

	As required by ISO 9001 Effective date - _____ 2014	IC-62/06 Version 01 Changed pages 00/02
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Establishment of guardianship (custody) of the children	
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. A copy of the applicant's passport (pages 1, 2.11). 2. Copies of documents confirming ownership or use of the dwelling (Form 3). 3. Conclusion on the health conditions of the applicant, filled by the prescribed form. 4. Certificate of criminal record. 5. Statement of income for the last six months or a copy of income declarations, certified in the prescribed manner. 6. A copy of the marriage certificate (for those who are married). 7. Written consent of all adult family members who live with a person who wishes to take an orphan or a child deprived of parental care, under guardianship, custody, notarized or written personally in the presence of the officer, who receives documents. 8. Statement from narcologist and the psychiatrist for persons living with the applicants. 9. Certificate of passing the course of care for orphans and children deprived of parental care and recommendation from Social Services Center for Family, Children and Youth on the inclusion of candidates to a single database (in case of no family relationship between the applicant and the child). 10. The application-consent of a child aged over 14. 11. A copy of the child's birth certificate. 12. Documents confirming the child's status (death certificate, court decision, certificate from Civil Registry Office, etc.). 13. The conclusion about the health conditions, physical and mental development of the child. <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
5	Payment	Free
6	Term	60 days (in accordance with Art. 5, 6 of Law of Ukraine "On Ensuring Organizational and Legal Conditions for Social Protection of Orphans and Children Deprived of Parental Care").
7	Service result	Excerpt from the decision of the Executive Committee of the City Council on providing with a permit or reasons of the denial
8	Method of obtaining response (output)	Personally
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. Laws of Ukraine "On Protection of Childhood" of April 26, 2001, "On Ensuring Organizational and Legal Conditions for Social Protection of Orphans and Children Deprived of Parental Care" of January 13, 2005. 4. The Resolution of Cabinet of Ministers of Ukraine of September 24, 2008 № 866 "On Activities of guardianship for the Protection of Children's Rights" and of November 3, 2010 № 1017 "On Amendments to the Resolution of Cabinet of Ministers of Ukraine of September 24, 2008, № 866".

