Форма

для представителя физического лица

по доверенности

**Заявление**

**на предоставление государственной услуги «Организация исполнения государственными архивами Курской области запросов на получение архивных справок, архивных выписок и архивных копий, связанных с социальной защитой граждан, предусматривающей их пенсионное обеспечение, а также получение льгот и компенсаций в соответствии с законодательством Российской Федерации»**

Прошу направить запрос для исполнения в государственный архив Курской области по месту предполагаемого хранения архивных документов с информацией о (выбрать из нижеприведенного списка):

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| (размере заработной платы, подтверждении трудового стажа,  льготном трудовом стаже (стаже работы в особых (вредных) условиях труда), периодах нахождения в отпуске по уходу за ребенком; образовании (направлении, зачислении на учебу и окончании учебного заведения) и подтверждении производственной практики; награждении, присвоении почетного звания) |  |

или проинформировать о возможном месте хранения интересующих архивных документов.

**Сведения о заявителе:**

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| фамилия, имя, отчество (при наличии): | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |  |  |  |  |
| сведения о смене фамилии | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| дата рождения: |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| полный почтовый адрес с указанием индекса: | | | | | | | |  |  |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| контактный телефон: | |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| адрес электронной почты (при наличии): | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Сведения, необходимые для осуществления поиска архивной информации:**

* для предоставления справки о подтверждении трудового стажа, льготном трудовом стаже (стаже работы в особых (вредных) условиях труда), периодах нахождения в отпуске по уходу за ребенком:

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| полное наименование организации работодателя в период работы: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| наименование структурного подразделения, должности, профессии в период работы: | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |
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| период работы с указанием дат приема и увольнения | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |
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| сведения о совмещении должностей (профессий), переводе на другую работу с указанием даты | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| запрашиваемый период работы трудового стажа, льготного трудового стажа, нахождения в отпуске по уходу за ребенком с указанием числа, месяца, года | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |
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* для предоставления справки об образовании (направлении, зачислении на учебу и окончании учебного заведения) и подтверждении производственной практики:

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| полное наименование организации, направившей на учебу (производственную практику): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| полное наименование учебного заведения: | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |
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| период обучения с указанием дат направления (зачисления) на учебу (производственную практику) и окончания обучения (практики): | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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* для предоставления справки о награждении, присвоении почетного звания:

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| полное наименование организации работодателя в период награждения, присвоения почетного звания: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| наименование структурного подразделения, должности, профессии в период награждения, присвоения почетного звания: | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| вид и наименование  награды (ордена, медали, знака, звания, грамоты) | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| название органа, издавшего акт о награждении, присвоении почетного звания | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| дата награждения/год награждения | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |
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| даты рождения детей (при запросе сведений о награждении многодетных матерей) | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| иные сведения | | | |  |  |  |  |  |  |  |  |  |  |  |  | . |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Сведения о представителе заявителя**: | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| фамилия, имя, отчество (при наличии): | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |  |
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| документ, подтверждающий полномочия представителя заявителя: | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | . |  |  |  |  |  |  |  |  |
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| Достоверность сведений, указанных в настоящем заявлении, подтверждаю. | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Приложение (при наличии): | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| наименование документа (документов): | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |  |
| количество листов: | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |  |
| перечень прилагаемых документов: | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | . |  |  |  |  |  |  |  |  |
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| Подпись и дата подачи заявления: | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| подпись заявителя: | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ; |  |  |  |  |  |  |  |  |
| дата подписания: \_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_.\_\_\_\_\_\_\_\_ г. | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |