

# How can I obtain a certificate From the National Criminal Register electronically?

(e-KRK access: <https://www.ekrk.ms.gov.pl>)

To request a certificate from the NCR electronically, one must have a qualified electronic signature or a trusted signature.

## Access to an individual account in the NQF, login:

### Step 1:

You should go to the website: <https://www.ekrk.ms.gov.pl>

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Visualization For download Log in

**Notice**

In order to apply to KRK electronically for the certificate, one needs a qualified electronic signature, a trusted signature (podpis zaufany) or an electronic personal signature (podpis osobisty).

The issued document will have the form of an XML file which can be saved on a storage device (e.g. a flash drive, CD, DVD). The visualisation of the certificate is possible with the use of the functionalities of e-KRK. **Printout is not a document.**

Payment should be made **only** with the use of payment mechanisms made available in e-KRK.

W związku ze zmianą operatora płatności od 3 lutego 2017r. funkcja Elektronicznego Potwierdzenia Opłaty (EPO) nie będzie dostępna

**MS e-Platform  
National Criminal Register**

Register in the system in order to gain access to:

- manage your data,
- fill in requests / queries,
- pay, sign and send requests / queries,
- download responses.

**Registration »**

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### Step 2:

Next, enter the green box: "REGISTRATION".

After entering the aforementioned field, a screen with fields to fill in will be displayed:

## Register

- ☒ Natural person  
☐ Institutional entity

### Account information

Name*	<input type="text"/>
Second name	<input type="text"/>
Last name*	<input type="text"/>
National identification number, if applicable	<input type="text"/>
Street	<input type="text"/>
Postal code	<input type="text"/>
City	<input type="text"/>
User ID*	<input type="text"/>
	<input type="checkbox"/> Give User ID
E-mail*	<input type="text"/>
Repeat e-mail*	<input type="text"/>
Password*	<input type="text"/>
Repeat Password*	<input type="text"/>



Type the code from the picture

☐ I have read the terms of use of the e-KRK System of the Ministry of Justice and consent to the processing my personal data

[Regulations](#)

[Register](#)

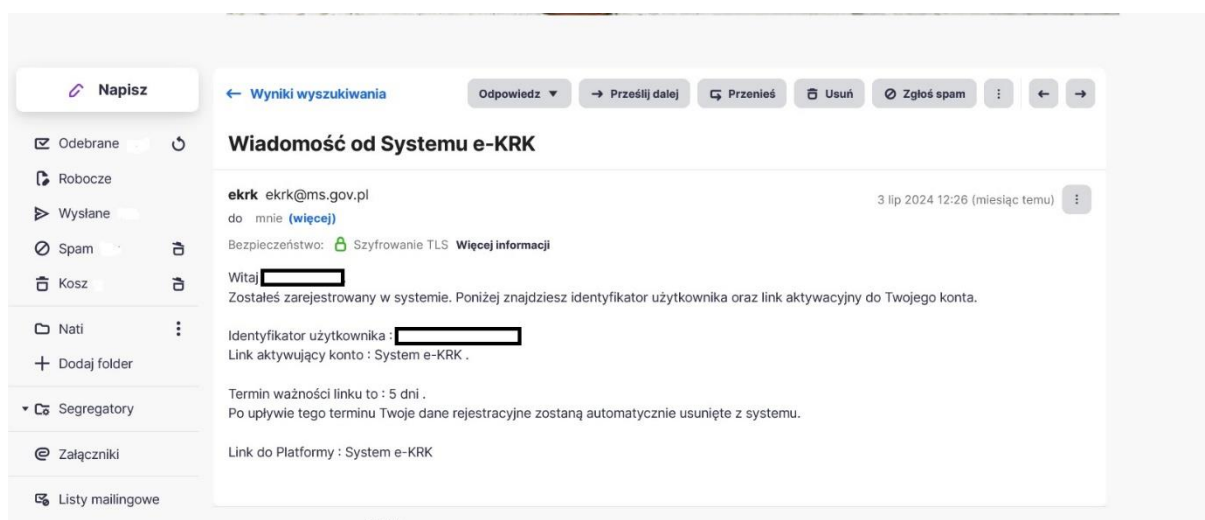
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According to the specified field, you need to enter the correct data, rewrite the code from the image, mark the consent and confirm through the green box: "Register".

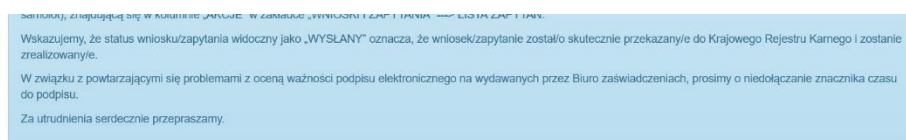
### Step 3:

To the e-mail address indicated when filling in the fields in step 2, the system will send a notification with an activation link to the account. The notification will also show the assigned user ID.



The above visualization applies to an e-mail address in the o2 domain, it will be visible differently if you have an e-mail account in another domain (e-mail content identical).

After activating the link, your account is already active and you can log in.



**Submit an application for a certificate from the NCR, through the account created according to the instructions above:**

### Step 1:

After logging into your account, go to: *Request and queries*, and then *Request for individual*.

An electronic form is generated with the need to fill it in. Some of the fields already contain data that the system has pulled from the registration form, while others need to be completed.

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Visualization For download Request and queries Responses

### Request for personal data disclosure

Imię Nazwisko Adres

MINISTERSTWO SPRAWIEDLIWOŚCI  
BIURO INFORMACYJNE  
KRAJOWEGO REJESTRU KARNEGO

Data wystawienia WNIOSK O UDZIELENIE INFORMACJI O OSOBIE

Numer PESEL  
Other identification  
Numer paszportu albo innego dokumentu stwierdzającego tożsamość

1. Nazwisko rodowe  
2. Nazwisko (w tym przybrane)  
3. Imiona  
4. Imię ojca  
5. Imię matki  
6. Data urodzenia  
7. Nazwisko rodowe matki  
8. Miejsce urodzenia  
9. Miejsce zamieszkania  
10. Obywatelstwo

11. Rodzaj danych, które mają być przedmiotem informacji o osobie  
☐ Kartoteka karna  
☐ Kartoteka nieletnich  
☐ Kartoteka osób pozbawionych wolności oraz poszukiwanych listem gończym

12. Zakres danych, które mają być przedmiotem informacji o osobie  
☐ Zaznacz, jeżeli jesteś wolontariuszem będącym kandydatem na kierownika wypoczynku lub wychowawcę wypoczynku zobowiązanym do przedstawiania informacji organizatorowi wypoczynku na podstawie art. 92p ust. 8 pkt 1 ustawy z dnia 7 września 1991r. o systemie oświaty.  
☐ Zaznacz, jeżeli jesteś kandydatem na ławnika zobowiązanym do przedstawiania informacji na podstawie art. 162 § 2 pkt 1 ustawy z dnia 27 lipca 2001 r. – Prawo o ustroju sądów powszechnych.

The scope of data that are to be the subject of information about a person

Pouczenie  
Uzyskanie bez uprawnienia informacji o osobie z Krajowego Rejestru Karnego jest zagrożone grzywną, karą ograniczenia wolności albo karą pozbawienia wolności do lat 2 (art. 25 ustawy z dnia 24 maja 2000 r. o Krajowym Rejestrze Karnym).

\* Pola oznaczone gwiazdką są wymagane

Save Add attachment Delete Sign Pay Print

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Obtaining the correct certificate, in accordance with the PSW's Standards for the Protection of Minors, requires marking the acquisition of information from all files.

After completing the form, save it, after saving the "sign" box should appear in blue j.p.:

poszukiwanych listem gończym ?

**12. Zakres danych, które mają być przedmiotem informacji o osobie ?**

☐ Zaznacz, jeżeli jesteś wolontariuszem będącym kandydatem na kierownika wypoczynku lub wychowawcę wypoczynku zobowiązanym do przedstawienia informacji organizatorowi wypoczynku na podstawie art. 92p ust. 8 pkt 1 ustawy z dnia 7 września 1991r. o systemie oświaty.

☐ Zaznacz, jeżeli jesteś kandydatem na ławnika zobowiązanym do przedstawienia informacji na podstawie art. 162 § 2 pkt 1 ustawy z dnia 27 lipca 2001 r. – Prawo o ustroju sądów powszechnych.

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[Save](#)
[Add attachment](#)
[Delete](#)
[Sign](#)
[Pay](#)
[Print](#)

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Enter in the aforementioned field and sign the application with a qualified electronic signature or a trusted signature.



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Visualization For download ▾ Request and queries ▾

Responses

#### Sign with a qualified electronic signature or an electronic personal signature

Download zip file to your local computer. Extract and sign xml file using software from your provider (required format - external signature). Then send file with signature. The system will inform you if the signature is correct. Do not change the name of the signed file.

Document number: 7755310

ePUAP

Download document for signing

Select file with signature\*

Choose file

Send

#### Sign with a trusted profile

If you have a trusted profile, You can use it to sign with a trusted signature.

Sign with a trusted signature

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After signing the application, a screen will appear with the need to pay for it.

The screenshot shows the 'Payment' section of the KKR system. At the top, there is a navigation bar with 'Visualization', 'For download', 'Request and queries', and 'Responses'. A blue notification bar states: 'All selected documents have a set of signatures and are ready for payment. A summary of the transaction is shown below.' The main content area is titled 'Payment' and includes a 'Go to top' link. On the left, a 'Summary' box contains the text: 'In order to send requests / queries a fee for processing them must be paid. A transaction fee will be added to the price of requests / queries.' It lists 'Number of requests / queries' as 1 and 'Sum of administrative fees' as 20.00 PLN, with a 'Pay and send' button. On the right, a table titled 'List request / query' has columns for 'Ordinal number', 'Entity off request / query', and 'Fee'. The first row shows '1', an empty input field, and '20.00 PLN'. The footer contains the text 'This portal is cofunded by the European Union from the European Regional Development Fund.' and 'Wersja: 1.2.22'.






Ordinal number	Entity off request / query	Fee
1	<input type="text"/>	20.00 PLN

The system allows payment in many forms such as quick transfer, payment card, BLIK payment or MASTERPASS payment. You should then make according to the selected form of payment, it is important not to close the page after generating the payment, i.e. stay until the payment is confirmed and return to the KKR system.

After paying for the application, you will find the application under *Applications and Inquiries>Inquiry List*.

You will see the number of the application, whether it has been paid, and the date of the application-the date of the application will be generated after it has been paid.

The screenshot shows the 'Inquiry List' screen. It features a navigation bar with 'Visualization', 'For download', 'Request and queries', and 'Responses'. A table titled 'Show 10 entries' displays the following data:

Request / query creation date	Request / query issue date	Request / query status	Request / query No.	Paid	Actions
2024-08-07	-	Signed	7755310	no	    

Below the table, it says 'Showing 1 to 3 of 3 entries' and includes navigation links: '« Previous', '1', and 'Next »'. The footer contains the text 'This portal is cofunded by the European Union from the European Regional Development Fund.' and 'Wersja: 1.2.22'. Logos for 'INNOWACYJNA GOSPODARKA', 'Ministerstwo Sprawiedliwości', and 'UNIA EUROPEJSKA' are visible at the bottom.

Once the application is submitted, the system will also send a relevant notification to the email address indicated at registration.

Now expect to receive the certificate, statutorily up to 14 working days.

### **Receipt of the certificate from the e-KRK system:**

#### **Step 1:**


Once your certificate is ready for collection in the e-KRK system, you will receive a relevant notification via email.



#### **Step 2:**





Log into the e-KRK system <https://www.ekrk.ms.gov.pl>. Go to the *Answers* tab (next to your username).

When you enter *Answers*, for the submitted application you can see the information in the application status as: *Response to download*. Go to the action column and download the zip file, marked with a red arrow below.


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Visualization For download Request and queries Responses




Show 10 entries

Request / query creation date	Request / query issue date	Request / query status	Request / query No.	Paid	Actions
2024-07-03	2024-07-03	Response for download	7550520	yes	   

Showing 1 to 1 of 1 entries

« Previous 1 Next »

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The downloaded file will be available on your computer, in the location according to your choice.

You need to extract the file using zip. or 7-Zip program for this.

### **Step 3:**

After unzipping the file, it will generate a folder which will contain 3 documents i.e.: **pdf.**, **xml.** and **xml.xades.**

**The appropriate document to submit to the dean's office(s) respectively is a pdf file.**