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|  | **SERVICE SHEET** | Approved on  16th June 2016 |
| **Application for granting access to documents with the purpose of performing one’s statutory responsibilities** |

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| Subject of the application  Granting access to documents, issuing the copies thereof, or providing information within the scope as defined in the application. |
| Who can apply   * State administration entities, law enforcement bodies or other bodies, institutions or associations upon specifying their legal interest. * Any person interested, who shall indicate a legal basis. |
| Required documents  A written application (to be downloaded) – concerning natural persons.  In the case of natural persons, the application shall be accompanied by a legal basis or a document confirming proceedings before another body. |
| Place and form of submitting the application  The application may be submitted in person or sent by post to the address of the IPN branch archive or an IPN delegation. Contact addresses: <http://ipn.gov.pl/pl/archiw/struktura> .  The applicant may appoint an attorney to act on his/her behalf. The power of attorney shall be made in writing.  If a party who does not have a domicile or a habitual residence or a registered seat in the Republic of Poland or in other member state of the European Union, did not appoint an attorney domiciled in the Republic of Poland to conduct the case in the Republic of Poland and does not act through a Polish consul, he/she is obligated to indicate an attorney in the Republic of Poland for delivery service unless the correspondence is to be delivered via e-mail. |
| The body processing the application  The Director of an IPN branch office within the jurisdiction of the applicant’s residence. As regards applicants residing abroad, the jurisdiction of the body shall be determined based on the applicant’s last domicile or sojourn in Poland. As regards applicants without present of past domicile within the Republic of Poland, the competent authority shall be the Director of the IPN branch in Warsaw. |
| The manner of processing the case   * Granting access to the documents or copies thereof at the seat of the IPN organisational unit as indicated by the applicant (not necessarily the organisational unit processing the application). * Issuing copies of the documents. The copies of the documents shall be sent by mail or, upon the applicant’s request, shall be made available at the seat of the IPN organisational unit. * Providing the applicant with written information concerning the search/subject of the application. |
| The time limit for processing the case  7 days upon the condition that the applicant is able to provide the file reference number of the archive material and the finding thereof does not require additional research.  In any other cases promptly, and in the case of particularly complex cases, up to two months. |
| Fees  Not applicable. |
| Appeal procedure  If the applicant has been denied access to required personal files by virtue of an administrative decision, the applicant may lodge an appeal against this decision with the President of the Institute of National Remembrance.  The appeal shall be lodged through the director of the IPN Branch Office who issued the negative decision, within 14 days upon the receipt thereof. |
| Legal basis  Article 36(1) of the *Act of 18 December 1998 on the Institute of National Remembrance – Commission for the Prosecution of Crimes against the Polish Nation* (OJ of 2016, item 1575). |
| Additional information  Persons who submitted a formally correct application may conduct their own research in the Digital Archives and in other available research facilities. |
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