

QR/2D  
CODE

Please complete and sign only one declaration by marking the **appropriate box** () with an "X" and complete the relevant details in **BLOCK CAPITAL LETTERS** on all pages of the declaration. The completed and signed declaration should be sent by post to the following address: **Główny Inspektorat Transportu Drogowego, Skrytka pocztowa 85, 05-090 Raszyn, Poland** or delivered to the seat of the authority, within 7 days from the date of receipt.

## Part A

Letter number: [attachment, case reference number]

Date and time of the event: [attachment, event date] [attachment, event date]

### DECLARATION 1

**to be completed by the person who was driving the vehicle at the time of the offense**

I declare that I have read the content of the attached report from recording equipment, in connection with the above:

1. Instructed about my right to refuse to accept a penalty notice<sup>1</sup>, I **consent to accepting a penalty notice** for the offence indicated in the report in the amount of PLN [zalacznik.kwotaKary1] specified in art. [zalacznik.podstawaPrawna] of the Code of Petty Offences. For the described offence, the regulations provide for [zalacznik.punkty] penalty points<sup>2</sup>. (please complete part B on the back and sign below)
2. Having been instructed about my right, I declare that I **refuse to accept the penalty notice**. Pursuant to Polish law, in the event of a refusal to accept a penalty notice, the authority shall refer the case to a court. (please complete part B on the back and sign below)

**Please mark with an "X" only one appropriate field "**

.....  
/city/town/

.....  
/date/

.....  
/ handwritten signature with name and surname /

### DECLARATION 2

**to be completed by the owner / holder<sup>3</sup> of the vehicle, who indicates to whom they have entrusted the vehicle for driving at the indicated time**

- Instructed about the content of Art. 78 par. 4 and 5 of the Road Traffic Act of June 20, 1997, I declare that at the time of the incident I did not drive the vehicle described in the report from the recording equipment and in Part B I indicate the person to whom I entrusted it. (please complete part B on the back and sign below)

.....  
/city/town/

.....  
/date/

.....  
/ handwritten signature with name and surname /

<sup>1</sup> **Note:** A penalty notice for an offence may not be imposed on a company, but on a specific natural person - the perpetrator of the offence (i.e. a person who, while driving the vehicle, violated road traffic regulations).

<sup>2</sup> Penalty points apply to a driver who is a Polish citizen and / or has a residence card.

<sup>3</sup> Delete as appropriate.

**Part B** (the following data define the perpetrator / person who was in charge of the vehicle or who disposed of it<sup>4</sup>)

**Detailed data:**

Surname: [grid]  
Family name: [grid]  
First name: [grid]  
Middle name: [grid]  
Mother's name: [grid]  
Father's name: [grid]  
Sex (M/F): [ ] Date of birth (day-month- year): [ ] . [ ] . [ ]  
PESEL<sup>5</sup>: [grid]  
Citizenship: [grid]

**Identity document (if any):**

Document type: [ ] 1-personal identity card, 2-passport, 3-other identity document  
Series and number: [grid]  
Document issue country: [grid]

**Address of residence:**

Country: [grid]  
Commune<sup>6</sup>: [grid]  
Street: [grid]  
Building No.: [grid] Apt. No.: [grid]  
Location: [grid]  
Zip code: [grid]

**Mailing address** (if different than the residence address):

Country: [grid]  
Company's name: [grid]  
Commune<sup>6</sup>: [grid]  
Street: [grid]  
Building No.: [grid] Apt. No.: [grid]  
Location: [grid]  
Zip code: [grid]

**Document authorising the person to drive the vehicle** (required only when statement No. 1 is filled in):

Driving license number: [grid]  
Form number: [grid]  
Document issue date: [ ] . [ ] . [ ]  
License issue date: [ ] . [ ] . [ ]  
Category: [grid]  
Issuing authority: [grid]  
[grid]  
Document issue country: [grid]

.....  
/ handwritten signature with name and surname /

<sup>4</sup> Delete the unnecessary.

<sup>5</sup> It refers to a person possessing the Polish PESEL No.

<sup>6</sup> Or a proper name for the given country of a higher (preferably 1 level above the location) administrative division unit in the country, e.g., a county, prefecture, province, region, etc.)

## The Chief Inspectorate of Road Transport of the Republic of Poland informs that:

- the penalty amount is determined by the relevant authority on the basis of the „tariff” – it is not possible to reduce or increase the amount beyond the limits specified in the regulation<sup>1</sup>;
- if the vehicle was sold before the date of the offence, please send a copy of the document confirming the sale along with legible details of the buyer / recipient (copy of the contract, invoice, donation deed). The attached document must be translated into Polish.

## Please send your responses on the attached forms.

**Only a penalty notice is the basis for the payment of the penalty.**

Payments should be made **using on-line banking systems or at outlets of entities that enable transfers** to the INDIVIDUAL bank account number indicated on the payment form.

**NOTE – please do not make payments to the account of the I Tax Office in Opole.**

EXCEEDING THE SPEED LIMIT:	PENALTY IN PLN
to 10 km/h	50
by 11-15 km/h	100
by 16-20 km/h	200
by 21-25 km/h	300
by 26-30 km/h	400
by 31-40 km/h	800/ <b>1600</b> <sup>2</sup>
by 41-50 km/h	1000/ <b>2000</b> <sup>2</sup>
by 51-60 km/h	1500/ <b>3000</b> <sup>2</sup>
by 61-70 km/h	2000/ <b>4000</b> <sup>2</sup>
by 71 km/h and more	2500/ <b>5000</b> <sup>2</sup>

<b><u>FAILURE TO COMPLY WITH LIGHT SIGNALS</u></b>	<b>500</b>
<b>– INCLUDING AT A RAILROAD CROSSING</b>	<b>2000</b>

”

### CODE OF PETTY OFFENCES

(Journal of Laws of 2021, item 2008, as amended)

§ 2. A fine in the amount not lower than twice the lower limit of the statutory risk shall be imposed on a driver of a motor vehicle punished for the offence referred to in Article 86 § 1a and 2, Article 86b § 1, Article 87 § 1, Article 92 § 2, Article 92a § 2, Article 92b, Article 94 § 1 or Article 97a, who commits the same offence within two years from the last final punishment.

<sup>1</sup> Regulation of the Prime Minister on the amounts of penalties imposed by way of penalty notices for selected types of offences of November 24, 2003 (Journal of Laws of 2013, item 1624).

<sup>2</sup> The value indicated after the break mark in bold is the amount of the penalty notice specified in art. 38 § 2 of the Code of Petty Offences. This provision has been in force since September 17, 2022.

# A MODEL penal notice can be found below.

A model penalty notice in colour is available at:

<http://www.canard.gitd.gov.pl/cms/web/portal/wezwanie/wzory-dokumentow>

## HOW TO CHECK AUTHENTICITY OF A NOTICE SENT BY POST?

- the notice is sent by registered mail – the Chief Inspectorate of Road Transport never sends it by mail without confirmation of receipt<sup>3</sup> nor by electronic means of communication;
- the bank account number includes numbers (from 3 to 10) **1010 0055** – this is the number of the account at the National Bank of Poland, which holds accounts only for public entities;
- the seal with the emblem on the notice is clearly convex, made using dry stamp technology.

For more information, please go to:

<http://www.canard.gitd.gov.pl/cms/web/portal/wezwanie/crossborder>

<sup>3</sup> Does not apply to Denmark.