

CITY OFFICE OF KRAKOW	SC-19
	ISSUANCE OF CERTIFICATES THAT A MARRIAGE CAN BE CONCLUDED UNDER THE POLISH LAW
<p><b>1. Handle the matter electronically</b> Not applicable.</p> <p><b>2. Appendices</b> Appendix to the SC-19 procedure - An application for a certificate that a marriage can be concluded under the Polish law. Full content of the SC-19 procedure</p> <p><b>3. Sign language version</b> Not applicable</p> <p><b>4. Matter handled by</b> Civil State Registry Office</p> <ul style="list-style-type: none"> <li>• Current Registration Unit, Lubelska 29, 30-003 Krakow: post regarding current marriage registration, telephone number 12 616-55-51, fax 12 616-55-20</li> <li>• Civil Registry Record Archive unit for Districts XIV to XIII, 2 Zgody Housing Estate, 31-949 Krakow, marriage registration post, III floor, room 325, telephone number 12 616-88-22, 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. Application for a certificate.</li> <li>2. Identification document: <ul style="list-style-type: none"> <li>• ID card or a passport</li> </ul> </li> <li>3. Written assurance that the applicant does not know about the existence of circumstances excluding the possibility of getting married submitted to the head of the Civil Registry Office.</li> <li>4. A document confirming the marital status of the future spouse.</li> <li>5. If the applicant does not have civil status records drawn up in the Republic of Poland, he/she 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 non-existence of the marriage.</li> </ol> <p><b>6. Fees</b></p> <ol style="list-style-type: none"> <li>1. Stamp duty for issuing the certificate - PLN 38.00.</li> <li>2. 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.</li> </ol> <p><b>7. Form of consideration</b></p>	

1. Issuance of a certificate that a marriage can be concluded under the Polish law.
2. Refusal to issue a certificate - letter from the Head of the Registry Office.

#### **8. Time of consideration**

1. Issuance of a certificate that a marriage can be concluded under the Polish law - up to 7 days.
2. Refusal to issue a certificate - for 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 can apply to the district court competent for the registered office of the Civil Registry Office for a decision within 14 days from the date of delivery of the letter of refusal to issue the certificate. The final decision of the court is binding for the head of the Civil Registry Office.

#### **11. Legal basis**

1. Art. 22, 31-32, 83, 89 of the Act of 28 November 2014 Law on Civil Status Records.
2. Act of 16 November 2006 on Stamp Duty.
3. Regulation of the Minister of Finance of September 28, 2007 on the payment of stamp duty.
4. Art. 4 and 5 of the Act of October 7, 1999 on Polish Language.
5. Art. 35 of the Act of 14 June 1960 Code of Administrative Procedure.

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

1. If the marriage is to be concluded outside the Republic of Poland by a Polish citizen or a foreigner whose, pursuant to the provisions of the Act of 4 February 2011 - Private International Law, possibility of concluding marriage is assessed on the basis of Polish law, can have a certificate issued stating that they can conclude a marriage under the Polish law.
2. The certificate is valid for six months from the date of issue.
3. The certificate is issued by the Head of the State Registry Office chosen by the applicant.
4. 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.
5. 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) 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 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.

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