

Application Checklist

A. Getting Help

If you need assistance with your application, or have any additional questions about completing your application, please contact one of the social service agencies listed on the enclosed page (“Organizations to Contact for Assistance”).

B. What to Do Now

1. Mail the Application Packet to the Polish Office for War Veterans and Victims of Oppression (“the Polish Office”):
 - Complete all sections of the application (Marked “A”). Include with your application **certified** copies of as many of the following documents **as you have**:
 - Any documents that prove persecution before, during and after the War (specifically in the years 1939 to 1956).
 - A description of your persecution, providing as much detail as possible about your background in Poland.
 - Any documents that prove your Polish citizenship at the time of your persecution.
 - A photocopy of a government issued identity document (i.e. passport, driver’s license, or national identity card).
 - Remember to check the box giving consent to the Polish Office to conduct research on your behalf in archives and with the International Tracing Service.
 - Remember to sign and date your application.
 - Remember to enclose the personalized endorsement letter (Marked “A”).
 - Remember to make a copy for your records, before sealing the envelope, of the completed application form, all attachments, and your personalized endorsement letter.
 - Mail your sealed envelope via a traceable method (i.e. certified mail, Federal Express, DHS, etc.) to: Polish Office for War Veterans and Victims of Oppression, Wspólna 2/4, 00-926 Warsaw, Poland.
2. Send the Proxy Form to the Auschwitz Jewish Center.
 - Fill out the Proxy Form (Marked “B”) to appoint the Auschwitz Jewish Center as your proxy in Poland to receive communications from the Polish Government and to forward these communications to you.

- Remember to make a copy for your records, before sealing the envelope, of the completed proxy form.
- Forward your completed proxy form to the Auschwitz Jewish Center via one of the following methods:
 - ❖ By mail via a traceable method (i.e. certified mail, Federal Express, DHS, etc.) to:
Plac Księdza Jana Skarbka 5, 32-600 Oświęcim, Poland
 - ❖ By email, requesting a delivery receipt, to: proxy@ajcf.pl
 - ❖ By fax to: +1 646-437-4281

Please note: These instructions represent our current understanding of the application requirements and procedures. You should contact the Polish Office for War Veterans and Victims of Oppression with any questions, or to confirm the application requirements. You may contact Barbara Padlo during Polish business hours by phone at +(48) 22-661-86-89 or via email at Barbara.Padlo@udskior.gov.pl or the general number at +(48) 22-661-81-29 or by email at info@udskior.gov.pl.

C. What to do after you receive your certificate of eligibility from the Polish Office

- Complete the application form from the Polish Social Insurance Institute (ZUS) (it may be completed in any language that uses Latin script).
- Remember to sign and date your ZUS application.
- Remember to enclose the certificate of eligibility received from the Polish Office.
- Remember to make a copy for your records, before sealing the envelope, of the completed application form and the certificate of eligibility.
- Mail your sealed envelope via a traceable method (i.e. certified mail, Federal Express, DHS, etc.) to: ZUS Branch in Warsaw – Division for Implementation of International Agreements, Kasprowicza Street 151, 01-949, Warsaw, Poland.

Please note: These instructions represent our current understanding of the application requirements and procedures. You should contact the Polish Social Insurance Institute (ZUS) with any questions, or to confirm the application requirements. You may contact Mrs. Magdalena Ignaciuk, Foreign Pensions Department, by phone at (+ 48) 22 538 33 77 or email at [magdalena.ignaciuk@zus.pl](mailto:magdalenaignaciuk@zus.pl).