

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-62/07</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 juveniles with the permit to conclude agreements on behalf of minors for their registration and re-registration</b>	
<b>Original:</b> Authorized Representative for QMS Matters <b>copies:</b> according to the register of mailing		

<b>Created by:</b>	<b>Checked by:</b>	<b>Approved by:</b>
Head of Children Care Service _____ <b>Slyvka Z.</b> "___" _____ 2014p.	Authorized Representative for QMS Matters _____ <b>Lys A.</b> "___" _____ 2014 p.	Mayor _____ <b>Anushkevychus V.</b> "___" _____ 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. Act on living conditions of the apartment, where the child will be registered.</li> <li>4. 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> <li>5. Certificate of family members and occupied living space from the child's place of registration.</li> <li>6. Copy of certificate of ownership (barter, purchase and sale, granting, etc.) for housing, extract from the state register of real estate to the dwelling where the child is registered.</li> <li>7. The application of the dwelling owner to the guardianship authority on the consent to register the child and his parents in his apartment, his passport.</li> <li>8. Information on the indebtedness status of the housing where the child will be registered.</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> </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. The Law of Ukraine "On the Fundamentals of Social Protection of Homeless and Street Children" of June 2, 2005.</li> <li>4. 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>5. 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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