

# Registration Of Child Birth

## Service information sheet

### REGISTRATION OF CHILD BIRTH

#### Rzeszów City Office

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

- Valid identity documents – for presentation,
- Written birth record – issued by the entity performing the medical service,
- Power of attorney – if the application is filed by proxy.

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

Via the electronic inbox on the ePUAP platform (see - Annexes – Registration of child birth using electronic document at ePUAP). The Registry Office in Rzeszów herein informs that copies of birth, marriage and death certificates issued in the form of an electronic document may be used only in the IT systems of the institutions to which they are forwarded. The printout of such a copy is not an official document.

#### 3. Fees

No stamp duty is payable for:

- issuing of the child's birth certificates,
- the first abridged copy of the birth certificate.

Stamp duty is payable for:

- another copy of the child's birth certificate – abridged 22 PLN, complete 33 PLN,
- power of attorney to register the birth, if any, 17.00 PLN. No stamp duty is payable for power of attorney granted to ascendants (parents, grandparents), descendants (children) and siblings.

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

Stamp duty does not apply to copies of civil status records required in connection to such matters as: alimony, custody, guardianship, adoption, social insurance (ZUS, KRUS), health insurance, social welfare, employment, welfare benefits, education, schooling, family benefits (e.g. family assistance, childbirth grant), issue of an identity card and passport.

#### 4. Where to submit the documents

The Registry Office (Urząd Stanu Cywilnego) in Rzeszów  
Pl. Ofiar Getta 7  
35-002 Rzeszów  
2nd floor, room 42  
tel. 17 788 99 00

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

Method of handing the matter: Birth is registered at the registry office competent for the child's place of birth. A child born in wedlock may be registered by the child's mother and/or father having full capacity to perform acts in law. The child's mother or father, over 16 years of age, register the birth of the child if they have at least a limited legal capacity. Where the person obliged to register the birth of a child is unable to fulfil this obligation, a proxy may do so on his/her behalf. The power of attorney, given in writing, should specify the name or names given to the child by the parents. The birth of a child must be registered within 21 days from the date of birth.

The child's mother who has attained the age of 16 years at the time of the child's birth may not appoint a proxy to register the birth.

If child birth has not been registered within 21 days, the head of the registry office issues the birth certificate *ex officio* and selects the child's name *ex officio*. The head of the registry office notifies the child's parents about the issuing of the birth certificate.

The person registering the birth provides a statement that he/she has chosen no more than two forenames for the child. The selected forename(s) may not be included in the birth certificate in a diminutive form and may not be of a denigrating or defamatory nature. Irrespective of their citizenship or nationality, the child's parents may select a foreign forename for their child. They may also select a forename which does not imply the child's gender, but is commonly associated with a specific sex. The head of the register office may refuse to accept the parents' statement about the choice of the child's forename(s) if the selected forename(s) is in diminutive form or if it is of a denigrating or defamatory nature, or if it does not imply the child's sex, as suggested by its common usage, and in such a case the head of the register office shall, *ex officio*, select a forename for the child, by way of an administrative decision, to be enforced immediately, with an notice in the birth certificate informing that the name was selected *ex officio*.

The parents may submit a statement to the head of the registry office, or to a consul, requesting a change of their child's forename(s) specified on the birth certificate within six months from the date thereof (more details in the information sheet 'Change of child's name within six months').

Once the birth certificate has been issued, the Registry Office in Rzeszów will have the new-born child's place of residence registered, as well. Furthermore, the State Registry System will generate a PESEL (Polish Resident Identification) number for the child.

Timeline for handling the matter: Immediately.

An abridged copy of the birth certificate will be issued *ex officio* to the person who applied for the registration of the birth.

#### IMPORTANT:

Foreigners wishing to register the birth of their child in the Registry Office are asked to submit their marriage certificate for presentation, along with its translation into Polish made by a Polish sworn translator.

Pursuant to Article 31 clause 1 of the Vital Records Law Act of 28 November 2014 (Journal of Laws 2022, item 1681 as amended), documents in a foreign language shall be submitted with an official translation into Polish made by a sworn translator.

#### 6. Appeals procedure

Appeals against a refusal to issue a birth certificate are resolved by the Voivode of Podkarpackie  
address: Podkarpacki Urząd Wojewódzki (Podkarpackie Voivodeship Office), 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

- [Art. 13, 14, 17, 20, 21, 22, 30, 47, 52-57, 59 of the Vital Records Law Act of 28 November 2014](#)
- [Regulation of the Minister of the Interior of 9 February 2015 on the manner of keeping the vital records and aggregate vital records](#)
- [Regulations of the Minister of Health of 6 December 2023 on the formats of birth report sheet and stillbirth report sheet](#)
- [Act of 16 November 2006 on stamp duty](#)
- [Art. 4, 5 of Act of 6 August 2010 on identity documents](#)
- [Art. 3 of Act of 27 January 2022 on passport documents](#)

## 8. Comments

### 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@rzeszow.pl](mailto:iod@rzeszow.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

Drawn up by	Ewa Kalandyk
Checked by	Jerzy Wiktor
Approved by	Jerzy Wiktor
Person responsible for updating the sheet	Alina Bandelak