

Institute of National Remembrance

<https://ipn.gov.pl/en/arch/8218,Application-forms-for-victims039-relatives.html>

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Application forms for victims' relatives

Application for access to documents concerning the applicant, their deceased next of kin or relative, submitted pursuant to Article 30 (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)

Any person can apply to the IPN for access to the archived records related to them, or concerning a deceased next of kin; in the case of the latter, they are obliged to attach documents attesting the death of the next of kin, as well as documents confirming the degree of kinship with the person in question.

A next of kin is a spouse, ascendant, descendant, sibling, relative by marriage in the same line or degree, an adoptive parent or child, as well as their spouse, and also a cohabitant (Art. 115 § 11 of Penal Code). The applicant is entitled to obtain access to documents regarding the fate of a collateral relative up to the fourth degree of consanguinity. Collaterals within the fourth degree of consanguinity

are a brother, sister (second degree of consanguinity), uncle, aunt, paternal uncle, paternal aunt, nephew, niece (third degree of consanguinity), son/daughter of a nephew, son/daughter of a niece, sibling of grandparents, son/daughter of an uncle, son/daughter of an aunt, son/daughter of a paternal uncle, son/daughter of a paternal aunt (fourth degree of consanguinity).

Pursuant to Article 30.1 of the Act, everyone may apply for **access to documents concerning their deceased next of kin or relative**,

Required documents:

1. Application form
2. In case of relatives: documents confirming death of the next of kin and documents confirming the degree of kinship with that person

People with permanent residence abroad may submit the application **in person at a Polish consular post**; the applicant's signature requires authentication by the consul. It is also possible to submit the application **by mail, provided the applicant's signature is attested** by a notary or another person authorised to authenticate signatures in accordance with the law of the country where the act is performed.

Access to documents based on Article 30.1 of the Act is **free of charge**.

We do not mail the located documents.

Pursuant to Article 40 (4) (5) of the Act of 14 June 1960 – Code of Administrative Procedure (Journal of Laws of 2016, item 23) the party which does not have a domicile, a habitual residence or a registered seat in the Republic of Poland or in other member state of the European Union, did not invest anyone with a power of attorney to represent them in the Republic of Poland, and does not act through a Polish consul, must **name a representative in the Republic of Poland to receive the delivery of documents - unless the correspondence is to be delivered via e-mail.**

In case no representative is named for delivery service, the correspondence is 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 explanation in writing. The attorney must be a natural person with the legal capacity.

[Application for access to documents \(docx, 46.84 KB\)](#)

[Attachment - a relative's declaration \(docx, 18.41 KB\)](#)

[Service sheet \(docx, 3.17 MB\)](#)

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