NOTICE TO EU CITIZENS AND THEIR FAMILY MEMBERS

Applications should be submitted in Polish on official forms.

All required headings must be completed in accordance with the facts.

Documents drawn up in a foreign language and enclosed with the application must be

submitted together with their translation into Polish by a sworn translator.

Photocopies of documents not certified as true copies of the original are not evidence in

administrative proceedings.

A party may act through an attorney unless the nature of the action requires the party to act

in person. A party's proxy may be a natural person having legal capacity. A power of attorney

should be granted in writing, in the form of an electronic document or submitted into the

minutes. A power of attorney in the form of an electronic document should bear a qualified

electronic signature or a signature confirmed by an ePUAP trusted profile.

The attorney shall enclose with the case file the original or an officially certified copy of the

power of attorney. A barrister, solicitor, patent agent and tax advisor may themselves certify

a copy of the power of attorney granted to them and copies of other documents

demonstrating their authority. A public administration authority may, in case of doubt, request

official certification of a party's signature.

A party who does not have his or her domicile or habitual residence or seat in the Republic of

Poland or in another Member State of the European Union, if he or she has not appointed an

attorney for service of process residing in the Republic of Poland and does not act through a

consul of the Republic of Poland, shall be obliged to appoint an attorney for service of

process in the Republic of Poland, unless service is effected by means of electronic

communication. If an attorney for service has not been appointed, the letters intended for that

party shall be left on the case file with effect of service. The party must be advised of this at

the time of first service.

All letters (notices, summonses, decisions, orders, etc.) are delivered against receipt by the

post office or by officials of the instance conducting the proceedings.

Letters shall be served on the Party and, where it has appointed an attorney, on that

attorney.

If a Party or an adult householder cannot be served, the letter shall be deposited for a period

of 7 days in the post office and a notice thereof shall be placed in the mailbox or, where this

is not possible, on the door of the addressee's flat. The letter shall be deemed to have been

delivered at the end of the last day of that period.

The Party shall be obliged to acknowledge receipt of the letter with its signature indicating

the date of delivery. If the Party avoids the acknowledgement of service, the serving officer

shall himself ascertain the date of service and indicate the person who received the letter

and the reason why his signature is missing.

If a Party refuses to accept a letter sent by post or otherwise delivered, the letter shall be

returned to the sender with a note of refusal and the date of refusal. In such a case, the letter

shall be deemed to have been served on the date of the addressee's refusal to accept it.

Any change of residence must be notified to the authority before which the proceedings are

pending. During the proceedings, letters shall always be sent to the address for service

which was last indicated to the authority concerned.

If the address of a Party has changed and the authority conducting the proceedings has not

been notified thereof, the letter will be sent to the last address for service indicated by the

Party. Pursuant to the provisions of the Code of Administrative Procedure, a letter sent in this

manner is also effectively delivered if the Party no longer resides at the address indicated

and for this reason has not accepted/accepted the content of the letter.

The first and second instance authority may, before issuing a decision, summon the Party to

appear in person in order to provide an explanation of the relevant circumstances necessary

for the decision.

All refusals in matters regulated by the Act on the entry into, residence in and departure from

the territory of the Republic of Poland of nationals of the Member States of the European

Union and their family members shall be delivered in writing with a statement of reasons.

Who:

1) fails to comply with the obligation to register his/her stay in the territory of the Republic of

Poland,

2) evades the obligation to hold or replace the residence card of a family member of an EU

citizen or the permanent residence card of a family member of an EU citizen,

3) fails to return a residence card of an EU citizen's family member, a document confirming

the right of permanent residence or a permanent residence card of an EU citizen's family

member, contrary to the obligation

- is punishable by a fine.