

	As required by ISO 9001 Effective date - _____ 2014	IC-62/04 Version 01 Changed pages 00/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Providing with the permit to conclude agreements by juveniles on behalf of the minor of alienation of housing, owner (co-owner) of which they are	
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. "___" _____ 2014p.	Authorized Representative for QMS Matters _____ Lys A. "___" _____ 2014 p.	Mayor _____ Anushkevychus V. "___" _____ 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	<ol style="list-style-type: none"> 1. Application-consent of the juvenile and his parent or parents of a minor for obtaining a permit. 2. Copy of certificate of ownership (barter, purchase and sale, granting, etc.) for housing that is planned to be bought on child's name. 3. A copy of the technical passport of the apartment (house). 4. Information on the indebtedness status of the housing that will be bought. 5. A copy of the child's birth certificate. 6. Act on living conditions of the apartment, which is planned to be bought on child's name. 7. Copy of certificate of marriage (divorce, death of parents, certificate of Civil Registry Office on the basis of records of the father in the birth certificate of the child). 8. Certificate of family members and of occupied living space from the child's place of registration. 9. A copy of the technical passport of housing that parents are obliged to buy (house must be put into operation). 10. Copy of certificate of ownership (barter, contract of purchase-sale, deed of gift) for housing that parents are obliged to purchase; extract from the state register of real estate. 11. Copies of passports and identification numbers of parents and children. 12. Protocol of children opinion aged 10-14 years (issued by the administrator of the Center of administrative services delivery when submitting complete package of documents). <p>Note: Copies of the documents shall be submitted with the originals (for verification) or notarized.</p>
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	<ol style="list-style-type: none"> 1. The Family Code of Ukraine of January 10, 2002. 2. Civil Code of Ukraine of January 16, 2003. 3. Law of Ukraine "On Protection of Childhood" of April 26, 2001. 4. The Law of Ukraine "On the Fundamentals of Social Protection of Homeless and Street Children" of June 2, 2005. 5. Regulation of the Cabinet of Ministers of Ukraine of September 24, 2008 № 866 "On Activities of Guardianship and Trusteeship Bodies for the Protection of Children's Rights." 6. Decision of Ivano-Frankivsk City Council of February 23, 2012 № 107 "On approval of the procedure for granting permission to commit transactions on the appropriate property to children, including housing, ownership of which or right to which they have."
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