

	As required by ISO 9001 Effective date - _____ 2014	IC-85/02 Version 01 Changed pages 00/02
	The Executive Committee of Ivano-Frankivsk City Council	
	INFORMATION CARD De-Registration of place of residence	
Original: Authorized Representative for QMS Matters copies: according to the register of mailing		

Created by:	Checked by:	Approved by:
Head of the Department of State Migration Service in Ivano-Frankivsk _____ Sayiv S. "___" _____ 2014p.	Authorized Representative for QMS Matters _____ Lys A. "___" _____ 2014 p.	Mayor _____ Anushkevychus V. "___" _____ 2014 p.

1	Body providing the service	Department of State Migration Service in Ivano-Frankivsk
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	<p>1. Written application.</p> <p>2. Adjudgment, which came into force, on the deprivation of the right of ownership to the dwelling or the right to use the residential premises, the recognizing a person missing or died.</p> <p>3. Certificate of death.</p> <p>4. Passport that was submitted by the department of state registration of acts of civil status or document of death issued by the competent authority of the foreign state, legalized in due course.</p> <p>5. Other documents that indicate the termination of:</p> <ul style="list-style-type: none"> - Reason to stay in Ukraine for foreigners and stateless persons; - Grounds for residence or temporary residence in a specialized social institutions, social care institutions; - Reasons for the use of the dwelling. <p>6. Together with the application shall be submitted:</p> <ul style="list-style-type: none"> - A document including information about the de-registration of residence place. If the child is under 16, a birth certificate is submitted; - Military card or certificate of registration (for citizens to be taken on military registration or those who are in the military registration). <p>7. If applying by a legal representative, additional documents are submitted:</p> <ul style="list-style-type: none"> - A document certifying the identity of the legal representative; - A document confirming the authority of a person as a legal representative, unless the legal representative is one of a parent (adoptive parent).
4	The procedure and method of submitting documents	Personally or by procurance (notarized)
5	Payment	Free
6	Term	2 days
7	Service result	De-Registration of place of residence
8	Method of obtaining response (output)	Personally or by procurance (notarized)
9	Legislative and regulatory basis	Order of the Ministry of Internal Affairs "On approval of registration of place of residence and the place of stay of individuals in Ukraine and samples of required documents" of November 22, 2012, № 1077.