

## Description of the Procedure for Permitting Access to Documents in Personal Files of Convicts and Detainees

No	Title	Content of description
1	Title of an Administrative service	Permission to Access Documents in Personal Files of Convicts and Detainees
2	Legal Acts Regulating Provision of Administrative Service	<p>1. Law of the Republic of Lithuania „On the Right to Receive Information from State and Municipal Institutions and Agencies“ (Official <i>Gazette</i> Valstybės Žinios, 2000, No. 10-236; 2005, No. 139-5008);</p> <p>2. Law of the Republic of Lithuania „On Legal Protection of Personal Data (Official <i>Gazette</i> Valstybės Žinios, 1996, No. 63-1479; 2008, No. 22-804);</p> <p>3. Resolution No. IX-1655 „On protection of Personal Data at State Institutions“ issued on 26 June, 2003 by the Seimas of the Republic of Lithuania (Official <i>Gazette</i> Valstybės Žinios, 2003, No. 65-2938);</p> <p>4. „Working Instructions for Registration Division in Detention Institutions“ approved on 6 May, 2002 by the Director of Prison Department under the Ministry of Justice of the Republic of Lithuania (Official <i>Gazette</i> Valstybės Žinios, 2002, No. 47-1832);</p> <p>5. Order No. V-218 „Concerning Approval of Rules for Accessing Documents in Personal Files of Convicts and Detainees“ issued on 26 September, 2006 by the Director of Prison Department under the Ministry of Justice of the Republic of Lithuania (Official <i>Gazette</i> Valstybės Žinios, 2006, No. 105-4031);</p> <p>6. Resolution No. X-1039 „On Approval of Procedure for Compensation of Expenses Related to Preparation of Document copies“ issued on 1 September, 2000 by the Government of the Republic of Lithuania (Official <i>Gazette</i> Valstybės Žinios, 2000, No. 75-2294);</p>
3	Information and documents to be provided by a person	<p>Persons wishing to access documents in personal files of detainees or convicts, or wishing to receive copies of/excerpts from those documents must submit a written application and receive permission.</p> <p>For courts, prosecutors, controllers appointed by the Seimas of the Republic of Lithuania, charged with supervision of legality of activities of penitentiary institutions and officers under laws of the Republic of Lithuania, for Ministry of Justice and other State institutions, as well as for the Prison Department under the Ministry of Justice, documents are submitted for familiarization following oral or written applications of the relevant institutions. In a written application an institution may indicate only a convicted or detained person name, with whose personal file documents an officer wish to familiarize him/her and the preferred date and time for familiarization.</p> <p>Written applications to access documents in personal files of detained persons submitted by other natural persons must indicate name, last name and residential address of the applicant, persons name and surname, whose personal file documents are requested for familiarization, purpose of access, documents requested for familiarization, as well as the preferred date and time for familiarization.</p> <p>Written applications to receive copies of excerpts from documents in</p>

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		<p>personal files of detainees or convicts must indicate personal data of the applicant (name, last name, personal code and residential address), a particular detainee/convict, whose personal file document copies or excerpts are requested and purpose of use of and method of receiving document copies or excerpts. If such application is submitted by mail or via courier, it must be enclosed a notarized copy of a document proving personal identity of the applicant.</p> <p>Also it must be submitted a consent of a convicted person, whose personal file documents are requested for familiarization. Authenticity of a signature on a consent must be notarized or a written notarized power of attorney must be submitted.</p> <p>Permission to access documents in a personal file of a convicted or detained person is issued by a resolution on a written application by the head of the institution. A person who has submitted the application or an institution that wishes to access documents in a personal file of a convicted or detained person shall be informed about a granted permission in writing, by fax, by telephone or, if possible, against the signature in the institution no later than within 5 working days.</p>
4	Information and documents to be received by an institution (an officer examining the application)	<ol style="list-style-type: none"> <li>1. A document proving personal identity with a photograph and personal code;</li> <li>2. An authorization to access documents in a personal file of a convicted or detained person;</li> <li>3. Consent of a convicted person, whose personal file documents are requested for familiarization. Authenticity of a signature on a consent must be notarized or a written notarized power of attorney must be submitted;</li> <li>4. If an application is submitted by mail or via courier, it must be enclosed a notarized copy of a document proving personal identity of the applicant;</li> <li>5. A document proving compensation of expenses related to preparation of copies.</li> </ol>
5	Provider of administrative service	Registration Division +370 41) 435 501, +370 41 397 609, e-mail: iskaita@siauliuti.lt; alina.stankiene@siauliuti.lt; indre.klimantaviciene@siauliuti.lt
6	Manager of administrative service	Acting director, Paulius Žvaliauskas, phone +370 41 430 921, e-mail: paulius.zvaliauskas@siauliuti.lt Deputy director, Darius Gaidamavičius, phone +370 41 435 504, e-mail: darius.gaidamavicius@siauliuti.lt
7	Duration of provision of administrative service	Copies and excerpts shall be prepared and issued no later than within 15 working days after receiving an application at the institution. If preparation of copies of excerpts requires more time, the head of the institution may additionally extend the term for up to 5 additional days. For courts, prosecutors, controllers appointed by the Seimas of the Republic of Lithuania, charged with supervision of legality of activities of penitentiary institutions and officers under laws of the Republic of Lithuania, for Ministry of Justice and other State institutions, as well as for the Prison Department under the Ministry of Justice, a permission to access personal file documents and copies of excerpts from documents in personal files must be prepared and issued immediately.

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8	Price of provision of administrative service (if the service is provided for a fee)	For State institutions copies of excerpts from documents in personal files of convicted or detained persons shall be prepared free of charge. Other institutions or persons shall compensate the expenses of prepared copies in the manner provided for under legislative acts. Copies shall be issued after a payment has been effected.
9	Application form, filling example, and content of the application	An application is submitted in free form.
10	Features of administrative service	Information is provided in accordance with confidentiality requirements.

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