

<p style="text-align: center;">CITY OFFICE OF KRAKOW</p>	<p>SC-2</p>
	<p>CONCLUSION OF MARRIAGE IN THE CIVIL REGISTRY OFFICE AND THE REGISTRATION THEREOF</p>
<ol style="list-style-type: none"> 1. Handle the matter electronically Not applicable 2. Appendices Full text of the SC-2 procedure 3. Sign language version Not applicable 4. Matter to be handled by Civil State Registry Office: <ul style="list-style-type: none"> • Current Registration Unit, Lubelska 29, 30-003 Krakow: post regarding marriage registration, telephone number 12 616-55-51, fax 12 616-55- 20 • Civil State Register Archive unit for Districts XIV to XIII, Housing Estate Zgody 2, 31-949 Krakow, marriage registration station, III p., room 325, telephone number 12 616-88-22, fax 12 616-88-24 5. Documents required from the Applicant (client) <ol style="list-style-type: none"> I. Submission of the intention to enter into a marriage <ol style="list-style-type: none"> 1. Identity documents of people intending to enter into a marriage (nupturients): <ul style="list-style-type: none"> • ID card or passport 2. Written assurance of the nupturient that he/she "is not aware of the existence of any circumstances excluding the possibility of getting married" submitted to the head of the Civil Registry Office. 3. Permission to marry, if required by the provisions of the Family and Guardianship Code. 4. If the declaration of intention to marry is to be made by a proxy, the person intending to get married must also submit the court's permission to submit a declaration about becoming married by a proxy and a power of attorney. The power of attorney should be granted in writing with an officially certified signature and identifying the person with whom the marriage contract is to be concluded. 5. A Polish citizen who intends to get married but does not have civil status records drawn up in the Republic of Poland must file 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 the non-existence of the marriage. 6. The documents confirming the cessation, annulment or a declaration of the non-existence of the marriage include specifically: 	

- an abridged copy of the death certificate or a copy of the final court decision on the death or recognition of the previous spouse as being deceased;
- a copy of the final court ruling on divorce;
- a copy of the final court ruling on the annulment of the marriage;
- a copy of the final court ruling establishing the non-existence of the marriage.

7. A foreigner intending to become married must file:

- 1) an assurance;
- 2) a copy of the birth certificate, and if he/she was previously married, a copy of the marriage certificate with an annotation of its termination, annulment or a declaration of its non-existence, or a copy of the marriage certificate with a document confirming its cessation or annulment or a document confirming the non-existence of the marriage, if based on other submitted documents, the data necessary to make a marriage certificate cannot be determined;
- 3) a document stating that, in accordance with the relevant law, he/she can enter into a marriage or a final court decision on the release of a foreigner from the obligation to submit such a document.

II. CONCLUDING A MARRIAGE

1. Identity documents (an identity card or a passport) of the people getting married.

2. Identity documents (an identity card or a passport) of two witnesses.

6. Fees

1. Stamp duty for drawing up a marriage certificate - PLN 84.00.

Payment of 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 a 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. 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

7. Form of settlement

1. Possession of a marriage certificate.
2. Refusal to accept a declaration on becoming married - a letter from the Head of the Civil Registry Office.

8. Deadline for settlement

1. At the latest on the next business day after the marriage was concluded.
2. Refusal to accept a statement 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, within 14 days from the date of delivery of his/her letter of refusal to accept the declaration on entering into a marriage, can

apply to the appropriate district court for the seat of the Civil Registry Office for a decision. The final decision of the court is binding on the head of the Civil Registry Office.

11. Legal basis

1. Art. 13, 15, 22, 30, -32, 47, 76, -80, 84-89 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. 1 § 1, art. 3-7, art. 9 § 1, art. 10-15; Art. 25; Art. 88 § 1 and 2, art. 891 of the Act of February 25, 1964. The Family and Guardianship Code (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. Act of 25 June 2015 Consular Law (Journal of Laws of 2015, item 1274, as amended).
6. Art. 4 and 5 of the Act of 07 October 1999 on the Polish language (unified text Journal of Laws of 2011 item 224, as amended).
7. Art. 35 of the Act of 14 June 1960 Code of Administrative Procedure (unified text: Journal of Laws of 2017 item 1257)

12. Additional information for the client

1. A marriage may be concluded one month after the date on which both partners have given warranties about the non-existence of circumstances that would exclude the marriage.
2. An assurance that there are no circumstances which would exclude the marriage can be submitted to the selected USC manager in Poland and abroad to the Polish consul. The consul can also accept an assurance in the event that the marriage is to be concluded by a Polish citizen and a foreigner, if the foreigner also submits to the consul a document stating that in accordance with the relevant law he/she is able to enter into the marriage. The assurance shall remain valid for 6 months from the date of its submission by both persons intending to conclude the marriage.
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 the Polish language, this person is responsible for ensuring the participation of an expert or a translator of the language used by that person.
4. 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 a translator

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 in the territory of the Republic of Poland, a foreign document confirming marital status in a foreign language can be translated by a 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 translation.

5. An abridged copy of a birth certificate is issued ex officio after registration with the person reporting the birth.

Developed by: Małgorzata Zawadzka Deputy Head of the Civil State Registry Office Date:	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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