



As required by ISO 9001  
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The Executive Committee of Ivano-Frankivsk City Council

**INFORMATION CARD**  
**Providing the information reference about staying on the housing register**  
**at the city executive committee by the place of residence**  
**and at the Building Society**

**Original:** Authorized Representative for QMS Matters  
**copies:** according to the register of mailing

<b>Created by:</b>	<b>Checked by:</b>	<b>Approved by:</b>
Head of the Department of Registration and Distribution of Housing _____ <b>Kuryliv T.</b>	Authorized Representative for QMS Matters _____ <b>Lys A.</b>	Mayor _____ <b>Anushkevychus V.</b>
"__"____ 2014p.	"__"____ 2014 p.	"__"____ 2014 p.

<b>1</b>	<b>Body providing the service</b>	Department of Registration and Distribution of Housing
<b>2</b>	<b>Place of application and getting results of service</b>	<b>Center of Administrative Services Delivery</b> Nezalezhnosti Str, 9 Phone/fax : 75-01-19, 75-21-41 e-mail: <a href="mailto:cnap@mvk.if.ua">cnap@mvk.if.ua</a> , web-site: <a href="http://www.cnap.if.ua">www.cnap.if.ua</a> <b>Working hours:</b> Monday, Thursday: 9.00 - 20.00 Tuesday, Wednesday, Friday, Saturday: 9.00 - 16.00
<b>3</b>	<b>The documents required for obtaining administrative services</b>	1. Application. 2. Certificate of family members and registration.  <b>Note:</b> Copies of the documents shall be submitted duly certified, or together with the originals (for certification by the CASD administrator)
<b>4</b>	<b>The procedure and method of submitting documents</b>	Personally or by procurance (notarized)
<b>5</b>	<b>Payment</b>	Free
<b>6</b>	<b>Term</b>	6 days
<b>7</b>	<b>Service result</b>	Reference about staying on the housing register.
<b>8</b>	<b>Method of obtaining response (output)</b>	Personally or by procurance (notarized)

<b>9</b>	<b>Legislative and regulatory basis</b>	Rules on registration the citizens in need of improvement of living conditions and providing them with premises in Ukraine, approved by the USSR Council of Ministers and the Council of Trade Unions of Ukraine of December 11, 1984, № 470.
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