

	As required by ISO 9001 Effective date - _____ 2014	IC- 33/01 Version 02 Changed pages 03/03
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Registration of people for domiciliary and registration of citizens who wish to enter the building society and deregistration	
Original: Authorized Representative for QMS Matters copies: according to the register of mailing		

Created by:	Checked by:	Approved by:
Head of the Department of Registration and Distribution of Housing _____ Kuryliv T. "___" _____ 2014p.	Authorized Representative for QMS Matters _____ Lys A. "___" _____ 2014 p.	Mayor _____ Anushkevychus V. "___" _____ 2014 p.

1	Body providing the service	Department of Registration and Distribution of Housing
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	<p style="text-align: center;">For registration:</p> <ol style="list-style-type: none"> 1. Application. 2. Certificate of family members and registration. 3. Copies of passports of adult family members. 4. Copies of birth certificates of minor children. 5. Copies of the identification numbers of the citizen and his family members. 6. Copies of certificates of marriage (divorce). 7. Certificate of availability of privileges (if any). 8. Certificate of employment. 9. Certificate from the Department of Communal Services of Transport and Communications on free privatization of housing by an applicant and the adult members of his family. 10. Excerpt from an order of the Minister of Defence of Ukraine regarding dismissal in reserve (for military reserve). 11. A copy of the track record (for military reserve). 12. Certificate of handing over the housing by the last place of service (for military reserve). 13. * Informational reference from the State Register of Rights to Real Estate, issued by the Registration Service of Ivano - Frankivsk City Department of Justice on presence or absence of dwellings in applicant and the adult members of his family (issued by the Department of Registration and Distribution of Housing of Executive Committee of City Council). <p>* If an applicant who wants to be on the housing queue has the right of ownership in the State Register of rights to real estate of other dwelling, living space of which is higher than the level specified by the law to take on the the flat register, the applicant will be denied taking on the housing queue (p. 1, Part 1, p. 34 LCD USSR).</p> <p>Note: Copies of the documents shall be submitted duly certified, or together with the originals (for certification by the CASD administrator)</p> <p style="text-align: center;">For deregistration:</p> <ol style="list-style-type: none"> 1. Application 2. Document confirming the grounds for deregistration (if available).
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	Free
6	Term	30 days
7	Service result	<p>While registration: Certificate of registration</p> <p>While deregistration: Notice of deregistration</p>
8	Method of obtaining response (output)	Personally or by procurance (notarized)

9	Legislative and regulatory basis	Housing Code of the Ukrainian SSR of June 30, 1983 N 5464-X. Rules on registration the citizens in need of improvement of living conditions and providing them with premises in Ukraine, approved by the USSR Council of Ministers and the Council of Trade Unions of Ukraine of December 11, 1984, № 470.
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