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The Executive Committee of Ivano-Frankivsk City Council

INFORMATION CARD
Registration of place of residence, place of stay

Original: Authorized Representative for QMS Matters

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Head of the Department of State Migration Service in Ivano-Frankivsk _____ Sayiv S. " " _____ 2014p.	Authorized Representative for QMS Matters _____ Lys A. " " _____ 2014 p.	Mayor _____ Anushkevychus V. " " _____ 2014 p.

1	Body providing the service	Department of State Migration Service 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	<ol style="list-style-type: none">1. Written application.2. Document, consisting of information about the place of residence / stay. If the child is under 16 , a birth certificate is submitted.3. Receipt of payment of state duty, or document of exemption.4. The talon of de-registration (in case of change the place of residence within Ukraine). Talon of de-registration is not submitted in the case of simultaneous registration of place of residence and de-registration of the previous residence place.5. Documents confirming right of residence in the dwelling, stay or registration in a specialized social institution, institution of social services and social protection, military service, the address of which is indicated during registration.6. Military ID or certificate of registration (for citizens to be taken on military registration or are in the military registration).7. If applying by a legal representative, additional documents are submitted:<ul style="list-style-type: none">- A document certifying the identity of the legal representative;- A document confirming the authority of a person as a legal representative, unless the legal representative is one of a parent (adoptive parent).
4	The procedure and method of submitting documents	Personally or by procurance (notarized)

5	Payment	State duty - 0.85 UAH. (0.05 untaxed minimums of personal incomes). Payment of the service is done by transferring funds by the customer through banks, post offices or software and hardware self-services. b/a 31410538700002 code 22090400 IFO 836014
6	Term	1 day
7	Service result	Registration of place of residence, place of stay
8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	Order of the Ministry of Internal Affairs "On approval of registration of place of residence and the place of stay of individuals in Ukraine and samples of required documents" of November 22, 2012, № 1077.