

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-62/05</b> <b>Version 01</b> <b>Changed pages 00/03</b>
	<b>The Executive Committee of Ivano-Frankivsk City Council</b>	
	<b>INFORMATION CARD</b> <b>Providing with the permit to conclude agreements by juveniles on behalf of the minor of alienation of property (non-residential buildings, land, vehicles, etc.), owner (co-owner) of which they are</b>	
<b>Original:</b> Authorized Representative for QMS Matters <b>copies:</b> according to the register of mailing		

Created by:	Checked by:	Approved by:
Head of Children Care Service  _____ <b>Slyvka Z.</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>	Children care service
<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

3	<b>The documents required for obtaining administrative services</b>	<ol style="list-style-type: none"> <li>1. Application-consent of the juvenile and his parent or parents of a minor for obtaining a permit.</li> <li>2. A copy of the child's birth certificate.</li> <li>3. Certificate of family members of the child's place of registration.</li> <li>4. Copy of certificate of ownership (barter, purchase and sale, granting, etc.) for housing that is alienated and an extract from the register of ownership of real estate where the child has property.</li> <li>5. A copy of the technical documents for the property.</li> <li>6. Information on the indebtedness status of the property.</li> <li>7. A copy of the technical documents for the property that will be purchased instead.</li> <li>8. Copy of certificate of ownership (barter, purchase and sale, granting, etc.) for the property (non-residential premises, land, vehicles, etc.) that will be purchased instead.</li> <li>9. Copies of passports and identification numbers of parents and children.</li> <li>10. Protocol of children opinion aged 10-14 years (issued by the administrator of the Center of administrative services delivery when submitting complete package of documents).</li> <li>11. Copy of certificate of marriage (divorce, death of parents, certificate of Civil Registry Office on the basis of records of the father in the birth certificate of the child).</li> </ol> <p><b>Note: Copies of the documents shall be submitted with the originals (for verification) or notarized.</b></p>
4	<b>The procedure and method of submitting documents</b>	Personally or by procurance (notarized)
5	<b>Payment</b>	Free
6	<b>Term</b>	30 days
7	<b>Service result</b>	Excerpt from the decision of the Executive Committee of the City Council
8	<b>Method of obtaining response (output)</b>	Personally or by procurance (notarized)

9	<b>Legislative and regulatory basis</b>	<ol style="list-style-type: none"> <li>1. The Family Code of Ukraine of January 10, 2002.</li> <li>2. Civil Code of Ukraine of January 16, 2003.</li> <li>3. Law of Ukraine "On Protection of Childhood" of April 26, 2001.</li> <li>4. The Law of Ukraine "On the Fundamentals of Social Protection of Homeless and Street Children" of June 2, 2005.</li> <li>5. Regulation of the Cabinet of Ministers of Ukraine of September 24, 2008 № 866 "On Activities of Guardianship and Trusteeship Bodies for the Protection of Children's Rights."</li> <li>6. Decision of Ivano-Frankivsk City Council of February 23, 2012 № 107 "On approval of the procedure for granting permission to commit transactions on the appropriate property to children, including housing, ownership of which or right to which they have."</li> </ol>
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