

PESEL number for Ukrainian citizens

SERVICE SHEET

Approval date:
16.03.2022

Contact and Civil Affairs
Centre

PESEL number for Ukrainian citizens

1. Documents required to handle the case

- [Application to assign a PESEL number to a Ukrainian citizen because of an armed conflict](#). The form is also available at any municipal office. A 35x45 mm (width x height) colour photograph on photographic paper; a certificate must be provided if the person in the photograph is wearing dark glasses or headgear. It is worth checking what conditions the photo should meet in accordance with the Act of 6 August 2010 on identity cards (i.e. Polish Journal of Laws; Dz. U. of 2022, item 671).
- Documentary proof of the data provided in the application and of identity. If a person does not have such a document, he or she may make a declaration that he or she does not have such a document under pain of criminal liability.
- If the application is being completed on behalf of a minor (under 18 years of age), the data of the parents and/or the person with actual custody of the child must be provided. The Applicant will receive a printout confirming the assignment of the PESEL number.

2. Online application submission

Not applicable

3. Fees

The service is free.

4. Place of submission of documents

The matter of assigning a PESEL number can be dealt with at the Contact and Civil Affairs Centre, 1 Okrzei Street, from 7.30 to 15.30, Monday to Friday.

5. Manner of and deadline for handling the case

Without undue delay.

6. Appeal procedure

None

7. Legal basis

Act of 12 March 2022 on the assistance to Ukrainian citizens in connection with the armed conflict in Ukraine (i.e. Polish Journal of Laws; Dz. U. of 2023, item 103)

8. Notes

A PESEL number can be obtained by persons who:

- are a citizen of Ukraine, or
- are a citizen of Ukraine and have a Polish Charter, or
- are a member of the immediate family of a citizen of Ukraine who holds a Polish Charter, or
- are the spouse of a Ukrainian citizen but do not have Ukrainian citizenship and arrived in Poland in the period from 24 February 2022 directly from Ukraine because of the hostilities there.

The application must be submitted in person. Children under the age of 12 do not need to be present at the time of application submission - except for circumstances where their identity is established by declaration.

The application shall be submitted on behalf of the child by one of the parents, a guardian, a curator, a temporary guardian appointed by the guardianship court or a person with actual custody of the child. Children under the age of 12 are not fingerprinted.

In accordance with Article 13 of the General Data Protection Regulation of 27 April 2016 (Official Journal of the EU, L 119 of 4 May 2016), I hereby inform that:

1. The administrator of your personal data is the Municipality of the City of Rzeszów, ul. Grunwaldzka 38, 35-070 Rzeszów
2. The Data Protection Officer is Antoni Wilk, e-mail: iod@erzeszow.pl, tel. 17 748 4499
3. Your personal data will be processed for the purpose of registering an ordinary association, based on the legal provisions listed in item 7
4. The recipients of your personal data will only include entities authorised to obtain personal data based on the rules of law.
5. Your personal data will be kept for the time set out in the rules of law, in accordance with the office instructions.
6. You have the right to request the Administrator to provide access, rectify or restrict the processing of your personal data.
7. You have the right to lodge a complaint with the President of the Personal Data Protection Office.
8. The provision of personal data is voluntary, but necessary to safeguard your and the Administrator's interests in the event of complaint proceedings or assertion of claim and to assess the quality of services.

Prepared by Agnieszka Czarnota 16 March 2022

Approved by Bożena Kuźniar 1 August 2023

Responsible person
for updating the sheet

Agnieszka Czarnota