



INFORMATION BOOKLET FOR FOREIGNERS

RADOM

PFM
POLSKIE FORUM
MIGRACYJNE

Warszawa, 2021

Radom. Information booklet for foreigners
Warsaw, 2021
English language version



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Safe harbour.






WOJEWODA MAZOWIECKI






The sole responsibility remains with the author. The European Commission and the Ministry of the Interior and Administration (Ministerstwo Spraw Wewnętrznych i Administracji) are not responsible for the use of the information provided.

POLISH MIGRATION FORUM FOUNDATION

Since 2007 we have been helping foreigners who live in Poland and promoting intercultural dialogue.

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 : Tel. 22 110 00 85
 : 692 913 993

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WELCOME IN RADOM!

This brochure is for you – migrants who are newly residents of our town. We've gathered here all the useful information about institutions and Town Halls.

We would like you to know what your rights and obligations in Poland are, and where you can look for information or help in particular situations. This booklet is a guide to how our town is organised and where can you settle various matters.

According to Polish legislation concerning foreigners, the rights of migrants vary depending on their legal status and the type of document that entitles a particular person to stay in Poland. Therefore, not every migrant

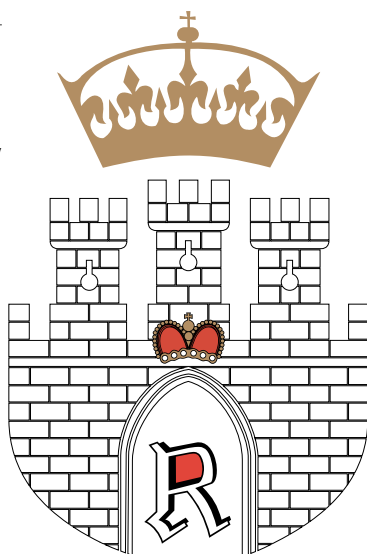
has the same rights regarding health care or employment. Not everyone has access to the services provided by the Employment Office (Urząd Pracy) – but many people do!

It is good to know that there are various opportunities available to everyone regardless of their legal status, such as the possibility of medical assistance in life-threatening situations, or access to a library or museum. Also, it is worth knowing that there are non-governmental organisations in Poland that offer a variety of assistance for free.

The key thing is: each of you has the right to be treated equally, to be safe, to have equality in the workplace, to be respected.

We wish you to benefit from these rights in Poland as much as possible.

*Polish Migration
Forum Foundation*



**THE OFFICIAL WEBSITE
OF THE TOWN OF RADOM**
www.radom.pl



LEGALISATION OF STAY

Matters concerning legalisation of stay in Poland (changes of residence card, applying for a new card) shall be dealt with in the Voivodeship Office (Urząd Wojewódzki) in Warsaw. There is a branch of the Voivodeship Office in Radom – you can submit your application for legalisation here, but without the possibility of verification of the submitted documents by an official. The case is then forwarded to Warsaw for processing.

For a personal submission of the application, which allows verification of the documents and obtaining a stamp in the passport legalising further stay when the documents are complete, an appointment must be made through the online form. You can also submit your application to the registrar's office or send it by post. The form and other information about legalisation are available on the website:

🌐 <https://mazowieckie.pl/pl/dla-klienta/cudzoziemcy>

The website is available in Polish, Russian and English.

Branch of the Mazovian Voivodeship Office in Radom

(Delegatura Mazowieckiego Urzędu Wojewódzkiego w Radomiu)

📍 : ul. Stefana Żeromskiego 53, 26-600 Radom
 ☎ : tel. 48 362 08 70

Mazovian Voivodeship Office (Mazowiecki Urząd Wojewódzki)

THE OFFICE FOR FOREIGNERS

📍 : ul. Marszałkowska 3/5, 00-624 Warszawa
 🌐 : <https://mazowieckie.pl/pl/dla-klienta/cudzoziemcy>
 (the website is available in Polish, Russian and English)
 ☎ : automatic helpline: (22) 695 67 71
 📧 : contact form: <https://kontaktwsc.mazowieckie.pl/>

For a personal submission of the application in the Office, which allows verification of the documents and obtaining a stamp in the passport legalising further stay, an appointment must be made through the online form on the website <https://mazowieckie.pl/pl/dla-klienta/cudzoziemcy>. You can also submit your application to the registrar's office or send it by post.

The office at Krucza Street

APPLICATIONS FOR PERMANENT RESIDENCE AND EU LONG-TERM RESIDENCE

📍 : ul. Krucza 5/11, 00-548 Warszawa, Wejście E



WORK PERMIT

Branch of the Mazovian Voivodeship Office in Radom provides full service to **employers** regarding applications for work permits for foreigners: it accepts and processes applications, as well as issues decisions. In order to make an appointment, you can either use the online form (on the website given above) or complete the application form electronically. It is not possible to receive assistance without making a prior appointment.

Mazovian Voivodeship Office in Radom LABOUR MARKET DEPARTMENT

-  : ul. Żeromskiego 53, 26-600 Radom
-  : tel. 48 36 20 870,
-  : tel. 48 36 22 800,
-  : delegatura.radom@mazowieckie.pl

Urząd Miejski w Radomiu



ADMINISTRATIVE MATTERS

Town Hall (Urząd Miasta)

At the Town Hall you can settle, among other things, matters related to registration of residence, getting married, registering a child and obtaining a birth certificate for them, registering a car, issuing a driving licence, but also housing, tax and other matters.

The Town Hall in Radom has its offices in several buildings:

- 📍 : ul. Kilińskiego 30
- 📍 : ul. Żeromskiego 53
- 📍 : ul. Moniuszki 9
- 📍 : Rynek 1, town hall

FREQUENTLY NEEDED CONTACT DETAILS:

Resident Service Centre (Biuro Obsługi Mieszkańca)

- 📍 : ul. Kilińskiego 30, room19,
- ☎ : tel. 48 36 20 181
- ☎ : tel. 48 36 20 182
- ☎ : tel. 48 36 20 417

Transport Department (Wydział Komunikacji)

- 📍 : ul. Kilińskiego 30, room2
- ☎ : tel. 48 36 20 517
- ☎ : tel. 48 362 05 18
- ✉ : e-mail: komunikacja@umradom.pl

Registry Office (Urząd Stanu Cywilnego)

- 📍 : ul. Moniuszki 9
- ☎ : tel. 48 36 20 546

Vehicle registration

TRANSPORT DEPARTMENT OF RADOM TOWN HALL

- 📍 : ul. Kilińskiego 30, room2
- ☎ : tel. 48 36 20 342
- ✉ : rejestracjapojazdow@umradom.pl



Driving licences

DRIVER AND VEHICLE LICENSING AGENCY OF THE TOWN OF RADOM


(REFERAT PRAW JAZDY MIASTA RADOM)

 : ul. Kilińskiego 30, room10, 19 i 8

 : tel. 48 36 20 262

 : tel. 48 36 20 472

 : tel. 48 36 20 207

 : prawajazdy@umradom.pl

Identity cards

CITIZEN AFFAIRS DEPRATAMENT, IDENTITY CARD OFFICE OF THE RADOM TOWN HALL

(WYDZIAŁ SPRAW OBYWATELSKICH, REFERAT DOWODÓW OSOBISTYCH URZĘDU MIEJSKIEGO W RADOMIU)

 : ul. Moniuszki 9


 : tel. 48 36 20 787

 : tel. 48 36 20 664

Registrations of residence

CITIZEN AFFAIRS DEPRATAMENT, VITAL RECORDS OFFICE OF THE RADOM TOWN HALL

(WYDZIAŁ SPRAW OBYWATELSKICH, REFERAT EWIDENCJI LUDNOŚCI URZĘDU MIEJSKIEGO W RADOMIU)

 : ul. Moniuszki 9, II staircase, room 2

 : tel. 48 36 20 382

 : tel. 48 36 20 214

Here you can find information about all departments of the Office and other institutions in Radom providing help in various matters:

 <http://bip.radom.pl/ra/zalstw-spraw>



JOB

DISTRICT EMPLOYMENT OFFICE IN RADOM (POWIATOWY URZĄD PRACY W RADOMIU)

You can find job advertisements in the District Employment Office in Radom. Depending on their legal status, migrants can also benefit from other support offered by the Employment Office (Urząd Pracy): vocational courses and trainings, counselling on job-seeking, changing jobs, and acquiring new skills, as well as subsidies for starting their own businesses.



Information for foreigners is available in Polish, English, Russian, Ukrainian, and Belarusian:

🌐 : <https://radom.praca.gov.pl/>

📍 : ul. Księdza Andrzeja Łukasika 3, 26-612 Radom

☎ : tel. 48 384 20 74

☎ : tel. 48 384 20 75

☎ : tel. 48 363 99 57 do 59

✉ : wara@praca.gov.pl

✉ : kancelaria@pupradom.pl

The District Employment Office also prepared information dedicated specifically to foreigners:

🌐 : <https://radom.praca.gov.pl/dla-bezrobotnych-i-poszukujacych-pracy>

[/dla-cudzoziemcow](#)



The website of Employment Service (Służby Zatrudnienia)

AND INFORMATION ON HIRING FOREIGNERS:

🌐 : <https://zielonalinia.gov.pl/web/zielona-linia/->

[/zatrudnianie-cudzoziemcow-32145](#)



THE NATIONAL LABOUR INSPECTORATE (PAŃSTWOWA INSPEKCJA PRACY)

You can ask the National Labour Inspectorate for help if your employer treats you unfairly.

Regional Labour Inspectorate in Warsaw – Branch in Radom (Okręgowy Inspektorat Pracy w Warszawie – Oddział w Radomiu)

📍 : ul. Beliny Prażmowskiego 15, 26-600 Radom

☎ : tel. 48 362 67 78



☎ : tel. 48 362 52 15

@ : otradom@warszawa.pip.gov.pl

LEGAL AID

There are free legal aid points in Radom for those who cannot cover the costs of paid legal aid assistance. The advice is available to anyone who cannot afford to pay for paid advice and who submits a relevant declaration. **The assistance does not concern the legalisation of stay. It may concern labour, civil, criminal, family and other areas of law. The aid concerning conducting business and matters related to this is not provided. The counselling is available in Polish.**

In pandemic conditions, the aid is only offered by telephone/e-mail. In order to have a consultation, you need to make an appointment in advance. A list of the contact details for lawyers providing free legal aid in the Radom County (powiat radomski) is available here:



Ⓜ <http://www.radom.pl/page/4,aktualnosci.html?id=11791>



SOCIAL ASSISTANCE

The possibility to benefit from social assistance in Poland depends on the foreigner's legal status. As a general rule, support from assistance institutions may be provided to persons who have the permanent residence right in Poland (permanent residence card, EU long-term residence, refugee status or subsidiary protection).

Persons with a temporary residence permit in Poland are entitled to receive aid in the form of shelter or food in certain cases. You can find out about the available types of assistance at the Municipal Social Welfare Centre (Miejski Ośrodek Pomocy Społecznej) and the Local Social Welfare Centre (Gminny Ośrodek Pomocy Społecznej).

The Municipal Social Welfare Centre provides assistance to the residents of Radom, whereas the Local Centre – to the residents of of the neighbouring towns and villages.

MUNICIPAL SOCIAL WELFARE CENTRE IN RADOM

(MIEJSKI OŚRODEK POMOCY SPOŁECZNEJ W RADOMIU, MOPS)

MOPS helps people in difficult life situations in terms of, for example:

- ☉ : Support of social workers and family assistants
- ☉ : Applications for Family 500+ benefit
- ☉ : Family and maintenance benefits (e.g.: child allowance, child's birth grant, care allowance)
- ☉ : Support for people with disabilities and rental of medical and rehabilitation equipment
- ☉ : Support for senior citizens

Municipal Social Welfare Centre in Radom

📍 : ul. Limanowskiego 134, 26-612 Radom

☎ : tel. 48 360 87 01

@ : sekretariat@mops.radom.pl

🌐 : <http://www.mops.radom.pl/>

Family Benefits Department

☎ : tel. 48 360 82 25

Child Maintenance Fund Department

☎ : tel. 48 360 10 95



**Mazovian Specialist
Hospital**

📍 ul. Aleksandrowicza 5

**Orthodox Parish of
St. Nicholas in Radom**

📍 ul. Warszawska 15

**Greek Catholic Parish
(hospitably in the Chapel of
Our Lady of Czestochowa at
St Casimir's Church)**

📍 ul. Główna 16

**The Evangelical-Augsburg
Parish**

📍 ul. Mikołaja Reja 6

**Night and Holiday
Healthcare**

📍 ul. Tochtermana 1

**Dr. Tytus Chałubiński
Specialist Hospital in Radom**

📍 ul. Główna 16

**Municipal Social Welfare
Centre in Radom**

📍 ul. Limanowskiego 134

**District Employment Off
in Radom**

📍 ul. Księdza Andrzeja Łukasik

**Municipal Police Station
in Radom**

📍 ul. 11 Listopada 37/59

Crisis Intervention Centre

📍 ul. Malczewskiego 20B

9

**Town Hall
Resident Service Centre**

📍 ul. Kilińskiego 30

**Branch of the Mazovian
Voivodeship Office in Radom**

📍 ul. Stefana Żeromskiego 53

12

**Municipal Public Library
in Radom**

📍 ul. J. Piłsudskiego 12

Registry Office

📍 ul. Moniuszki 9

12

9

Stacja PKP / PKS

Urząd

ul. 3

CRISIS INTERVENTION CENTRE (OŚRODEK INTERWENCJI KRYZYSOWEJ)




-  : ul. Malczewskiego 20 B, 26-600 Radom
-  : tel. 48 362 27 45
-  : pomoc@tpd.radom.pl
-  : <http://www.tpd.radom.pl/>
-  : **helpline:** 192-88

The centre provides free aid to individuals and families experiencing a crisis situation due to: domestic violence, addiction and codependency problems, mourning after the loss of a loved one, human trafficking, experiencing trauma after a disaster, suicidal thoughts and behaviours, sexual violence. It is open every day, round the clock.



POLICE




MUNICIPAL POLICE STATION IN RADOM (KOMENDA MIEJSKA POLICJI W RADOMIU)

-  : ul. 11 Listopada 37/59, 26-600 Radom
-  : tel. 47 70 126 30
-  : kmpradom@ra.policja.gov.pl





CITY GUARD

City guard is responsible for maintaining public peace and order in town. It ensures that traffic rules are respected (gives tickets for improper parking). It also provides security services for public buildings, property and urban greenery.

-  : ul. Stanisława Moniuszki 9, 26-610 Radom
-  : tel. 48 36 20 464
-  : tel. 48 36 20 600

Round-the-clock freephone number for reporting interventions:

-  : 986
-  : sekretariat@strazmiejska.radom.eu

INSURANCE

Everyone who works legally (on an employment contract or commission agreement) in Poland is covered by mandatory social security and health insurance – the employer pays contributions to Social Insurance Institution (ZUS) on behalf of the employee.

If a foreigner is unemployed, they can buy voluntary health insurance in National Health Fund (NFZ), which entitles them to use the public health service (in November 2020, its monthly cost is approximately PLN 470).

SOCIAL INSURANCE INSTITUTION (ZAKŁAD UBEZPIECZEŃ SPOŁECZNYCH, ZUS)

📍 : ul. Czachowskiego 21a, 26-600 Radom
 ☎ : tel. 22 560 16 00

The ZUS Branch in Radom provides services to the town of Radom and the following boroughs: Gózd, Ilża, Jastrzębia, Jedlińsk, Jedlnia-Letnisko, Kowala, Przytyk, Skaryszew, Wierzbica, Wolanów, Zakrzew

National Health Fund (Narodowy Fundusz Zdrowia) Mazovia Voivodeship REGIONAL BRANCH IN RADOM (MAZOWIECKI ODDZIAŁ WOJEWÓDZKI – DELEGATURA W RADOMIU)

📍 : ul. Piastowska 4, 26-600 Radom
 ☎ : tel. 48 67 09 600
 @ : sekretariat@nfz-warszawa.pl



HEALTH CARE

The public health care system in Poland operates on the basis of health insurance – patients can receive free treatment in state hospitals and clinics only if they are insured. Only life-saving help is free for everyone.



HOSPITALS IN RADOM:**Dr. Tytus Chałubiński Specialist Hospital in Radom**

(Radomski Szpital Specjalistyczny im. Dr. Tytusa Chałubińskiego)

 : ul. Lekarska 4, 26-610 Radom : tel. 48 361 51 00**Mazovian Specialist Hospital (Mazowiecki Szpital Specjalistyczny)** : ul. Aleksandrowicza 5, 26-617 Radom : tel. 48 361 30 00**Ambulance Station in Radom (Radomska Stacja Pogotowia Ratunkowego w Radomiu)** : ul. Tochtermana 1, 26-600 Radom : tel. 48 362 48 47 : pogotowie@pogotowie.radom.pl**PRIMARY HEALTH CARE (PODSTAWOWA OPIEKA ZDROWOTNA, POZ)****IN RADOM:**

POZs are health centres where you can find a family doctor, paediatrician, general practitioner or dentist. There are many Primary Health Care centres in Radom which function as public or private but contracted by the National Health Fund entities. Both forms of POZ are available to those who pay (either themselves or through their employer) a health contribution - they are insured.

LIST OF FACILITIES:

 <http://www.radom.pl/page/1714,niepubliczne-zaklady-opieki-zdrowotnej.html>

An interactive map of primary health care services is available on the website of the Mazovian branch of the National Health Fund

 <http://www.nfz-warszawa.pl/dla-pacjenta/co-kazdy-pacjent-wiedziec-powinien>[/podstawowa-opieka-zdrowotna/](#)**NIGHT AND HOLIDAY HEALTHCARE (NOCNA I ŚWIĄTECZNA OPIEKA ZDROWOTNA)**

You can receive help from the night and holiday healthcare service if there is no reason to call an ambulance (no life-threatening situation), but the medical help is necessary - at night, at weekends and on holidays.



📍 : ul. Tochtermana 1, 26-600 Radom

☎ : tel: 48 363-30-23

SANEPID

DISTRICT SANITARY-EPIDEMIOLOGICAL STATION

(POWIATOWA STACJA SANITARNO-EPIDEMIOLOGICZNA)

The institution is responsible for epidemiological issues - in terms of epidemics, testing, quarantine - but it also conducts the tests necessary for professions related to the production of food (medical record book for sanitary and epidemiological purposes).

📍 : ul. Okulickiego 9D, 26-601 Radom

☎ : tel. 48 345 15 89

🌐 : <http://radom.psse.waw.pl/>

✉ : radom@psse.waw.pl




SUPPORT FOR PERSONS WITH DISABILITIES

In Poland, there is a support system for persons with disabilities. However, only people who have a disability certificate obtained in Poland can benefit from it. Only foreigners who already have a long-term right of residence in Poland may obtain the certificate.

There is a facility in Radom that deals with disability evaluation – the Municipal Disability Evaluation Board. At the Municipal Social Welfare Centre, people with disabilities can receive support regarding rehabilitation stays, classes and workshops.

Municipal Disability Evaluation Board in Radom

(Miejski Zespół do Spraw Orzekania o Niepełnosprawności w Radomiu)

 : ul. Grabowa 17, Radom

 : tel. 48 360 94 75

 <http://www.bip.mops.radom.pl>

/strona-269-niepelnosprawni_miejski_zespoL_ds.html




Municipal Social Welfare Centre (Miejski Ośrodek Pomocy Społecznej)

DEPARTMENT OF REHABILITATION OF PEOPLE WITH DISABILITIES

(DZIAŁ REHABILITACJI OSÓB NIEPEŁNOSPRAWNYCH)

 : ul. Limanowskiego 134, Radom

 : tel. 48 360 82 88

 <http://www.bip.mops.radom.pl>

/strona-270-niepelnosprawni_dzial_rehabilitacji.html



EDUCATION

Every child up to the age of 18 is obliged to be educated - regardless of the legal status and nationality of the parents. Migrants usually have to pay for the higher education and education for adults.

LIST OF ALL EDUCATIONAL INSTITUTIONS IN RADOM:

 <http://www.spisszkoL.eu/typ/?województwo=mazowieckie&powiat=radom>



Information important for people getting education in Radom (e.g. a list of schools at particular levels, kindergartens, computer schools and driving schools, as well as information on scholarships, applications for kindergarten subsidies):

📄 : <http://www.radom.pl/page/385,informacje.html>

In Radom, teaching Polish as a foreign language (in a form of individual classes) is conducted by Perfect - Language School (Perfect - Szkoła Języków Obcych) – ul. Mickiewicza 19, 2nd floor, 26-600 Radom, tel. 48 363 46 81. Also, there are several people who offer private lessons of Polish – you can find them on a website:

📄 www.e-korepetycje.net

LIBRARIES AND BOOKSHOPS

The library invites foreign readers. In order to access the collections, you need to register - an ID document with a photo is sufficient (a passport will be the best choice). The library has a collection of literature in English. The library has many branches – you can find a list of them on a library's website (in Polish).

Municipal Public Library in Radom (Miejska Biblioteka Publiczna w Radomiu)

📍 : ul. J. Piłsudskiego 12, 26-600 Radom

☎ : tel. 48 36 267 35

✉ : biblioteka@mbpradom.pl

📄 : www.mbpradom.pl

Akademia Language Bookshop (Księgarnia językowa Akademia)

A BOOKSHOP WITH LITERATURE IN FOREIGN LANGUAGES

📍 : ul. Żeromskiego 23, 26-610 Radom

☎ : tel. 48 362 66 35

EASTERN ORTHODOX CHURCH

ORTHODOX PARISH OF ST. NICHOLAS IN RADOM

(PARAFIA PRAWOSŁAWNA P.W. ŚW. MIKOŁAJA W RADOMIU)

📍 : ul. Warszawska 15, Radom

☎ : tel. 48 364 71 90

✉ : parafia@radom.cerkiew.pl



GREEK CATHOLIC PARISH

PARISH OF ASCENSION OF THE LORD (PARAFIA P.W. WNIEBOWSTĄPIENIA PAŃSKIEGO) (HOSPITABLY IN THE CHAPEL OF OUR LADY OF CZESTOCHOWA (KAPLICA MATKI BOŻEJ CZĘSTOCHOWSKIEJ) AT ST CASIMIR'S CHURCH (KOŚCIÓŁ ŚW. KAZIMIERZA), MASSES ALSO CELEBRATED IN UKRAINIAN)

- 📍 : ul. Główna 16, 26-600 Radom
- ☎ : tel. 739 648 132
- ✉ : malysihor@gmail.com

THE EVANGELICAL-AUGSBURG PARISH

- 📍 : ul. Mikołaja Reja 6, 26-600 Radom
- ☎ : tel. 48 362 73 35
- ✉ : radom@luteranie.pl

NON-GOVERNMENTAL ORGANISATIONS

There are many non-governmental organisations in Radom engaging in many fields, including sports, charity, health care, environment protection or support for people with disabilities. These organisations are also a good place to look for voluntary opportunities. You can find a list of them here (at the bottom of the page):



📄 <http://bip.radom.pl/ra/wspolpraca-z-ngo/baza-danych/organizacje-pozytku-pub>

[/17739,Aktualny-wykaz-radomskich-organizacji-OPP-aktualizacja-28012020-r.html](http://bip.radom.pl/ra/wspolpraca-z-ngo/baza-danych/organizacje-pozytku-pub/17739,Aktualny-wykaz-radomskich-organizacji-OPP-aktualizacja-28012020-r.html)

NEWS FROM THE TOWN'S LIFE



On the website you can find the latest news from the town's life, advertisements, cinema and theatre programmes, as well as information about cultural events. The website is available only in Polish.

☎ <http://www.mojradom.pl/>

IMPORTANT TELEPHONE NUMBERS

Emergency telephone

☎ : 112

Ambulance services

☎ : 999

Fire services

☎ : 998

☎ : 48 36 88 900



Police

☎ : 997

☎ : 47 70 126 30

Energetic emergency

☎ : 991

Gas emergency

☎ : 992

Water and sewage emergency

☎ : 994

☎ : 48 383 15 00

Breakdown service

☎ : 954

a list local companies:

📄 : <https://pomocdrogowa.info/pomoc-drogowa-radom>

Plac Konstytucji 3 Maja



ABOUT PFM FOUNDATION

Polish Migration Forum Foundation provides free consulting to foreigners regarding: legalisation of stay in Poland, job and employment in Poland, establishing one-person business and limited liability company, social and health security (ZUS), the job market - how to write a CV and cover letter, how to find a better job.

You can also make an appointment for a free counselling with:

- ☎ : psychologist – for children and adults,
- ☎ : career adviser,
- ☎ : lawyer,
- ☎ : development and business creation adviser,
- ☎ : integration assistant.

We are also having enrolment for:

- ☎ : multicultural childbirth class,
- ☎ : support groups for migrant mums with children under the age of 2.

Feel free to make an appointment for a consultation online, by phone or at the Foundation office. Enrolment:

☎ : +48 692 913 993

☎ : +48 22 110 00 85

☎ : Mon. – Fri. 10.00 a.m. – 3.00 p.m.

✉ : zapisy@forummigracyjne.org

🌐 : www.forummigracyjne.org

🌐 : www.facebook.com/PolskieForumMigracyjne

📍 : ul. Szpitalna 5/14, 00-031 Warszawa

DTP: Presspekt™ Grupa Wydawnicza Leszek Waligóra, ul. Gliwicka 35, 42-600 Tarnowskie Góry, <https://presspekt.pl>

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