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The Executive Committee of Ivano-Frankivsk City Council

INFORMATION CARD

Gluing a new photograph in the certificate of a child from a large family in case of reaching the age of 14

Original: Authorized Representative for QMS Matters

copies: according to the register of mailing

Created by:	Checked by:	Approved by:
Head of Department of Family, Youth and Gender Policy of the Executive Committee _____ Solovyov V. "___"_____ 2014p.	Authorized Representative for QMS Matters _____ Lys A. "___"_____ 2014 p.	Mayor _____ Anushkevychus V. "___"_____ 2014 p.

1	Body providing the service	Department of Family, Youth and Gender Policy
2	Place of application and getting results of service	Center of Administrative Services Delivery Nezalezhnosti Str, 9 Phone/fax : 75-01-19, 75-21-41 e-mail: cnap@mvk.if.ua , web-site: www.cnap.if.ua Working hours: Monday, Thursday: 9.00 - 20.00 Tuesday, Wednesday, Friday, Saturday: 9.00 - 16.00
3	The documents required for obtaining administrative services	1. Written application from a father or a mother on gluing a new photograph in the certificate of child from a large family. 2. Certificate of family members (form № 3). 3. A copy of the birth certificate of a child who has been 14 years old. 4. A copy of the certificate of parents of a large family. 5. Photograph of a child who has been 14 years old, 30 x 40 mm. 6. Original of certificate of the child from a large family. Note: Copies of the documents shall be submitted with the originals (for verification) or notarized.
4	The procedure and method of submitting documents	Personally by a parent of a large family or by procurance (notarized)
5	Payment	Free
6	Term	5 days
7	Service result	Gluing a new photograph in the certificate of child from a large family.
8	Method of obtaining response (output)	Personally by a parent of a large family or by procurance (notarized)

9	Legislative and regulatory basis	<p>1. The Law of Ukraine of April 26, 2001 № 2402-III "On Protection of Childhood."</p> <p>2. Decree of the Cabinet of Ministers of Ukraine of March 02, 2010 № 209 "On some issues of production and issuance of certificates parents and child from a large family."</p> <p>3. Order of the Ministry of Family, Youth and Sports of July 16, 2010 № 1947 "On Approval of the Instructions on the procedure for issuing certificates of parents and child of a large family."</p>
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