

<p><b>Name and number of the administrative procedure in accordance with the List of administrative procedures carried out by state bodies and other organizations based on applications from citizens, approved by Decree of the President of the Republic of Belarus dated 04/26/2010 No. 200 “On administrative procedures carried out by state bodies and other organizations based on applications from citizens”</b></p>	<p><b>Responsible official for implementation of the administrative procedure (person replacing him), place location, operating mode</b></p>	<p><b>Documents and (or) intelligence, represented citizen for implementation administrative procedures</b></p>	<p><b>Board size charged at implementation And administration vnoy procedures</b></p>	<p><b>Maximum period for implementation administration vnoy procedures</b></p>	<p><b>Validity period of a certificate or other document (decision) issued (accepted) during the implementation of an administrative procedure</b></p>
<p><b>CHAPTER 1 HOUSING LEGAL RELATIONS</b></p>					
<p>1.1.5. on registration (re-registration) of citizens in need of improved housing conditions</p>	<p>Kasperovich Svetlana Mikhailovna inspector for accounting and distribution of residential phone area 8 (02339)71409 Reception is carried out Mon-Fri from 8.00 to 12.00, days off: Saturday, Sunday.</p>	<p>application, passports or other identification documents of all adult citizens, birth certificates of minor children accepted for registration as those in need of improved housing conditions and (or) who were in such</p>	<p>for free</p>	<p>1 month from the date of application</p>	<p>indefinitely</p>

		accounting; documents confirming the right to extraordinary or priority provision of residential premises - if such a right exists; information about the income and property of each family member - in the case of registration (re-registration) of citizens entitled to receive social housing depending on their income and property			
1.1.5-1. on making changes to the family composition with which a citizen is registered as needing improved housing conditions (in case of an increase in family composition)	Kasperovich Svetlana Mikhailovna inspector for accounting and distribution of residential property phone area 8 (02339)71409 Reception is carried out Mon-Fri from 8.00 to 12.00, days off: Saturday, Sunday.	statement; passports or other identification documents of all adult citizens; birth certificates of adult children registered as needing improved housing conditions and/or who were registered as such; documents confirming the right to priority or priority provision of housing	for free	1 month from the date of application	indefinitely

		premises - if such a right exists; information about the income and property of each family member - if there is a right to receive social housing, depending on income and property			
1.1.5.-2. on making changes to the family composition with which a citizen is registered as needing improved housing conditions (in case of a decrease in family composition)	Kasperovich Svetlana Mikhailovna inspector for accounting and distribution of residential property phone area 8 (02339)71409 Reception is carried out Mon-Fri from 8.00 to 12.00, days off: Saturday, Sunday.	statement; passports or other identification documents of all adult citizens	for free	15 days from the date of application	indefinitely
1.1.5-3. on inclusion in separate lists of those in need of improved housing conditions	Kasperovich Svetlana Mikhailovna inspector for accounting and distribution of residential property phone area 8 (02339)71409 Reception is carried out Mon-Fri from 8.00 to 12.00, days off: Saturday, Sunday.	statement; passports or other identification documents of all adult citizens; birth certificates minor children; documents confirming the right to extraordinary or priority provision of residential premises - if such a right exists; information about everyone's income and assets family member - if there is a right to receive social housing depending on income and property	for free	15 days from the date of application	indefinitely

		income and property.			
1.1.7. on the removal of citizens from the register of those in need of improved housing conditions	Kasperovich Svetlana Mikhailovna inspector for accounting and distribution of residential property	statement; passports or other identification documents of all adult citizens	for free	15 days from the date of application	indefinitely
1.1.8. on registration of citizens wishing to receive housing in a dormitory organization	phone area 8 (02339)71409 Reception is carried out Mon-Fri from 8.00 to 12.00, days off: Saturday, Sunday.	statement; passports or other identification documents all adult citizens; birth certificates minor children (for foreign citizens and stateless persons who have been granted refugee status in the Republic of Belarus - in the presence of such a certificate) accepted for registration as citizens wishing to receive housing in a dormitory; documents confirming the right to extraordinary or priority receipt of residential premises in a dormitory - in the case	for free	1 month from the date of application	indefinitely
		existence of such a right			

<p>1.1.23. on the inclusion of developers in the organization, formed from among citizens registered as needing improved housing conditions</p>		<p>statement; passports or other identification documents of all adult citizens; birth certificates minor children registered as needing improved housing conditions; documents confirming the right to an extraordinary receipt of a preferential loan for construction (reconstruction) or purchase of residential premises - if such a right exists</p>	<p>for free</p>	<p>1 month from the date of application</p>	<p>indefinitely</p>
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<p>1.1.23-1. on the referral of citizens registered as in need of improved housing conditions and entitled to receive preferential loans for construction (reconstruction) or purchase of residential premises to conclude purchase and sale agreements for residential premises, the construction of which was carried out under government orders</p>		<p>application, documents confirming the existence of the right (extraordinary right) to receive a preferential loan for construction (reconstruction) or purchase of residential premises</p>	<p>for free</p>	<p>10 working days after acceptance of the residential building in operation - if an application is submitted before the residential building is accepted into operation 15 working days from the date of submission of the application - in case of submission of the application after acceptance of the residential building in exploitation</p>	<p>1 month</p>
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<p>1.1.24. on the provision of a one-time subsidy for the construction (reconstruction) or purchase of residential premises</p>	<p>Kasperovich Svetlana Mikhailovna  inspector for accounting and distribution of residential property  phone area 8 (02339)71409  Reception is carried out Mon-Fri from 8.00 to 12.00, days off: Saturday, Sunday.</p>	<p>application, passport or other identification document; information about the income and property of the citizen and his family members; preliminary agreement for the purchase of residential premises - in the case of the acquisition of residential premises, with the exception of residential premises, the construction of which was carried out under state order; certificate (certificate) of state registration of the land plot or a state act on the right of ownership of land or the right of lifelong inheritable ownership of land - in the case of construction (reconstruction) of a single-apartment, blocked residential building; a notarized obligation to not register ownership of the residential premises occupied under a lease agreement with its subsequent vacancy - if such premises exist; a copy of the purchase and sale agreement for residential premises registered in the prescribed manner - in the case of the acquisition of residential premises, the construction of which was carried out under a state order; certificate of provision (non-provision) of preferential loans under loan agreements concluded after January 1, 2004 or concluded before the specified date, for which loan obligations as of this date were not terminated, or repayment in full of debt under these loan agreements before the due date repayment of debt on preferential loans and payment of interest for their use - in the case of providing a one-time subsidy to citizens with whom such loan agreements were concluded; document, confirming the fact of termination of the agreement for the creation of a shared construction project, including in connection with the refusal of one of the parties to fulfill such an agreement, withdrawal or exclusion from members of the developer organization, termination of the purchase and sale agreement for residential premises, withdrawal of a land plot - if confirmation is necessary</p>	<p>for free</p>	<p>1 month from the date of application</p>	<p>in the case of providing a one-time subsidy for the construction (reconstruction) of residential premises - during the construction (reconstruction) period specified in the contract, providing for the construction (reconstruction) of residential premises, but no more than 3 years from the date of transfer to the special account "Subsidy"; in the case of providing a one-time subsidy for the purchase of residential premises, with the exception of residential premises, the construction of which was carried out under a state order - 6 months in the case of providing a one-time subsidy for the purchase of residential premises, the construction of which carried out under a state order - before the deadline for full repayment (repayment) of a preferential loan under a state order</p>
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		<p>repayment in full of the debt under these loan agreements before the maturity date of the debt on preferential loans and payment of interest for their use - in the case of providing a one-time subsidy to citizens with whom such loan agreements were concluded; document, confirming the fact of termination of the agreement for the creation of a shared construction project, including in connection with the refusal of one of the parties to fulfill such an agreement, withdrawal or exclusion from members of the developer organization, termination of the contract for the purchase and sale of residential premises, withdrawal of a land plot - if necessary, confirmation of the above facts</p>			
1.3.1. about the registration status of those in need of improvement	Kasperovich Svetlana Mikhailovna	passport or other identification document	for free	on the day of treatment	6 months



living conditions	residential accounting and distribution	personality			
1.3.9. on the provision (non-provision) of a one-time subsidy for the construction (reconstruction) or purchase of residential premises	inspector phone area 8 (02339)71409 Reception is carried out Mon-Fri from 8.00 to 12.00, days off: Saturday, Sunday.	passport or other identification document	for free	on the day of treatment	6 months
CHAPTER 2 LABOR AND SOCIAL PROTECTION					
2.1. Issuance of an extract (copy) from the work book	Mikhedenko Anna Grigorievna Senior HR Inspector, tel. 8(02339) 78706		for free	5 days from the date of application	indefinitely
2.2. Issuing a certificate of employment and position held	Mon-Fri from 8.00 to 17.00, break from 12.00 to 13.00 days off: Saturday, Sunday.		for free	5 days from the date of application	indefinitely
2.3. Issuance of a certificate of period of work	Mikhedenko Anna Grigorievna senior personnel inspector, tel. 8(02339) 78706 Mon-Fri from 8.00 to 17.00, break from 12.00 to 13.00 days off: Saturday, Sunday .		for free	5 days from the date of application	indefinitely

2.4. issuance of a salary certificate	Volodkina Lyudmila Vladimirovna Deputy Chief Accountant, tel. 8 (02339) 79246 Mon-Fri from 8.00 to 17.00, break from 12.00 to 13.00 days off: Saturday, Sunday .		for free	5 days from the date of application	indefinitely
2.19. Issuance of a certificate of return to work before the expiration of parental leave for a child under 3 years of age and termination of benefits	Mikhedenko Anna Grigorievna senior personnel inspector, tel. 8(02339) 78706 Mon-Fri from 8.00 to 17.00, break from 12.00 to 13.00 days off: Saturday, Sunday		for free	5 days from the date of application	indefinitely
2.25. Issuing a certificate of being on parental leave until the child reaches the age of 3 years			for free	5 days from the date of application	indefinitely
2.24. issuance of a certificate of insecurity for the child in the current year with a voucher at the expense of state social insurance funds to a camp with round-the-clock stay	Gormash G.M., leading economist, tel. 8 (02339) 78672		for free	5 days from the date of application	indefinitely
2.44. issuance of a certificate of non-allocation of vouchers for children for sanatorium and resort treatment and rehabilitation this year	Gormash G.M., leading economist, tel. 8 (02339) 78672		for free	5 days from the date of application	indefinitely
2.5. Assignment of maternity benefits	Volodkina Lyudmila Vladimirovna Deputy Chief	passport or other identification document	for free	10 days from the date appeals, and	for the period specified in the sheet



<p>2.6. Assignment of benefits in connection with the birth of a child</p>	<p>Volodkina Lyudmila Vladimirovna Deputy Chief Accountant, tel. 8 (02339) 79246 Mon-Fri from 8.00 to 17.00, break from 12.00 to 13.00 days off: Saturday, Sunday .)</p>	<p>statement; passport or other identification document; certificate of birth of a child - if the child was born in the Republic of Belarus; birth certificate of the child - if the child was born outside the Republic of Belarus; birth and death certificates of children, including those over 18 years of age (submitted for all children); a copy of the court decision on adoption (hereinafter referred to as adoption) - for families who have adopted (hereinafter referred to as adopted) children; extracts (copies) from the work books of parents (adoptive parents (hereinafter referred to as adoptive parents), guardians or other documents confirming their employment - if it is necessary to determine the destination of the benefit; a copy of the court decision on divorce or a certificate of divorce or other a document confirming the category of single-parent family - for single-parent families; a copy of the local decision; executive and administrative body on the establishment of guardianship (trusteeship) - for persons appointed as guardians (guardians) of the child; marriage certificate - if the applicant is married</p>	<p>for free</p>	<p>10 days from the date of submission of the application, and in case of request for documents and (or) information from other government bodies, other organizations - 1 month</p>	<p>at one time</p>
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		service until the expiration of parental leave for a child under 3 years of age and termination of benefit payment - when taking out parental leave for a child until he reaches the age of 3 years by another family member or relative of the child; certificate of the amount of child benefit and the period of its payment - in case of a change in the place of payment of the benefit			
2.9-1. Assignment of benefits to families for children aged 3 to 18 years during the period of raising a child under 3 years of age	Volodkina Lyudmila Vladimirovna Deputy Chief Accountant, tel. 8 (02339) 79246 Mon-Fri from 8.00 to 17.00, break from 12.00 to 13.00 days off: Saturday, Sunday.	statement; passport or other identification document; two birth certificates: one for a child under 3 years of age and one for a child between 3 and 18 years of age (for foreign citizens and stateless persons who have been granted refugee status in the Republic of Belarus - if such certificates are available); that the citizen is a student - is submitted for a child aged 3 or over	for free	10 days from the date of submission of the application, and in case of request for documents and (or) information from other government bodies, other organizations - 1 month	for the period until the date of occurrence of circumstances entailing termination of benefits

		<p>under 18 years of age studying in an educational institution (including preschool); a copy of the court decision on adoption - for families who have adopted children; copy of the local decision executive and administrative body on the establishment of guardianship (trusteeship) - guardians for persons appointed as guardians (trustees) of the child; marriage certificate - if the applicant is married; a copy of the court decision on divorce or a certificate of divorce or other document confirming the category of single-parent family - for single-parent families; certificate of the period for which benefits were paid pregnancy and childbirth, - for persons for whom child care benefits under 3 years of age are assigned from the day following the end of the period of release from work</p>			
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		(service), study, established by a certificate of incapacity for work due to pregnancy and childbirth; extracts (copies) from parents' work records (adoptive parents, guardians (trustees) or other documents confirming their employment - if it is necessary to determine the place of assignment of benefits; a certificate of the amount of child benefit and the period of its payment - in case of a change in the place of payment of benefits or the assignment of benefits for caring for an aged child up to 3 years to another relative or family member of the child (children) who is on parental leave until the child reaches the age of 3 years and who is not the child (children) mother (stepmother) or father (stepfather)			
2.12. Assignment of benefits for children over 3 years of age from certain categories of families	Volodkina L.V., deputy chief accountant	statement; passport or other identification document; birth certificates  minor children (represented for	for free	10 days from the date of filing the application, and in case	until June 30 or December 31 of the calendar year in which the benefit was assigned,

	tel. 8 (02339) 79246 Mon-Fri from 8.00 to 17.00, break from 12.00 to 13.00 days off: Saturday, Sunday .	(copies) from the work records of parents (adoptive parents, guardians (trustees) or other documents confirming their employment; information on income received for 6 months of the year preceding the year of application - for an able-bodied father (stepfather) in a complete family, a parent in a single- parent family , adoptive parent, guardian, (trustee); certificate of the amount of child benefit and the period of its payment - in case of a change in the place of payment of the benefit			
2.13. Assignment of temporary benefits incapacity to care for a sick child under 14 years of age (disabled child under 18 years of age)	Ksenzov Victor Leonidovich head of security, tel. 8 (02339) 78410 Mon-Fri from 8.00 to 17.00, break from 12.00 to 13.00 days off: Saturday, Sunday .	certificate of incapacity for work	for free	10 days from the date application, and in case of request for documents and (or) information from other government bodies, other organizations and/or	for the period specified in the certificate of incapacity for work



				receiving additional Ouch information For assignment of benefits, -1 month	
2.14. Assignment of temporary benefits incapacity to care for a child under 3 years of age and a disabled child under 18 years of age in the event of illness of the mother or another person, in fact caring for a child	Ksenzov Victor Leonidovich head of security, tel. 8 (02339) 78410 Mon-Fri from 8.00 to 17.00, break from 12.00 to 13.00 days off: Saturday, Sunday .	certificate of incapacity for work	for free	10 days from the date appeal, and in case of request for documents and (or) information from other government bodies, other organizations and/or obtaining additional information, necessary For appointments, benefits - 1 month	for the period specified in the certificate of incapacity for work
2.16. Assignment of temporary benefits incapacity to care for a child -	Ksenzov V.L., head of security	certificate of incapacity for work	for free	10 days from the date appeal, and in case	for the period specified in the sheet disability

disabled person aged 18 years in case of his sanatorium- resort treatment, medical rehabilitation	tel.8 (02339)78410 Mon-Fri from 8.00 to 17.00, break from 12.00 to 13.00 days off: Saturday, Sunday .			requesting documents and (or) information from other government bodies, other organizations and/or obtaining additional information, necessary For assignment of benefits - 1 month	
2.18. Issuance of a certificate about the amount of child benefit and the period of its payment	Maksimenko Anna Ivanovna, chief accountant, 8 (02339)78630,	passport or other identification document	for free	5 days from the date of application	indefinitely
2.4. issuance of a certificate of salary (salary, monthly allowance)	Volodkina Lyudmila Vladimirovna Deputy Chief Accountant, tel. 8 (02339) 79246 Mon-Fri from 8.00 to 17.00, break from 12.00 to 13.00 days off: Saturday, Sunday.	—	for free	5 days from the date of application	indefinitely
2.20. Issuance of a certificate of alimony withholding and its amount	12.00 to 13.00 days off: Saturday, Sunday.	passport or other identification document	for free	5 days from the date of application	indefinitely

2.29. Issuance of a certificate about the period for which maternity benefits were paid		passport or other identification document	for free	3 days from the date of application	indefinitely
2.35. payment of funeral benefits		statement of the person who took upon himself the organization of the burial of the deceased (deceased); passport or other identification document of the applicant; death certificate - if the death was registered in the Republic of Belarus; death certificate - if the death was registered outside the Republic of Belarus; birth certificate (if available) - in case of death of a child (children); certificate stating that the deceased, aged 18 to 23 years on the day of death, was a student - in case of death of a person aged 18 to 23	for free	1 working day from the date of submission applications, and in case of request for documents and (or) information from other government bodies, other organizations - 1 month	at one time

CHAPTER 18  
RECEIVED INCOME AND PAID TAXES, FEES (DUTIES). OBTAINING INFORMATION FROM THE UNIFIED STATE REGISTER OF LEGAL ENTITIES AND INDIVIDUAL ENTREPRENEURS.

APOSTILLING DOCUMENTS OR LEGALIZING DOCUMENTS, OBTAINING INFORMATION FROM ARCHIVED DOCUMENTS

<p>18.7. Issuance of a certificate of the presence or absence of writs of execution and (or) other requirements for the collection of tax debts, other debts and obligations to the Republic of Belarus, its legal entities and individuals to resolve the issue of renunciation of citizenship of the Republic of Belarus</p>	<p>Volodkina Lyudmila Vladimirovna Deputy Chief Accountant, tel. 8 (02339) 79246 Mon-Fri from 8.00 to 17.00, break from 12.00 to 13.00 days off: Saturday, Sunday.</p>	<p>statement; passport or other identification document</p>	<p>for free</p>	<p>5 working days from the date of submission of the application, and if the need for special checks, request documents and (or) information from other government bodies, other organizations (including tax authorities)—1 month</p>	<p>6 months</p>
<p>18.13. issuance of a certificate of income, calculated and withheld amounts of income tax from individuals</p>		<p>passport or other identification document</p>	<p>for free</p>	<p>on the day of treatment</p>	<p>indefinitely</p>

