

# Registration of an imported vehicle

## Service information sheet

### Registration of an imported vehicle

Rzeszów City Office  
Road Transport Department

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

**Application form to register a vehicle** can be obtained in Road and Transport Department, Resident Service Centres and on the website of Rzeszów City Office.

**Attachments:**

- document establishing proof of ownership of the vehicle (if such document is in a foreign language, a translation is needed),
- vehicle registration certificate (if there are any doubts, the registration authority may require a translation of the country-specific data and information contained in the document, if the relevant codes are not set out in Annex I to Council Directive 1999/37/EC of 29 April 1999 on the registration documents for vehicles),
- certificate of the vehicle check-up,
- document containing proof of excise duty payment in the territory of the country, or a document confirming the absence of obligation to pay excise duty in the territory of the country, or a certificate stating exemption from excise duty, as defined in regulations about excise duty, if passenger car, or other motor vehicle, subcategory "quadricycle" (homologation cat. L7e) or subcategory "light quadricycle" (homologation cat. L6e), truck (homologation cat. N1), the subcategory panel van, box truck/cube truck, cargo and passenger van, off-road vehicle, multipurpose or van or a special-purpose vehicle (homologation cat. M1 and N1), has been imported from a Member State of the European Union and is being registered for the first time,
- proof of customs clearance (for vehicles imported from outside the EU),
- number plates or the owner's declaration that there are none,
- a statement specifying the date of the vehicle importation from abroad (in the case of vehicles purchased from a person/company who imported the vehicle into Poland),
- identity card of the owner (and of the co-owners if they are handling the case in person) - for inspection,
- power of attorney to handle the case, if applicable,
- KRS (National Court Register) number and REGON (National Business Registry Number) in the case of companies, entry into the business register in the case of a sole trader,
- **in the case of a vehicle brought into the territory of the country before 1 January 2016 and for cases initiated and not concluded before 1 January 2016, proof of payment of the recycling fee (if required) must be included.**

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

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

#### 3. Fees

Registration fee for a car, truck, special vehicle, bus, truck tractor - 160 PLN

Registration fee for trailer, semitrailer, farming tractor - 120 PLN

Registration fee for motorcycle - 120 PLN

Stamp duty for a power of attorney - 17.00 PLN

After the vehicle has been registered, the fees should be paid at the cash desk in Rzeszów City Office at Pl. Ofiar Getta 7, during business hours of the Office, or in any Resident Service Centre.

Account No.:

Stamp duty: 90 1240 6960 3851 0062 0000 0423

Fee for vehicle registration: 38 1240 1037 1111 0011 5303 8902

#### 4. Where to submit the documents

The request is processed once the client submits the application and vehicle documents in Road Transport Department of Rzeszów City Office at Pl. Ofiar Getta 7, rooms 10 and 11, from 7.30 to 15.30, and on Wednesdays from 7.30 to 17.00

**or in Resident Service Centres;**

- Millennium Hall Culture and Shopping Centre at Al. Kopisto 1, from Monday to Saturday, between 10:00 and 18:00,
- Nowy Świat Shopping Centre at ul. Krakowska 20, from Monday to Saturday, between 10:00 and 18:00,
- Plaza Shopping Centre, Al. T. Rejtana 65, from Monday to Saturday, between 10:00 and 18:00.
- Galeria Rzeszów Shopping Centre, ul. Piłsudskiego 44, from Monday to Saturday, between 10:00 and 18:00.

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

Immediately after all the documents have been submitted.

#### 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

Decision on the vehicle registration is issued based on Art. 72, 73, 74 of the **Road Traffic Law Act** dated 20 June 1997, and Art. 104 of the Act of 14 June 1960 on **the Code of Administrative Proceeding**

#### 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**

Road Transport Department: 17 875 45 67

**Resident Service Centres:**

Millenium Hall: 17 875 40 95

Nowy Świat: 17 875 40 93

Plaza Shopping Centre: 17 875 40 86

Galeria Rzeszów Shopping Centre 17 875 40 84

**Specifics of the service information sheet**

Drawn up by	Wioletta Silarska	04.01.2024
Checked by	Eliza Tryczyńska-Wróbel	04.01.2024
Approved by	Zdzisław Sudol	04.01.2024
Person responsible for updating the sheet	Wioletta Silarska	