

**NATIONAL LAND SERVICE
UNDER THE MINISTRY OF AGRICULTURE**

APPROVED by:
the Director of the National Land
Service under the Ministry of
Agriculture

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**THE DESCRIPTION OF REGISTRATION FOR AN APPOINTMENT WITH THE
DIRECTOR AND OTHER SPECIALISTS OF THE NATIONAL LAND SERVICE UNDER
THE MINISTRY OF AGRICULTURE**

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No.	Title	Description content
1.	Code of an administrative service	APBR.3.
2.	Version of an administrative service	1
3.	Title of an administrative service	Registration for an appointment with the Director and other officers of the National Land Service under the Ministry of Agriculture.
4.	Description of an administrative service	Natural and legal persons may register for an appointment with the Director and other officers of the National Land Service under the Ministry of Agriculture (hereinafter - the Service) by phone or e-mail nzt@nzt.lt . About the time of acceptance persons are informed by phone, e-mail or by providing personal service cards indicating time of acceptance and place of the institution, officer's name and position who will accept the person. If the acceptance time or place changes the person is immediately informed. The acceptance timetables of the officers of the Territorial Divisions are published on the website www.nzt.lt .
5.	Legislation governing the provision of an administrative service	1. Law on Public Administration of the Republic of Lithuania (Official Gazette, 1999, No. 60-1945; 2006, No. 77-2975). 2. Lithuanian Law to obtain information from state, municipal institutions and agencies (Official Gazette, 2000, No. 10-236; 2005, No. 139-5008). 3. Rules of persons' applications and their service in the public administration institutions and other public administration entities issued by the Government of the Republic of Lithuania on 22 August 2007 Resolution

		No. 875 (Official Gazette, 2007, No. 94-3779).
6.	Information and documents to be provided by a person	The person signing up for an appointment with the Director and other officers of the Service must accurately identify the question which is going to be discussed with the Director and other officers of the Service so that they could prepare documents or other information in advance that will be required during the interview. Arriving to the reception a person needs to have a document proving identity.
7.	Information and documents to be received by the Service	Information and documents required for an interview at the Service or that may be received from other institutions or state registers: The Residents' Register Service of the Republic of Lithuania (http://ivn.vrm.lt/), Farmer's Holding Registration of the Republic of Lithuania (http://www.vic.lt), Real Estate Cadastre and Register of the Republic of Lithuania (http://www.registrucentras.lt).
8.	Provider of an administrative service	Chief officer of the Document Management Division of the General Affairs Department: Inga Kaminskaitė, phone (8 5) 239 1307, e-mail Inga.Kaminskaite@nzt.lt . Names, surnames, phone numbers and e-mails of the officers of the Territorial Divisions are on the website: www.nzt.lt .
9.	Heads of an administrative service	Head of the Document Management Division of the General Affairs Department: Eglė Hurčinaite, phone (8 5) 210 0567, e-mail Egle.Hurcinaite@nzt.lt . Names, surnames, phone numbers and e-mails of the heads of the Territorial Divisions are on the website: www.nzt.lt .
10.	The provision term of an administrative service	Persons are registered within one working day at the Service. The specific time of an appointment with the Director and other officers shall be indicated in regard of their employment and reception hours.
11.	Application form, filling model and content of the request	An application for an acceptance is provided orally or by a free-form document.
12.	Information and communication technologies used for the provision of an administrative service	There is an opportunity for a person to find out officers' of the Territorial Divisions reception timetables, phone numbers to register on the website: www.nzt.lt
13.	Provision features of administrative services	Arriving to the reception, a person must have a document proving identity, if there is a representative for other natural and legal persons, including a document proving empowerment.
14.	The description of administrative services provision involvement in the document register	The description is involved in the document register of the Service, recorded and stored in 5.29 case of "Administrative Service Provision Descriptions and Registry IAP".

Head of the Document Management Division
of the General Affairs Department

Eglė Hurčínaitė