|  |  |  |
| --- | --- | --- |
| **Identification data** | Name, surname, personal identity code of the **customer** |  |
|  |
| Name, surname, personal identity code of the **authorised[[1]](#footnote-1)** person |  |
|  |
| Name, surname, personal identity code of the **payer[[2]](#footnote-2)** |  |
|  |
| **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 THE PROVISION OF COPIES OR TRANSCRIPTS OF DOCUMENTS**

(Date)

(Place)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Object data: | | | | | | | | |
| Address of real property object | |  | | | | | | |
| Register entry number | |  | | | | | | |
| Unique number | |  | | | | | | |
| 1. Please provide the following certified copies or transcripts of documents *(please tick the box next to the required documents)*: | | | | | | | | |
| **No.** | **Document** | | | | **Unique number or**  **document title, date, number** | **Term in working days[[3]](#footnote-3)** | |
| **Standard** | **Urgent procedure** |
| **Cadastre**  **documents** | 1. Layout plan of structures | |  | |  | 7 | 1  3  5 |
| 1. Floor plans (plan of apartment/ premise) | |  | |  |
| 1. Cadastral data forms | |  | |  |
| 1. Explication | |  | |  |
| 1. Pictures of the structure | |  | |  |
| 1. Land parcel plan | |  | |  |
| 1. Cadastral data form of the land parcel | |  | |  |
| 1. Act of marking-showing   land parcel boundaries | |  | |  |
| **Register documents** | 1. Agreement | |  | |  |
| 1. Act of transfer-acceptance | |  | |  |
| 1. Certificate of inheritance/ ownership right | |  | |  |
| 1. Decision/Order of the County Governor/Head of the Territorial Division of the National Land Service | |  | |  |
| 1. Court decision/ruling | |  | |  |
| 1. Act of accepting the construction as fit for use/Declaration on the completion of construction/on changing the purpose/Certificate of the Construction Inspection Service | |  | |  |
| 1. Construction permit | |  | |  |
| 1. Certificate | |  | |  |
|  | 1. Act of forced sale auction | | ☐ | |  |  |  |
|  | 1. Other legal document | | ☐ | |  |  |  |
| 1. Purpose of using the data and legal basis of obtaining the data: | | | | | | | | |
| **Purpose of using the data** *(including a description of the specific facts justifying the purpose of obtaining copies of documents)* | | |  | | | | | |
| **The legal basis for obtaining the data** *(specify the legal act establishing the right of the data recipient to collect (receive) personal data for a certain purpose or for exercising the official authority vested to it; or to indicate the legitimate interest of the data recipient)* | | |  | | | | | |
| I undertake to use the information contained in the copies of documents only for the purpose specified in this application.  The document is required for apostille. | | | | | | | | |
| 1. The application shall be accompanied by the following documents: | | | | | | | | |
| **No.** | **Title of document** | | | | | | |
| 1. |  | | | | | | |
| 2. |  | | | | | | |
| 3. |  | | | | | | |
| 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[[4]](#footnote-4). | | | | |
| 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 guarantee payment for the service provided: | | | | | | | | |
| Please 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**[[5]](#footnote-5)**:**

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 indicated in this application. I know I have the right to withdraw this consent at any time by submitting a written application addressed to the Centre of Registers, studentu str. 39, 08106 Vilnius, which I can deliver in person or signed with an e-signature by e-mail [info@registrucentras.lt](mailto:info@registrucentras.lt). I know that the withdrawal of consent does not affect the lawfulness of the personal data processing based on the consent before its withdrawal.

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. To be filled in when the payer is another person, not the customer. [↑](#footnote-ref-2)
3. The surcharge applicable to the preparation of documents shall be:

   |  |  |
   | --- | --- |
   | within 5 working days | 30% |
   | within 3 working days | 50% |
   | within 1 working day | 100% |

   [↑](#footnote-ref-3)
4. 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-4)
5. By giving your consent, you provide your personal data to the Centre of Registers. You can read the rules for processing of personal data at the State Enterprise Centre of Registers at [Asmens duomenų apsauga](https://www.registrucentras.lt/asmens_duomenu_apsauga/). [↑](#footnote-ref-5)