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The Executive Committee of Ivano-Frankivsk City Council

INFORMATION CARD

Issuance of reference on that by the place of registration of a parent certificate of the father or mother or the child from a large family was not issued

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.	Authorized Representative for QMS Matters _____ Lys A.	Mayor _____ Anushkevychus V.
"__"____ 2014p.	"__"____ 2014 p.	"__"____ 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.Application form father or mother on the issuance of reference of appropriate form. 2.Copies of passport pages of an applicant (father and mother) with information about the surname, name, middle name, date of issue and place of registration. 3. Certificate from the Department of Social Policy on the lack of registration of a large family of the applicant in the Unified State Register of persons having the right for privileges. 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	10 days
7	Service result	Issuance of reference on that by the place of registration of a parent certificate of the father or mother or the child from a large family was not issued
8	Method of obtaining response (output)	Personally by a parent of a large family or by procurance (notarized)

The Executive Committee of Ivano-Frankivsk City Council
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9	Legislative and regulatory basis	1. The Law of Ukraine of April 26, 2001 № 2402-III "On Protection of Childhood." 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." 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."
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