

1.	Name of service	Issuance of archival certificates, documents certifying legal facts
2.	Recipients of service	Natural persons not for business purposes; Legal persons not for business purposes; Legal persons for business purposes; Natural persons for business purposes
3.	Type of service: electronic/ non-electronic	Non-electronic
3.1.	Link to electronic service	-
3.2.	Link to online application form (<i>when electronic service unavailable</i>)	An application in free or established form shall be submitted in writing (upon arrival directly to the Gambling Control Authority under the Ministry of Finance of the Republic of Lithuania at Ukmerges Street 222, Vilnius, by email to info@lpt.lt or by courier). (Annex 1)
4.	Timeframe of service	Requests by persons, with the exception of requests from persons which, without prejudice to the interests of the person making the request, of other persons or to the institution, may be answered immediately shall be dealt with within 20 working days of registration of the request with the Control Authority.
5.	Fees of service	The service is provided free of charge
6.	Cross-border payment measures and procedure	-
7.	Description of process for obtaining a service	Requests of legal and natural persons to issue documents confirming legal facts shall be submitted in writing (upon direct arrival at the Gambling Control Authority under the Ministry of Finance of the Republic of Lithuania at Ukmerges Street 222, Vilnius, by mail, e-mail to info@lpt.lt or via courier) Requests shall be responded to in the same way as the request, unless the recipient requests a different response. Responses are usually sent by registered mail, but may be delivered directly to the Gambling Control Authority under the Ministry of Finance of the Republic of Lithuania or by email. Documents certifying the following legal facts, certificates shall be issued:

		<p>1. Access to archive service files, issue of copies of documents contained therein, removal of original documents and return to person.</p> <p>2. Copies of documents (extracts, transcripts) regarding salary received and length of service (seniority).</p> <p>3. Other documents (certificates, photocopies, extracts, transcripts) required for proof of seniority, to receive pension, social benefits, etc.</p>
8.	List of documents to be submitted to obtain a permit	An application in free or established form shall be submitted in writing (upon arrival directly to the Gambling Control Authority under the Ministry of Finance of the Republic of Lithuania at Ukmerges Street 222, Vilnius, by email to info@lpt.lt or by courier).
9.	Contact details of the authority providing a service (position of responsible employee, name and surname, e-mail, phone no.)	<p>Name and surname: Arnoldas Dilba</p> <p>Position: Head of the Legislation, Staff and General Affairs</p> <p>Phone: +37052336246</p> <p>Fax: +37052336246</p> <p>Email: arnoldas.dilba@lpt.lt</p> <p>Name and surname: Alina Česonienė</p> <p>Position: Chief Specialist</p> <p>Phone: +37052336246</p> <p>Email: alina.cesoniene@lpt.lt</p>
10.	Information concerning available remedies	In accordance with the procedure established by the Law on Administrative Proceedings of the Republic of Lithuania, the action of the service provider can be appealed to the Supreme Administrative Disputes Commission or the Vilnius Regional Administrative Court within one month from the receipt of the decision.
11.	Contact details of organisations from which providers or recipients can obtain practical assistance	-

(Name of the applicant or representative of the applicant / name of the legal entity)

(Address, telephone, e-mail of the applicant or his representative postal address / legal entity code, office address, phone number, email address)

Gaming Control Authority
under the Ministry of Finance of the Republic of Lithuania

REQUEST

(Date)

Please provide

(specify what information or document you wish to receive)

Please provide information or document

(Specify the manner in which the information or document is requested to be submitted (by post, electronically, in person))

ATTACHEMENTS.

(Specify copies of documents proving your identity, representation (if applicable) to be attached)

(Signature)

(Name and surname)