

Case number: SC-.....

(to be filled by  
the Office)

Krakow, on .....

.....  
name and surname of the applicant /  
representative

.....  
name and surname of the applicant /  
representative

.....  
address for correspondence

.....  
address for correspondence

.....  
PESEL number

.....  
PESEL number

**Head of the Civil Registry Office in  
Krakow**

**Application for supplementing the certificate of:**

**birth / marriage / death\***

Certificate No.

.....  
concerning the name (s) ..... ..

.....  
drawn up at the Civil Status Registry Office in Krakow.

Please fill in the missing data by entering: .....

.....  
.....  
.....  
.....  
.....

At the same time, I'm declaring that the party / parties to the proceedings is / are:

.....  
name and surname, relationship, address  
.....  
.....

**Appendices:**

**\* /underline as  
appropriate/**

.....  
.....  
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- 1. Proof of the payment of stamp duty (receipt, transfer) PLN 39.00 .....
- 2. Power of attorney .....
- 3. Other .....

## **INFORMATION OF THE ADMINISTRATOR ON THE PROCESSING OF PERSONAL DATA**

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 3-4 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

Inspector: e-mail address: [iod@um.krakow.pl](mailto:iod@um.krakow.pl).

Postal address: Wielopole 17a, 31-072 Krakow