



ДЕПАРТАМЕНТ ОБРАЗОВАНИЯ И МОЛОДЕЖНОЙ ПОЛИТИКИ  
НОВГОРОДСКОЙ ОБЛАСТИ

ПОСТАНОВЛЕНИЕ

01.04.2015

№ 21

Великий Новгород

**Об утверждении административного регламента предоставления государственной услуги «Выдача заключения о возможности быть усыновителем»**

В соответствии с Федеральным законом от 27 июля 2010 года № 210-ФЗ «Об организации предоставления государственных и муниципальных услуг» департамент образования и молодежной политики Новгородской области ПОСТАНОВЛЯЕТ:

1. Утвердить прилагаемый административный регламент предоставления государственной услуги «Выдача заключения о возможности быть усыновителем»
2. Опубликовать постановление в газете «Новгородские ведомости».

**Заместитель  
руководителя департамента**



**А.Г. Шепило**

УТВЕРЖДЕН

постановлением департамента  
образования и молодежной  
политики Новгородской  
области  
от 01.04.2015 № 21

**АДМИНИСТРАТИВНЫЙ РЕГЛАМЕНТ**  
**предоставления государственной услуги «Выдача заключения о**  
**возможности быть усыновителем»**

**1. Общие положения**

**1.1. Предмет регулирования регламента**

Предметом регулирования административного регламента предоставления государственной услуги по выдаче заключения о возможности быть усыновителем (далее административный регламент) является определение порядка, сроков и последовательности действий (административных процедур) по выдаче заключения о возможности быть усыновителем.

**1.2. Круг заявителей**

Заявителями являются совершеннолетние граждане Российской Федерации (далее - заявитель).

**1.3. Требования к порядку информирования о предоставлении государственной услуги**

1.3.1. Информация о полном наименовании, месте нахождения, графике работы, справочные телефоны и адреса электронной почты органов местного самоуправления муниципальных районов, городского округа, непосредственно предоставляющих государственную услугу (далее органы опеки и попечительства), указана в приложении № 1 к административному регламенту.

1.3.2. Информация о порядке предоставления государственной услуги предоставляется:

непосредственно должностным лицом органов опеки и попечительства;  
с использованием средств почтовой, телефонной связи и электронной почты;

посредством размещения в информационно-телекоммуникационных сетях общего пользования (в том числе в информационно-телекоммуникационной сети «Интернет»), публикаций в средствах массовой информации;

посредством размещения на информационных стендах;

посредством размещения с использованием областной государственной информационной системы «Портал государственных и муниципальных услуг (функций) Новгородской области» и федеральной государственной



"

J\_amevlZI ij\_^hklZ\e\_gby ]hkm^Zjkl\\_gghc m  
" " " " " " <"

" " " " " " " " ="

" " " " " " " " 0"

Kjhdb ij\_^hklZ\e\_gby ]hkm^Zjkl\\_gghc mkem  
" " " " " " " "

"" "/37" ="

" " " " " " " " " "

" " " " " " " " " "

" " " " " " " " " "

" " "4080"" " 0"

l\_j\_q\_gv ghjfozlbjz\uh\uo Zdlh\ j\_]mebjm  
hlghr\_gby \hagbdZxsb\\_ \k\yab k ij\_^hklZ\e\_gb\_f  
mkem]b  
" " " \* " " "

2602:04236." "53." "65;:+="

" " " " " \* " " +"

5203303;;6" " 73/ " \* " " 2703403;;6." " 54."  
"5523+="

" " " " " 4;03403;;7" " 445/ "

\* " " "2302303;;8." "3." "38+="

" " " 460260422:" " 6:/ " ë " "

ì"\* " " 4:0260422:." " 39." "

3977+="

" " " 4902904232" " 432/ " ë " "

" " " " " " " ì" \* "

" .2402:04232." "53." "639;+="

" " "4902904228"" "374/ "\$ " " ì"

\* " " "5302904228." "53"\*3" 0+." "5673+="

" " " 2402704228" "7;/ "ë" " "

" " " " " ì" \* " " "

2:02704228." "3;." "4282+="

" " " " 4;02504222" " 497" ë "

" " " " " " " " \* " +"

" " " " " " " " " " "

" " " " " " " " " " "

" " " " " " " " " " "

" " " " " " " " " " "

" " " " " " " " " " \$."

3202604222." "37." "37;2+="

" " " " 3602404235" " 339" ë "

" " " " " " " " " " "

" \* " + " " " " " " \* " +."



















```

"
" * + " " " " " " "5" " "
" " =" " " " " " " "0"
506050" " " " " " " "0"
" " " " "35" 0"
ljbgylb_ j_r_gby h \u^Zq_ ha Z d e k l q`ghkyl b e b [
g_ \hafh`ghklb [ulv mkugh\bl_e_f
507030 " " " " " " " " " "
" " " " " " " "0"
507040" " " " " " " " " "
" " " " " <" " " " "
" " " " " " " " " "
" " " " " " " " " "
" " " " " " " " " "
" " " " " " " " " "
" " " " " * + " * " " + " " "
" " " " " " " " " " "
" " " " " " " " " " "0"
507050" " " " " " " " "5" " " " "
" " " " " " " " " " " "
" " " " " " " " " " " "
" " " " " " " " " " " "0"
507060" " " " " " " " " " "
" " 4080" " " " " " " " " "
" " " " " " " " " " " "0"
" " " " " " " " " " "
507070" " " " " " " " " " "
0"
" " " " "6"32" 0"
lhjy^hd b nhjfu dhgljhey aZ ij_^hk
]hkm^Zjkl\_gghc mkem]b
lhjy^hd hkms_kl\e_gby aZ dhgljhey^_gb_f
ij_^hklZ\e_gb^he`ghklgufb ebpZfb h\hjhzgdb b
ihi_qbl_evkl\Z iheh`_gbc j_bgzfo_gllzjfb\guo ijZ\h\
Zdlh\ mklZgZ\eb\Zxsbo lj_[h\Zgby d ij_^hklZ\e_gbx
mkem]b Z lZd`_ ijbgylb_f bfb j_r_gbc
" " " " " " " "
" " " " " " " "
" " " " " " " "
" " " " " " " "
" " " " " " " "

```















"

" "3"

"

"

"

"ë

"

"

" "

ì

BgnhjZpby h f\_klZo gZoh`^\_gby ]jZnbdZo jZ[hlu kijZ\ Z^j\_kZo we\_dljhgghc ihqlu hj[Zgh\ hi\_dbhjhk dabl hew kkl hdZau\Zxsbo ]hkm^Zjkl\\_ggmx mkem]m

P 1	" " "	" "	" "	" "	" "
3	" " "	397222" 0" ." 0" ."5; "	" /" <" :022/"35022." 36022"/"39022"	imqo qdt B " o ckn0tw"	:38/83/44/ 333" "
4	" " "	396633" 0" ." 0" ."48"	" /" <" :022/35022" 36022/39022" " <" " :022/35022." 36022/38022"	dqtgnngpc B " {cpfgz0tw"	:38/86/6/ 59/59" "
5	" " "	397622" 0" ." 0" ."3;^43"	" /" <" :022/34022" 35022/39022" " <" ." ." ." " :022/34022." 35022"/"390220"	umqxt B " {cpfgz0tw"	:38/88/" 4/58/76"
6	" " "	397322" 0" ." 0" ."45"	" /" <" :052/34052." 36022"/39022"	xqitqpq B " pqx i qtqf0pgv"	:38/84/" 8/32/95"
7	" " "	397532" 0" ." 0" ."39"	" /" <" :022/330"67." 35022/39037" " <" " :022/330"67." 35022/39037" "	fgoqqdtc  B " {cpfgz0tw"	:38/73/64/ 573" "
8	" " "	397682" 0" ." 0"	" /" <"	mqo qdtmtt B " o ckn0tw"	:38/7;/" 7/68/76"

	" " "	.8"	:022/35022" 36022/39022" " <" " :022/39022" "		
9"	" " " " "	396982" 0" ." 0" .4;"	"/" <" :022/"35022." 36022/"39022" " <" ." ." :022/"35022." 36022/"39022" "	mqonwd4B " {cpfgz0tw"	:38/8:/83/ 57;"
:"	" " " " " "	396482" 0" " 0" 36"	"/" <" :052/35022." 36022/39052" " <" " ;022/35022" 36022/39022" " ;0220/33022"	qqotB " pqxiqtqf0pgv"	:38/82/58/ 852" "
;"	" " " " "	397572" 0" ." " 0" ."68"	"/" <" :052/"34052." 36022/"39022" " <" ." ."	dkdngB " pqxiqtqf0pgv"	:38/85/" 4/34/63"
32"	" " " " "	396672" 0" ." 0" ."7"	"6" " :022/"35022." 36022/"39022" " <" ." ." :022/"35022." 36022/"39022"	ujmqncB " pqxiqtqf0pgv"	:38/75/83/ 368"
33"	" " " " "	395224" " ." 0" .33"	/ " :052/35022" 36022/39052" " <" ." ." :022/34022." "3602/38022"	mqokvgv3B " pqxiqtqf0pgv"	:384/985/ 783" "

34"	" " " " " "	396572" 0" .:" 0" .;"	"6" " " :022/35022." 36022/39022" " " <" " " " :" " " " :022/35022." 36022/39022"	ogtk B " pqx i qtqf0pgv"	:38/79/" 4/34/94"
35"	" " " " " "	397352" 0" .:" 0" .6 "	/ " " " :052/35022" 36022/39052" " " <" " " " :" " " " 36022/39052" " " :052/35022"	rctxtqpq B " {cpfgz0tw"	:38/72/835/ 29"
36"	" " " " " "	396732" 0" .:" 0" .5"	"/" <" " :022/34022." 35022/39022"	qvfgntqq B " pqx i qtqf0pgv"	:38/8;/" 7/38/56"
37"	" " " " " "	397482" 0" .:" 0" .39"	"6" " " ;022/35022" 36022/39022" " " <" " " " ;022/35022" " " 36022/39022"	mqmg72 B " o ckn0tw"	:38/7:/93/ 8;4"
38"	" " " " " "	397262" 0" .:" 0" .5"	"/" <" " :022/35022." 36022/39022" " " <" " " " :" " " " 36022/39022" " " :" " " " :022/35022"	vcpkwujc350;2B " o ckn0tw"	:38/77/52/ 672"
39"	" " " " " "	397422" 0" " .:" 0" / .:" 313"	"/" " " :052/35022." 36022/39052" " " <" " " "	mq o kygv0twuuc B o ckn0t w=" " mq o aqdt B c f o twuuc0 tw"	:38/74/" 4/45/65"
3:"	" " " " " "	3967:2" 0" .:"	"/" " "	mq7539 B " {cpfgz0tw"	:38/89/72/ 74:"

	" " "	0" 33"	:022/35022" 35022/39022" " <" " 35022/39022" " ":052/35022"		
3;"	" " " " "	397492" 0" 0" :"	"/" " :052/35022" 36022/39052" " <" " 32022/34022"	mjq qn o B " {cpfgz0tw"	:38/76/73/ :85"
42"	" " " "	396432" 0" 0" 46 "	"/" " :052/35022" 36022/39052" " <" " 33022/34022"	ejwfqxmq o qdt B " {cpfgz0tw"	:38/87/76/ 889"
43"	" " " "	396372" 0" 0" 43"	"ó " :052/35022." 36022/39052" " <" " "	ujmq422: B " {cpfgz0tw"	:38/78/76/ 758"
44"	" " " " "	" ." 0" ." 42^32"	"ó " :052/35022" 36022/39022" " <" " " " " :022/35022." 36022/39022"	ugxu B " cf o/pqx0tw" "	:384/;;6/ 438" :384/;;6/ 447" :384/;;6/ 437" :384/;;6/ 43:" "

aaaaaaaaaaaaaaaaaaaaaaaaa"

"  
"  
"

"  
"





80"	" " " "3" "	0" " ." 0" 05 ."	0"/";022/42022" 0"/";022/42022" 0"/";022/42022" 0"/";022/42022" 0"/";022/42022"	*:38/4+ 723/275	ohe/ xpB pqxt gi0tw
90"	" " " "4" "	0" " ." 0" 4613" ."	0"/";022/42022" 0"/";022/42022" 0"/";022/42022" 0"/";022/42022" 0"/";022/42022"	*:38/4+ 723/275	"
:0"	" " " "	" " ." " " 0" ." 0" ." 039."	0"/":052"6"36052" 0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"6"39052" 0"/":052"/"39052" 0"/":022"/"37022"	*:38/84+ 83/794	<u>Ohe/</u> <u>xqnv B pq</u> <u>xtgf0tw</u> "
;0"	" " " "	" " ." " " 0" ." 0" 035 ."	0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"/"3;022" 0"/":052"/"38022" 0"/":022"/"37022"	*:38/73+ 662/32	
320"	" " " "	" " ." " " 0" ." 0" ." 043	0"/":052"6"36052" 0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"6"42022" 0"/":052"/"39052"	*:38/7;+ 76/68;	ohe/ mtguve{ B <u>pqxtgi0tw</u>
330"	" " " "	" " ." " " 0" ." 04;"	0"/":052/36052" 0"/":052/39052" 0"/":052/39052" 0"/":052/39052" 0"/":022/37022"	*:38/8;+ 83/789	ohe/wdkvp qB {cpfg z0tw
340"	" " " "	" " ." " " 0" ." 0"50"	0"6" 0" ":052"6"39052" 0":052"6"39052" * " "" 39052"6"42022+"	:/;43/ 3;;"64/ 36"	"

	" " "		" " "	"35022"/36022"		
350"	" " " " "	" " "	" " "	0"/":052"/"39052" 0"/":052"/"3;022" 0"/":052"/"39052" 0"/":052"6"39052" 0"/":052"/"39052" 0"/":022"6"37022	*:38/82+ 55/974	oh / oxB {cpf gz0tw
360"	" " " " "	" " "	" " "	0"/":022"/"39022" 0"/":052"/"36052." 0"/":022"/"3;022" 0"/":022"/3"9022" 0"/":022"/3"9022"	*:38/85+ 43/5;9	oheoctgx qB ockn0t w
370"	" " " " "	" " "	" " "	0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"/"39052." 0"/":052"/"36052" 0"/":022"/"37022	*:38/75+ 83/54:	ktkpc482; 9: B {cpf gz0"tw
380"	" " " " "	" " "	" " "	0"/":052"6"36052" 0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"6"39052" 0"/":052"/"39052" 0"/":022"/37022	*:38/4+ 722/494	<u>ohept B o</u> <u>ckn0tw</u>
390"	" " " " "	" " "	" " "	0"/":052"/"39052" * "35022"/"36022+"	:/;43/ 423/5;/ 72"	"
3:0"	" " " " "	" " "	" " "	0"/":052"/"39022" * "35022"/"35052+"	:/;43/ 3;/;32/ 28"	"
3;0"	" " " " "	" " "	" " "	.	:/;43/	"

	<p>ë</p>	<p>0" . " 0" 0"332 "</p>	<p>" :022"/ 38052" * " " &lt;" "34022"/"34052+" "</p>	<p>3 ; ; /32/ 25"</p>	
420"	<p>ë</p>	<p>0" . " 0"33"</p>	<p>" :022"/"39022" * " " &lt;" "34022"/"35022+" "</p>	<p>:/;43/ 3 ; ; /32/ 36"</p>	"
430"	<p>ë</p>	<p>0" . " 0" 0"8"</p>	<p>" :052"/"39052" * " " &lt;" "35022"/"36022+" "</p>	<p>:/;43/ 3 ; ; /32/ 64"</p>	"
440"	<p>ë</p>	<p>0" . " 0" 0"38"</p>	<p>" :052"/"39052" * " " &lt;" "35022"/"36022+" "</p>	<p>:/;43/ 3 ; ; /32/ 38"</p>	"
450"	<p>ë</p>	<p>0" . " 0"53"</p>	<p>" :052"/"39052" * " " &lt;" "35022"/"36022+" "</p>	<p>:/;43/ 3 ; ; /53/ 7 ; "</p>	"
460"	<p>ë</p>	<p>0" / " 0"33"</p>	<p>" :052"/"39052" " " " " " " * " " &lt;" "35022"/"36022+" "</p>	<p>:/;43/ 3 ; ; /32/ 65"</p>	"
470"	<p>ë</p>	<p>0" . " 0" 0"4"</p>	<p>" :32022" /"38022" * " " &lt;" "35022"/"36022+" "</p>		"



540"	" " " " " "	0" " " " " " "	0"/":052"/"36052" 0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"/"39052." 0"/":052"/"39052" 0"/":022"/"37022"	*:38/89+ 72/844	o he/ j xqkpc { B o ckn0tw
550"	" " " " " "	" " " " " " "	0"/":052"/"6"36052" 0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"/"6"39052" 0"/":052"/"39052" 0"/":022"/"37022"	*:38/76+ 7;/246	o he j qn o B o ckn0tw
560"	" " " " " "	" " " " " " "	0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"/"36052" 0"/":022"/"37022"	*:38/87+ 67/32;	o he l e j w f q x q B { c p f g z 0 t w
570"	" " " " " "	" " " " " " "	0"/":052"/"36052" 0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"/"39052" 0"/":052"/"39052" 0"/":022"/"37022"	*:38/78+ 78/544	o he l u j k o u m B o c k n 0 t w

"

aaaaaaaaaaaaaaaaaaaaaaaa

"









"

" "8"

"

"

"

" "ë"

"

" "

"

" ì"

"

"

"

"

"9"

"4233" 0"P"3343"

"

M=EH<HC RL:

1

NDM =B:P F<> Jhkkbb BP l\_jjblhjbZevgh]h hj]ZgZ

DHJ?RHD KIJ:<

F<> Jhkkbb gZ j\_]bhgZevghf mjh\g\_

1 BBBBBBBBBBBBBBBBBBBBBBBBB

j\_]bkljZpbhgguc

ghf\_j aZy\e\_gby

1

KIJ:<D

h gZebqbb hlkmlkl\bb km^bfhklb b beb nZdlZ m]heh\gh

KijZ\dZ \ hghr

ij\_djZs\_gbb m]heh\gh]h ij\_ke\_^h\Zgby

BBBBBBBBBBBBBBBBBBBBBBBBBB

nZfbeby bgpbZeu nZfbeby bfy hlq\_kl\h ijb gZebqbb ijh\\_jy\_fl

ijh\\_jy\_fh]h ebpZ \

bf\\_rb\_ky jZg\_\_ \ bf\_gbl\_evghf iZ^\\_ \_

bf\_gbl\_evghf iZ^\\_ \_

KijZ\dm ihe

^ZIZ b f\_klh jh

BBBBBBBBBBBBBBBBBBBBBBBBBB

nZfbeby bgpbZeu

ihemqZl\_ey

BB BBBBBBBBBB< NDM] =eZ\guc bgnhj ZgZebIbq\_kdbc p\_glj F<

KijZ\dZ gZijZ\e

BP l\_jjblhjbZevgh]h hj Jhkkbb gZ j\_]bhgZev

l\_jjblhjbZevguc hj]Zg F<>

Jhkkbb gZ jZchgghf mjh\\_xlky g\_ bf\_xlky k\\_^\\_gby h km^bfhklb \ lhf qbl

l\_jjblhjb Jhkkbckdhc N\\_^\\_jZpbb

BB BBBBBBBBB

^ZIZ hkm\\_^\\_gby gZbf\_gh\Zgb\_ km^Z \ug\_kr\_]h ijb

m]heh\gh]h aZdhgZ kjhd b \b^ gZdZaZgby ^ZIZ b hkg

hk\h[h\\_^\\_gby hkgh\Zgby kgy

KijZ\dZ gZijZ\e\_gZ \ bf\_xlky g\_ bf\_xlky k\\_^\\_gby h nZdl\_ m]heh\gh]h

fgh]hnmgdpbhgZevguc]pdjZs\_gbb m]heh\gh]h ij\_ke\_^\\_jZpbb JhZKbckdhc N\\_^\\_jZ

BB BBBBBBBBB

^ZIZ \ha[m\\_^\\_gby m]heh\gh]h ^\_eZ gZbf\_gh\Zgb\_ f

imgdl qZklv kIZlv m]heh\gh]h aZdhgZ ^ZIZ

m]heh\gh]h ij\_ke\_^h\Zgby

KijZ\dZ kibkZgZ \ ^\_ehiegbl\_evGZy bgnhjZpby BBBBBBBBBBBBBBBBBE

BB BBBBBBBBB

BBB

GZqZevgbd aZf

BBBBBB|BBE

miheghfhq\_ggh\_ ebph

BBBB

F I BBBBBBBBBBBBBB|BZB|Beb y b

ih^ibkv

bgpbZeu

aaaaaaaaaaaaaaaaaaaaa"

"

"









