OBTAINING A COPY OF THE CIVIL STATUS RECORD AND A CERTIFICATE OF THE DATA ENTERED OR NOT ENTERED IN THE CIVIL STATUS REGISTER WITH REGARD TO THE PERSON IN QUESTION

Service Sheet

OBTAINING A COPY OF THE CIVIL STATUS RECORD AND A CERTIFICATE OF THE DATA ENTERED OR NOT ENTERED IN THE CIVIL STATUS REGISTER WITH REGARD TO THE PERSON IN QUESTION

Rzeszów Municipal Office

1. Documents required to handle the case

- the application for the issue of a certified copy of the civil status record or a certificate of the data entered or not entered in the civil status register with regard to the person in question
- proof of payment of stamp duty - if the certified copy or certificate is subject to stamp duty,
- valid proof of identity - available for viewing

2. Online application submission

The application for the issue of a certified copy of the civil status record or a certificate of the data entered or not entered in the civil status register with regard to the person in question may be sent electronically if the applicant can affix a qualified electronic signature or a signature confirmed by the ePUAP trusted profile.

According to the law, the authentication of ICT system users using online services provided by the entities specified in the Act of 17 February 2005 on the computerisation of the activities of public entities requires the use of the ePUAP trusted profile or data verified with a qualified electronic signature certificate.

Address of the ePUAP trusted profile: http://epuap.gov.pl

The Civil Registry Office in Rzeszów kindly informs that certified copies of birth, marriage and death certificates issued as an electronic document can only be used in the IT systems of the institutions to which they are transferred. A printout of such a certified copy is not an official document.

We hereby inform you that on 21 April 2020, the Ministry of Digital Affairs has launched an extended version of an e-service to apply online for certified copies of civil status records. Thanks to this e-service, an electronic certified copy of the civil status record can be obtained immediately. The document is generated directly from the State Records System (SRP) and then automatically uploaded to the applicant's My Gov box. The e-service's new version is one of the activities under the POPC State Records System Development project.

Below is a link to information about the e-service at Gov.pl -
https://www.gov.pl/web/gov/uzyskaj-odpis-aktu-stanu-cywilnego-urodzenia-malzenstwa-zgonu

3. Fees

Stamp duty is payable for the following:

- abbreviated certified copy of birth, marriage or death certificate - PLN 22
- full certified copy of birth, marriage or death certificate - PLN 33
- abbreviated copy of birth, marriage or death certificate issued on a multilingual form - PLN 22
- certificate of data entered or not entered in the civil status register with regard to the person in question - PLN 24
- power of attorney to collect a certified copy of a civil status record or to collect a certificate of the data entered or not entered in the civil status register with regard to the person in question - PLN 17

A power of attorney (required if, by virtue of the law, the Applicant is not entitled to collect the requested certified copy of the civil status record or to collect the requested certificate of the data entered or not entered in the civil status record with regard to the person in question, while the nature of the case indicates that the Applicant acts as a proxy), granted to ascendants (parents, grandparents), descendants (children, grandchildren), siblings, spouse is exempt from stamp duty in the amount of PLN 17.

Stamp duty is payable for certified copies of civil status records and for certificates on the data entered or not entered into the civil status register with regard to the person in question in matters such as: inheritance, property, registration, insurance (PZU).
Certified copies of civil status records and certificates on the data entered or not entered into the civil status register with regard to the person in question are issued free of charge for the following matters: alimony, custody, guardianship, adoption, social insurance (ZUS, KRUS), health insurance, social care, employment, social benefits, science and education, family benefits (e.g. family allowance, childbirth allowance), Large Family Card, issuance of an identity card and passport.
The stamp duty can be paid:
- by wire transfer to the account of the Rzeszów Municipal Office, ul. Rynek 1, account no: 90 1240 6960 3851 0062 0000 0423,
- in person.

4. Place of submission of documents

Civil Registry Office in Rzeszów
pl. Ofiar Getta 7
35-002 Rzeszów
Archives, floor II, room 38

tel. 17 788 99 00
The application for the issue of a certified copy of the civil status record or a certificate of the data entered or not entered in the civil status register with regard to the person in question may be filed in person or via mail to the head of the civil registry office of choice.

5. Manner of and deadline for handling the case

Manner of handling the case:
The head of the civil registry office issues abbreviated and full certified copies of birth, marriage and death certificates, and certificates on the data entered or not entered into the civil status register with regard to the person in question, among others, from the civil status register.

The application for the issue of a certified copy of the civil status record or a certificate of the data entered or not entered in the civil status register with regard to the person in question is filed to the head of the civil registry office of choice, regardless of the place where the act was drawn up and is kept.

The following persons are entitled to receive copies of civil status records and certificates on the data entered or not entered in the civil status register with regard to the person in question: the data subject, their spouse, ascendants (parents, grandparents), descendants (children, grandchildren), siblings, legal representative, guardian, a person who demonstrates a legitimate interest, a court, a public prosecutor, social organisations, if it is in line with their statutory aims and is in the public interest, and public administration bodies, if necessary for the performance of their statutory tasks.

A certified copy of the civil status record and the certificate of data entered or not entered in the civil status register with regard to the person in question may also be issued at the request of a third party, based on a special power of attorney granted by the person authorised to receive a certified copy of the civil status record.
A power of attorney granted to ascendants (parents, grandparents), descendants (children, grandchildren), siblings, spouse is exempt from stamp duty in the amount of PLN 17.
A certified copy of the civil status record and a certificate of the data entered or not entered into the civil status record with regard to the person in question may be issued, upon request, as an electronic document bearing a secure electronic signature verified by means of a valid qualified certificate. Abbreviated certified copies of civil status records may also be issued, upon request, on multilingual forms.
A certificate of data entered or not entered in the civil status register with regard to the person in question is valid for 6 months from the date it was drawn up.
Deadline for handling the case:

A civil status record drawn up in a civil status book kept in accordance with the current rules of law and kept by the head of the civil registry office shall be transferred to the civil status register. If the application for the issue of a certified copy of a civil status record or for the issue of a certificate on the data entered or not entered into the civil status register with regard to the person in question has been submitted to the head of the civil registry office keeping the civil status register, the head will transfer the civil status record to the civil status register within the time allowing to issue the certified copy or certificate within 7 working days from the application's filing date.
If the application for the issue of a certified copy of a civil status record or for the issue of a certificate on the data entered or not entered into the civil status register with regard to the person in question has been submitted to the head of the civil registry office not keeping the civil status register, the civil status record is transferred to the civil status register within the time allowing to issue the certified copy or certificate within 10 working days from the application's filing date.

6. Appeal procedure

The refusal to issue a certified copy of a civil status record and a certificate on the data entered or not entered in the civil status register with regard to the person in question takes the form of an administrative decision.
The applicant can file an appeal against the decision to the Podkarpackie Voivode, via the Head of the local Civil Registry Office, within the period of 14 days from the date of the decision's delivery.

7. Legal basis

- Act of 28 November 2014 - Civil Status Records Law
- Act of 14 June 1960 - Code of Administrative Proceedings
- Act of 17 February 2005 on the computerisation of the activities of public entities
- Act of 5 September 2016 on trust services and electronic identification
- Act of 16 November 2006 on stamp duty
- Act of 6 August 2010 on identity cards
- Act of 13 October 1995 - Passport Law
- Act of 29 August 1997 - Banking Law
- Convention no. 16, drawn up in Vienna on 8 September 1976, concerning the issue of multilingual extracts from civil status records
- Regulation of the Minister of the Interior Affairs of 9 February 2015 on the manner of keeping the civil status register and the collective civil status registration records
- Regulation of the Minister of Digital Affairs of 29 May 2023 on draft documents issued in the field of civil status registration
- Regulation of the Minister of the Interior Affairs of 5 February 2015 on the transfer of civil status records to the civil status register
- Regulation of the Minister of Finance of 28 September 2007 on the payment of stamp duty
- Regulation of the Minister of Finance of 25 October 2010 on accounting principles and chart of accounts for the tax authorities of local government units

8. Notes

Once a marriage has taken place, the first abbreviated certified copy of the marriage certificate is issued to persons who have married, ex officio without request, free of charge in one copy. A certified copy can be obtained from a civil registry office of choice, with seat in Poland.

The first abbreviated certified copy of the marriage certificate is available in the local office at Plac Ofiar Getta 7, Archives, floor II, room no. 38.
Information on Personal Data Processing
Processing of personal data of The Civil Registry Office's applicants
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, Rynek 1, 35-064 Rzeszów.
2. The Administrator - Municipality of the City of Rzeszów has appointed a Data Protection Officer whom you can contact:
- in person: in the building at ul. Grunwaldzka 38, 35 - 064 Rzeszów,
- in writing: to the inspector's seat address,
- by e-mail: iod@rzeszow.pl.
3. Your personal data will be processed for the purpose of performing civil status registration tasks, based on the provisions set out in the Act of 28 November 2014 - Civil Status Records Law.
4. The recipients of personal data will only include entities authorised to obtain personal data based on 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. It is mandatory to provide data in the extent required by legislation.

Service Sheet Data

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