

CITY OFFICE OF KRAKOW	SC-29
	BIRTH NOTIFICATION IN THE FORM OF AN ELECTRONIC DOCUMENT
<p>1. Handle the matter electronically Via an electronic inbox on the ePUAP platform</p> <p>2. Appendices A model of birth notification in the form of an electronic document is available on the <i>obywatel.gov.pl</i> website Full content of the SC-29 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) The child's mother or father (whose paternity is legally established at the time of the notification) having full legal capacity can notify on the child's birth in the form of an electronic document, in accordance with the model specified by the minister responsible for computerization.</p> <p>6. Fees 1. Birth registration is not subject to stamp duty.</p> <p>7. Form of consideration 1. Developing a birth certificate. 2. Refusal to develop a birth certificate.</p> <p>8. Time of consideration 1. Developing a birth certificate - on the next business day after the date of birth notification. 2. Refusal to develop a birth certificate for up to a month, and for complicated cases - up to two months.</p> <p>9. Documents obtained in the proceedings 1. Birth report / stillbirth report transferred by a hospital or other health care unit. 2. Birth notification in the form of an electronic document.</p>	

10. Appeal procedure

Refusal to draw up the certificate 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. 13, 20, 22, 30, 47, 52-60 of the Act of 28 November 2014 Law on Civil Status Records.
2. Art. 62, 88, 89, 89¹ and 90¹ of the Act of February 25, 1964 Family and Guardianship Code.
3. Art. 33, 35, 127 § 1 and 2 and Art. 129 § 1 and 2 of the Act of June 14, 1960 Code of Administrative Procedure.
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. Art. 2 point 5 of the Act of 18 July 2002 on the provision of electronic services.
6. Art. 17 par. 1 points: 1, 21, 29, 32 of the Act of 24 September 2010 on population registration.
7. Regulation of the Minister of the Interior of January 4, 2012 on assigning or changing the PESEL number.

Additional information for the client

1. Information report for the birth notification service was posted on the *obywatel.gov.pl* website on 1 June 2018 and contains guidelines for parents regarding the rules of the notification.
2. The child's birth notification in the form of an electronic document should be made to the civil registry office due to the place of birth of the child within 21 days from the date of drawing up the birth report.
3. If the child was born dead, the application should be made within 3 days from the date of making the birth card.
4. If the child was born dead, the death certificate shall not be drawn up and a birth certificate shall be drawn up with an annotation that the child was born dead.
5. If a child is registered electronically prior to the birth report / stillbirth report, the head of the registry office can not accept the child's birth declaration and inform the child's parents about it.
6. If no birth notification has been made within 21 days from the date of the birth report being developed or within 3 days of the date of stillbirth report being issued, the head of the registry office draws up a birth certificate ex officio on the basis of the birth report or the stillbirth sheet, with an annotation to draw up a certificate ex officio, and inform the child's parents about the development of it.
7. Birth reports in the form of electronic documents are made only by the child's mother or father (whose paternity is legally established at the time of filing) who has full legal capacity. Birth declarations in the form of an electronic document can not be made by a proxy.
8. If the child was born during the marriage or before the lapse of three hundred days from its cessation or annulment, it is presumed that it originates from the mother's husband. This presumption does not apply if the child was born after the lapse of three hundred days from the decision of separation.
9. A copy of a shortened birth certificate is issued ex officio after registration in paper

form sent by post to a mailing address or in the form of an electronic document by the ePUAP mailbox, depending on the choice of the person making the electronic birth declaration.

10. The head of the civil registry office who has prepared the birth certificate, applies for the PESEL number and notifies the person of this number. Notification of the PESEL number assignment in paper form will be sent by post to the mailing address or in the form of a scan by the ePUAP mailbox, depending on the choice of the person making the electronic birth declaration.
11. The registration of a child born in the Republic of Poland for permanent or temporary residence shall take place on the date of the birth certificate. The registration statement in paper form will be sent by post to the mailing address or in the form of a scan by the ePUAP mailbox, depending on the choice of the person making the electronic birth declaration.

A document issued in the form of an electronic document with a qualified electronic signature - obtained **through** an electronic inbox on the ePUAP platform - can be used only in electronic form, because it is an official document only in this form.

Developed by:
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Date: 19/07/2018

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Date: 31/07/2018

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Date: 02/08/2018