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The Executive Committee of Ivano-Frankivsk City Council

INFORMATION CARD
Registration of people wishing to adopt the child

Original: Authorized Representative for QMS Matters
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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. A copy of passport or other document ID. 2. Statement of earnings for the last six months or a copy of the income tax return for the previous calendar year, certified by the civil service; 3. A copy of the marriage certificate (if the applicants are married). 4. Conclusion on state of health of applicant, certified in the prescribed form. 5. Notarized written consent of the other spouse to adopt the child (in the case of adoption of a child by a spouse). 6. Certificate of criminal record for each applicant certified by law enforcement authorities at the place of residence of the applicant. 7. A copy of the document certifying the ownership or use of the dwelling. 8. Certificate of family members. Note: Copies of the documents shall be submitted with the originals (for verification) or notarized.
4	The procedure and method of submitting documents	Personal appeal
5	Payment	Free
6	Term	10 days

7	Service result	Registration of candidates for adoption, issuing the conclusion on possibility of being adopters of the child and package of documents.
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 Procedure Code of Ukraine of March 18, 2004. 3) Law of Ukraine "On Protection of Childhood" of April 26, 2001. 4) Procedure of conducting the adoption and supervision of the adopted child, approved by the Resolution of Cabinet of Ministers of Ukraine of October 8, 2008 № 905 and changes to it, approved by the Resolution of Cabinet of Ministers of Ukraine of November 3, 2010 № 1045.