

CITY OFFICE OF KRAKOW	Service sheet / external procedure no. PI-1
	Issuing revitalization certificates for official confirmation of certain facts or legal status due to legal requirements or having a legal interest
<p>1. Handle the matter electronically  <a href="#">Go to the PI-1 service card on the Electronic Services Portal</a></p> <p>2. Appendices  Not applicable.</p> <p>3. Sign language version  Not applicable.</p> <p>4. Matter handled by  Entrepreneurship and Innovation Department of the Krakow City Office,  Bracka 10 , 31-005 Krakow  address for correspondence:  pl. Wszystkich Świętych 3-4, 31-004 Krakow</p> <p>5. Documents from the Applicant (client)</p> <p>1) An application for the issuance of a certificate containing the applicant's name and surname, signature and address, indication of facts or specification of the legal status, which requires confirmation by the authority in the form of a certificate,</p> <p>2) In the case of acting by a proxy or an attorney - a power of attorney to represent the applicant or a document confirming the granting of a power of attorney (<b>original or its officially certified copy</b> - A lawyer, legal advisor, patent attorney, and a tax advisor can themselves authenticate a copy of the power of attorney granted to them and copies of other documents showing their authorization),</p> <p>3) If the application is submitted by an entity that is not subject to entry in the National Court Register - documents confirming the manner of representation of the applicant (original or certified copy by a notary public or by the party's representative acting as an attorney, legal advisor, patent attorney or tax advisor).</p> <p>6. Fees</p> <p>Stamp duty:</p> <p>1) on the issue of the certificate - PLN 17,</p> <p>2) on submitting a document confirming the granting of a power of attorney or proxy - <b>PLN 17</b> (does not apply to powers of attorney granted to a spouse, ascendant, descendant or sibling or when the principal is an entity exempt from stamp duty).</p> <p>Payments for stamp duty can be made to the bank account of the Municipality of Krakow (49 1020 2892 2276 3005 0000 0000) or without additional charges at branches of the bank PKO Bank Polski</p>	

SA in Krakow and at the Office's cash points and payment machines.

When paying a fee for a certificate or a power of attorney in the form of an online bank transfer, the title of the operation should indicate the type of certificate and identify the property covered by the application for the certificate.

#### 7. Form of consideration

Issuance of a certificate by the Mayor of the City of Krakow or a decision to refuse to issue a certificate.

#### 8. Time of consideration

Immediately, no later than within 7 days from the date of receipt of the complete application for a certificate. In the event of failure to settle the matter on time or if the proceedings are conducted longer than necessary to settle the matter, the applicant (client) has the right to submit a reminder to the Local Government Appeals Court in Krakow, through the Mayor of Krakow - Department of Entrepreneurship and Innovation of the Krakow City Office

#### 9. Documents obtained in the proceedings

Certificate or order.

#### 10. Appeal procedure

Only the decision to refuse to issue a certificate may be appealed to the Local Government Appeal Court in Krakow, submitted through the Mayor of Krakow - Entrepreneurship and Innovation Department of the Krakow City Office, within 7 days from the date of receiving the decision.

#### 11. Legal basis

- 1) Art. 217-219 of the Act of 14 June 1960 Code of Administrative Procedure.
- 2) Art. 20b par. 2 of the Act of February 17, 2005 on the computerization of the activities of entities performing public tasks
- 3) Act of October 9, 2015 on revitalization

Developed by:  
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Opinion provided by: a legal  
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Date: 03/01/2019

Approved by: Department Director  
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Date: 8.01.2020