



As required by ISO 9001
Effective date - _____ 2014

IC-61/02
Version 01
Changed pages 00/02

The Executive Committee of Ivano-Frankivsk City Council

INFORMATION CARD

Continuation of validity of certificates of parents and child from a large family

Original: Authorized Representative for QMS Matters

copies: according to the register of mailing

Created by:	Checked by:	Approved by:
Head of Department of Family, Youth and Gender Policy of the Executive Committee _____ Solovyov V. "___"_____ 2014p.	Authorized Representative for QMS Matters _____ Lys A. "___"_____ 2014 p.	Mayor _____ Anushkevychus V. "___"_____ 2014 p.

1	Body providing the service	Department of Family, Youth and Gender Policy
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 a parent about the prolongation of validity of their certificates. 2. Certificate of family members (form № 3). 3. Copies of children's birth certificates and / or certificate from educational, vocational, higher education institution (for persons aged 18 - 23 when they are studying for full-time education). 4. Originals of certificates of parents and child of a large family. Note: Copies of the documents shall be submitted with the originals (for verification) or notarized.
4	The procedure and method of submitting documents	Personally by a parent of a large family or by procurance (notarized)
5	Payment	Free
6	Term	10 days
7	Service result	Continuation of validity of certificates of parents and child from a large family
8	Method of obtaining response (output)	Personally by a parent of a large family or by procurance (notarized)

The Executive Committee of Ivano-Frankivsk City Council

Grushevskogo Str, 21, Ivano-Frankivsk, 76004, phone. 556515, 552038, e-mail:mvk@il.if.ua, www.mvk.if.ua

INFORMATION CARD (IC-)

Continuation of validity of certificates of parents and child from a large family

9	Legislative and regulatory basis	1. The Law of Ukraine of April 26, 2001 № 2402-III "On Protection of Childhood." 2. Decree of the Cabinet of Ministers of Ukraine of March 02, 2010 № 209 "On some issues of production and issuance of certificates parents and child from a large family." 3. Order of the Ministry of Family, Youth and Sports of July 16, 2010 № 1947 "On Approval of the Instructions on the procedure for issuing certificates of parents and child of a large family."
---	---	---