**Application for granting access to documents for the purpose of performing statutory responsibilities, pursuant to Article 36 (1)(1) of the Act on the Institute of National Remembrance** **of 18 December 1998 (consolidated text as of 28 January 2021, Journal of Laws of 2021, item 177)**

State administration entities, law enforcement agencies or other bodies, institutions or associations which specify their legal interest are entitled to apply, as well as any person who shall state a legal reason for doing so. Applicants are required to indicate the specific provision of law for applying.

Required documents:

1. Application form
2. The legal provisions (reasons) for applying

Signed applications should be sent tothe Director of the IPN branch office competent for the applicant’s place of residence. As for the applicants residing abroad, the competent body shall be determined based on the applicant’s last place of residence or stay in Poland. For the applicants without present of past residence in the Republic of Poland, the competent authority shall be the Director of the IPN branch in Warsaw.

The time limit for processing the case is 7 days, on condition that the applicant is capable of supplying the file reference numbers of the required archival materials, and that finding thereof does not require additional search. In other cases, the application will be processed without delay, and in the case of particularly complex cases, two months are allowed.