

CITY OFFICE OF KRAKOW	SC-13
	DECLARATION ON CHANGING THE SURNAME OF THE FIRST COMMON CHILD ORIGINATING IN MARRIAGE
<p>1. Handle the matter electronically Not applicable.</p> <p>2. Appendices Appendix to SC-13 procedure - application for acceptance of a declaration of changing the surname of the first common child of marriage Full content of the SC-13 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 Registry Record Archive unit for Districts XIV to XIII, Housing Estate Zgody 2, 31-949 Krakow, post regarding birth registration 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. Application 2. Identity documents of the child's parents: <ul style="list-style-type: none"> • ID card or a passport <p>6. Fees</p> <ol style="list-style-type: none"> 1. Stamp duty for accepting a declaration of changing the surname of the first common child of the spouses - PLN 11.00. 2. 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 cash points. The 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. <p>7. Form of consideration</p> <ol style="list-style-type: none"> 1. Acceptance of the declaration on changing the surname of the first common child of the spouses (in the form of a protocol). 2. Refusal to accept a declaration on changing the name of the first common child of the spouses 	

8. Time of consideration

1. Acceptance of a declaration on changing the surname of the first common child of the spouses - immediately.
2. Refusal to accept a declaration on changing the name of the first common child of the spouses - up to a month, and in complicated cases - up to two months.

9. Documents obtained in the proceedings

Not applicable.

10. Appeal procedure

Refusal takes place in the form of a decision against which an appeal can be submitted to the Malopolska Region Governor through the mediation of the Head of the Civil Registry Office within 14 days of its delivery.

11. Legal basis

1. Art. 88 § 3 and 4 i art. 901 of the Act of February 25, 1964 Family and Guardianship Code.
2. Art. 22, art. 32 par. 2 and art. 68 of the Act of 28 November 2014 Law on Civil Status Records.
3. Act of 16 November 2006 on Stamp Duty.
4. Regulation of the Minister of Finance of September 28, 2007 on the payment of stamp duty
5. Art. 4 and 5 of the Act of October 7, 1999 on Polish Language.
6. Art. 35, 127 § 1 and 2 and Art. 129 § 1 and 2 of the Act of June 14, 1960 Code of Administrative Procedure.

12. Additional information for the client

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 Polish, this person is responsible for ensuring participation of an expert or a translator of the language used by that person.

Developed by: Małgorzata Zawadzka Deputy Head of the Civil State Registry Office: Date: 19.07.2018	Opinion presented by: Legal Advisor Beata Kachlik Date: 31/07/2018	Approved by: Edmund Olczak Unit Director Head of the Civil State Registry Office: Date: 02/08/2018
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