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The Executive Committee of Ivano-Frankivsk City Council

INFORMATION CARD

Issuing the duplicate of certificates of a parent or child of a large family in the case of its loss

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. Application form father or mother on the issuance the duplicate of certificates. 2. Copies of birth certificates of children. 3. Copies of marriage certificate (other than the father or mother who raise children on their own). 4. Copies of passport pages of father and mother with information about the surname, name, middle name, date of issue and place of registration. 5. Certificate of family members (form № 3). 6. Photographs (of parents and children older than 6 years) (30 x 40 mm). 7. Certificate from educational, vocational, higher education institution (for persons from 18 to 23 years old if they study at full-time education). 8. Reference from structural unit, the executive body of the City Council that at the place of the father or mother's registration the certificate have not been issued (in the case of registration of parents at different addresses). 9. Advertisements in print media about the loss of certificate. 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	Issuance the duplicate 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)
9	Legislative and regulatory basis	<p>1. The Law of Ukraine of April 26, 2001 № 2402-III "On Protection of Childhood."</p> <p>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."</p> <p>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."</p>