



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

INFORMATION CARD
**Establishment of involvement the parent who is
living alone in a child's upbringing**

Original: Authorized Representative for QMS Matters

copies: according to the register of mailing

Created by:	Checked by:	Approved by:
Head of Children Care Service _____ Slyvka Z.	Authorized Representative for QMS Matters _____ Lys A.	Mayor _____ Anushkevychus V.
" " 2014p.	" " 2014 p.	" " 2014 p.

1	Body providing the service	Children care service
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. 2. A copy of the child's birth certificate. 3. Copy of passport (p.1,2,11) or another document proving the identity of the applicant. 4. Employment certificate of the applicant (copy of employment book), the characteristics. 5. A copy of the individual card-taxpayer (on the identification number). 6. A copy of the certificate of divorce, and a copy of court decision on divorce (indicating who should live with the child after his parents' divorce). 7. Information from directorate of educational institution which is attended by a child on the participation of each parent in a child's upbringing. 8. Certificate of family members of the applicant's place of registration. 9. Act of housing and living conditions of the applicant. Note: Copies of the documents shall be submitted with the originals (for verification) or notarized.
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	Free
6	Term	30 days
7	Service result	Excerpt from the decision of the Executive Committee of the City Council
8	Method of obtaining response (output)	Personally or by procurance (notarized)

9	Legislative and regulatory basis	The Family Code of Ukraine of January 10, 2002.
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