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| **Administrative service No.** | **CENTRAL REGISTER OF SPECIAL PLEDGES**  **AT THE MINISTRY OF JUSTICE** |
| **2** | **Providing access to public information** |
| **It shall be provided on the basis of:** | |
| Access to Public Information Act - Art. 3, paragraph 1 and 3, art.4 | |
| **The service is also provided as an internal administrative:** | |
| No. | |
| **Authority for the provision of the administrative service:** | |
| Director of the Central Register of Special Pledges | |
| **Time limit for submission:** | |
| Within 14 days from the application for access to public information. | |
| **Duration of the document/individual administrative act:** | |
| Indefinite. | |
| **Authority superseding the activities of the service provider:** | |
| Minister of Justice | |
| **Body to which an individual administrative act is appealed:** | |
| Administrative Court | |
| **Order, including time limits for appealing against the actions of the service provider:** | |
| Decisions to grant access to public information or to refuse to grant access to public information shall be appealed before the administrative courts or the Supreme Administrative Court, depending on the body that issued the act, under the Administrative Procedure Code. In cases where the court finds illegality, it annuls in whole or in part or amends the contested decision, obliging the authority to provide access to the requested public information. | |
| **Limitations and conditionalities:** | |
| Citizens and legal entities, foreigners and stateless persons have the right to access public information, as well as the right to reuse information from the public sector, which is created or stored by the state authorities of the Republic of Bulgaria, their territorial units and bodies of local self-government. | |
| **E-mail address, to which the service is provided:** | |
| <https://docservices.mjs.bg/services/publicAccess> | |
| **E-mail address for opinions and suggestions:** | |
| [croz@justice.government.bg](mailto:croz@justice.government.bg) | |
| **Administrative units in which the documents are submitted and information on the progress of the file is obtained:** | |
| "Financial-accounting and economic activity" department - Registry  Address: 5 Aksakov Str. ZIP code 1000 Sofia (capital city)  Long - distance dialing code: 02  Contacts: (02) 9237-528, (02) 9237-526, 9237-459  Fax: (02) 9872881  E-mail address: [croz@justice.government.bg](mailto:croz@justice.government.bg)  Opening hours: Standard opening hours, 09:00 to 17:30  Access for people with disabilities is provided in the unit. | |
| **Necessary documents and requirements** | |
| Written applications for access to public information are submitted to the office of the Central Register of Special Pledges or by e-mail: croz@justice.government.bg. The service can also be requested electronically through the electronic portal of the Ministry of Justice. When ordering the service electronically, the identification of the applicant is done electronically through the eAuthentication site, where you must select the desired method of identification - through QES (qualified electronic signature), through cloud / mobile QES or through EIDAS. The application shall be sent ex officio to the Central Register of Special Pledges.  A sample protocol shall be drawn up for the acceptance of oral inquiries.  The application shall contain:  (a) the three names, respectively the name and registered office of the applicant;  (b) a description of the information requested;  (c) the preferred form of access to the requested information;  (d) address for correspondence with the applicant.  Received written applications are left without consideration when they do not contain:  1. the three names, respectively the name and the seat of the applicant;  2. description of the requested information;  3. address for correspondence with the applicant.  In cases where it is not clear exactly what information is requested or it is formulated very generally, the applicant shall be notified to specify the subject of the requested information by a letter sent by post with a return receipt. If the applicant does not specify the subject of the requested information within 30 days of receipt of the letter, the application shall be left without consideration.  Central Register of Special Pledges provides access to public information in the following forms:  1. review of information - original or copy;  2. oral reference;  3. a copy on paper;  4. a copy on a technical medium.  Access to public information is free. Access to public information is granted upon presentation of a payment document for paid expenses.  Written applications for access to public information shall be considered within 14 days from the date of their registration.  The period for providing access to public information may be extended by no more than 10 days, when the requested information is in a large volume and additional time is needed for its preparation.  The term for granting access to public information may be extended, but by no more than 14 days, when the requested public information concerns a third party and his explicit consent is required for its provision.  The consent of the third party is not required when it is an obligated subject under the Access to Public Information Act and the information related to it is public information.  When consent has not been obtained within the specified period or in case of explicit refusal to give consent, the requested public information shall be provided in a volume and in a manner that does not disclose the information relating to the third party.  When the Central Register of Special Pledges does not have the public information requested by the applicant, but has data on its location, the application shall be forwarded within 14 days of its registration, of which the applicant shall be notified in writing - by mail with return receipt. The notification must indicate the name and address of the relevant authority or legal entity.  When the Central Register of Special Pledges does not have the requested public information and there is no data on its location, within 14 days of receipt of the written application, the applicant shall be notified in writing.  The information shall be provided in the form requested by the applicant, except in the cases under Art. 27 of the Access to Public Information Act, in one of the following ways:  1. in person - in the building of the Central Register Office in the city of Sofia, for which a protocol is drawn up according to the form Appendix № 3, signed by the applicant and by an employee of the office.  2. by post - by letter with return receipt, when the applicant has requested in writing the information to be sent to him by post, and there is attached a document for the paid expenses, determined by the decision for granting.  In cases of non-appearance of the applicant within the specified period or when he does not pay the specified costs, there is a refusal of the applicant to grant him access to the requested public information.  The decision to provide or deny access to public information shall be served on the applicant in the office against a signature or shall be sent by post with a return receipt. | |
| **Applications** | |
| Application for access to public information | |
| **Legal framework** | |
| Access to Public Information Act | |
| **Payment for the service** | |
| Access to public information is granted upon presentation of a payment document for paid expenses, as follows:  1. diskette - 1 pc. - BGN 1.20;  2. CD 1 pc. - BGN 5.00;  3. printing - one page / A4 / - BGN 0.12;  4. photocopy - one page / A4 / - BGN 0.09;  5. fax - one page / A4 / - BGN 0.60;  6. written reference - one page / A4 / - BGN 1.59;  7. e-mail - 1 MB - BGN 0.30.  **The service can be paid for in one of the following ways:**  The payment of the due expenses is made in cash at the cash desk of the Central Register of Special Pledges after receiving the decision for access to public information. | |