

	<b>As required by ISO 9001</b> <b>Effective date - _____ 2014</b>	<b>IC-62/10</b> <b>Version 01</b> <b>Changed pages 00/02</b>
	The Executive Committee of Ivano-Frankivsk City Council	
	<b>INFORMATION CARD</b> <b>Provision of conclusion on whether the adoption</b> <b>meets the best interests of the child</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
<b>3</b>	<b>The documents required for obtaining administrative services</b>	1. A copy of passport or other document ID. 2. A copy of the marriage certificate (if the applicants are married). 3. Conclusion on state of health of applicant. 4. Information reference on the criminal record. 5. Statement of earnings for the last six months or a copy of the income tax return for the previous calendar year, certified by the state tax service; 6. Certificate of family members. (Form 3) 7. Copy of child's birth certificate, who wants to be adopted. 8. Written consent from the parents of the child for adoption, notarized consent of the spouse, the other spouse of whom adopts the child and a document certifying the absence of the other parent. 9. Conclusion on the health of the child. <b>Note: Copies of the documents shall be submitted with the originals (for verification) or notarized.</b>
<b>4</b>	<b>The procedure and method of submitting documents</b>	Personally
<b>5</b>	<b>Payment</b>	Free
<b>6</b>	<b>Term</b>	10 days
<b>7</b>	<b>Service result</b>	Conclusion on whether the adoption meets the best interests of the child.

<b>8</b>	<b>Method of obtaining response (output)</b>	Personally
<b>9</b>	<b>Legislative and regulatory basis</b>	1) The Family Code of Ukraine of January 10, 2002. 2) Civil Procedure Code of Ukraine of March 18, 2004. 3) Law of Ukraine "On Protection of Childhood" of April 26, 2001. 4) Procedure of conducting the adoption and supervision of the adopted child, approved by the Resolution of Cabinet of Ministers of Ukraine of October 8, 2008 № 905 and changes to it, approved by the Resolution of Cabinet of Ministers of Ukraine of November 3, 2010 № 1045.