



Instructions for Completing the Electronic Application for the Issuance of a Hygienic Certificate

✓ 1. Starting the Application

1. Go to: <https://formularze.pzh.gov.pl/pzh/zbz-atesty>
2. Click “**Generate application**”
3. Provide:
 - an email address, **or**
 - a phone number
4. Enter the one-time verification code

! **IMPORTANT:** Please provide the email address or phone number of the person responsible for submitting the application. Once entered, it will be assigned to this specific application.

✓ 2. Applicant identification data

Complete all required information:

- identification data
- address
- contact details
- e-mail address

Optional:

- add an authorized representative (Proxy)
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✓ 3. Distributor identification data

1. Select the dedicated checkbox if the **applicant is the distributor**
2. If not, provide:
 - distributor's identification data
 - distributor's address

! **IMPORTANT: The distributor's data and address provided in the application may appear in the Hygienic Certificate.**

✓ 4. Manufacturer identification data

3. Select the dedicated checkbox if the **applicant is the manufacturer**
4. If not, provide:
 - manufacturer's identification data
 - manufacturer's address
 - production site address (if different)

! **IMPORTANT: The manufacturer's data and address provided in the application will appear in the Hygienic Certificate.**

✓ 5. Product Group Selection

Select one of the product groups subject to hygienic certification:

- Fire Extinguishing Agents
- Candles, memorial candles and fire starters
- Products for agriculture and horticulture
- Sorbents and protective agents
- Products for neutralizing and reducing unpleasant odors
- Others

! **IMPORTANT: Each group includes a link to **detailed hygienic requirements**.**

✓ 6. Product Selection

1. Select the product from the category tree down to the **final level** (e.g. Others → sparklers)

⚙️ **Technical note: Level requiring further group selection** – choose the available options marked with the symbol “○”

Final level – no option to select items marked with the symbol “○”. All selections are confirmed with the symbol “x”.

2. You may use the contextual product search tool **“Search groups”**
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✓ 7. Product Description

Select:

- Product name
- Area of application

⚙️ **Technical note:** Fields are limited to **250 characters (including spaces)**.

8. Additional Information

✓ Whenever required:

- review the information provided
 - confirm by selecting the appropriate checkbox(es)
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✓ 9. Attachments

Required:

- download forms (if applicable)
 - complete and save them
 - attach them to the application
- your own files
 - attach them to the application

Optional:

- you may add them now or later



IMPORTANT: These templates are optional. They may be used as a guide or replaced with your own documents that meet the requirements for product composition.



Technical notes:

1. More than one attachment can be added per field
 2. File requirements:
 - file names must not contain special characters
 - file name must include at least **one space**
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10. Mode of implementation

Select:

- **standard** mode, or
- **express** mode



IMPORTANT: For fire extinguishing agents, you can specify the validity period of the hygiene certificate (i.e., 3 years or 5 years).

Additional services (optional):

- issuance of a duplicate
 - translation into English.
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10. Questions and Declarations

Questions:

1. Answer **YES** or **NO**
2. Selecting “YES” may trigger additional requirements, including extra attachments or declarations

Declarations:

- accept required declarations
- optional ones may be selected at your discretion

! **IMPORTANT:** Hygienic Certificates are issued based on the assessment of documents provided by the Applicant. The National Institute of Public Health NIH–NRI (NIZP PZH - PIB) is not responsible for the accuracy or completeness of the submitted information, including any omission of relevant data.

✓ 11. Error Validation

- the system will display missing data as a list of errors at the bottom of the form
 - clicking an error message will redirect you to the relevant field
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✓ 12. Saving the Application

The portal allows you to save the current progress and return later.

To do so, click the red **“Save”** button:

Save and complete later

To continue a saved application:

1. Go to: <https://formularze.pzh.gov.pl/pzh/zbz-atesty>
2. Click **„Complete application”**
3. Verify again using the code (email or phone number)

! **IMPORTANT:** Remember to save your application regularly.

✓ 13. Submitting the Application

1. Verify the correctness of the data in the application summary
 2. Select: **“I confirm the accuracy of the data”**
 3. Click **“Submit application”**
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✓ 14. After Submission

Download the confirmation (PDF file)

- The document includes:
 - ✓ application summary

✓ list of missing attachments

! **IMPORTANT:** During further evaluation, the reviewer may:

- request additional information
 - expand the required documentation (e.g. laboratory test results)
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15. Payment

Information about the fee (depending on the selected processing mode) will be sent to the provided email address after submission and registration of the application (usually within 24 hours).



Final Tips

- complete all data accurately and thoroughly
 - prepare attachments in advance
 - use the draft save option
 - review requirements for the selected product group
 - pay attention to mandatory fields marked with “★”
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