

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-85/04</b> <b>Version 01</b> <b>Changed pages 00/02</b>
	<b>The Executive Committee of Ivano-Frankivsk City Council</b>	
	<b>INFORMATION CARD</b> <b>Gluing to passport of citizen of Ukraine photos when reaching the 25th and 45th age</b>	
<b>Original:</b> Authorized Representative for QMS Matters <b>copies:</b> according to the register of mailing		

<b>Created by:</b>	<b>Checked by:</b>	<b>Approved by:</b>
Head of the Department of State Migration Service in Ivano-Frankivsk  _____ <b>Sayiv S.</b>	Authorized Representative for QMS Matters  _____ <b>Lys A.</b>	Mayor  _____ <b>Anushkevychus V.</b>
"___" _____ 2014p.	"___" _____ 2014 p.	"___" _____ 2014 p.

<b>1</b>	<b>Body providing the service</b>	Department of State Migration Service in Ivano-Frankivsk
<b>2</b>	<b>Place of application and getting results of service</b>	<b>Center of Administrative Services Delivery</b> Nezalezhnosti Str, 9 Phone/fax : 75-01-19, 75-21-41 e-mail: <a href="mailto:cnap@mvk.if.ua">cnap@mvk.if.ua</a> , web-site: <a href="http://www.cnap.if.ua">www.cnap.if.ua</a> <b>Working hours:</b> Monday, Thursday: 9.00 - 20.00 Tuesday, Wednesday, Friday, Saturday: 9.00 - 16.00
<b>3</b>	<b>The documents required for obtaining administrative services</b>	1. Written application of established form. 2. 2 photos 3,5 x 4,5 sm* 3. Passport of citizen of Ukraine* * Documents shall be submitted by citizen when reaching the appropriate age (25 - or 45-years old) during the month. In case the documents are submitted after month period: a protocol on administrative violation is drawn up.
<b>4</b>	<b>The procedure and method of submitting documents</b>	Personally
<b>5</b>	<b>Payment</b>	Free
<b>6</b>	<b>Term</b>	5 days
<b>7</b>	<b>Service result</b>	Issuance of passport of citizen of Ukraine
<b>8</b>	<b>Method of obtaining response (output)</b>	Personally
<b>9</b>	<b>Legislative and regulatory basis</b>	1. P. 7 and 8 of the Regulation on the passport of Ukraine approved by the Verkhovna Rada of Ukraine of June 26, 1992 № 2503-XII. 2. MIA Decree "On Approval of the Procedure for registration and issuance of a passport of citizen of Ukraine" of April 13, 2012, № 320.

