

# Vehicle de-registration

## Service information sheet

### Vehicle de-registration

Rzeszów City Office  
Road Transport Department

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

**Application form to de-register a vehicle** is available in Road and Transport Department, Resident Service Centres and on the website of Rzeszów City Office

**Attachments:** In the case of:

**a) vehicle dismantling:**

- vehicle scrapping certificate or certificate of receipt of an incomplete vehicle, including a translation if the document was issued in another country
- vehicle registration certificate,
- registration plates,
- owner's authorisation to have the vehicle deregistered,
- set of documents transferring ownership of the vehicle (if the vehicle has not been re-registered),
- identity document (of the person submitting the documents),

**b) vehicle theft:**

- statement made under the pain of criminal liability for making false statements (art. 233 Criminal Code),
- vehicle registration certificate,
- owner's authorisation to have the vehicle deregistered,
- set of documents transferring ownership of the vehicle (if the vehicle has not been re-registered),
- identity document (of the person submitting the documents),

**c) vehicle export:**

- document confirming the vehicle was disposed of abroad,
- statement of the vehicle disposal abroad,
- vehicle registration certificate,
- registration plates,
- owner's authorisation to have the vehicle deregistered,
- set of documents transferring ownership of the vehicle (if the vehicle has not been re-registered),
- identity document (of the person submitting the documents),

**d) vehicle registered abroad:**

- document confirming the vehicle has been registered abroad,
- statement of the vehicle disposal abroad,
- documents of the vehicle if they have not been submitted to the relevant authority abroad,
- owner's authorisation to have the vehicle deregistered,
- identity document (of the person submitting the documents),

**e) destruction (scrapping) of the vehicle abroad:**

- document confirming destruction (scrapping) of the vehicle abroad, with translation,
- vehicle registration certificate,
- registration plates,
- owner's authorisation to have the vehicle deregistered,
- identity document (of the person submitting the documents),

**f) permanent and total loss of the vehicle with no change in ownership:**

- document confirming permanent and total loss of the vehicle,
- vehicle registration certificate,
- registration plates,
- document confirming the payment of the fee to the Municipality,
- owner's authorisation to have the vehicle deregistered,
- identity document (of the person submitting the documents).

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

[ePUAP esp.PWPW](mailto:PUAP.esp.PWPW)

#### 3. Fees

Stamp duty for vehicle de-registration - 10.00 PLN.

Stamp duty for power of attorney - 17.00 PLN.

Payment should be made, after the application has been submitted and the documents have been verified by Staff of Road Transport Department, at the cash desk of Rzeszów City Office at Plac Ofiar Getta 7, during business hours.

Account no.:

Stamp duty: 90 1240 6960 3851 0062 0000 0423

#### 4. Where to submit the documents

The request is processed at the client's (vehicle owner) request once he/she submits the application and the required attachments in Road Transport Department of Rzeszów City Office at, Plac Ofiar Getta 7, room 15, during business hours from 7:30 to 15:30, and on Wednesdays from 7:30 to 17:00.

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

Immediately

#### 6. Appeals procedure

An appeal against the decision may be lodged with the Local Government Appeal Council in Rzeszów via the City Mayor of Rzeszów within 14 days - Art.127 § 2 and Art. 129 of Code of Administrative Proceeding.

#### 7. Legal basis

Road Traffic Law Act dated 20 June 1997

Act of 14 June 1960 on the Code of Administrative Proceeding

Regulation of the Minister of Infrastructure and Construction of 31 August 2022 on the registration and marking of vehicles, and on the requirements for registration plates

Regulation of the Minister of Infrastructure of 31 August 2022 on the specific activities of the authorities in matters related to vehicle roadworthiness, and templates of the related documents

Act of 16 November 2006 on stamp duty

Act of 20 January 2005 on recycling of end-of-life vehicles

Regulation of the Minister of Internal Affairs and Administration of 3 April 2002 on the amount of the fee charged as a condition for de-registration of a vehicle in the case of documented permanent and total loss of the vehicle with no change in ownership

## 8. Comments

### Client personal data processing in Road Transport Department of Rzeszów City 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 Data Protection Officer is Ewelina Cyroń, e-mail: [iod@erzeszow.pl](mailto:iod@erzeszow.pl).
3. Your personal data will be processed for the purposes related to the registration and keeping record of vehicles, in conformity with Art. 6(1) of the General Data Protection Regulation of 27 April 2016 (Official Journal of the EU L 119 of 04.05.2016), and the legal provisions set out in Section 7 of the Service Information Sheet - "Legal basis".
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 personal data is voluntary, but necessary to secure your and the Administrator's interest in the event of a complaint procedure or claim and to assess the quality of the service.

**Contact phone:** 17 875 45 77

### Specifics of the service information sheet

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