



# Fact Sheet 1

## Processing Stages

This Fact Sheet outlines the stages of a typical application for confirmation of Polish Citizenship and registration of vital records. Whilst each family's background is different, it will guide you through the process, time lines and the predicted outcomes. Please read it and let us know if you have any questions. To engage our services or seek information specific to your personal circumstances, please contact us at [polish@polaron.com.au](mailto:polish@polaron.com.au) or on 1300 88 55 61.

### POLISH PASSPORT APPLICATION STAGES

#### Stage 1: Free initial assessment and quote

This first essential step establishes your chance of success of having your Polish citizenship confirmed, which will then enable you to apply for a Polish passport. We will ask you to send copies of all documents in your possession pertaining to your family's background. Polaron's researchers will then review it and carefully examine the eligibility criteria against your specific circumstances. They will also consider how the Polish legislation applies to your case, provide you with further advice and calculate the cost of proceeding with Polaron. You will receive a customized quote and agreement, including processing costs of the entire procedure. Easy payment plans and credit card facilities are available.

#### Stage 2: Research

Most cases require additional research before we can start preparing the application for lodgment. This includes verifying your family's history and sourcing further documentation from archives, registry offices and other organisations in Poland and abroad. We submit your file as complete as possible to avoid delays and rule out unforeseen complications. The amount and duration of research varies, depending on what documentation you may already have, and your family's history. Whilst some clients come to us with a very comprehensive dossier of archival documents, others have very limited details on their ancestors because of displacement and passage of time. Please be advised that although we make every effort to source all available folios required for your application, in some rare cases we are unable to proceed to lodgment due to lack of relevant evidence. In those cases, you will only be expected to pay for the initial research stage and no further fees will apply. The research is carried out only once for the entire family and if there are multiple applicants, this cost can be shared amongst them. You will be provided with copies of everything we find. Whilst we will provide you with an estimated completion date of the assessment, research in countries such as Ukraine may take several months.

#### Stage 3: Proceeding with your application

Once we are confident that your application would be successful, we will notify you of this in writing. In a handful of cases, we will need to amend the quote to include unforeseen research. Once you have agreed to proceed, we will provide you with a list of original documents we need from you and any additional applicants, including minor children. We will be liaising with you and nominated family members, and may ask for additional information and clarifications. The services we will provide include in most cases:

- Additional essential archival research and retrieval of documents, including all fees
- Project management services
- Legalisation, notarisation and authentication of vital records and other documentation in Poland
- Provision of certified and sworn translations into the Polish language
- Preparation of application forms in the Polish language
- Lodgment, registration, research and filing fees at the Voivodeship Office and Civil Registry Office
- Courier, photocopying, faxing, postage and telephone calls
- Liaisons with the Voivodeship Office case officer and Registry Office staff and management
- Liaisons with Australian and Polish government authorities
- Provision of regular client updates



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### **Stage 4: Submitting your application**

Our researcher personally submits it to the Voivodeship Office (VO) in Poland, where it is assigned to a case officer. We will advise you of your file number and your case officer's name. He or she will assess your case, and may have additional questions or requirements. These include clarifications of dates and information supplied previously, vital records, naturalization records and military service certificates. The Polish government does carry out its own independent research and this may take several months. The VO requirements often change without notice. We make regular personal visits to VO to check on progress of our clients' cases, but please be aware that processing times are long due to staff shortages and the number of applications being handled. It is not possible to indicate the duration of this stage. Please note that we are not responsible for the outcome of your application as it is up to the Polish government to confirm your Polish citizenship. It is essential that you provide us with as much accurate information on your family's background as possible, so that we can analyse it in light of Polish legislation and offer you the best advice. Polish law in relation to citizenship, vital records and freedom of information is complex and different than in other countries, including Australia. If additional information comes to light that was not disclosed at the time of the initial file assessment, it may increase the complexity and the cost of your case.

### **Stage 5: Application for Registration of Polish Birth and/or Marriage Certificate**

Each applicant will receive a Polish Birth and/or Marriage Certificate (if applicable) even though they may have been born or married outside of Poland. This takes 2-3 months and is carried out simultaneously whilst your confirmation of citizenship is being processed.

### **Stage 6: Application for PESEL identification number**

PESEL (Personal Identification) numbers are compulsory for all Polish citizens and need to be obtained before a passport application can be made. Polaron will handle this for you and will give you advice on what's needed. Please note that if you are divorced or have changed your name other than through marriage, this may take several months.

### **Stage 7: Application for Polish Passport**

Once a PESEL number has been issued, you can apply for a Polish passport. This requires attendance at the Polish consulate in your country of residence for a short interview, submitting of forms, fingerprints and passport photos. Where possible, we will liaise with the Polish consulate on your behalf and make an appointment, telling you exactly what you need to take with you. Passports are valid for 10 years and are produced in Poland. If your travel needs are urgent, in exceptional circumstances you can apply for an interim passport at the consulate.