

## Description of the Procedure for Issuing Onetime Permits for Persons to Enter the Territory of the Institution

No	Title	Content of description
1	Title of an Administrative service	Performance of an Administrative procedure
2	Legal Acts Regulating Provision of Administrative Service	„Rules for Entering and Leaving Correctional Institutions“ approved by Order No. 122 on 23 April, 2003 by the Minister of Justice of the Republic of Lithuania ( <i>Official Gazette</i> Valstybės žinios, 2003, No. 41-1893).
3	Information and documents to be provided by a person	<p>One time permits are issued directly to persons, who have arrived to the institution and who need to access the territory of the institution due to the nature of their activity, as well as for relatives of the person held at the institution and for other persons arriving for meetings. Onetime permit is issued for each person individually for a single entry into the institution, indicating the duration of the stay, upon expiration of which the permit becomes invalid. Such a permit is only valid with a document attesting the identity of the person: a passport, a personal identity card, a permit for permanent residence in Lithuania, public servant identity card, driver’s license, etc.</p> <p>Persons, who need to get into the territory of the institution with a vehicle, are issued onetime permits, which additionally state a make and a license plate number of a vehicle. The decision concerning issuing one time permits is taken by the Director of the institution or his Deputy, and in their absence (during weekends and holidays) – by the Assistant on Duty of the Director of the institution.</p>
4	Information and documents to be received by an institution (an officer examining the application)	No additional information and documents are necessary.
5	Provider of administrative service	Administrative division, phone +370 41 433 620; e-mail: administracija@siauliuti.lt
6	Manager of administrative service	<p>Acting director, Paulius Žvaliauskas, phone +370 41 430 921, e-mail: paulius.zvaliauskas@siauliuti.lt</p> <p>Deputy director, Darius Gaidamavičius, phone +370 41 435 504, e-mail: darius.gaidamavicius@siauliuti.lt</p> <p>Acting deputy director, Almantas Pranskūnas, tel. +370 41 435 595, e-mail: almantas.pranskunas@siauliuti.lt;</p> <p>Assistant on Duty of the Director of the institution, tel. (8 41) 432 911, e-mail: budintis@siauliuti.lt</p>
7	Duration of provision of administrative service	Provided immediately as a person arrives at the institution.

<b>No</b>	<b>Title</b>	<b>Content of description</b>
8	Price of provision of administrative service (if the service is provided for a fee)	The service is provided free of charge.

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