

**PERSONAL VISIT
IN THE KIROVOHRAD REGIONAL
PROSECUTOR'S OFFICE**

held by appointment on scheduled days
and times



**The head of the regional
prosecutor's office**

receives citizens' applications that have been
refused on all issues by his deputies, or in the
event of an appeal against their actions or
decisions

First deputy and deputies

of the head of the regional prosecutor's office
receive citizens on issues of disagreement with
the actions or decisions of heads of departments
of the prosecutor's office and district
prosecutor's offices, as well as on delays,
prolonged failure to make decisions by them

**Advance appointment for a personal visit
with management** ends 15 days before the
date of admission

In application on personal visit

the essence of the issue raised is stated, copies
of the contested responses to previous appeals
are attached, and if necessary, copies of
documents certifying the special status of the

What is needed to submit an application?

- ✓ passport or other document that identifies the
personality;
- ✓ description of the question, claim or offer;
- ✓ copies of the submitting documents
(if available).

Data on activity about activity of the
prosecutor's office authorities in Kirovohrad
region located on an official website:
<https://kir.gp.gov.ua>



CONTACT INFORMATION:

Kirovohrad regional prosecutor

mailbox: European avenue, 4,
Kropyvnytskyi city, 25006;
tel: (0522) 32-10-18;
e-mail: infдостup@kir.gp.gov.ua

Kropyvnytskyi district prosecutor

mailbox: Yevhen Chykalenko street, 11,
Kropyvnytskyi city, 25002;
tel «hotline»: (0522) 34-59-05;
e-mail: zvern-Kirovograd@kir.gp.gov.ua

Znamianka district prosecutor

mailbox: Brativ Lysenkiv street, 5,
Znamianka city, 27400;
tel «hotline»: (05233) 7-47-69;
e-mail: zvern-Znamyanka@kir.gp.gov.ua

Oleksandriia district prosecutor

mailbox: Chyzhevskoho street, 1-a,
Oleksandriia city, 28000;
tel «hotline»: (050) 588-22-65;
e-mail: zvern-Oleksandriya@kir.gp.gov.ua

Novoukrainka district prosecutor

mailbox: Stepan Bandera lane, 7, Novoukrainka
city, 27100;
tel «hotline»: (05251) 2-21-44;
e-mail: zvern-Novoukrayinka@kir.gp.gov.ua

Holovanivsk district prosecutor

mailbox: Parkova street, 13,
Holovanivsk village, 26500;
tel «hotline»: (05252) 2-28-82;
e-mail: zvern-Golovanivsk@kir.gp.gov.ua

GENERAL PROSECUTOR OFFICE:

mailbox: Riznytska street, 13/15,
Kyiv, 01011; official website:
<https://gp.gov.ua>



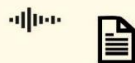
**HOW TO EXERCISE THE RIGHT
FOR REFERENCE TO THE
PROSECUTOR'S OFFICE
AUTHORITIES OF THE
KIROVOHRAD REGION**

FUNCTIONS OF THE PROSECUTOR'S OFFICE:

- ✓ **maintaining public prosecution** in court for criminal offences;
 - ✓ **representation of the interests of the state in court** in exceptional cases;
 - ✓ **supervision of compliance with laws by bodies** conducting operational, and investigative activities, inquiries, pre-trial investigations;
 - ✓ **supervision of compliance with laws in the execution** of court decisions in criminal cases and in places of detention
- Since 2014, the prosecutor's office **has not performed the function of supervising the observance and application of laws.**

Application can be:

- ✓ oral
- ✓ written



Oral application in Kirovohrad regional prosecutor's office is applied:

- on personal visit
- on phone «hotline»

за номером **(0522) 32-10-18**



Written application is applied:

- ✓ **by mailbox on address:** European avenue, 4, Kropyvnytskyi city, 25006;
- ✓ **on personal visit** at the citizens' reception at this address;
- ✓ **by e-communication** (e-form on the official website: <https://kir.gp.gov.ua/ua/treatment.html>); - on e-mail: zvern@kir.gov.ua;
- ✓ **on mailbox** in the hall of the regional prosecutor's office



Application requirements:

- ✓ surname, name, patronymic / title of the legal entity;
- ✓ residence place / mailing address;
- ✓ the essence of the issue;
- ✓ applicant's signature, including the qualification e-signature (only for written applications);
- ✓ date;
- ✓ e-mail or other communication means (only for e-application).

Deadlines for considering applications

- ✓ **no more than 1 month** resolving appeals that require additional research. The term for consideration may be extended up to 45 days;
- ✓ **no more than 15 days** - consideration and resolution of appeals that do not require additional research;
- ✓ **10 days** - for return to the applicant of an application drawn up without complying with the requirements of Article 5 of the Law of Ukraine "On Citizens' Applications";
- ✓ **5 days** - for reference as appropriate, if the issues raised therein do not fall within the powers of the prosecutor's office.



The Law of Ukraine "On Citizens' Appeals" does not apply to:

- ◆ statements (claims), the petitions were filed in accordance with the Criminal Procedure Code of Ukraine;
- ◆ statements (claims), other statements and the petitions in the case were filed in accordance with the procedure established by the Civil, Commercial Procedural Codes of Ukraine, and the Code of Administrative Procedure of Ukraine;

- ◆ applications of persons who did not (do not) participate in the case, if the court decision concerns their rights, freedoms, interests or obligations, etc.;
- ◆ applications, the consideration of which is established by labour legislation;
- ◆ application of the corruption whistleblower;
- ◆ applications for free legal aid;
- ◆ statements and complaints in enforcement proceedings;
- ◆ complaints (statements) regarding the behaviour of a judge, which may result in its disciplinary liability;
- ◆ applications (petitions), complaints, the procedure for consideration of which is established by the Law of Ukraine "On Administrative Procedure".



The decision, actions or inaction

of an investigator, inquirer, or prosecutor. A pre-trial investigation may be appealed to the investigating judge of a local court in accordance with the rules of judicial proceedings (Articles 303–307 of the Criminal Procedure Code of Ukraine).

CITIZENS' RECEPTION ROOM –

a specially equipped place where everyone can submit an application, learn about the progress and results of its consideration, and receive the necessary information on the activities of the Kirovohrad Regional Prosecutor's Office

Information requests are accepted:

- **Mon-Thu:** 9:00-17:45, Fri.: 9:00-16:30
- **Lunch break:** 13:00-13:45
- **Days out:** Saturday, Sunday

On the day of citizens' appeal, they are received by employees of the prosecutor's office.