

Identification data	Name, surname, personal identity code of the customer	
	Name, surname, personal identity code of the authorised¹ person	
	Name, surname, personal identity code of the payer²	
Contact details	E-mail address	
	Telephone number	
	Address:	
	E-delivery mailbox (E-delivery)	<input type="checkbox"/> Mailbox activated. <input type="checkbox"/> 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					
2. Please provide the following certified copies or transcripts of documents (<i>please tick the box next to the required documents</i>):					
No.	Document		Unique number or document title, date, number	Term in working days ³	
				Standard	Urgent procedure
Cadastral documents	1. Layout plan of structures	<input type="checkbox"/>		<input type="checkbox"/> 7	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5
	2. Floor plans (plan of apartment/premise)	<input type="checkbox"/>			
	3. Cadastral data forms	<input type="checkbox"/>			
	4. Explication	<input type="checkbox"/>			
	5. Pictures of the structure	<input type="checkbox"/>			
	6. Land parcel plan	<input type="checkbox"/>			
	7. Cadastral data form of the land parcel	<input type="checkbox"/>			
	8. Act of marking-showing land parcel boundaries	<input type="checkbox"/>			
Register documents	9. Agreement	<input type="checkbox"/>			
	10. Act of transfer-acceptance	<input type="checkbox"/>			
	11. Certificate of inheritance/ownership right	<input type="checkbox"/>			

¹ To be filled in when the application is submitted by an authorised person.

² To be filled in when the payer is another person, not the customer.

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%

	12. Decision/Order of the County Governor/Head of the Territorial Division of the National Land Service	<input type="checkbox"/>			
	13. Court decision/ruling	<input type="checkbox"/>			
	14. 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	<input type="checkbox"/>			
	15. Construction permit	<input type="checkbox"/>			
	16. Certificate	<input type="checkbox"/>			
	17. Act of forced sale auction	<input type="checkbox"/>			
	18. Other legal document	<input type="checkbox"/>			
3. Purpose of using the data and legal basis of obtaining the data:					
Purpose of using the data <i>(including a description of the specific facts justifying the purpose of obtaining copies of documents)</i>					
The legal basis for obtaining the data <i>(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>					
<input type="checkbox"/> I undertake to use the information contained in the copies of documents only for the purpose specified in this application. <input type="checkbox"/> The document is required for apostille.					
4. The application shall be accompanied by the following documents:					
No.	Title of document				
1.					
2.					
3.					
5. I request the prepared documents <i>(tick the appropriate box and enter additional information)</i> :					
<input type="checkbox"/> To be e-mailed					
<input type="checkbox"/> To be delivered via the E-delivery system.		If E-delivery mailbox is activated ⁴ .			
<input type="checkbox"/> To be sent by mail					
<input type="checkbox"/> I will pick it up in person at the following unit of the State Enterprise Centre of Registers:		[Select or enter.]			
6. I guarantee payment for the service provided:					
<input type="checkbox"/> Please use the available balance <i>(if any)</i> .					
<input type="checkbox"/> E-mail invoice for payment to <i>(specify)</i>					

Consent to the processing of personal data for the purposes of improving the quality of customer service and performance efficiency⁵:

- ☐ 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.

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.

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://asmens.duomenų.apsauga.lt).

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. 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.

<i>(Name, surname)</i>	<i>(Signature)</i>