

CITY OFFICE OF KRAKOW	SC-7
	REGISTRATION OF BIRTHS, MARRIAGES, DEATHS AND DEATHS ABROAD AND NOT REGISTERED THERE
<p>1. Handle the matter electronically Not applicable</p> <p>2. Appendices Appendix 1 to the SC-7 procedure - application for registering birth Appendix 2 to the SC-7 procedure - application for registering marriage Appendix 3 to the SC-7 procedure - application for registering death Appendix 4 to the SC-7 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> <ol style="list-style-type: none"> 1. Identification document. <ul style="list-style-type: none"> • ID card or a passport 2. The application together with the party's statement that she/he has not yet applied for registering an event at civil registry offices in Poland. 3. Evidence: documents (regarding birth, marriage and death, respectively) issued by a competent foreign entity confirming the event and data that should be entered in the Polish certificate. 4. 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 registration documents issued on a multilingual printout drawn up in accordance with the Vienna Convention of 8 September 1976 shall not be subject to translations. 	

5. Power of attorney - if the application is submitted by a proxy.
6. A personal ID card and military book of the deceased (if existed) in the case of registering a foreign death certificate.

6. Fees

1. Stamp duty for issuing a complete copy of a marital status certificate after it is registered - 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

Registering the civil status certificate into the civil registry and issuing a complete copy of it.

Decision refusing registering the civil status certificate in the civil registry.

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 October 7, 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 registering an event at a selected Head of the Civil Status Registry Office can be

submitted by the person to whom the event relates, or his/her legal representative, another

person who demonstrates legal interest in registering the event or actual interest in registering death.

2. 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.

3. 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.

Developed by:
Beata Dubis
Deputy Head of the Civil
State Registry Office:
Date: 25/02/2019

Opinion presented by:
Legal Advisor
Beata Kachlik
Date: 27/02/2019

Approved by:
Edmund Olczak
Unit Director
Head of the Civil State
Registry Office:
Date: 28/02/2019