

CITY OFFICE OF KRAKOW	SC-8
	RECONSTRUCTION OF THE CONTENT OF CIVIL STATUS CERTIFICATES
<p>1. Handle the matter electronically Not applicable</p> <p>2. Appendices Appendix 1 to the SC-8 procedure - application for reconstructing a birth certificate Appendix 2 to the SC-8 procedure - application for reconstructing a marriage certificate Appendix 1 to the SC-8 procedure - declaration on choosing surnames Appendix 3 to the SC-8 procedure - application for reconstructing a death certificate Appendix 4 to the SC-8 procedure - power of attorney form</p> <p>Full content of the procedure</p> <p>3. Sign language version Not applicable</p> <p>4. Matter handled by Civil Registry Office: Lubelska 27, 30-003 Krakow, Interpretation Unit for Foreign Transcripts of Certificates of the Civil Registry Office, III floor, rooms 304, 305, 307, 308. Telephone help desk: 12 616-55-54. fax: 12 616-55-72</p> <p>5. Documents from the Applicant (client)</p> <p>I. Reconstruction of the content of polish civil status certificates</p> <ol style="list-style-type: none"> 1. The application together with the party's statement that she/he has not yet applied for reconstructing the given certificate to civil registry offices in Poland. 2. Identification document. <ul style="list-style-type: none"> • ID card or a passport 3. Evidence (primarily documents) confirming the fact of developing and the content of the certificate to be reproduced. 4. Power of attorney - if the application is submitted by a proxy. (Appendix 4 to the SC-8 procedure). <p>II. Reconstruction of the content of foreign civil status certificates</p> <ol style="list-style-type: none"> 1. The application together with the party's statement that she/he has not yet applied for reconstructing the given certificate to civil registry offices in Poland. 2. Identification document. <ul style="list-style-type: none"> • ID card or a passport 	

3. Evidence (primarily documents) confirming the fact of developing and the content of the certificate to be reproduced. Registers of marital status, their copies and other documents issued in a foreign language, submitted to the Head of the State Registry Office in connection with performing activities in the field of registering marital status should be submitted together with their official translation into Polish, made by a sworn translator entered on the list kept by The Minister of Justice, a sworn translator authorized to make translations in the Member States of the European Union or the European Economic Area (EEA) or a consul. Documents translated by the consul are also considered to be documents in a foreign language translated into Polish by an interpreter in the host country and certified by the consul and documents translated from a language rarely found in the language known to the consul, and then translated by the consul into Polish. Copies of civil status dated September 8, 1976 are not subject to translations.
3. Power of attorney - if the application is submitted by a proxy.
4. A personal ID card and military book of the deceased (if existed) in the case of a reconstruction of a foreign death certificate.
5. Declaration on the choice of the surname (Appendix 2a to SC-8 procedure) in a situation where the marriage certificate reproduced does not contain the names of the spouses married after the marriage and the surnames of the children.

6. Fees

1. Stamp duty for issuing a complete copy of a restored marital status certificate - PLN 39.00.
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 can be made to the bank account of the Municipality of Krakow 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 Pekao Bank Polski SA in Krakow and at the Office's cash points. The proof of payment of the stamp duty owed must be attached to the application.
 - account number for cross-border settlements: BIC PKO Bank Polski: BPKOPLPW 49 1020 2892 2276 3005 0000 0000

7. Form of consideration

Introduction of the reconstructed foreign civil status document into the civil registry and issuing a complete copy of it.

Decision refusing to restore a foreign marital status document.

8. Time of consideration

Immediately, up to a month in cases requiring explanatory proceedings, and in matters of complexity up to two months.

9. Documents obtained in the proceedings

Not applicable

10. Appeal procedure

The party can appeal against the issued decision to the Malopolska Voivode via

the Head of the Civil Registry Office within 14 days of its delivery (Art. 127 § 1 and 2 and Art. 129 § 1 and 2 of the Code of Administrative Procedure).

11. Legal basis

1. Art. 2, art. 22, art. 26, art. 31, art. 104, art. 105, art. 106, art. 107 of the Act of November 28, 2014. Law on Civil Status Records.
2. Art. 33, art. 35, art.36, art. 76a, art. 79a and art. 104 of the Act of 14 June 1960. Code of Administrative Procedure.
3. 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.
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 7 October 1999 on polish language.
10. Art. 38 of the Act of 24 September 2010 on population records.
11. Regulation of the Minister of the Interior of January 29, 2015 regarding the model of ID card and the manner and procedure for issuing identity cards, their loss, damage, cancellation and return
12. § 10 of the Regulation of the Minister of National Defense of June 10, 1992 on the delivery of military personal documents and the procedure for dealing with the documents.

12. Additional information for the client

1. An application for the reproduction of the content of Polish and foreign marital status documents can be submitted to the selected Head of the State Registry Office of the person to whom the document confirming the event relates, or another person due to their legal interest, or a person who shows an actual interest in reproducing the document confirming death.
2. The application for the reconstruction of the content of a foreign marital status certificate is considered by the selected Head of the State Civil Registry Office to which the application has been submitted. The application regarding the reconstruction of the Polish civil status certificate is considered by the Head of the State Civil Registry Office who prepared the civil status certificate or is competent to keep the book in which the certificate was made.
3. In the situation of reproducing the content of a foreign marital status document confirming the conclusion of a marriage, and there being no declaration of the spouses regarding the surname of the wife after marriage, such spouses can submit such declarations in the application or at any time for the record before the Head of the State Civil Registry Office who made the reconstruction. In the same way, spouses can make a statement regarding the names of children born of this marriage.
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 the Polish language, this person is responsible for ensuring the participation of an

expert or a sworn translator of the language used by that person.

5. 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.

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Date: 25/02/2019

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