. Additional information for the client**

- 1) The marital status certificate which does not contain all the required data, is supplemented by the Head of the State Civil Registry Office who prepared it, on the basis of other marital status files, collective marital status registration files kept for that certificate and other documents affecting marital status.
- 2) Supplementing a civil status certificate is carried out ex officio, at the request of

the person concerned or his/her legal representative, at the request of a person having a legal interest or a prosecutor in the form of a material and technical activity.

3) If the civil status certificate is supplemented ex officio or at the request of a person other than the one to whom the certificate relates or the person's statutory representative, the Head of the State Registry Office shall notify that person about the intention to supplement or submit an application for supplementing the civil status certificate.

4) If the marriage certificate is supplemented at the request of one of the spouses, the Head of the State Registry Office shall notify the other spouse of the application.

5) The Head of the State Registry Office, supplementing, releases a complete copy of the supplemented civil status certificate to the applicant.

6) It is possible for the party to act through an attorney. An attorney can 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 par. 1 or 2 of the Act on computerization of the activities of entities performing public tasks.

The proxy attaches the file with the original or officially certified copy of the power of attorney. An advocate, legal advisor, patent attorney, and tax advisor can 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 electronic documents, they are authenticated using the mechanisms specified in the Act on the computerization of entities performing public tasks.

- by sending documents directly to the Civil Registry Office.

7) Pursuant to art. 31 of the Act, the Act on Civil Registry Files, documents in a foreign language shall be submitted with an official translation 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 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. the documents translated from a language rarely found in the 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 can be translated by the Consul or an authorized employee of a diplomatic representative of a representation of a foreign country on the territory of the Republic of Poland.

8) In a case of issuing a copy of the certificate after applying the requested change in the certificate, it is necessary to submit a separate application and a power of attorney - see procedure SC-18.

Developed by: Marta Ślusarek Head of the Unit Deputy Head of the Civil State Registry Office: Date: 27/06/2018	Opinion presented by: Beata Kachlik Legal Advisor Date: 09/08/2018	Approved by: Edmund Olczak Unit Director Head of the Civil State Registry Office: Date: 10/08/2018
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