

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-33/20</b> <b>Version 01</b> <b>Changed pages 00/02</b>
	The Executive Committee of Ivano-Frankivsk City Council	
	<b>INFORMATION CARD</b> <b>Re-registration, amending and renewal of documents in registration case</b>	
<b>Original:</b> Authorized Representative for QMS Matters <b>copies:</b> according to the register of mailing		

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

3	<b>The documents required for obtaining administrative services</b>	<p>1. Application.  2. Certificate of family members and registration.  3. Copies of passports of the adult family members.  4. Copies of birth certificates of minor children.  5. Copies of the identification numbers of the citizen and his family members.  6. Copy of certificate of marriage (divorce).  7. Reference on privileges. (if any)  8. Reference from the workplace.  9. *Certificate from the Department of Communal Services of Transport and Communications on free privatization of housing by an applicant and the adult members of his family.  10. * Informational reference from the State Register of Rights to Real Estate, issued by the Registration Service of Ivano - Frankivsk City Department of Justice on presence or absence of dwellings in applicant and the adult members of his family (issued by the Department of Registration and Distribution of Housing of Executive Committee of City Council).</p> <p>* For re-registration.  * If an applicant who wishes to re-register in registered in the State Register of real rights to real estate has another dwelling, residential area of which is higher than the level imposed by current legislation for taking on the housing waiting list, the applicant will be denied in including in the Unified State Register of citizens in need of better housing conditions (P. 1, Part 1, Art. 34 of LCD USSR).</p> <p><b>Note:</b> Copies of the documents shall be submitted duly certified, or together with the originals (for certification by the CASD administrator)</p>
4	<b>The procedure and method of submitting documents</b>	Personally or by procurance (notarized)
5	<b>Payment</b>	Free
6	<b>Term</b>	30 days
7	<b>Service result</b>	Reference on reregistration/amending in the registration case.
8	<b>Method of obtaining response (output)</b>	Personally or by procurance (notarized)
9	<b>Legislative and regulatory basis</b>	<p>Housing Code of the Ukrainian SSR of June 30, 1983 N 5464-X.  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.</p>