Załącznikdo procedury nr 2 – wniosek

Annexe to procedure no. 2 - application form

**Wniosek o udostępnienie do wglądu dokumentów dotyczących wnioskodawcy/zmarłej osoby najbliższej/zmarłej osoby spokrewnionej\*, składany na podstawie art. 30 ust. 1 ustawy z dnia 18 grudnia 1998 r. o Instytucie Pamięci Narodowej – Komisji Ścigania Zbrodni przeciwko Narodowi Polskiemu (Dz. U. z 2016 r. poz. 1575).**

Application for receiving access to documents regarding the applicant/deceased person closely related to the applicant/deceased person family related to the applicant\*, submitted pursuant to Article 30 (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)

**Wnioskodawca**

Applicant

Nazwisko

Surname

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Imiona

First and middle names

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Nazwisko rodowe

Maiden name

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Inne używane nazwiska

Other surnames used

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Imię ojca

Father’s name

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Imię matki

Mother’s name

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Nazwisko rodowe matki

Mother’s maiden name

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Data urodzenia

Date of birth

 dd mm rrrr

 dd mm yyyy

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

Miejsce urodzenia

Place of birth

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Adres zamieszkania**

Address of residence

Miejscowość

Town/City

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Ulica

Street

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Nr domu Nr mieszkania

House No. Flat No.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |

Kod pocztowy Poczta

Post code Post Office

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | – |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Państwo (dla osób zamieszkałych za granicą)

Country (for persons residing outside Poland)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Ostanie miejsce zamieszkania w kraju (dla osób zamieszkałych za granicą)

Last place of residence in Poland (for persons residing outside Poland)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Adres do korespondencji (jeśli inny niż adres zamieszkania)/adres pełnomocnika/adres pełnomocnika do doręczeń w kraju\*:**

**Address for correspondence (if different from the address of residence)/address of attorney/the attorney to whom documents shall be delivered in Poland\***

Imię pełnomocnika/pełnomocnika do doręczeń w kraju

First name of the attorney/the attorney to whom documents shall be delivered in Poland

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Nazwisko pełnomocnika/pełnomocnika do doręczeń w kraju

Surname of the attorney/the attorney to whom documents shall be delivered in Poland

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Miejscowość

Town/City

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Ulica

Street

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Nr domu Nr mieszkania

House No. Flat No.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |

Kod pocztowy Poczta

Post code Post office

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | – |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Tel. kontaktowy/e-mail** ………………………….

Contact phone No./email

Tożsamość wnioskodawcy pracownik Instytutu Pamięci Narodowej/placówki konsularnej RP\* przyjmujący wniosek ustalił na podstawie:

The applicant’s identity has been established by an official officer of the Institute of National Remembrance/officer of the consular office of the Republic of Poland\* on the basis of:

(rodzaj dokumentu tożsamości)

(type of identity document)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

(seria, numer, data wydania dokumentu tożsamości)

(series, number, date of issue of identity document)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

(nazwa organu wydającego dokument tożsamości)

(name of body issuing the identity document)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Dane osoby zmarłej, której dotyczy wniosek**

**(w przypadku wniosku składanego przez osobę najbliższą lub krewnego, o których mowa w art. 35a ust. 4 ustawy o Instytucie Pamięci Narodowej)**

**Personal data of the deceased person whom the application concerns:**

**(in the event of an application submitted by a close or family relative as set forth in the Article 35a (4) of the Act on the Institute of National Remembrance)**

Stopień pokrewieństwa/powinowactwa

Relationship/affinity to the deceased

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Nazwisko

Surname

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Imiona

First and middle names

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Inne używane nazwiska/nazwisko rodowe

Other surnames used/maiden name

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Imię ojca

Father’s first name

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Imię matki

Mother’s first name

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Nazwisko rodowe matki

Mother’s maiden name

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Data urodzenia

Date of birth

 dd mm rrrr

 dd mm yyyy

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

Miejsce urodzenia

Place of birth

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Wskazanie oddziału/delegatury Instytutu Pamięci Narodowej, w której wnioskodawca chciałby się zapoznać z dokumentami:**

Indication of the relevant branch office/delegation of the IPN where the applicant would like to review the documents

………………………………………………………………………………………………………………………

**Dodatkowe informacje ułatwiające odnalezienie dokumentów wnioskodawcy/nieżyjącej osoby najbliższej wnioskodawcy:**

Additional information facilitating the finding of documents on the applicant /deceased person related to the applicant

Adresy zamieszkania (do 1990 r.)

Residential addresses (since 1990)

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Doświadczone formy inwigilacji i represji ze strony organów bezpieczeństwa państwa oraz wymiaru sprawiedliwości lub informacje o innych kontaktach z przedstawicielami organów bezpieczeństwa państwa

Experienced forms of invigilation and repression by the state security services and justice administration or information on other forms of contact with representatives of state security services

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Informacje o odbyciu służby wojskowej (do 1990 r.)

 Information regarding military service (before 1990)

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Informacje o wyjazdach zagranicznych lub staraniach o wydanie paszportu (do 1990 r.)

Information regarding trips abroad or passport applications (before 1990)

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Informacje o miejscach pracy (do 1990 r.)

Information regarding places of work (before 1990)

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Informacje o rodzaju poszukiwanych dokumentów (rodzaj dokumentu/sygnatury akt)\*

Information regarding the type of requested documents (type of document/record number)\*

……………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………….

……………………………………………… ……………………………………………………..

 miejscowość, data podpis wnioskodawcy

 town/city and date applicant’s signature

|  |
| --- |
| Uwierzytelniony przez konsula podpis wnioskodawcy (uzupełnić w przypadku osobistego składania wniosku w polskiej placówce konsularnej)\*Applicant’s signature authenticated by a Consul of the Republic of Poland (to be completed in the case of an application submitted to a Polish consular office)\* Poświadczony przez notariusza lub inną osobę uprawnioną do uwierzytelniania podpisów zgodnie z prawem państwa, w którym ta czynność została dokonana, podpis wnioskodawcy (uzupełnić w przypadku składania wniosku za pośrednictwem poczty)\*Applicant’s signature authenticated by a public notary or another person entitled to authenticate signatures in accordance with the law of the country in which the procedure has been conducted (to be completed in the case of an application submitted by post)\* |
|  |

Imię i nazwisko pracownika Instytutu Pamięci Narodowej/placówki konsularnej RP\* przyjmującego wniosek First name and surname of the official officer of the Institute of National Remembrance/officer of the consular office of the Republic
of Poland\* receiving the application

…………………………………………………………………………………………………

…………………………………………………………………………………………………

stanowisko służbowe

official position

……………………………………………………………………………………………………………………….

miejsce i data przyjęcia wniosku

place and date of receipt of the application

………………………………………………………..

 podpis pracownika IPN /placówki konsularnej RP\*

signature of the officer of the Institute of National Remembrance/officer of the

 consular office of the Republic of Poland\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Niepotrzebne skreślić.

\* Delete as applicable.

**POUCZENIE**

**INSTRUCTION**

1. Zgodnie z art. 30 ust. 2 ustawy o Instytucie Pamięci Narodowej, Instytut Pamięci udostępnia wnioskodawcy dokumenty dotyczące wnioskodawcy lub kopie tych dokumentów, jeżeli stan fizyczny zachowania dokumentów nie pozwala na ich udostępnienie lub jeżeli o dostęp do tych samych dokumentów ubiega się jednocześnie wiele osób lub gdy dysponuje wyłącznie kopiami tych dokumentów.

Pursuant to Article 30 (2) of the Act on the Institute of National Remembrance, the Institute of Remembrance provides the applicant with documents concerning the applicant or copies of such documents if the physical condition of the documents does not allow them to be provided or if a number of people have applied for access to the same documents at the same time or if the Institute only has copies of such documents.

1. Zgodnie z art. 30 ust. 2 pkt 1 ustawy o Instytucie Pamięci Narodowej, Instytut Pamięci udostępnia kopie dokumentów dotyczących wnioskodawcy i wytworzonych przez wnioskodawcę lub przy jego udziale
w ramach czynności wykonywanych w związku z jego pracą lub służbą w organach bezpieczeństwa państwa albo w związku z czynnościami wykonywanymi w charakterze tajnego informatora lub pomocnika przy operacyjnym zdobywaniu informacji.

Pursuant to Article 30 (2) (1) of the Act on the Institute of National Remembrance, the Institute of Remembrance provides copies of documents concerning the applicant and created by the applicant or with their participation within the scope of activities performed in connection with his/her work or service in the state security services or in connection with activities performed as a secret informer or operational assistant collecting information.

1. Prawo złożenia wniosków, o których mowa w art. 30 ust. 1, art. 34 ust. 1 i 5. art. 35 ust. 1 i 2 oraz art. 35 b ustawy o Instytucie Pamięci Narodowej przysługuje:

The right to submit an application as defined in Article 30 (1), Article 34 (1, 5), Article 35 (1, 2) and Article 35b of the Act on the Institute of National Remembrance may be executed by:

1. osobie najbliższej zmarłego: małżonkowi, wstępnemu, zstępnemu, rodzeństwu, powinowatemu w tej samej linii lub stopniu, osobie pozostającej w stosunku przysposobienia oraz jej małżonkowi, a także osobie pozostającej we wspólnym pożyciu,

an immediate relative of the deceased: a spouse, ascendant, descendant, siblings, relative by marriage in the same line or degree, an adoptee and their spouse, as well as a cohabitant.

1. a w razie braku osoby, o której mowa w pkt 1, także krewnemu do czwartego stopnia pokrewieństwa (osobom, które pochodzą od wspólnego przodka, a nie są krewnymi w linii prostej):

and in the event of the non-existence of any person referred to in point 1, including a relative up to the forth degree (descendants of the same ancestor, not direct relatives):

1. II stopień pokrewieństwa – brat, siostra,

2nd degree of relationship – brother, sister,

1. III stopień pokrewieństwa – wujek, ciotka, stryj, stryjenka, bratanek, bratanica, siostrzeniec, siostrzenica,

3rd degree of relationship – uncle, aunt, nephew, niece

1. IV stopień pokrewieństwa: syn/córka bratanka, syn/córka bratanicy, syn/córka siostrzeńca, syn/córka siostrzenicy, rodzeństwo dziadków (siostry i bracia), syn/córka wuja, syn/córka ciotki, syn/córka stryja, syn/córka stryjenki.

4th degree of relationship: nephew’s son/daughter, niece’s son/daughter, siblings of grandparents (sisters and brothers), uncle’s son/daughter, aunt’s son/daughter.

1. W przypadku wniosku składanego przez krewnego w linii bocznej, wnioskodawca jest zobowiązany do złożenia, pod rygorem odpowiedzialności karnej za składanie fałszywych oświadczeń, oświadczenia o braku wiedzy o osobie najbliższej zmarłego, którego dotyczy wniosek.

In the event of an application submitted by a person indirectly related, the applicant is obliged to submit under penalty of perjury, a declaration of no knowledge of a person related to the deceased whom the application concerns.

1. W przypadku składania wniosku dotyczącego osoby zmarłej wnioskodawca jest zobowiązany do przedstawienia:

In the event of submitting an application concerning a deceased person, the applicant is obliged to present :

1. dowodu potwierdzającego zgon osoby, której wniosek dotyczy, w szczególności odpisu aktu zgonu, postanowienia sądu o uznaniu za zmarłego lub o stwierdzeniu zgonu. Odstępuje się od przedstawienia dowodów potwierdzających zgon osoby, której wniosek dotyczy w przypadku, kiedy śmierć osoby najbliższej stanowi fakt znany organowi z urzędu lub wnioskodawca złoży wiarygodne oświadczenie odnośnie zgonu tejże osoby;

proof confirming the death of the person whom the application concerns, in particular a duplicate of the death certificate, court verdict on the legal presumption of death or declaration of death. Proof confirming the death of the person whom the application concerns does not need to be submitted when the death of that person is a known fact to the government body or the applicant submits a reliable statement regarding the death of that person.

1. dowodu potwierdzającego stopień powinowactwa lub pokrewieństwa pomiędzy wnioskodawcą i osobą, o której dokumenty wnioskodawca występuje, w szczególności odpowiednie odpisy aktów stanu cywilnego, dokumenty stwierdzające tożsamość lub ich uwierzytelnione kopie.

proof confirming the degree of relation by marriage or degree of relationship between the applicant and person whom the application concerns, in particular relevant duplicates of vital records, documents confirming the identity or copies of them.

1. Wniosek o udostępnienie do wglądu dokumentów składa się osobiście w siedzibie dowolnego oddziału
lub delegatury Instytutu Pamięci w obecności upoważnionego pracownika, który potwierdza tożsamość wnioskodawcy. Wniosek można złożyć za pośrednictwem poczty pod warunkiem poświadczenia podpisu przez notariusza.

The application for providing access to documents is to be submitted in person at a registered office of any department or representation office of the Institute of Remembrance in the presence of an authorised staff member who shall confirm the identity of the applicant.
A request may be submitted by post provided that the signature is certified by a notary public.

1. Osoba mająca stałe miejsce zamieszkania za granicą może złożyć wniosek osobiście w polskiej placówce konsularnej, przy czym podpis wnioskodawcy uwierzytelnia konsul. W przypadku składania wniosku za pośrednictwem poczty podpis wnioskodawcy poświadcza notariusz lub inna osoba uprawniona do uwierzytelniania podpisów zgodnie z prawem państwa, w którym ta czynność zostanie dokonana.

A person who permanently resides outside Poland may submit an application in person at a Polish consular office provided that the signature of the applicant is authenticated by a consul. In the event of submitting an application by post, the applicant's signature shall be certified by a notary public or another person entitled to certify signatures in accordance with the law of the country in which this action shall be performed.

1. Zgodnie z art. 40 § 4 i 5 ustawy z dnia 14 czerwca 1960 r. – Kodeks postępowania administracyjnego
(Dz. U. z 2017 r. poz. 1257) strona, która nie ma miejsca zamieszkania lub zwykłego pobytu albo siedziby
w Rzeczypospolitej Polskiej lub innym państwie członkowskim Unii Europejskiej, jeżeli nie ustanowiła pełnomocnika do prowadzenia sprawy zamieszkałego w Rzeczypospolitej Polskiej i nie działa za pośrednictwem konsula Rzeczypospolitej Polskiej, jest obowiązana wskazać w Rzeczypospolitej Polskiej pełnomocnika do doręczeń, chyba że doręczenie następuje za pomocą środków komunikacji elektronicznej. W razie niewskazania pełnomocnika do doręczeń przeznaczone dla tej strony pisma pozostawia się w aktach sprawy ze skutkiem doręczenia. Strona ma prawo do złożenia odpowiedzi na pismo wszczynające postępowanie i wyjaśnień na piśmie.

Pełnomocnikiem może być osoba fizyczna posiadająca zdolność do czynności prawnych.

Pursuant to Article 40 (4) (5) of the Act of 14 June 1960 - Code of Administrative Procedure (OJ of 2017, item 1257) 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. Should an attorney for delivery service not be indicated, the correspondence designated to the party shall be left in case files with the effect of delivery. The party has the right to submit a response to the letter initiating the proceedings and explanations in writing.

The attorney may be a natural person having legal capacity.