

CITY OFFICE OF KRAKOW	SC-1
	REGISTRATION OF BIRTHS
<p>1. Handle the matter electronically Not applicable</p> <p>2. Appendices Appendix to the SC-1 procedure - Model of the power of attorney. Full text of the SC-1 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 (hospitals: Uniwersytecki, Narutowicza, Czerwiakowskiego, Femina), fax 12 616-55-20 • Civil State Register Archive unit for Districts XIV to XIII, Housing Estate Zgody 2, 31-949 Krakow, birth registration station, III p., room 326, telephone number 12 616-88-56 (hospitals: Żeromskiego, Rydygiera, Ujastek), 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 passport 2. Declaration of parents about the names given (in the case of the registration of birth of a child by an authorized person). 3. Power of attorney - if the application is submitted by a proxy. <p>6. Fees</p> <ol style="list-style-type: none"> 1. Birth registration is not subject to stamp duty. 2. Stamp duty on a submitted document stating the granting of a power of attorney for a person handling the case (with the exception of a power of attorney granted to a spouse, ascendant, descendant or siblings) - 17.00 PLN. 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 ticket offices. The proof of payment of the stamp duty owed must be provided upon notification. Account for cross-border settlements: BIC PKO Bank Polski: BPKOPLPW 49 1020 2892 2276 3005 0000 0000 <p>7. Form of consideration 1. Developing a birth certificate.</p>	

8. Time for consideration

1. Immediately.
2. Up to a month, and in complex cases up to two months.

9. Documents obtained in the proceedings

1. Birth card / stillbirth card passed by a hospital or other health care unit.
2. Birth declaration protocol

10. Appeal procedure

Refusal to draw up the act takes place in the form of a decision from which the appeal may be appealed to the Malopolska Province Governor through the mediation of the Head of the Civil Registry Office within 14 days of its delivery.

11. Legal basis

1. Art. 13, 14, 17, 20, 22, 30, 32, 47, 52-60 of the Act of 28 November 2014 Law on Civil Status Records (unified text Journal of Laws of 2016, item 2064, as amended).
2. Art. 62, 88, 89, 891 and 901 of the Act of February 25, 1964 Family and Guardianship Code (unified text Journal of Laws of 2017 item 682).
3. Act of 16 November 2006 on Stamp Duty (unified text Journal of Laws of 2016 item 1827, as amended).
4. Regulation of the Minister of Finance of September 28, 2007 on the payment of stamp duty (Journal of Laws No. 187, item 1330).
5. Art. 33, 35, 127 § 1 and 2 and Art. 129 § 1 and 2 of the Act of June 14, 1960 Code of Administrative Procedure (unified text Journal of Laws of 2017 item 1257).
6. Art. 20a, par. 1 or 2 of the Act of February 17, 2005 on Computerization of the Activities of Entities Performing Public Tasks (unified text Journal of Laws of 2017 item 570, as amended).
7. Art. 2 point 5 of the Act of 18 July 2002 on the provision of electronic services (unified text Journal of Laws of 2017 item 1219).
8. Art. 17 par. 1 point 1, art. 19, 21, 29 of the Act of 24 September 2010 on population registration (unified text Journal of Laws of 2017, item 657, as amended).
9. Regulation of the Minister of the Interior of January 4, 2012 on assigning or changing the PESEL number (unified text Journal of Laws of 2015 item 1984).

12. Additional information for the client

1. The child's birth notification should be made at the registry office due to the place of birth of the child within 21 days from the date of drawing up the birth card.
2. If the child was born dead, the application should be made within 3 days from the date of making the birth card.
3. If the child was born dead, the death certificate shall not be drawn up and a birth certificate shall be drawn up with an annotation that the child was born dead.
4. If no birth notification has been made within 21 days from the date of birth card being produced or within 3 days of the date of birth card being issued, the head of the registry office draws up a birth certificate from the office on the basis of a birth card or a stillbirth card, with an annotation to draw up an act from office, and inform the child's parents about its preparation.
5. Birth notifications are made by the mother or the father of the child who has full legal capacity. The mother or father of a child who is 16 years of age or older, makes a birth notification if they have limited legal capacity. In other cases, birth declaration is made by a statutory representative

or the mother's guardian.

6. Birth declarations can be made by a proxy.
7. If the child was born during the marriage or before the lapse of three hundred days from its cessation or annulment, it is presumed that it originates from the mother's husband. This presumption does not apply if the child was born after the lapse of three hundred days from the decision of separation.
8. A copy of a shortened birth certificate is issued ex officio after registration with the person reporting the birth.
9. The head of the civil registry office who has prepared the birth certificate, applies for the PESEL number and notifies the person of this number.
10. The check-in of a child born in the Republic of Poland for permanent or temporary residence shall take place on the date of birth certificate.

Note!

Any difficulties that may occur during customer service are related to the operation of an IT application. The Ministry of the Interior has developed an emergency procedure. The necessity to apply the emergency procedure will result in the PESEL number and newborn check-in will not be possible during one visit to the Office.

Developed by: Małgorzata Zawadzka Deputy Head of the Civil State Registry Office Data:	Opinion presented by: Legal adviser Beata Kachlik Date: 13.07.2017	Approved by: Edmund Olczak Head of the Department Head of the Civil State
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