|  |  |  |
| --- | --- | --- |
| **Identification data** | Name, surname, personal identity code of **the customer** |  |
|  |
| Name, surname, personal identity code of **the authorised[[1]](#footnote-1)** **person** |  |
|  |
| **Contact details** | E-mail address |  |
| Telephone number |  |
| Address |  |
| E-delivery mailbox  (E-delivery) | Mailbox activated.  Mailbox not activated. |

To the State Enterprise Centre of Registers

**APPLICATION**

**FOR PROVISION OF DATA FROM THE POPULATION REGISTER OF THE REPUBLIC OF LITHUANIA**

(Date)

(Place)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. I hereby apply for the provision of the data from the Population Register on the following person:  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1.1. | Name |  | | | | | | | | | | Surname |  | | | | | | | | | | | | Date of birth  *(or year of birth)* |  |  |  |  | - |  |  | - |  |  | *or*  personal identity code |  |  |  |  |  |  |  |  |  |  |  | |
| 2. Please provide the data from the Population Register of the Republic of Lithuania by issuing:  2.1.  **Certificate[[2]](#footnote-2)** **on**:   |  |  | | --- | --- | | Personal identity code; | Adult children; | | Marital status; | Declared place of residence; | | Spouse; | Data of the personal identity document; | | Parents; | Other data: *(please enter)*: | | Children under 18 years of age; |   2.2.  **Extract[[3]](#footnote-3)**:  Extract certifying the birth record;  Extract certifying the death record;  Extract certifying the marriage record;  Extract certifying the divorce record;  Extract certifying the entry amending or supplementing the record of the civil status act;  Other data *(please enter)*: |
|  |
| 3. Please indicate in the certificate on the persons who have declared their place of residence in the residential premises the following:  Name, surname, year of birth;  Number of persons who have declared their place of residence in the residential premises.  Address of residential premises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Period: from \_\_\_\_ (year) \_\_\_\_\_\_\_\_\_\_\_ (month) \_\_\_\_ (day) until \_\_\_\_ (year) \_\_\_\_\_\_\_\_\_\_\_ (month) \_\_\_\_ (day) |
| 4. Data from the Population Register on the declared place of residence of several persons is requested:   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 4.1. | Name |  | | | | | | | | | | Surname |  | | | | | | | | | | | | Date of birth  *(or year of birth)* |  |  |  |  | - |  |  | - |  |  | *or*  Personal identity code |  |  |  |  |  |  |  |  |  |  |  | | 4.2. | Name |  | | | | | | | | | | Surname |  | | | | | | | | | | | | Date of birth  *(or year of birth)* |  |  |  |  | - |  |  | - |  |  | *or*  Personal identity code |  |  |  |  |  |  |  |  |  |  |  | | 4.3. | Name |  | | | | | | | | | | Surname |  | | | | | | | | | | | | Date of birth  *(or year of birth)* |  |  |  |  | - |  |  | - |  |  | *or*  Personal identity code |  |  |  |  |  |  |  |  |  |  |  | | 4.4. | Name |  | | | | | | | | | | Surname |  | | | | | | | | | | | | Date of birth  *(or year of birth)* |  |  |  |  | - |  |  | - |  |  | *or*  Personal identity code |  |  |  |  |  |  |  |  |  |  |  | |
| 1. Purpose of using the data from the Population Register: |
| 1. Legal basis for obtaining the data from the Population Register:   Point 37 of the Regulations of the Population Register of the Republic of Lithuania approved by Resolution No 1495 of the Government of the Republic of Lithuania of 23 December 2014 On Approval of the Regulations of the Population Register of the Republic of Lithuania and Point 12.2 of the Rules for the Provision of Data of the Population Register of the Republic of Lithuania approved by Order No 1R-325 of the Minister of Justice of the Republic of Lithuania of 27 November 2015 On Approval of the Rules for the Provision of Data of the Population Register of the Republic of Lithuania (*regarding the receipt of own data, data on the minors and adopted children, as well as data of persons with established guardianship or curatorship*);  Point 36 of the Rules on the Provision of Data of the Population Register of the Republic of Lithuania approved by Order No 1R-325 of the Minister of Justice of the Republic of Lithuania of 27 November 2015 On Approval of the Rules on the Provision of Data of the Population Register of the Republic of Lithuania (*regarding the receipt of data on the persons who declared their place of residence in the residential premises owned or co-owned by the applicant);*  Consent of the person whose data is requested[[4]](#footnote-4);  Other valid grounds for obtaining data *(specify a concrete legal act, its article, part and/or point, documents justifying the legal basis for obtaining data)*:   1. I request the prepared documents *(tick the appropriate box and enter additional information)*:  |  |  | | --- | --- | | To be **e-mailed** |  | | To be delivered via the **E-delivery** system. | If E-delivery mailbox is activated[[5]](#footnote-5). | | To be sent by **mail** |  | | I will pick it up in person at the following unit of the State Enterprise Centre of Registers**:** | [Select or enter.] | |
| 1. I request to prepare a certificate:  within one working day under urgent procedure;   within 20 working days under standard procedure. |
| 1. Payment for services:  |  |  | | --- | --- | | I guarantee payment for the service provided.  Use the available balance (*if any*). | | | E-mail invoice for payment to (*specify*) |  | |

**Consent to the processing of personal data for the purposes of improving the quality of customer service and performance efficiency:**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree that the Centre of Registers contacts me for the purposes of improving the quality of customer service and performance efficiency using the e-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and/or telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

The consent shall be valid for 1 year.

I have been informed that I have the right to withdraw this consent at any time. Withdrawal of consent is possible in the following ways: by making a call using the phone number +370 5 268 8262, by e-mail [info@registrucentras.lt](mailto:info@registrucentras.lt), by logging in to the account in the Self Service of the Centre of Registers, or by coming directly to the Customer Service Unit.

More information about the processing of personal data based on this consent is available on the website of the Centre of Registers: [www.registrucentras.lt](http://www.registrucentras.lt) under the section “Protection of personal data”.

**I do not agree that the Centre of Registers contacts me using the e-mail address and/or telephone number.**

|  |  |
| --- | --- |
|  |  |
| *(Name, surname) (Signature)* | |

1. To be filled in when the application is submitted by an authorised person. [↑](#footnote-ref-1)
2. The certificate shall be stamped and signed by the authorised person. [↑](#footnote-ref-2)
3. The extract shall be prepared on the basis of the data of the Population Register and shall be provided without a stamp and a signature. [↑](#footnote-ref-3)
4. If the recipient of the data requests a certificate or extract from the Register about the data of another person, and such a right is not established by law or other legal acts, a letter is sent to the data subject regarding his/her consent to provide his/her personal data. The data subject must respond to the Centre of Registers within 10 working days from the date of dispatch of the letter from the Centre of Registers and expressing his/her will regarding the provision of his/her personal data. If the data subject does not agree, or consent of the data subject is not received within the time limit set by the Centre of Registers, the data of the Register shall not be provided to the data recipient. The reasons for refusal to provide the data of the Register shall be communicated to the data recipient in writing. [↑](#footnote-ref-4)
5. If, during the sending of documents, it turns out that the E-delivery mailbox is not active, the documents will be sent by e-mail. [↑](#footnote-ref-5)