

Reference number	SC-03.5352.	Date of delivery:
		Accepted by:

**HEAD  
OF THE CIVIL REGISTRY  
OFFICE IN KRAKOW**

.....  
(First name and last name)

.....  
(Address of residence)

.....

**APPLICATION FOR THE RECONSTRUCTION OF A FOREIGN CIVIL STATUS DOCUMENT  
CONTENT CONFIRMING BIRTH**

I'm applying for a **reconstruction** of the content of the civil status register with respect to:

*my birth certificate of the birth certificate of my father, mother, spouse, child, grandchild, granddaughter, brother, sister, other\*:*

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**Data on the born:**

No.	First name (s)	Surname	Date of birth PESEL number	Place and country of birth
1.	..... .....	..... .....	..... .....	..... .....
2.	..... .....	..... .....	..... .....	..... .....
3.	..... .....	..... .....	..... .....	..... .....

**Data on parents of the born:**

**FATHER**

**MOTHER**

First name (s) .....

Surname .....

Family surname .....

Date of birth .....

**Place of birth** .....

1. I am asking for the adjustment of the spelling of the data contained in a foreign document to the rules of Polish spelling (except for the first name / first names of the person born), the so-called diacritic marks:  
**YES / NO \***
2. I declare that the birth certificate has not been prepared in any of the Civil State Registry Offices in Poland so far.
3. The Civil Registry Office does not issue PESEL numbers to people born abroad.
4. Only documented data is entered in the Polish birth certificate.

**5. Additional clarifications:**

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**6. Collection by\*:**

a) Applicant / A proxy for service **in person** .....

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b) Applicant / A proxy for service **by mail to the following address:** .....

.....

**As attachments, I submit:**

- 1 a) The original of the foreign civil status document confirming birth  
b) official translation into Polish
- 2 Proof of stamp duty payment for the amount of .....
- 3 Other:  
.....

\*circle as appropriate

Dear Client, in accordance with art. 13 par. 1 and par. 2 of the general data protection regulation of April 27, 2016, be informed that the administrator, that is, the entity deciding how your personal data is used, is the Mayor of the City of Krakow with the seat at Pl. Wszystkich Świętych Square, 31-004 Krakow.

Your personal data will be processed by us in order to: Make civil status records, transcripts, certificates, keep civil status records and issue administrative decisions, as well as prepare an allographic will. Fulfil the obligation

resulting from the regulation of the Council of Ministers regarding public statistics and the act on population records. Please be advised that:

1. You have the right to request the administrator to access your personal data, rectify it, limit the processing of it, and the right to transfer the data.
2. Your personal data will be processed until the matter for which your data has been collected has been collected and then stored with us for a period consistent with the regulation of the Prime Minister of 18 January 2011 regarding the office instructions, uniform factual lists of files and instructions on the organization and scope of operation of company archives and the Act of 28 November 2014. The Law on Civil Status Records.
3. You have the right to file a complaint regarding the processing of your data by us to the supervisory body, which is the President of the Office for Personal Data Protection.
4. Providing personal data is a statutory requirement and is mandatory.
5. The consequence of not providing data is the inability to implement submitted applications.
6. The legal basis for the processing of your data is the provisions of the Act on civil status records and other legal acts, under which cases in the field of registration of civil status, changes of names and surnames and the preparation of a allographical testaments are executed.

What is more, be informed you that you have the right to object at any time - for reasons related to your particular situation - to the processing of your personal data.

Contact details of the Data Protection Supervisor: address- e-mail: iod@um.krakow.pl. Postal address: Wielopole 17a, 31-072 Krakow

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(Signature)

