

	As required by ISO 9001 Effective date - _____ 2014	IC-33/09 Version 01 Changed pages 00/02
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD Registration and re-registration of citizens in the city hostels	
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>1. Application.</p> <p>2. Certificate of family members and registration by the place of residence.</p> <p>3. Reference from the appropriate service on that the room in the hostel is actually and legally free.</p> <p>4. Copies of passports of the adult family members.</p> <p>5. Copies of birth certificates of minor children.</p> <p>6. Copies of the identification numbers of the citizen and his family members.</p> <p>7. 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.</p> <p>8. * 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> <p>9. Excerpt (or a copy) from the employment certificate.</p> <p>10. A copy of the court decision on the recognition of right to use the room in a hostel (with a mark of entry into legal force).</p> <p>* If the applicant and his family members, registered the right of ownership in the State Register of rights to real estate of dwelling, applicant will be denied in providing the service.</p> <p>Note: Copies of the documents shall be submitted duly certified, or together with the originals (for certification by the CASD administrator)</p>
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	Free
6	Term	30 days
7	Service result	Excerpt from the decision of City Council Executive Committee
8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	<p>Housing Code of the Ukrainian SSR of June 30, 1983 N 5464-X.</p> <p>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.</p>