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THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

# Polish

## INTRODUCTION

This guide is for researchers who do not speak Polish but must write to Poland for genealogical records. It includes a list of sentences you would use in a letter about genealogical records and Polish translations of these sentences.

The best sources of genealogical information in Poland are records of births, marriages, and deaths kept by churches and civil registration offices. The Family History Library has microfilm copies of these records for many, but not all, localities. Use the Family History Library Catalog to determine what records are available through the library and the Family History Centers. If records are available from the library it is usually faster and more productive to search these records first. If the records you want are not available through the library, you can use this guide to help you write to Poland for information.

## BEFORE YOU WRITE

Before you write to Poland for family history information, you should do three things:

- **Determine exactly where your ancestor was born, was married, lived, or died.** Because most genealogical sources were recorded locally, you will need to know the specific locality where your ancestor was born, was married, lived, or died. See the library's publication *Tracing Immigrant Origins* (34111) for help in finding hometowns.

- **Determine your ancestor's religion.** Because most early records were kept by churches or synagogues rather than civil registration offices, you may need to write to the church your ancestor attended in his or her hometown. If you are not sure what your ancestor's religion was in Europe, determine what religion he or she practiced after immigrating. People usually did not change religions when they moved from Europe to their new home.

- **Determine where records from your ancestor's home parish are stored today.** When you have a locality name, use a gazetteer to determine which parish or civil jurisdiction served your ancestor's locality.

## RESEARCH BY MAIL

Church records are obtained from parishes, and civil records are obtained from civil registration offices. Both kinds of records may be stored in archives. In 1874 civil registration became mandatory in Poland, yet it started at different times throughout the country. If the dates you need precede 1874, you will need to write for church records.

If you address your letter to a parish or local civil registration office, you must write the letter in Polish. Letters written in Polish have a greater chance of receiving a reply than those written in English. You may write in English to the Directorate of State Archives.

### How to Address the Envelope

For a *Roman Catholic Parish:*

> Parafia Rzymsko-Katolicka
> (postal code) (name of locality)
> POLAND

For a *Protestant Parish:*

> Parafia Ewangelicka
> (postal code) (name of locality)
> POLAND

Very few Protestant parishes still exist in modern-day Poland. Some records formerly found in such parishes may be housed in local Catholic parishes. For a list of the Protestant parishes in Poland and their addresses, see:

> *Kalendarz ewangelicki* (Yearbook of the Augsburg Evangelical [Lutheran] church of Poland). (FHL book 943.8 K24ke; film 1183508 item 4.)

For an *Orthodox Parish*:

> Parafia Prawosławna
> (postal code) (name of locality)
> POLAND

For a *Civil Registration Office:*

> Urząd Stanu Cywilnego'
> (postal code) (name of locality)
> POLAND

For the *Directorate of State Archives:*

> Naczelna Dyrekcja
> Archiwów Państwowych
> ul. Długa 6, skr. poczt. 1005
> 00-950 Warszawa
> POLAND
> Fax: 011-48-22-31-75-63

### Postal Codes

When addressing your letter you will need to write the postal (zip) code *in front* of the name of the town you are writing to. For help finding postal codes for Poland, see:

> *Oficjalny spis pocztowych numerów adresowych* (Official zip code directory for Poland). (FHL book Ref Area 943.8 E8o.)

If your town is not listed, use the following gazetteer to determine where the closest post office is located:

> *Spis miejscowości Polskiej Rzeczypospolitej Ludowej* (Gazetteer of Localities of the Polish People's Republic). (FHL book Ref Area 943.8 E5s, film 2037058 item 2.)

Towns in Poland are listed alphabetically. The post office is given in the fifth column, under the heading "Poczta."

### How to Send Payments

*Writing to a Parish.* When writing to a parish it is a good idea to send a donation of $5.00 to $10.00 as a courtesy. Do not send a personal check, which is difficult and expensive to exchange in Europe. Cash is better since it is most easily converted to European currency, but be aware of the risks in sending it.

*Writing to a Civil Registration Office.* When writing to the local civil registration office enclose $10.00 in your first letter. The office may bill you

in addition to that for its services. You may be asked to make the check payable to its account number.

*Writing to Government Organizations.* When writing to the Directorate of State Archives, *do not send money* in your first letter. The staff will bill you for their services. You may be asked to make the check payable to the archive's account number. If you wish, you may write first to determine its fees before making a request. However, this will significantly increase the time it takes to get information.

## WHAT TO EXPECT

It may take six months or longer for you to receive a reply to your request for information. Airmail improves the response time. The results of writing to parishes or civil registration offices can vary greatly. You may get a great deal of information, or you may get no answer at all. Some clergy and civil registrars are willing and able to provide considerable information while others are not.

When you receive a reply, send the requested payment and a note of thanks or acknowledgment. If you need to request further information, refer to your earlier letters and their return letters by date. You may want to include photocopies of any previous correspondence. If the archive assigned you a reference number, include that number as well.

Use Polish-English dictionaries to help you understand the reply. Sometimes you can hire accredited genealogists to translate for you. The Family History Library also has published *Genealogical Word List in Polish* (34098), which may be helpful.

If you do not receive an answer, write again, sending a copy of your first letter. Do not send more money unless you verify that your first letter did not arrive.

## HOW TO WRITE A LETTER IN POLISH

Your letter should include:

- the date (at the top).
- the name and address of the addressee.
- a greeting.
- a brief introduction.
- biographical information about your ancestor.
- a short, specific genealogical request.
- referral request(s).
- a comment about payment.
- closing remarks.
- your signature.
- your return address (including your country).

Be brief and simple. Do not ask for too much at one time.

The English-to-Polish translations found below will help you compose your letter. Read the sentences in English, and choose those that best express what you want to say. Be sure to arrange your sentences logically. You may want to use the following English sentences to write your letter and then replace the sentences with their Polish translations. However you proceed, make sure you type or neatly print your letter and, when necessary, add any diacritical marks and special characters (such as ą, ć, ę, ł, ń, ó, ś, ż, ź) with a pen.

*Do not use this guide as the letter itself!* That might insult the recipient and lessen the chance of a reply.

## Writing Dates

Write dates in the European style: day-month-year. Write the full name of the month or use a Roman numeral. Write the year in full (1845, not '45). For example, April 7, 1890 should be written as *7. IV. 1890* or *7 kwietnia 1890*.

The following names of the months are shown in their possessive form, which is used in writing dates:

| | |
|---|---|
| January | stycznia |
| February | lutego |
| March | marca |
| April | kwietnia |
| May | maja |
| June | czerwca |
| July | lipca |
| August | sierpnia |
| September | września |
| October | października |
| November | listopada |
| December | grudnia |

| **English** | **Polish** |
|---|---|

## Greetings

Depending on whom your letter is addressed to, you will choose one of the following greetings. This will also affect some of your later sentences. The following sentences were written in the format of the first greeting. When addressing a priest or pastor, use the appropriate word indicated in parentheses.

| English | Polish |
|---|---|
| 1. Dear Sir (Civil, Government): | 1. Szanowny Panie, |
| 2. Dear Priest (Catholic or Orthodox): | 2. Drogi Księże, |
| 3. Dear Pastor (Protestant): | 3. Drogi Pastorze, |

## Introductions

| English | Polish |
|---|---|
| 4. I live in the United States, but my ancestry is from Poland, and I would like to know more about my Polish ancestors. | 4. Mieszkam w Stanach Zjednoczonych, ale moi przodkowie są polskiego pochodzenia. Chciałbym (chciałabym, if you are a female) dowiedzieć się więcej o moich polskich przodkach. |
| 5. I am preparing a history of my ancestors in Poland and need information from your vital records. | 5. Przygotowuję historię moich przodków z Polski, dlatego potrzebne są mi pewne dane z ksiąg metrykalnych. |
| 6. My ancestors come from Poland. I would like to know more about them. | 6. Moi przodkowie pochodzą z Polski. Chciałbym (Chciałabym, if you are a female) więcej o nich wiedzieć. |
| 7. The following person is my ancestor who was born in Poland. I will give you all the vital data I have for this person. | 7. Następująca osoba jest moim przodkiem urodzonym w Polsce. Podaję wszystkie dane, jakie mam o niej. |
| 8. The following persons are my ancestors who were born in Poland. I will give all the vital data about them that I have. | 8. Następujące osoby są moimi przodkami urodzonymi w Polsce. Podaję wszystkie dane jakie mam o nich. |

| English | Polish |
|---|---|

## Biographical Information

Give as much pertinent information as possible. Use only those items below for which you can give accurate information that is relevant to your request. Do not give information about events that occurred after the ancestor left Poland.

| English | Polish |
|---|---|
| 9.  a.  Given name and surname: | 9.  a.  Imię i nazwisko: |
| b.  Date of birth (approximate): | b.  Data urodzenia (w przybliżeniu): |
| c.  Place of birth: | c.  Miejsce urodzenia: |
| d.  Date of christening: | d.  Data chrztu: |
| e.  Place of christening: | e.  Miejsce chrztu: |
| f.  Father's given name and surname: | f.  Imię i nazwisko ojca: |
| g.  Mother's given name and maiden surname: | g.  Imię i nazwisko panieńskie matki: |
| h.  Husband's given name and surname: | h.  Imię i nazwisko męża: |
| i.  Wife's given name and maiden surname: | i.  Imię i nazwisko panieńskie żony: |
| j.  Date of marriage: | j.  Data ślubu: |
| k.  Place of marriage: | k.  Miejsce ślubu: |
| l.  Date of death: | l.  Data zgonu: |
| m.  Place of death: | m.  Miejsce zgonu: |
| n.  Date of emigration: | n.  Data emigracji: |
| o.  Religion:<br>Roman Catholic<br>Greek Catholic<br>Orthodox<br>Protestant<br>Jewish | o.  Wyznanie:<br>rzymsko katolickie<br>grecko katolickie<br>prawosławne<br>ewangelickie<br>żydowskie |

## Genealogical Requests

| English | Polish |
|---|---|
| 10.  Could you please check your birth registers from (year) to (year) for the birth record of this person? | 10.  Czy mógłby Pan (Ksiądz, Pastor) znaleźć świadectwo urodzenia tej osoby w przedziale lat od (year) do (year)? |
| 11.  Please send me a complete extract of the birth or christening record of (1) this person. (2) these persons. | 11.  Proszę o przesłanie mi pełnego odpisu świadectwa urodzenia albo chrztu (1) tej osoby. (2) tych osób. |
| 12.  Please send me a complete extract of the marriage record of (1) this person. (2) this person's parents. | 12.  Proszę o przesłanie mi pełnego odpisu świadectwa ślubu (1) tej osoby. (2) jego (jej, if the ancestor is a female) rodziców |
| 13.  I believe that (name) died in your locality about (year). I would like a complete extract of the death record. | 13.  Przypuszczam, że (name) zmarł (zmarła, if the deceased ancestor is a female) w tej miejscowości około roku (year). Proszę o przesłanie mi pełnego odpisu świadectwa zgonu tej osoby.. |

| English | Polish |
|---|---|
| 14. I would like to know more about the family of this person. I would be grateful if you would provide the names and birth dates of the brothers and sisters and a copy of the marriage record of the parents. | 14. Chciałbym (Chciałabym, if you are a female) wiedzieć więcej o rodzinie tej osoby. Byłbym wdzięczny (Byłabym wdzięczna, if you are a female) za podanie nazwisk i dat urodzenia braci i sióstr oraz kopię świadectwa ślubu rodziców. |
| 15. I would like to locate any relatives who may be living in your area. My ancestor was (name). He (she) left for the United States in the year (year). He (she) resided in (town) before his (her) departure. If you know of any persons of this name or relatives of the family, I would be grateful if you would give this letter to them so that they can contact me. | 15. Chciałbym (Chciałabym, if you are a female) znaleźć członka mojej rodziny, który (która, if the ancestor is a female) prawdopodobnie żyje w Pana (Księdza, if addressing a priest; Pastora, if addressing a pastor) okolicy. Nazwisko mojego przodka jest (name). Wyjechał on (Wyjechała ona, if the ancestor is a female) do Stanów Zjednoczonych w roku (year). Przed wyjazdem mieszkał on (mieszkała ona, if the ancestor is a female) w miejscowości o nazwie (town). Gdyby Pan (Ksiądz, if addressing a priest; Pastor, if addressing a pastor) znał kogoś o tym nazwisku albo krewnych jego (jej, if the ancestor is a female) rodziny, byłbym wdzięczny (byłabym wdzięczna, if you are a female) za przekazanie im tego listu, aby mogli oni skontaktować się ze mną. |
| 16. I have searched the records for your parish covering the time period from (date) to (date). However, I need records for the years (year) to (year). Could you please inform me as to where these records can be found? | 16. Prowadziłem badania (prowadziłam, if you are a female) zapisów dokonywanych w tej parafii w okresie od (date) do (date). Chciałbym (Chciałabym, if you are a female) teraz otrzymać dane z przedziału lat od (year) do (year). Czy mógłby mnie Pan (Ksiądz, if addressing a priest; Pastor, if addressing a pastor) poinformować, gdzie mogę znaleźć te zapisy? |
| 17. My relative worked as a (occupation) in (city). Do you have any information about this person? | 17. Mój krewny pracował (pracowała, if the ancestor is a female) jako (occupation) w miejscowości o nazwie (city). Czy ma Pan (Ksiądz, if addressing a priest; Pastor, if addressing a pastor) jakiekolwiek informacje_ o nim (niej, if the ancestor is a female)? |
| 18. I need information from the parish registers of the Protestant parish in (town); in German, (town). I will be most grateful if you would inform me where the records of this Protestant parish are presently found. | 18. Potrzebne mi są dane z ksiąg parafialnych Kościoła Ewangelickiego z miejscowości (town); której niemiecka nazwa brzmiała (town). Byłbym bardzo wdzięczny (Byłabym bardzo wdzięczna, if you are a female) za informacje, gdzie są teraz te zapisy. |

| English | Polish |
|---|---|

19. My ancestor was a Greek-Catholic. He (she) resided in (town). I would like to locate the christening and marriage records of the Greek-Catholic parish. Are these records available in your (1) parish office? (2) archive? If you do not have the records, could you provide the address where they may be found?

19. Mój przodek był Greko-Katolikiem (Greko-Katoliczką, if the ancestor is a female). Mieszkał on (Mieszkała ona, if the ancestor is a female) w miejscowości (town). Chciałbym (Chciałabym, if you are a female) znaleźć jego (jej, if the ancestor is a female) świadectwo urodzenia i ślubu. Czy są one dostępne w Pana (Księdza, if addressing a priest; Pastora, if addressing a pastor) (1) biurze? (2) archiwach? Jeśli Pan (Ksiądz, if addressing a priest; Pastor, if addressing a pastor) ich nie ma, czy mógłbym (mogłabym, if you are a female) dowiedzieć się, gdzie one są?

20. For my family research I need information from the Jewish records of births, marriages, and deaths from your community. Do you know where such records are presently located?

20. Do badań historii mojej rodziny, potrzebne są mi dane z żydowskich świadectw urodzin, ślubów oraz śmierci z Pana (Księdza, if addressing a priest; Pastora, if addressing a pastor) okolicy. Czy Pan wie, gdzie są obecnie takie zapisy?

## Referral Requests

21. If you do not have the necessary records, I request that you provide the address of the place where such records can be found.

21. Jeśli Pan (Ksiądz, if addressing a priest; Pastor, if addressing a pastor) nie dysponuje informacjami, których potrzebuję, chciałbym (chciałabym, if you are a female) dowiedzieć się, gdzie mogę je znaleźć.

22. If you are unable to do this research for me, could you please recommend a local researcher that I could hire for this purpose—someone who speaks some English, if possible.

22. Jeśli otrzymanie powyższych informacji jest niemożliwe, czy mógłby Pan (Ksiądz, if addressing a priest; Pastor, if addressing a pastor) podać mi adres kogoś z tamtej okolicy, kto – za wynagrodzeniem – zechciałby mi pomóc i jeśli to możliwe, zna trochę język angielski.

## Payment

23. Would you please inform me if it is possible to obtain photocopies from your records and the cost of such copies.

23. Czy można otrzymać kserokopie dokumentów i za jaką opłatą?

24. Please let me know how I can make an offering to your parish in gratitude for your help.

24. Czy wolno mi, jako wyraz wdzięczności za okazaną pomoc, złożyć ofiarę na kościół?

25. I have enclosed $ (amount) as a donation for your parish.

25. Załączam kwote (amount) dolarów jako ofiarę na kościół.

26. Thank you very much for your help. I have enclosed $ (amount).

26. Dziękuję bardzo za pomoc. Załączam kwotę (amount) dolarów.

27. Please let me know the cost of your help and how I can pay.

27. Proszę napisać do mnie, ile się należy za pomoc i w jaki sposób mogę za nią zapłacić.

| English | Polish |
|---|---|

### Closing Remarks and Return Address

| | |
|---|---|
| 28. I thank you in advance for your assistance. | 28. Z góry dziękuję za pomoc. |
| 29. Respectfully,<br>With regards, | 29. Z szacunkiem, |
| 30. Sincerely, | 30. Z poważaniem, |
| 31. My address is: (address) | 31. Mój adres: (address) |

### Follow-up
Use these sentences in follow-up letters as needed.

| | |
|---|---|
| 32. Thank you for the information you have sent. It has helped me very much. | 32. Dziękuję za nadesłane mi informacje. Bardzo mi one pomogły. |
| 33. I need further information about one of the individuals you mentioned in your letter. This is (name). | 33. Potrzebne mi są dalsze informacje o (name) wspomnianym (wspomnianej, if the ancestor is a female) w Pana (Księdza, if addressing a priest; Pastora, if addressing a pastor) liście. |
| 34. I have already received from you the following information about this person: | 34. Dotychczas otrzymałem (otrzymałam, if you are a female) od Pana (Księdza, if addressing a priest; Pastora, if addressing a pastor) następujące informacje o tej osobie: |
| 35. I am enclosing a copy of a letter I sent you on (date). Please write and tell me if you can do this research. | 35. Dotychczas otrzymałem (otrzymałam, if you are a female) od Pana (Księdza, if addressing a priest; Pastora, if addressing a pastor) następujące informacje o tej osobie: |

## EXAMPLE LETTER: Polish

**Date**          28 sierpnia 1999

**Addressee**     Parafia Rzymsko-Katolicka
32-720 Nowy Wiśnicz
POLAND

**Greeting**      Drogi Księże,

**Introduction**  Mieszkam w Stanach Zjednoczonych, ale moi przodkowie są polskiego pochodzenia. Chciałbym dowiedzieć się więcej o moich polskich przodkach.

Następująca osoba jest moim przodkiem urodzonym w Polsce. Podaję wszystkie dane, jakie mam o niej.

**Biographical Information**     Imię i nazwisko: Joannes KRUPA
Data urodzenia: 15 maja 1877
Miejsce urodzenia: Połom Duży, Kraków, Polska
Wyznanie: rzymsko katolickie

| | |
|---|---|
| **Genealogical Request** | Proszę o przesłanie mi pełnego odpisu świadectwa urodzenia albo chrztu tej osoby. |
| **Referral Requests** | Jeśli Ksiądz nie dysponuje informacjami, których potrzebuję, chciałbym dowiedzieć się, gdzie mogę je znaleźć. |
| **Payment** | Załączam kwote $10 dolarów jako ofiarę na kościół. |
| **Closing** | Z góry dziękuję za pomoc. |
| | Z poważaniem, |
| **Signature** | |
| | Moj adres: |
| **Return Address** | John Doe<br>674 "Q" Street<br>Salt Lake City, UT 84103<br>USA |

## COMMENTS AND SUGGESTIONS

The Family History Library welcomes additions and corrections that will improve future editions of this guide. Please send your suggestions to:

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