

APPROVED

Decision of the High Qualification
Commission of Judges of Ukraine
30 March 2026 No. 35/zp-26

PROCEDURE
for Obtaining Information Regarding a Judge (Candidate for the
Position of a Judge) and Members of His/Her Family or Close Persons
By Means Of Searching And Collecting Data (Information) In
Automated Information And Reference Systems, Registers And
Databases Maintained (Administered) By State Authorities, Other
State Bodies Or Local Self-Government Bodies

(As amended by the Commission's Decision № 61/zp-26 dated May 25, 2026)

This Procedure has been developed in accordance with the laws of Ukraine “On the Judiciary and the Status of Judges” (hereinafter referred to as the Law), “On the Protection of Personal Data”, “On Information”, “On the Protection of Information in Information and Communication Systems”, “On Access to Public Information”, “On Electronic Documents and Electronic Document Management”, “On Electronic Identification and Electronic Trust Services”, and “On Public Electronic Registers”. This Procedure defines the organisational principles and procedure for obtaining information regarding a judge (a candidate for the position of judge) and members of his/her family or close persons by means of electronic interaction with automated information and reference systems, registers and databases maintained (administered) by state authorities, other state bodies or local self-government bodies.

SECTION 1. General Provisions

1.1. In accordance with this Procedure, the retrieval of information by means of electronic interaction with automated information and reference systems, registers and databases maintained (administered) by state authorities, other state bodies or local self-government bodies, shall be carried out in respect of the following persons:

1.1.1. Candidates for the position of judge as part of the selection procedure for the position of local court judge and those on the reserve list for filling vacant judicial positions.

1.1.2. Candidates for the position of judge as part of a competition for filling a vacant position of judge in a court of appeal, a high specialised court, or the Supreme Court.

1.1.3. Judges undergoing the qualification assessment procedure.

1.1.4. Family members and close persons of judges (candidates for the position of a judge) for the purpose of compiling a judicial dossier (dossier of a

candidate for the position of a judge) and conducting a special background check or qualification assessment in accordance with the Law, namely:

- persons indicated in the declarations of family ties of a judge (a candidate for the position of judge), except for the former husband, former wife, members of the family of the former husband or former wife, and close persons of the former husband or former wife;

- persons who live together, share a common household, and have mutual rights and obligations with a judge or a candidate for the position of judge (except for persons whose mutual rights and obligations are not of a family nature), including persons who live together, but are not married to the judge or candidate for the position of judge;

- a husband, wife, as well as relatives of each spouse or relatives of persons who live together, but are not married to a judge or a candidate for the position of judge (father, mother, stepfather, stepmother, son, daughter, stepson, stepdaughter, biological brother, biological sister, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, adoptive parent, adopted child).

Search for information regarding other individuals who are family members or close relatives of judges (or candidates for the position of a judge), or those who previously held such status as family members or close relatives of judges (or candidates for the position of a judge), specifically including great-grandfather, great-grandmother, great-grandson, great-granddaughter, son-in-law, daughter-in-law, nephew, niece, biological uncle, biological aunt, cousins, former husbands, former wives, family members of former husbands or former wives, close relatives of former husbands or former wives, representatives authorised by the person under review or by their relatives or close persons, and principals who have issued powers of attorney in the names of such persons, shall be carried out pursuant to a separate instruction from a Commission member designated to prepare the case for consideration and reporting, which shall be formalised in an official memo addressed to the head of the structural unit of the Commission's secretariat responsible for receiving information (hereinafter referred to as the "Responsible Unit").

Searching for information regarding deceased persons in automated information and reference systems, registers, and databases (except for the State Register of Civil Status Acts of Citizens for establishing the fact of death) shall be carried out pursuant to a separate instruction from a Commission member designated to prepare the case for consideration and report on it, which shall be formalised in an official memo addressed to the head of the Responsible Unit. Death records are not retained.

1.2. Organisational support for the search for and collection of data (information) regarding judges (candidates for the position of a judge), their family members, and close persons shall be provided by the Responsible Unit.

1.3. Employees of the Responsible Unit shall search for and collect data (information) in the manner prescribed by this Procedure regarding the persons specified in paragraph 1.1 of this Procedure.

Other employees of the Commission's Secretariat designated by the Chairman of the Commission may be involved in the search for and collection of data (information).

*(clause 1.3 of section 1 as amended
by the Commission's Decision of 25.05.2026 No. 61/zp-26)*

1.4. The search for and collection of data (information) in the manner prescribed by this Procedure regarding the persons specified in paragraph 1.1 of this Procedure may be carried out by members of the Commission designated to prepare the case for consideration and report on it, as well as by inspectors of the Commission Secretariat's Inspector Service (upon the instructions of the relevant member of the Commission).

1.5. Members of the Commission have direct access to automated information and reference systems, registers, and databases maintained (administered) by state bodies or local self-government bodies, and may obtain information without involving employees of the Responsible Unit or inspectors from the Commission Secretariat's Inspector Service.

1.6. The processing of information obtained from automated information and reference systems, registers, and databases shall be carried out in compliance with legislation on the protection of personal data and the safeguarding of legally protected confidentiality.

SECTION 2. Organisational Principles for Conducting a Check

2.1. In order to exercise the Commission's authority to search for and collect data (information) from automated information and reference systems, registers, and databases maintained (administered) by state authorities, other state bodies, or local self-government bodies, employees of the Responsible Unit or other employees of the Commission Secretariat designated by the Chairman of the Commission process materials concerning candidates for the position of judge, who are participating in the selection process for a position of a local court judge; in a competition to fill a vacant position of a judge in an appellate court, a high specialised court, or the Supreme Court; are on the reserve list for vacant judicial positions, as well as regarding judges during their qualification assessment.

*(clause 2.1 of section 2 as amended
by the Commission's Decision of 25.05.2026 No. 61/zp-26)*

2.2. The search for and collection of data (information) regarding a judge (judicial candidate) and members of his or her family, and close persons as part of the judicial qualification assessment procedure or while candidates for judicial office are on the reserve list for filling vacant judicial positions may be conducted upon a separate instruction from a Commission member designated to prepare for the consideration and reporting of the case, which shall be formalised in an official memo addressed to the head of the Responsible Unit. If a judge's file is maintained in paper form and is reviewed by a Commission member designated to prepare the case for consideration and report, the relevant file shall be attached to the official memo.

2.3. In the selection process for a local court judge position, the search for and collection of data (information) may be conducted regarding candidates for the position of judge who have been admitted to the special background check, as well as their family members or close persons.

2.4. In a competition to fill a vacant position of a judge in an appellate court, a high specialised court, or the Supreme Court, the search for and collection of data (information) shall be conducted regarding candidates for the position of judge who have been admitted to the stage of dossier review and interview within the qualification assessment, as well as their family members or close persons.

2.5. No later than two business days from the date of receipt of an official memo from a Commission member or the Commission's adoption of a decision to admit candidates for the position of judge to the special background check or to the stage of dossier review and qualification assessment interviews, the head of the Responsible Unit shall designate the person who will conduct the search for and collection of data (information) in automated information and reference systems, registers, and databases maintained (administered) by state authorities, other state bodies, or local self-government bodies (hereinafter referred to as the "Executor").

2.6. The Executor is required to begin searching for and collecting data (information) no later than the next business day after being designated (receiving the assignment from the head of the Responsible Unit). If the Executor is simultaneously processing two or more sets of materials regarding candidates for the position of judge(s), the order of processing shall be agreed upon with the head of the Responsible Unit.

2.7. In the event of an actual or potential conflict of interest during the search for and collection of data (information) regarding a judge (candidate for the position of judge) and members of his or her family or close persons, the Executor is obligated, no later than the next business day from the moment he or she became aware or should have become aware of such a conflict of interest, notify the head of the Responsible Unit of these circumstances so that measures provided for by the Law of Ukraine "On Prevention of Corruption" may be taken.

If there is information regarding a conflict of interest or circumstances that cast doubt on the impartiality of a Commission member, the Commission shall adopt a decision in accordance with the procedure set forth in Article 100 of the Law.

2.8. The timeframe for the Executor to search for and collect data (information) regarding a judge (candidate for the position of judge) and members of his or her family or close persons is five business days.

2.9. If there are reasonable grounds, the deadline for obtaining information may be extended to ten business days with the consent of the relevant Commission member.

2.10. If the Executor is absent from work for more than two business days, the head of the Responsible Unit shall designate another executor to search for and collect data (information) regarding the judge (candidate for the position of judge) and members of his or her family or close persons.

2.11. The Executor shall search for and collect data (information) in accordance with the Procedure for Obtaining Information Regarding a Judge (Candidate for the Position of Judge) and Members of His/Her Family or Close Persons by Means of Searching for and Collecting Data (Information) in Automated Information and Reference Systems, Registers, and Databases Maintained (Administered) by State Authorities, Other State Bodies, or Local Self-Government Bodies, as specified in Annex 1 to this Procedure (hereinafter referred to as the "Procedure").

2.12. Based on the results of the search and collection of data (information) regarding the judge (candidate for the position of judge) and members of his or her family or close persons, the Executor shall prepare a certificate in accordance with Annex 2 to this Procedure (hereinafter referred to as the “Certificate”).

2.13. The Executor shall sign the Certificate and, together with the information obtained, submit it to the structural unit of the Commission’s Secretariat whose primary responsibilities include the functions of compiling and maintaining the judicial dossier (dossier of a candidate for the position of judge), for inclusion in the dossier.

If the search for and collection of data (information) was conducted by an inspector from the Commission Secretariat’s Inspector Service or by a member of the Commission, the Certificate shall be signed directly by them.

2.14. The certificate and the information obtained regarding a judge (a candidate for the position of judge) and members of his or her family or close persons constitute confidential information that shall not be available to the general public.

2.15. If, based on the results of the analysis of the information received, a Commission member or, at the member’s instruction, an inspector from the Commission Secretariat’s Inspector Service determines that it is necessary to search for additional data (information) in automated information and reference systems, registers, and databases maintained (administered) by state authorities, other state bodies, or local self-government bodies, the Executor, based on a corresponding official memo from a Commission member, shall carry out this task in accordance with the procedure and within the timeframes specified in this section.

SECTION 3. Stages of the Check

3.1. When searching for and collecting data (information) regarding a judge (candidate for the position of judge) and members of his or her family or close persons, the Executor shall exercise the powers granted to him or her.

3.2. The Executor shall:

3.2.1. Identify the circle of individuals based on materials from the judge’s file (the file of a candidate for the position of judge) and the State Register of Civil Status Acts of Citizens.

3.2.2. Search for and collect data (information) in automated information and reference systems, registers, and databases maintained (administered) by state authorities, other state bodies, or local self-government bodies, specifically:

3.2.2.1. In the State Register of Civil Status Acts of Citizens – regarding births, adoptions, establishment of paternity, name changes, marriages, divorces, and deaths.

3.2.2.2. In the State Register of Individuals – Taxpayers – regarding income received and taxes withheld.

3.2.2.3. In the State Register of Real Property Rights – regarding the existence of real property rights in retrospect.

3.2.2.4. In the State Register of Encumbrances on Movable Property – regarding the existence of encumbrances in the past.

3.2.2.5. In the Unified Register of Powers of Attorney – regarding the status of principals and agents.

3.2.2.6. In the Unified State Register of Legal Entities, Individual Entrepreneurs, and Public Organisations – regarding the conduct of business activities and participation in public organisations.

3.2.2.7. In the Unified State Register of Vehicles – regarding the registration and existing contracts for the sale of vehicles, as well as information about vehicles that were in the use of the individual, their family members, and close persons, particularly in connection with the commission of offenses or the crossing of the state border.

3.2.2.8. In the “ARKAN” Integrated Interagency Automated Information Exchange System for the Control of Persons, Vehicles, and Cargo Crossing the State Border – regarding border crossings.

This list is not exhaustive and may be supplemented by the decision of the Commission.

3.2.3. Based on the information received regarding a judge (candidate for the position of judge) and members of his or her family or close persons, a Certificate shall be prepared.

Annex 1
 To the Procedure for Obtaining
 Information Regarding a Judge (Candidate
 for the Position of a Judge) and Members
 of His/Her Family or Close Persons By
 Means of Searching And Collecting Data
 (Information) In Automated Information
 And Reference Systems, Registers And
 Databases Maintained (Administered) By
 State Authorities, Other State Bodies Or
 Local Self-Government Bodies

ALGORITHM

for obtaining information regarding a judge (candidate for the position of a judge) and members of his/her family or close persons by means of searching and collecting data (information) in automated information and reference systems, registers and databases maintained (administered) by state authorities, other state bodies or local self-government bodies

1. Creation of directories.

1.1. While searching for and collecting data (information) in automated information and reference systems, registers, and databases, the Executor creates directories with corresponding folders.

1.2. The name of the first directory shall consist of the last name, first name, and patronymic of the judge (candidate for the position of judge) and shall follow the format “Last Name_First Name_Patronymic”.

1.3. The Executor creates subfolders (second-level folders) within the top-level folder, the names of which include the last names, first names, and patronymics of the judge (or candidate for the position of judge) and of persons with whom the judge has family ties. For a judge or candidate for the position of judge, the status “judge” or “candidate” shall be indicated. The directory name format is “Full Name (status)”.

1.4. In each second-level folder, the Executor creates directories (third-level folders) with the name of the registry or database:

“SRCSAC” – State Register of Civil Status Acts of Citizens;

“SRRPR_SREMP” – State Register of Real Property Rights and State Register of Encumbrances on Movable Property;

“USRV” – Unified State Register of Vehicles;

“URPA” – Unified Register of Powers of Attorney;

“USRLEIEPO” – Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organisations;

“SRIT” – State Register of Individuals – Taxpayers;

“ARKAN” – an integrated interagency automated system for the exchange of information regarding the control of persons, vehicles, and cargo crossing the state border.

1.5. In the third-level folder “SRRPR _SREMP”, the Executor shall create fourth-level folders “SRRPR” and “SREMP”; in the third-level folder “USRV” – fourth-level folders named after vehicle makes (if applicable).

1.6. In the fourth-level folder “SRRPR” the Executor shall create fifth-level folders with the names of specific registration numbers of real estate objects (if any).

1.7. In the first-level folder named after the last name, first name, and patronymic of the judge (candidate for the position of judge) for whom data (information) is being searched for and collected, the Executor shall create an Excel spreadsheet to enter information regarding family members and close relatives, including the degree of relationship, full name, date of birth, and the Identification Number of the Taxpayer’s Registration Card (Taxpayer Registration Number , hereinafter referred to as the TRN).

2. Conduction of searches in registers and databases.

2.1. State Register of Civil Status Acts of Citizens (SRCSAC).

2.1.1. The basis for searching for information in this registry is the TRN and/or full name, and/or date of birth.

2.1.2. The Executor performs a search in the SRCSAC using the following procedure:

- selects the “Subjects” tab and enters person’s TRN in the “TRN” field, then clicks the “Find” button;

- in the “Subject Data” section, selects the row with the TRN and clicks on it;

- in the “Civil Status Act Records associated with the subject ” section, selects each record in turn;

- After reviewing each civil registry record, the Executor clicks the “Preview of Civil Status Act Record” button and saves the generated civil registry record in a third-level folder named “SRCSAC” located within a second-level folder named after the full name of the person for whom the search was conducted.

2.1.3. If the person’s TRN is unknown, the Executor clicks the “Advanced Search” button and enters the person’s full name and date of birth.

2.1.4. To search for information regarding a person’s birth, name change, marriage, divorce, or death, select the “Civil Registry Records” tab.

The Executor performs the search using the following procedure:

- click the “Civil Status Act Records” tab and select the required item from the list that opens;

- click “Advanced Search” and select “Civil Status Act Subject”;

- select the person’s role and enter the person’s full name and date of birth in the corresponding menu;

- click “Search” and select the desired record.

2.1.5. The Executor repeats these steps to search for all persons listed in Section 1.1 of the Procedure in order to determine their TRN.

2.1.6. Records of the adoption of a child, a stillborn child, or the death of a newborn child are not retained.

2.1.7. Records of death are not retained.

2.2. State Register of Real Property Rights (SRRPR).

2.2.1. The basis for searching for information in this registry is the person's TRN.

2.2.2. The Executor searches the SRRPR using the following procedure:

- selects the "Information Use" tab;
- selects the option "Information Report from the RPR by Subject (General)";
- in the "Basis for Obtaining Information" field, selects "Law of Ukraine No. 1402";
- in the "Information to be provided in the report" field, selects "detailed information";
- checks the boxes "Changes" and "Display historical names";
- In the "Type of Person" field, selects "Individual";
- in the "TRN" field, enters the person's TRN;
- in the "Search by" section, selects "partial match";
- clicks the "Generate Certificate" button;
- saves the generated extract in *.pdf format in the fourth-level folder "SRRPR" located in the third-level folder "SRRPR_SREMP" within the second-level folder named after the person for whom the search was conducted.

2.2.3. After analysing the specified extract, the Executor creates fifth-level folders within the fourth-level folder "SRRPR" named after the registration numbers of specific real estate properties.

2.2.4. The Executor shall then search for title documents relating to each real property object according to the following algorithm:

- selects the "Section Search" tab;
- selects the "Search for Real Property Objects for State Authorities";
- enters the registration number of the real property object in the search field and clicks the "Search" button;
- opens the found registration file;
- reviews the list of files and downloads documents classified as title documents confirming the acquisition and/or alienation of the real property object by the person in respect of whom the search is conducted. Such documents shall be stored in the fifth-level folder named after the specific real property registration number.

2.2.5. The Executor conducts a search for all persons specified in paragraph 1.1 of the Procedure whose TRN has been established.

2.3. State Register of Encumbrances on Movable Property (SREMP).

2.3.1. The basis for searching for information in this registry is the person's TRN.

2.3.2. The Executor conducts a search in the SREMP using the following algorithm:

- selects the "Information Use" tab;
- selects the "Extract from the SREMP" option;

- enters the following information in the search field: “Extract Type” – “extended extract from the REMP”; “Person Type” – “individual”; “TRN” – the person’s TRN, and clicks “Search”;

- saves the generated extract in *.pdf format in the fourth-level folder “SREMP” located in the third-level folder “SRRPR_SREMP” within the second-level folder named after the person for whom the search was conducted.

2.3.3. The Executor performs a search for all persons specified in paragraph 3.2.1 of the Procedure whose TRN has been established.

2.4. Unified State Register of Vehicles (USRV).

2.4.1. The basis for searching for information in this registry is the TRN or the person’s full name and date of birth.

2.4.2. The Executor conducts a search in the Unified State Register of Vehicles using the following algorithm:

- selects the “Owner and Persons with Right of Use” tab;
- in the “Person Type” field, select “Vehicle Owner”;
- in the “Taxpayer Identification Number (TIN)/Unified State Register of Enterprises and Organisations of Ukraine (USREOU)” field, enters the person’s TRN, or in the “Last Name/First Name/Patronymic” and “Date of Birth” fields, enters the relevant information about the person;

- selects the “Basis for the Search” tab and enters “Law of Ukraine No. 1402” in the field;

- clicks the “Search” button;
- if vehicles are identified as a result of the search, the Executor shall arrange the table columns in the following order: “Registration Date” – “Operation” – “License Plate Number” – “Make and Model of the Vehicle” – “VIN” – “Year of Manufacture” – “Vehicle Owner” – “Taxpayer Identification Number/USREOU code”, sort the data by registration date, and save the page in PDF format (*.pdf) to a third-level folder named “Vehicle Register (EDRMT)” located within a second-level folder named with the full name (surname, first name and patronymic) of the person in respect of whom the search was conducted;

- clicks on the information line for each vehicle owned by the person for whom the search was conducted and opens the “Vehicle History” tab. This information is saved in *.pdf format in a fourth-level folder named after the vehicle make (to which the information pertains), which is created within the third-level folder “USRV” of the second-level folder named after the person being searched for;

- double-clicks on the information line containing the full name of the person being searched for in the “Vehicle Owner” column and opens the vehicle record;

- after zooming out, saves the vehicle record in *.pdf format (the “Vehicle Value” field must be displayed) in a fourth-level folder named after the make of the vehicle to which the information pertains;

- checks and saves the information from the “Vehicle Owner,” “Documents,” and “Administrative Reports” tabs of the vehicle record in a fourth-level folder named after the make of the vehicle to which the information pertains;

2.4.3. If the vehicle search results display the message “Nothing found for your query,” the Executor shall save the page in *.pdf format in a third-level folder named “USRV” located within a second-level folder named after the full name of the person for whom the search was conducted.

2.4.4. The Executor shall search for information regarding all persons specified in paragraph 1.1 of the Procedure (including those with previous full names) and regarding each vehicle.

2.5. State Register of Individual Taxpayers (SRIT).

2.5.1. A search for information in the State Register of Individual Taxpayers is conducted in the “Electronic Court” subsystem of the Unified State Information and Transactions System (USITS) based on the person’s TRN and full name.

2.5.2. The Executor performs a search in the “Electronic Court” subsystem using the following procedure:

- After logging in, the Executor selects the “State Registers” tab and, from the list provided, selects the “SRIT – Income” tab: Obtaining information from the SRIT regarding the sources and amounts of income received from tax agents and/or the amounts of income received by self-employed individuals, as well as the amount of annual income declared by an individual in their tax return”;

- clicks the “Create Request” button;

- in the “Case” section:

- 1) in the “Case Number” field, enters the corresponding number of the judicial dossier (the dossier of the candidate for the position of judge);

- 2) in the “Legal Basis for the Request” field, enters “Law of Ukraine No. 1402” and clicks the “Next Step” button;

- in the “Personal Information” section, fills in the “Last Name”, “First Name”, “Patronymic” and “TRN” fields and clicks the “Next Step” button;

- In the “Period” section:

- 1) In the “Start of Period” field, enters the first quarter of 1998;

- 2) in the “End of Period” field, enters the current quarter of the current year;

- clicks the “Generate Request” button;

- clicks the “Sign and Send” button;

- signs the request with their private key, clicks “Read,” and then clicks “Next”;

- clicks the “Receive Response” button and saves the file in the third-level folder “USRIT” located in the second-level folder named after the person for whom the search was conducted.

2.5.3. If income for a specific period is not displayed, a separate search must be conducted for that period.

2.5.4. The user searches for information on all persons listed in paragraph 1.1 of the Procedure for whom a TRN has been assigned.

2.6. Unified State Register of Legal Entities, Individual Entrepreneurs, and Public Organisations (USRLEIEPO).

2.6.1. The basis for searching for information in the USRLEIEPO is the person's TRN.

2.6.2. The Executor shall search the USRLEIEPO using the following procedure:

- 1) click on the menu icon located in the upper left corner of the screen, select the "State Authorities Request" option, and click the "Create Request" button;

- 2) after authenticating with an electronic digital signature (EDS), select "Extract on an Individual Entrepreneur" from the "Select Document Type" list;

- 3) in the "TRN or Passport Details" field, enter the TRN of the person being searched for and click the "Next" button;

- 4) In the "Basis for Obtaining the Document" field, select "Law of Ukraine No. 1402" and click the "Next" button;

- 5) click the "Download Document" button;

- 6) save the extract in the third-level folder "USRLEIEPO" located within a second-level folder named after the full name of the person being searched for;

- 7) repeat the steps described in section 2.6.2, but select "Extract on a legal entity based on data of the director, representative, founder, or beneficiary" from the "Select document type" list;

- 8) in the "Search Criteria" field, select each of the following options in turn: "By Director Information", "By Representative Information", "By Founder (Participant) Information – Legal Entity", "By Founder (Participant) Information – Individual", and "By Ultimate Beneficial Owner Information", and perform the actions specified in subparagraphs 3–6 of clause 2.6.2.

2.6.3. The Executor shall conduct a search for all persons specified in paragraph 1.1 of the Procedure whose TRN has been established, except for those who have not reached 14 years of age.

2.7. "ARKAN" – the Integrated Interagency Automated Information Exchange System for the Control of Persons, Vehicles, and Cargo Crossing the State Border.

2.7.1. The basis for searching for information in the "ARKAN" system is the person's full name and date of birth.

2.7.2. The Executor performs a search in the "ARKAN" system using the following algorithm:

- 1) clicks the "Request/Response" button in the upper-left corner of the screen;

- 2) in the drop-down list, clicks "State Border Guard Service of Ukraine" and selects "Information on Persons Who Have Crossed the Border" from the list;

- 3) in the search criteria, fills in the following fields:

- in the “Date and Time of Border Crossing” field, selects “Between” and specifies the period from 8 November 2017 to the date of the search;
- In the “Full Name of the Person” field, selects the “Starts with” option from the drop-down list and enters the “Last Name and First Name” of the person being searched;
- In the “Date of Birth” field, select the “equals” option from the drop-down list and enters the date of birth of the person being searched;
- In the “Basis for a Search” field, selects “Law of Ukraine No. 1402” and clicks “Search”;
- 4) clicks the “Generate Form” button and download the table in *.pdf format, which shall be saved in the third-level folder “Arkan”, located in the second-level folder named after the person being searched;
- 5) clicks the “Export to Excel” button and downloads the table, which shall be saved in the third-level folder “Arkan”, located within the second-level folder named after the person for whom the search was conducted;
- 6) If there is no information about the person’s border crossing, the Executor takes a screenshot and saves it in the third-level folder “Arkan”, located within the second-level folder named after the person for whom the search was conducted.

2.7.3. The Executor shall search for information regarding all persons specified in paragraph 1.1 of the Procedure (including those with preliminary full names).

2.8. Unified Register of Powers of Attorney (URPA).

2.8.1. The basis for searching for information in the URPA is the person’s TRN.

2.8.2. The Executor conducts a search in the URPA using the following procedure:

- 1) selects the “Obtain Information” tab and, in the corresponding menu, selects the “Subjects” tab;
- 2) in the “Search by Full Name or ID of the Person Who Issued the Power of Attorney (Sub-Power of Attorney)” window, fills in the “TIN/ USREOU” field – enters the TRN of the person being searched – and clicks “Find”;
- 3) In the “Search Results” window, clicks the “Extract” button;
- 4) Clicks the “Print” button and select “No”;
- 5) saves the extract in the third-level folder “URD” located within a second-level folder whose name contains the full name of the person being searched;
- 6) selects the “Obtain Information” tab again and, in the corresponding menu, select the “Entities” tab;
- 7) in the “Search by Full Name or Representative ID” window, fills in the “TIN/ USREOU ” field – enters the TRN of the person being searched – and clicks “Find”. Then repeats the steps specified in subparagraphs 3–5 of paragraph 2.8.2.

2.8.3. The Executor searches for information on all persons listed in Section 1.1 of the Procedure whose TRN has been assigned, except for those under 14 years of age.

Annex 2

To the Procedure for Obtaining Information Regarding a Judge (Candidate for the Position of a Judge) and Members of His/Her Family or Close Persons By Means of Searching And Collecting Data (Information) In Automated Information And Reference Systems, Registers And Databases Maintained (Administered) By State Authorities, Other State Bodies Or Local Self-Government Bodies

CERTIFICATE

**On the Results of Obtaining Information Regarding a Judge
(a Candidate for the Position of Judge) and Members of His/Her Family or
Close Persons By Means of Searching And Collecting Data (Information) In
Automated Information And Reference Systems, Registers And Databases
Maintained (Administered) By State Authorities, Other State Bodies Or Local
Self-Government Bodies**

Information regarding a judge (candidate for the position of judge) and members of his/her family or close persons was obtained in accordance with Articles 75, 86, and 93 of the Law of Ukraine “On the Judiciary and the Status of Judges”.

(last name, first name, and patronymic of the judge or candidate for the position of judge)

(TRN of the judge or candidate for the position of judge)

The information was obtained using the databases available to the High Qualification Commission of Judges of Ukraine:

1. The State Register of Civil Status Acts of Citizens.
2. State Register of Individual Taxpayers.
3. State Register of Real Property Rights.
4. State Register of Encumbrances on Movable Property.
5. Unified Register of Powers of Attorney.
6. Unified State Register of Legal Entities, Individual Entrepreneurs, and Public Organisations.
7. Unified State Register of Vehicles.
8. “ARKAN,” the Integrated Interagency Automated Information Exchange System for the Control of Persons, Vehicles, and Cargo Crossing the State Border.

The group of persons comprising family members of a judge (or a candidate for the position of judge) and close persons regarding whom a search and collection of data (information) was conducted:

(last name, first name, and patronymic of the person; degree of relationship to the judge or candidate for the position of judge; TRN)

(last name, first name, and patronymic of the individual; degree of relationship to the judge or candidate for the position of judge; TRN)

(last name, first name, and patronymic of the person; degree of relationship to the judge or candidate for the position of judge; TRN)

Based on the information obtained, materials were compiled in the form of _____ Excel and PDF files.
(number of files)

Date the information search began: _____.

Date the information search was completed: _____.

Information prepared by: _____.
*(position, last name, first name, and patronymic of the
Executor or an inspector of the Commission Secretariat's
Inspector Service or a member of the Commission)*

_____20_____

(signature)