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The Executive Committee of Ivano-Frankivsk City Council

INFORMATION CARD
Issuance of passport of citizen of Ukraine for the first time

Original: Authorized Representative for QMS Matters

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Created by:	Checked by:	Approved by:
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	1. Written application of established form. 2. 2 photos 3,5 x 4,5 sm 3. Certificate of registration of place of residence. 4. Birth certificate. 5. Certificate of registration of the citizen of Ukraine 6. Ukraine passport for travel abroad - for citizens of Ukraine who resided abroad, after their return to live in Ukraine. 7. Certificate of registration of homeless persons issued by appropriate center for registration of homeless people (for homeless people).
4	The procedure and method of submitting documents	Personally
5	Payment	Free
6	Term	10 days
7	Service result	Issuance of passport of citizen of Ukraine
8	Method of obtaining response (output)	Personally

9	Legislative and regulatory basis	<p>1. Regulations on passport of citizen of Ukraine approved by the Verkhovna Rada "On approval of regulations on passport of citizen of Ukraine and passport of citizen of Ukraine for travel abroad" of June 26, 1992 № 2503-XII (p.2).</p> <p>2. Law of Ukraine "On Citizenship of Ukraine" of January 18, 2001, № 2235-III (p. 1 p.7. art. 24).</p> <p>3. Law of Ukraine "On Unified State Register of demographic register and documents certifying the citizenship of Ukraine, identity or special status" of November 20, 2012, № 5492-VI (Article 21).</p> <p>4. MIA Decree "On Approval of the Procedure for registration and issuance of the passport of citizen of Ukraine" of April 13, 2012, № 320.</p>
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