

# Death Registration

## Service information sheet

### DEATH REGISTRATION

#### Rzeszów City Office

#### 1. Documents required to handle the matter

- death certificate issued by a medical professional or healthcare facility,
- a permit to bury the body, issued by the public prosecutor, where there is a reasonable suspicion that the cause of death was related to a crime,
- identity card of the deceased person,
- passport of the deceased person,
- military service book of the deceased person,
- valid document confirming the identity of the person registering the death, for presentation.

#### 2. Sending the request via e-mail

The application cannot be submitted via e-mail.

#### 3. Fees

No stamp duty is payable for:

- issuing of the Death Record,
- the first abridged extract of the Death Record, issued to the person reporting the death.

Stamp duty is payable for:

- another abridged copy of the Death Record – 22 PLN,
- complete copy of the Death Record – 33 PLN,
- power of attorney to register the death, if such power was granted – 17.00 PLN.

No stamp duty is payable for power of attorney granted to ascendants (parents, grandparents), descendants (children, grandchildren), siblings and spouses.

Stamp duty fee may be paid:

- by transfer to the account of Rzeszów City Office, ul. Rynek 1, account number: 90 1240 6960 3851 0062 0000 0423
- on the spot

#### 4. Where to submit the documents

The Registry Office (Urząd Stanu Cywilnego) in Rzeszów  
pl. Ofiar Getta 7  
35-002 Rzeszów  
2nd floor, room 39

tel. 17 788 99 00

#### 5. Method of and timeline for handling the matter

##### Method of handing the matter:

Death is registered at the registry office with jurisdiction over the place of death or the place where the body was found.

A death is reported by submitting a death certificate to the head of the registry office within 3 days after it has been issued.

If the death was due to an infectious disease, it should be registered within 24 hours from the time of death.

Death is to be reported by the entity authorised to bury the body, pursuant to Art. 10 clause 1 of the Act of 31 January 1959 on cemeteries and burial of the deceased, i.e. the closest surviving relative of the deceased person:

- spouse,
  - descendants (e.g. child),
  - ascendants (e.g. parents, grandparents),
  - collaterals within the fourth degree of consanguinity (e.g. brother),
  - relatives within the first degree of linear affinity (e.g. father-in-law, mother-in-law).
- A body may also be buried by a person who voluntarily makes a commitment to do so.

The Death Record is issued based on the death certificate and death report document.

After the registration procedure has been completed, an abridged copy of the Death Record is issued to the person reporting the death.

If the death is not registered on the day it is reported due to the unavailability of the register of vital records, two abridged copies of the Death Record are issued ex officio to the person reporting the death as soon as the procedure has been completed.

##### Timeline for handling the matter:

The Death Record is issued on the day of the death registration.

#### 6. Appeals procedure

An appeal against a refusal to issue a Death Report shall be handled by the Voivode of the Podkarpackie, address: Podkarpacki Urząd Wojewódzki (Podkarpackie Voivodeship Office), Rzeszów, ul. Grunwaldzka 15, 35-959 Rzeszów. An appeal addressed to the Voivode is lodged via the Head of the Registry Office in Rzeszów.

An appeal may be filed within 14 days from the date of the decision delivery.

#### 7. Legal basis

- [Vital Records Law Act of 28 November 2014](#);
- [Act of 16 November 2006 on stamp duty](#);
- [Act of 31 January 1959 on cemeteries and burial of the deceased](#);
- [Act of 27 January 2022 on passport documents](#);
- [Act of 6 August 2010 on identity documents](#);
- [Act of 14 June 1960 Code of Administrative proceeding](#);
- [Regulation of the Minister of the Interior of 5 February 2015 on the transfer of vital records to the register of vital records](#);
- [Regulation of the Minister of Finance of 28 September 2007 on payment of stamp duty fees](#);
- [Regulation of the Minister of the Interior of 9 February 2015 on the manner of keeping the vital records and aggregate vital records](#);
- [Regulation of the Minister of Health of 7 December 2023 on the formats of death report sheets](#);
- [Regulation of the Minister of the Interior of 27 December 2023 on the format of identity card and the manner of proceeding in matters related to issuing, loss of, damage to, cancellation and return of identity cards](#);
- [Regulation of the Minister of the Interior of 18 April 2020 on formats of documents issued in connection with vital data registration](#);
- [Act of 24 September 2010 on population registers](#);
- [Regulation of the Minister of National Defence of 20 May 2022 of military booklet](#);
- [Convention on the international exchange of information concerning civil status, concluded at Istanbul on 4 September 1958](#).

## 8. Comments

If the person required to register the civil status is unable to perform the duty personally in the register office, due to illness, disability or any other reason impossible to overcome, the related operations may be carried out at the place where such person is staying, if the circumstances permit that.

If a death is reported in a manner described above, the Death Record is issued on the next business day following the day when the death was reported.

### Information on personal data processing

Client personal data processing in the Registry Office

Pursuant to Art. 13 and 14 of the general data protection regulation of 27 April 2016 (Official Journal EU L 119 dated 04.05.2016), please be advised that:

1. The administrator of your personal data is the Urban Municipality of Rzeszów, Rynek 1, 35-064 Rzeszów.
2. The Administrator – Urban Municipality of Rzeszów has appointed a Data Protection Inspector who can be contacted in the following ways:
  - in person: in the building at ul. Rynek 7, 35 – 064 Rzeszów,
  - in writing, addressed to the Inspector's office,
  - by e-mail addressed to: [iod@erzeszow.pl](mailto:iod@erzeszow.pl).
3. Your personal data will be processed for purposes related to civil status registration tasks - according to the provisions set out in the Vital Records Law Act of 28 November 2014 (Journal of Laws 2020, item 463).
4. Your personal data will only be received by entities authorised to obtain personal data, in accordance with legal provisions.
5. Your personal data will be retained for the period prescribed by law, in accordance with the official instructions.
6. You are entitled to request access, rectification or restriction of the processing of your personal data.
7. You have the right to lodge a complaint with the President of the Office for Personal Data Protection.
8. Provision of data to the extent required by legislation is mandatory.

### Specifics of the service information sheet

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