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Starachowice
NAPĘDZAMY ROZWÓJ

April 4, 2024

Legal module

Offices in Starachowice

City Office in Starachowice

This is the seat of the Mayor of Starachowice. It is also the place where you can handle important matters, such as the obligation to register. The City Office in Starachowice is located at 45 Radomska Street.

Mayor of the city of Starachowice

The mayor of the city is a high-ranking official who manages the city. Currently, Marek Materek holds this position

Civil registry office in Starachowice!

The main tasks of the civil registry office include the registration of marriages, births, and deaths. The Civil Registry Office in Starachowice is located at 45 Radomska Street.

Wedding ceremony

Are you a foreigner and want to get married in Poland? Check what you need to do. If you want to have a civil wedding, go to the civil registry office. In Starachowice, the civil office is located at 45 Radomska Street. Visit the office in person.

What you need to prepare

- Identification document, e.g., passport
- Birth certificate copy
- If you have been previously married, you need a copy of the marriage certificate with information that you are no longer married.
- Confirmation that, according to the laws of your country, you can enter into a marriage

Fees

You will pay 84 Polish zlotys for the preparation of the marriage certificate. You can pay by bank transfer or at the post office. There is also a payment terminal at the office.

Birth of a child

Has your child been born? Remember that you must report this fact. Do so at the civil registry office relevant to the locality where the child was born. If your child was born in the Starachowice municipality, report the birth at the Civil Registry Office in Starachowice. The office is located at 45 Radomska Street

How much time do you have to report the birth of a child?

You must report births within 21 days from the date of the birth certificate issuance. You will receive the birth certificate at the hospital where the child was born. The birth certificate is essential for obtaining the official birth certificate from the Civil Registry Office.

Who reports the birth of a child?

The birth is reported by the mother or father of the child. It can also be made by an authorized representative.

Death registration

Has your relative passed away? You must report this fact. Do so at the civil registry office relevant to the locality where the death occurred. If your relative passed away in the Starachowice municipality, report the death at the Civil Registry Office in Starachowice. The office is located at 45 Radomska Street.

How much time do you have to report a death?

You must report the death within 3 days from the date of the issuance of the death certificate. If your relative passed away due to an infectious disease, you only have 24 hours to make the report. The death certificate will be provided by the physician who confirmed the death. The death certificate is essential for obtaining the official death certificate from the civil registry office.

Who reports the death?

The death is reported by the closest relatives of the deceased, such as the spouse, children, grandchildren, great-grandchildren, parents, grandparents, siblings, nieces, nephews, in-laws. It can also be made by an authorized representative.

District (county) office in Starachowice

The district (county) office is a local government unit led by a district governor. Currently, Piotr Babciki serves as the district governor in the Starachowice district. The District (County) Office in Starachowice is located at 4 Doktora Władysława Borkowskiego Street. The responsibilities of the district (county) office include issuing and exchanging driver's license documents, making decisions in the field of construction law, and maintaining land records.

Post office and official correspondence

Want to send a letter, for example, to the office? Is the delivery date of the letter important? Remember to do it through Polish Post. It is only the date of the postmark that simultaneously indicates the date of delivering your letter to the sender.

Unclaimed package

Did the mail carrier leave you a notice in the mailbox about an awaiting package? You have 14 days to collect it. After 7 days from the first attempt to deliver the package, if you don't collect it, you will find a re-notification in the mailbox.

Unclaimed letter from the office

Remember to collect your letters on time. If you don't manage to collect the letter, the delivery is considered completed on the last day designated for its pickup. Why is it important? An unclaimed letter from the office means that you have been properly notified about potentially important matters for you. If the letter contained information about deadlines when you can effectively handle something, those deadlines start counting down even if you haven't collected the letter.

Enforcement and Justice

Has someone committed a crime against you? Or perhaps you witnessed a crime? Report it to the police or the prosecutor's office!

Court

District Court in Starachowice

There is a district court in Starachowice located at 12 Staszica Street. The district court in Starachowice houses civil, criminal, family, and land register departments.

Police

Starachowice County Police Headquarters is located at 27 Armii Krajowej Street. Need immediate police assistance? Call 997 or the general emergency number 112.

Prosecutor's office

District Prosecutor's Office in Starachowice is situated at 33 Leśna Street.

Emergency services

Fire Department

The Starachowice County State Fire Service Headquarters operates on 29 Armii Krajowej Avenue. Need immediate assistance from the fire department? Call 998 or the general emergency number 112.

Emergency Medical Services

Emergency medical services in Starachowice are available at 2 Doktora Władysława Borkowskiego Street. Need immediate medical assistance? Or does someone need such help? Call 999 or the general emergency number 112.

Emergency number 112

In situations of danger, you don't have to decide whether to call the police, ambulance, or fire department first. Call the **emergency number 112**. The dispatcher will inform the appropriate services.

Staying in starachowice

Have you come to Starachowice and want to live here? You can register for temporary or permanent residence at the city hall.

Temporary stay for non-EU foreigners

Temporary stay

Official confirmation that you will be staying in a specific place at a specific address in Poland for a certain period.

Are you a non-EU foreigner and want to stay in Poland for more than 30 days but know you'll return to your home country eventually? **Register for temporary stay!** Do it no later than on the 4th day after your arrival. If you'll be in Poland for less than 30 days, you don't need to register.

Who can register you

You can register in person or through a representative. However, the representative must have your identity document and a signed authorization from you to represent you in the registration matter.

What You Need to Prepare

1. Completed and signed application form for permanent residence. Submit a separate form for each registered person.
2. Document confirming the legal title to the apartment or house, such as a lease agreement, excerpt from the land register, or court decision.
3. Document allowing you to cross international borders, e.g., a passport.
4. Visa if required for entry into Poland.
5. If you did not require a visa to enter Poland, prepare:
 - o Document allowing you to cross international borders, e.g., a passport
 - o And only one of the following documents:
 - Temporary identity certificate for foreigners
 - Residence card
 - Temporary residence permit on humanitarian grounds
 - Temporary residence permit
 - Permanent residence permit
 - Long-term EU resident permit
 - Decision granting refugee status in Poland, decision on granting complementary protection in Poland, decision granting permission to stay for humanitarian reasons, or decision granting temporary tolerated stay permit.

Where to Submit Documents

Want to live in Starachowice? Submit your documents to the Starachowice City Office located at 45 Radomska Street. Have additional questions? Call us at +41 322 10 00 or write to um@starachowice.eu

How Long You Will Wait

If you have all the necessary documents, the official will register you immediately.

How Much You Will Pay

Registration is free. A certificate of registration for temporary residence costs 17 Polish zloty. You can pay by bank transfer or at the office's cashier.

Important

Remember that you can register in Poland for temporary residence only if you receive a document allowing you to stay in Poland for more than 30 days. Also, remember that you cannot stay in Poland longer than allowed by this document.

Temporary Stay for Non-EU Foreigners and EFTA Countries

Temporary stay

Official confirmation that you will be staying in a specific place at a specific address in Poland for a certain period.

Are you a non-EU foreigner or from an EFTA country? Do you want to stay in Poland for more than 3 months? However, you know you'll return to your permanent residence country after some time? Register for temporary stay! Do it no later than on the 30th day after arrival. Registration is free. If you will be in Poland for less than 3 months, you don't need to register.

Who Can Register You

You can register in person or through a representative. However, the representative must have your identity document and a signed authorization from you to represent you in the registration matter.

What You Need to Prepare

1. Completed and signed application form for permanent residence. Submit a separate form for each registered person.

2. Document confirming the legal title to the apartment or house, such as a lease agreement, excerpt from the land register, or court decision.
3. Document allowing you to cross international borders, e.g., a passport, or another document confirming your identity and citizenship.

Where to Submit Documents

Want to live in Starachowice? Submit documents to the Starachowice City Office, 45 Radomska Street, 27-200 Starachowice. Have additional questions? Call us at +41 322 10 00 or write to um@starachowice.eu

How Long You Will Wait

If you have all the necessary documents, the official will register you immediately.

How Much You Will Pay

Registration is free. A certificate of registration for temporary residence costs 17 Polish zloty.

Permanent Residence for Non-EU Foreigners

Are you a non-EU foreigner and want to move to Poland permanently? Register for permanent residence! Do it no later than on the 4th day after your arrival. Registration is free. Remember that you can register in Poland for permanent residence only when you receive a document allowing you to stay in Poland permanently.

Permanent Residence for EU Foreigners and EFTA Countries

Are you a foreigner from the European Union or an EFTA country? Do you want to move to Poland permanently? Register for permanent residence! Do it no later than on the 30th day after arrival. Registration is free.

Work in Starachowice

Want to work in Starachowice? Submit an application for a residence and work permit.

Have you come to Starachowice and want to live and work here? It's possible! Submit an [application for a residence and work permit](#). This application allows obtaining two permits in one procedure.

Submit the application in person at the Regional Office in Kielce, located at 3 Aleja IX Wieków Kielc.

Why do you have to submit the application in person?

When submitting the application, the official needs to take fingerprints from you. You can submit such an application if you intend to stay in Poland for **more than 3 months**, and your main purpose is to work based on an employment contract or a civil law contract (e.g., a contract for services).

Check which agreements allow you to work in Poland

Do you want to work in Starachowice and wonder which agreements allow you to work here?

The most popular types are: "employment contract," "contract for services," and "contract for specific work."

Employment Contract

An employment contract is a document confirming that one party is the employer and the other is the employee. The employment contract includes information such as the position, salary, and place and time of work. Based on this agreement, the employer pays advances on income tax and social insurance for the employee.

Contract for Services

A contract for services is a type of civil law contract. It is a document confirming that one party has become the service provider and the other the service recipient. The subject of such an agreement is usually the careful execution of tasks commissioned by the service recipient, typically planned for a specific period. Remember: A contract for services is not an employment contract.

Contract for Specific Work

A contract for specific work is a type of civil law contract. It is a document confirming that one party has become the service provider and the other the service recipient. Under this agreement, the service provider undertakes to complete, within a specified time, the product ordered by the service recipient. Such a product may be, for example, a painting by an artist, photographs taken, or a text translated into a foreign language.

Establishing business activity!

Setting up and running a business

Do you want to run your own business in Poland? Check what you need to do to establish business activity.

If you are legally staying in Poland and have been assigned a PESEL number, you can start your own business. You can operate it under the same rules as a Polish citizen.

What is a PESEL number and how to obtain it

PESEL is an eleven-digit number that identifies the person who holds it. You will automatically receive a PESEL number if you register in Poland for a stay exceeding 30 days. If you need a PESEL number but cannot register, submit an application to the office for its assignment. You can do this at the Starachowice City Office, located at 45 Radomska Street. More information can be found [here](https://www.gov.pl/web/gov/getting-a-pesel-for-foreigners) (<https://www.gov.pl/web/gov/getting-a-pesel-for-foreigners>).

Forms of conducting business activity

You can establish an individual business (sole proprietorship), a partnership, or a joint-stock company. Individual business is the simplest form, and its establishment is free, with online registration available. Partnerships and joint-stock companies are more complex types of business.

How to register a sole proprietorship

You should register your business in CEIDG (Central Register and Information on Economic Activity). Business registration usually takes 7 days but no longer than 30 days. Registration in CEIDG is free and can be done online or at the municipal office.

Online business registration

Want to register your business online? Do it through the [biznes.gov.pl](https://www.biznes.gov.pl) portal. In this case, you'll need a trusted profile (<https://www.gov.pl/web/profilzaufany>). A trusted profile is a free electronic identification tool, allowing you to electronically sign documents and manage your entry in CEIDG. If you choose online business registration, create an *Entrepreneur's Account* on the [biznes.gov.pl](https://www.biznes.gov.pl) portal and sign your application with a trusted profile or a qualified signature (<https://www.biznes.gov.pl/pl/portal/0075>). A qualified signature has the power of a handwritten signature but is a paid tool, unlike a trusted profile.

Registration of business activity at the office

If you opt for traditional registration, go to the Starachowice City Office, located at 45 Radomska Street.

If you have doubts about starting a business, taxes, and related insurance contributions, you can seek support from:

- Business registration - phone assistance: 801 055 088 or 22 765 67 32
- Insurance contributions - Social Insurance Institution (ZUS) Telephone Service Center: tel. 22 560 16 00; form; email: cot@zus.pl; Skype: [zus_centrum_obslugi_tel](https://www.skype.com/name/zus_centrum_obslugi_tel)
- Taxes - National Tax Information: tel.: 22 330 03 30 (from mobile phones); 801 055 055 (from landlines); +48 22 330 03 30 (from abroad)
- Business.gov.pl Help Center - Business.gov.pl Help Center

Need more information? Please go to: <https://www.biznes.gov.pl/pl/portal/001466>

Communication

Speed limit

When driving, remember to adhere to speed limits. Exceeding speed limits in built-up areas can result in a high fine or even the suspension of your driving license.

Pedestrians on crosswalks

Remember that pedestrians have the right of way at crosswalks. Failure to yield to pedestrians may result in a fine.

Public Places

Smoking at bus stops

Keep in mind that smoking and using tobacco products at public transport stops is prohibited. Violating this prohibition can result in a fine.

Offensive language in public

Be aware that using offensive language in public places is not allowed. Violating this prohibition may result in a fine.



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