

CLIENT GUIDE: APPLICATION FOR THE GRANT OF POLISH CITIZENSHIP BY THE PRESIDENT OF RP

Constitutional Prerogative, Document Checklist, Legal Standards & Civil Registration (Transkrypcja)

Dear Client,

Welcome to **Your Roots in Poland**. This comprehensive guide has been authored by our legal specialists to assist you in compiling a flawless petition for the **Grant of Polish Citizenship by the President of the Republic of Poland** (governed by Article 137 of the Constitution of the Republic of Poland and Article 18 of the Polish Citizenship Act of April 2, 2009).

Fundamental Legal Nature: An Sovereign Act of Grace

Under Article 137 of the Polish Constitution, granting citizenship is an absolute, sovereign prerogative of the Head of State (*akt łaski*). Unlike standard administrative naturalization, there are no statutory residence or language requirements that guarantee a positive decision. Under Article 10(1) of the Polish Citizenship Act, standard provisions of the Code of Administrative Procedure (KPA) regarding appeals do not apply—the President's decision is discretionary, requires no justification in case of refusal, and is not subject to judicial appeal. Therefore, your dossier must be a "bullseye" on the first submission. Generic templates are rejected by the Chancellery; your application must present a unique, compelling, and human story.

1. COMPREHENSIVE DOCUMENT CHECKLIST

Every claim made in your petition must be rigorously backed by official documentation. Your petition file is organized into seven key modules:

Module 1: Formal Application & Identification

- **Official Application Form:** Completed legibly in Polish on the official form prescribed by Executive Ordinance of the President of RP.
- **Biometric Photo:** 1 recent color passport-style photo (3.5 cm x 4.5 cm, plain light background, head straight, open eyes).
- **Valid Travel Document:** High-resolution certified copy of the bio-data page of your valid foreign passport.
- **Spouse's Documentation (if applicable):** Certified copy of spouse's ID/passport and signed written consent authorizing the sharing of their ID copy for these proceedings.

Module 2: Polish Civil Vital Statistics (Mandatory)

- **Polish Birth Certificate (*Odpis aktu urodzenia*):** Full or summary extract issued directly by a Polish Civil Registry Office (*Urząd Stanu Cywilnego - USC*).

- **Polish Marriage Certificate (*Odpis aktu małżeństwa*)**: Issued by a Polish USC (if married, divorced, or widowed).

Module 3: Ancestry & Historical Lineage Documents

- **Ancestral Records**: Official certificates proving that your parents, grandparents, or great-grandparents held Polish citizenship or were of Polish nationality (*narodowość polska*).
- **Crucial Nuance – Nationality vs. Citizenship**: Soviet, Eastern European, or historical records explicitly stating *Polish Nationality* (*narodowość polska*) carry immense weight compared to records merely indicating residency or pre-war II RP citizenship.
- **Historical Proofs**: Pre-war Polish passports, military booklets (*Książeczka Wojskowa*), voter rolls, ID cards, archival extracts, or repatriation certificates.

Module 4: Proof of Livelihood & Professional Accomplishments

- **Proof of Income / Employment**: Employment contracts, tax returns, corporate registration, or university certificates.
- **Professional Achievements**: Degrees, academic titles, awards, publications, or professional certifications demonstrating your contributions.

Module 5: Diaspora, Cultural & Social Engagement

- **Diaspora Involvement**: Certificates or membership records from Polish community organizations (*Polonia*), Saturday Polish schools, or cultural foundations.
- **Cultivation of Heritage**: Proof of participating in Polish cultural events, charitable activities, or supporting Polish causes.
- **Pole's Card (*Karta Polaka*)**: Certified copy of the card (if previously granted).

Module 6: Letters of Recommendation (*Listy Polecające*)

- Official recommendations from Polish diaspora leaders, clergy, academic professors, employers, or prominent public figures in Poland supporting your petition.

Module 7: The Personal Justification (*Uzasadnienie*)

A custom-crafted narrative essay detailing your journey, structured around the **Three Pillars**:

PILLAR	CORE FOCUS & OBJECTIVE
1. Historical-Identity	Honoring ancestral roots, detailing family history, hardship (deportation, border shifts, emigration), and unbroken loyalty to Polish heritage.
2. Personal (Present)	Demonstrating current engagement with Poland, Polish language proficiency, active involvement in *Polonia*, and preservation of traditions.
3. The Future	Articulating why formal Polish citizenship represents the ultimate fulfillment of your identity and what value you bring to the Polish nation.

2. CIVIL REGISTRATION & TRANSCRIPTION (*UMIEJSCOWIENIE / TRANSKRYPCJA*)

What is "Transkrypcja" (Transcription)?

Transkrypcja (also referred to as *umiejscowienie aktów stanu cywilnego*) is the mandatory legal process of formally entering a foreign civil status certificate (birth, marriage, or death certificate) into the official Polish Civil Status Register (*Księgi Stanu Cywilnego*) maintained by a Polish Civil Registry Office (*Urząd Stanu Cywilnego - USC*).

Why is Transcription Absolute Mandatory under Polish Law?

Applicants frequently ask why foreign birth or marriage certificates cannot simply be translated and submitted directly to the President. Polish public administrative law strictly enforces the following rules:

- 1. Exclusive Operation on Polish Civil Registry Records:** Under Polish administrative law, Polish state organs—including the Chancellery of the President, the Ministry of the Interior (MSWiA), and Voivodeship Offices—operate exclusively on Polish civil status records. A foreign birth certificate is proof of an event taking place abroad, but it has no official civil standing within the Polish legal system until transcribed.
- 2. Prerequisite for Polish Passport & PESEL Number:** Under the Polish Passport Act and Identity Records Act, a Polish passport and a PESEL (National Identification Number) can *only* be issued to an individual whose vital events are entered into the Polish Civil Status Register. Without a Polish birth certificate (*polski odpis aktu urodzenia*), the state cannot issue passport documentation upon a successful Presidential grant.
- 3. Standardization of Personal Data:** Transcription establishes official Polish legal spelling, records parents' full names (including mother's maiden name), and aligns family status across generations, ensuring full data consistency across all Polish state databases.

3. ESSENTIAL LEGAL & DOCUMENT FORMATTING RULES

Strict Compliance Required for All Attachments

Failure to adhere to certification, translation, and authentication rules will cause the receiving authority (Consul/Voivode) to issue a formal summons (*Wezwanie do usunięcia braków*) under threat of leaving your application without examination.

REQUIREMENT	LEGAL STANDARD & EXECUTION
Submission Channel	Submitted in person or by mail (with officially notarized signature) via the Polish Consul (if residing abroad) or the Voivode (if residing legally in Poland).
Notarized Copies	Original Polish vital records must be submitted in original. Foreign documents must be submitted as officially certified true copies verified by a Polish Consul or Polish Notary.
Apostille / Legalization	All official foreign public documents must bear an Hague <i>Apostille</i> certificate (or consular legalization) from the issuing country.
Sworn Translation (*Tłumacz Przysięgły*)	All foreign-language documents must be translated into Polish by a Sworn Translator registered with the Polish Ministry of Justice or certified by a Polish Consul.
Data Consistency	Spelling of first names, surnames, and dates across all foreign and Polish documents must be 100% consistent.

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