



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

INFORMATION CARD

Issuance of information certificate from the State Land Register

Original: Authorized Representative for QMS Matters

copies: according to the register of mailing

Created by:	Checked by:	Approved by:
Head of Department of State Land Agency in Ivano-Frankivsk _____ Ozarko L. "___"_____ 2014p.	Authorized Representative for QMS Matters _____ Lys A. "___"_____ 2014 p.	Mayor _____ Anushkevychus V. "___"_____ 2014 p.

1	Body providing the service	Department of State Land Agency in Ivano-Frankivsk
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 passport and identification number. 3. A copy of the legal document to land (if any land owned by 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	10 days
7	Service result	Information certificate from the State Land Register
8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	1 Law of Ukraine "On State Land Cadastre" (Article 38). 2. Law of Ukraine "On Public Appeals." 3. Law of Ukraine "On Employment". 4. Resolution of CMU of October 17, 2012 № 1051 "On approval of the State Land Cadastre" (p.166, 197).