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|  | **SERVICE SHEET** | Approved on  16th June 2016 |
| **Applications for granting access to documents for the purpose of publishing a press release** |

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| Subject of the application  Granting access to documents in relation to the publication of a press release. |
| Who can apply  Any interested person in possession of relevant authorisation granted by an editorial department or publisher. |
| Required documents  A written application (to be downloaded).  Authorisation granted by the editorial department or publisher. |
| Place and form of filing 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> .  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). |
| 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)(3) 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.  Persons that have been granted the access to the documents based on this type of application, are entitled to the following:   * receipt of the copies thereof. The Institute charges a fee for preparing and issuing document copies (Article 33(6) of the Act on the Institute of National Remembrance) in accordance with the Regulation of the Prime Minister of 4th June 2012, amending the Regulation on fees for reproduction services of the Institute of National Remembrance - Commission for the Prosecution of Crimes against the Polish Nation (OJ of 2012 item 653); * to make copies of the documents made available with a photo camera; * the provision of information contained in data files, registers, and records of state security authorities stored in the archive register of the IPN, including the identity of undercover informants or aides in undercover intelligence (Article 36(4b) of the Act on the Institute of National Remembrance).   The above rights and the manner of executing thereof are communicated to the applicant by the IPN Organisational Unit that processes the *Application to grant access to documents for the purpose of publishing a press release*. |
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