

**INFORMATION**  
**on the provision of administrative services**

**449 Issuance of site compliance certificate to fire safety requirements**

It is issued upon request of concerned person in relation to the requirements of another legislative act (e.g. specific rules of the bodies of the state and local authorities, issued under Article 137, Paragraph 2, of the Ministry of Interior Act).

- Certificate
- Economic activity:
  - Fire and explosive activity
- Based on:
  - the Ministry of Interior Act - Art. 125, para. 1, item 10
  - Ordinance No. 8121h-882 dated 25.11.2014 on the Procedure for Implementation of State Fire Control - Art. 33, para. 1, item 5
- Body, issuing an individual administrative act:
  - The Director of the Fire Safety and Civil Protection General Directorate or the Director of the Regional Directorates of Fire Safety and Civil Protection
- Period of issuance:
  - 14 days
- Period of validity of the document/individual administrative act:
  - 3 years
- Authority exercising control over the activity of the service provider:
  - Minister of the Interior
- Body to appeal an individual administrative act:
  - Supreme administrative authority and court
- Order, including time limits for appealing the actions of the service provider:
  - The certificate can be issued both by the General Fire Safety and Civil Protection Directorate and by the Regional Directorates of Fire Safety and Civil Protection, depending on the specifics of the site.

Refusal to issue a certificate may be contested by administrative order before the higher administrative authority, through the administrative body that issued it, within 14 days of its notification under the procedure of the APC.

- Limitations and conventions:

1. A copy of a power of attorney (contract) – when the applicant is different from the owner of the site;
2. for legal entities registered abroad - original or copy of a registration document (judgment or other certificate according to the laws of the state of registration of the legal entity);
3. document for paid state fee under Tariff № 4 on the fees collected in the system of the Ministry of Interior under the State Fees Act, SG No. 27 of 1998;
4. a copy of a use permit, a certificate of putting into operation or a certificate of tolerance.

○ Internet address for providing the service:

○ [http://www.nspbzn.mvr.bg/Rabota\\_s\\_grajdani/vidove\\_uslugi.htm](http://www.nspbzn.mvr.bg/Rabota_s_grajdani/vidove_uslugi.htm)

● E-mail address for proposals:

○ [nspab@mvr.bg](mailto:nspab@mvr.bg)

#### Administrative units

##### **Administrative units where documents are filed and information is received on the file:**

Regional Directorate of Fire Safety and Civil Protection – Blagoevgrad

Address: reg. Blagoevgrad, Blagoevgrad Municipality, Blagoevgrad,

Dialing code: 073

Contact phone: (073)67273

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Metropolitan Directorate of Fire Safety and Civil Protection

Address: reg. Sofia (Capital), Stolichna Municipality, City of Sofia, Oborishte,

Dialing code: 02

Contact phone: 25902

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Yambol

Address: reg. Yambol, Yambol Municipality, Yambol,

Dialing code: 046

Contact phone: 46412

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection – Haskovo

Address: reg. Haskovo, Haskovo Municipality, Haskovo,

Dialing code: 038

Contact phone: 40221

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Shumen

Address: reg. Shumen, Shumen Municipality, Shumen,

Dialing code: 054

Contact phone: 54518

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Targovishte

Address: reg. Targovishte, Targovishte Municipality, Targovishte,

Dialing code: 0601

Contact phone: 60363

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection – Stara Zagora

Address: reg. Stara Zagora, Stara Zagora Municipality, Stara Zagora,

Dialing code: 042

Contact phone: 42423

Working hours: Standard working hours: 08:30 to 17:30

The usual working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in 5-days working week.

Regional Directorate of Fire Safety and Civil Protection - Sofia

Адрес: Рег. Sofia, Sofia Municipality,

Dialing code: 02

Contact phone: (02)25199

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Smolyan

Address: reg. Smolyan, Smolyan Municipality, Smolyan,

Dialing code: 0301

Contact phone: 35543

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Sliven

Адрес: рег. Sliven, Sliven Municipality, Sliven,

Dialing code: 044

Contact phone: 44220

Working hours: Standard working hours from 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Silistra

Address: reg. Silistra, Silistra Municipality, Silistra,

Dialing code: 086

Contact phone: 86513

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Ruse

Address: reg. Ruse, Ruse Municipality, Ruse,

Dialing code: 082

Contact phone: 82441

Working hours: Standard working hours: 08:30 to 17:30

The contact working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Razgrad

Address: reg. Razgrad, Razgrad Municipality, Razgrad,

Dialing code: 084

Contact phone: 84302

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Plovdiv

Address: reg. Plovdiv, Plovdiv Municipality, Plovdiv, Centralen,

Dialing code: 032

Contact phone: 32284

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Pleven

Address: reg. Pleven, Pleven Municipality, Pleven,

Dialing code: 064

Contact phone: 64526

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Pernik

Address: reg. Pernik, Pernik Municipality, Pernik,

Dialing code: 076

Contact phone: 76255

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Pazardzhik

Address: reg. Pazardzhik, Pazardzhik Municipality, Pazardzhik,

Dialing code: 034

Contact phone: 34244

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Montana

Address: reg. Montana, Montana Municipality, Montana,

Dialing code: 096

Contact phone: 96221

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Lovech

Address: reg. Lovech, Lovech Municipality, Lovech,

Dialing code: 068

Contact phone: 68377

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Kyustendil

Address: reg. Kyustendil, Kyustendil Municipality, Kyustendil,

Dialing code: 078

Contact phone: 57366

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Kardzhali

Address: reg. Kardzhali, Kardzhali Municipality, Kardzhali,

Dialing code: 0361

Contact phone: 69563

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Dobrich

Address: reg. Dobrich, Dobrich Municipality, Dobrich,

Dialing code: 058

Contact phone: 58122

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Gabrovo

Address: reg. Gabrovo, Gabrovo Municipality, Gabrovo,

Dialing code: 066

Contact phone: 66373

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Vratsa

Address: reg. Vratsa, Vratsa Municipality, Vratsa,

Dialing code: 092

Contact phone: 92616

Working hours: Standard working hours: 08:30 to 17:30

The usual working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in 5-days working week.

Regional Directorate of Fire Safety and Civil Protection - Vidin

Address: reg. Vidin , Vidin Municipality, Vidin,

Dialing code: 094

Contact phone: (094)94493

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Veliko Tarnovo

Address: reg. Veliko Tarnovo, Veliko Tarnovo Municipality, Veliko Tarnovo,

Dialing code: 062

Contact phone: (062)62110

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Varna

Address: reg. Varna, Municipality Varna, Varna, Mladost,

Dialing Code: 052

Contact phone: 52713

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Burgas

Address: reg. Burgas, Burgas municipality, Burgas,

Dialing code: 056

Contact phone: (056)56278

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

General Fire Safety and Civil Protection Directorate

Address: reg. Sofia (capital), Sofia Municipality, City of Sofia,

Country Dialing Code: 00359

Contact phone: 029821243

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

#### Requirements, procedures, instructions

#### **Submission of application**

A template is available

#### **Make an eligibility check on the request**

The check is on the eligibility of the request and the completeness of the attached documents

#### **Verification of the merits**

It includes a substantive examination of the attached documents, as well as certification check for which a record is drawn up.

In the protocol the conformity of the object is established by:

1. the legislative acts applicable to the construction upon putting it into operation, or the requirements of the construction and technical regulations and fire safety norms in force at the time of the inspection;

2. fire safety rules and standards for the operation of the sites in force at the time of the inspection.

Based on the results of the protocol check, the conformity or non-compliance of the site with the requirements of the fire safety rules and regulations is assessed as follows:

1. the site complies with the requirements of the fire safety rules and standards - there is full compliance with its actual status with fire safety rules and standards and conditions for their observance have been established;

2. the site does not comply with the requirements of the fire safety rules and regulations - there is non-compliance with the rules and fire safety regulations or no conditions for their observance

### **Issuing / refusal to issue a certificate**

Based on the certification audit protocol, the director of the General Fire Safety and Civil Protection Directorate, respectively the director of the Regional Directorate of Fire Safety and Civil Protection, issues or refuses the issue a certificate.

#### Legal basis

The Ministry of the Interior Act

Ordinance No. 8121h-882 of 25.11.2014 on the procedure for implementation of state fire control

Tariff No 4 on the fees collected in the system of the Ministry of Interior under the State Fees Act.

#### Payment

### **The service is charged**

The fee is determined in accordance with Art. 31 para. 1 of Tariff No 4 on the fees collected in the system of the Ministry of Interior under the State Fees Act and depends on a number of factors, built-up area, site designation, etc.

### **Service payment:**

By a bank transfer.

## **575 Issuance of statement for the admissibility of constructing products for fire protection, notification in case of fire, firefighting, fire and smoke management and prevention of explosions**

Issuance of statement for the admissibility of constructing products for fire protection, notification in case of fire, firefighting, fire and smoke management and prevention of explosions:

- Based on:
  - The Ministry of Interior Act - Art. 136, para 2, in relation to
  - Ordinance on the essential requirements for construction works and assessment of the conformity of construction products - Art. 54

- Period for issuance:
  - 14 days
- Period of validity of the document/individual administrative act:
  - The shortest period of validity of the documents, based on which the Statement is issued, but no longer than 5 years

#### Administrative units

#### **Administrative units for submission of documents and receiving information on the file:**

General Fire Safety and Civil Protection Directorate

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia,

Country Dialling Code: 00359

Phone number: 029821243

Working hours: Standard working hours - 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

#### Requirements, procedures, instruction

#### **Submission of application**

A template is available

#### Legal basis

The Ministry of the Interior Act

#### Payment

#### **The service is charged**

#### **Service is paid by:**

A bank transfer

**987** Issuance of Statement for compliance of investment projects with the fire safety requirements

Issuance of Statement for compliance of investment projects with the fire safety requirements

- Based on:
  - The Ministry of Interior Act - Art. 125, para. 1, unit 9, in relation to

- Spatial Development Act - Art. 143
- Period of issuance:
  - 14 days
- Period of validity of the document/individual administrative act:
  - Indefinite

#### Administrative units

#### **Administrative units for submission of documents and receiving information on the file:**

General Fire Safety and Civil Protection Directorate

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia,

Country Dialling Code: 00359

Phone number: 029821243

Working hours: Standard working hours - 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

#### Requirements, procedures, instruction

#### **Submission of application**

A template is available

#### Legal basis

The Ministry of Interior Act

#### Payment

**The service is charged**

**The service is paid by:**

A bank transfer

#### **988 Issuance of permit for carrying out activities for ensuring fire safety of sites and/or maintenance and service of fire safety tools, systems and equipment**

The services is provided upon request by traders willing to carry out fire safety activities; firefighting activity; rescue activity; service of fire tools; maintenance of fire systems and equipment

- Licensing

- Economic activity:
  - Firefighting and explosive activity
- Based on:
  - The Ministry of the Interior Act - Art. 129, para. 1
- Body issuing an individual administrative act:
  - The Director of the General Fire Safety and Civil Protection Directorate or an official authorized thereby
- Period of issuance:
  - 1 month
- Period of validity of the document/individual administrative act:
  - Indefinite
- Authority exercising control over the activity of the service provider:
  - Minister of the Interior
- Order, including time limits for appealing the actions of the service provider:
  - The refusal to issue a permit is subject to appeal under the Administrative Procedure Code.
- Limitations and conditions:

1. Permit is issued only to individuals and legal entities registered as traders on the territory of EU Member states, in a state which is a party to the Agreement for European Economic Area or the Swiss Confederation.

2. The applicant can request a permit for one or more of the following activities:

- fire safety and implementation of preventive and organizational measures to ensure fire safety at sites
- firefighting activity
- rescue activity
- service of fire-fighting tools
- service and maintenance of fire systems equipment

3. The permit is valid only for the activities specified therein and can be used only by the person to whom it has been issued

- Internet address for the service:
  - [http://www.nspbzn.mvr.bg/Rabota\\_s\\_grajdani/vidove\\_uslugi.htm](http://www.nspbzn.mvr.bg/Rabota_s_grajdani/vidove_uslugi.htm)
- E-mail address for proposals:

- [nspab@mvr.bg](mailto:nspab@mvr.bg)
- Public register:
  - REGISTER of issued and revoked permits for carrying out activities under Ordinance No. 8121z-531 dated September 09, 2014.

#### Administrative units

#### **Administrative units for submission of documents and receiving information on the file:**

General Fire Safety and Civil Protection Directorate

Address: region Sofia (capital), Sofia Municipality, City of Sofia,

Country Dialling Code: 00359

Phone number: 029821243

Working hours: Standard working hours - 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

#### Requirements, procedures, instructions

#### **Acceptance of applications and substantive examination**

A template is available.

The following documents should be attached to the application:

1. Unified identification code (UIC), when registered under the Commercial Law or a copy of a certificate for entry into the relevant register under the national law of the respective Member State, in a legalized translation into Bulgarian.
2. List of the owned or hired equipment as well as equipment under para. 4 and documents proving the ownership or legal basis for its use.
3. Criminal record or similar document under the national legislation of another state for the trader's representative stating that he/she have not been convicted of an intentional offense of general nature.
4. An official document issued by a judicial authority or a relevant document under the national law of another country proving that there is no criminal proceedings against the representative of the trader for an intentional crime of a general nature.
5. A medical certificate by a medical center or a similar document under the national legislation of another country, certifying that the trader's representative does not suffer from mental disorders.
6. A list of the employees and their respective positions and duties.

7. List of addresses of workshops where the maintenance of firefighting tools will be carried out and of mobile workshops – plate number of the vehicles.

8. Documents proving professional qualification, documents under points 3 – 5, as well as a copy of the contract – for each employee.

9. A medical certificate by a medical center or a similar document under the national legislation of another country certifying that the persons employed for firefighting activities and rescue activities are clinically healthy.

10. A document for paid state fee to the amount defined by the Council of Ministers.

Documents for a course of initial vocational training at the Academy of MoI or for the period of service at the MoI units shall not be submitted. However, in the list under point 6 information should be included for the year of entering and leaving the MoI units by the person, his/her last job at MoI, period of service in the respective field of activity and year of completion of the course for initial vocational training.

Upon receipt of the application and the file the authorities of the General Fire Safety and Civil Protection Directorate shall examine the completeness and compliance of the documents submitted with the requirements for issuance of permits and, if necessary, shall carry out on-site check of the facilities, the tools and the equipment.

In case of incompleteness and/or discrepancies with the requirements of the law, the authorities of the General Fire Safety and Civil Protection Directorate shall notify the applicant in writing and give instructions and a 30-day period for their removal.

If the deficiencies and/or inconsistencies are not removed within the aforementioned period, the procedure for issuing the authorization shall be terminated.

### **Issuance / Refusal to issue a permit**

The Director of the General Fire Safety and Civil Protection Directorate or an official authorized thereby issues permit or reasonably refuses to issue such within a period of one month from the submission of the application form.

#### Templates

Application form for permit to a trader for carrying out activities for ensuring fire safety of sites and/or use of tools and equipment for fire safety,

#### Legal basis

The Ministry of Interior Act

#### Payment

### **The service is charged**

The fee is determined in Art. 31a of Tariff № 4 on fees collected in the system of Ministry of Interior under the State Fees Act.

For issuance of a permit for more than one activity, the fee shall be defined as a sum total of the fees for each separate activity.

**The service is paid by:**

A bank transfer.

**1305 Issuance of Statement for compliance with the requirements of the fire safety rules and regulations in relation to permission for use of construction works**

Issuance of Statement for compliance with the requirements of the fire safety rules and regulations in relation to permission for use of construction works

- Based on:
  - The ministry of Interior Act - Art. 125, para. 1, unit 9; Art. 125, para. 1, unit 10
- Period of issuance:
  - 14 days
- Period of validity of the document/individual administrative act:
  - Indefinite

Administrative units

**Administrative units for submission of documents and receiving information on the file:**

General National Police Directorate

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia,

Copuntry Dialling Code: 00359

Phone number: 02/9828860

Working hours: Standard working hours - 08:30 to 17:30

The usual working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Requirements, procedures, instruction

**Submission of application**

A template is available

Legal basis

The Ministry of Interior Act

Payment

**The service is charged**

**The service is paid by:**

A bank transfer

**1444 Carrying out tests under a contract for verification and determination of basic physic and chemical and operational indexes of extinguishing substances, as well as tactic and technical characteristics of firefighting equipment and personal protective equipment**

- Based on:
  - The Ministry of Interior Act - Art. 17, para. 2, unit 9; Art. 136, unit 3
- Authority for providing the administrative service:
  - Director of the General Fire Safety and Civil Protection Directorate - Ministry of Interior
- Period of issuance:
- Pursuant to regulations within the Ministry of Interior Act Art.136, para.2
- Period of validity of the document/individual administrative act:
  - Unlimited until: issuance of a duplicate; changing the components of the product; or cases other than the listed, in which the requirements of the legal acts are no longer met.
- Authority exercising control over the activity of the service provider:
  - Bulgarian Accreditation Service
- Body to appeal the individual administrative act:
  - The Director of General Fire Safety and Civil Protection Directorate - Ministry of Interior
- Order, including time limits for appealing the actions of the service provider:
  - The order for appealing is in compliance with the System for management of accredited conformity assessment body, in compliance with BSS EN ISO/IEC 17025
- Email address for proposals:
  - [nspab@mvr.bg](mailto:nspab@mvr.bg)

**Administrative units**

**Administrative units for submission of documents and receiving information on the file:**

General Fire Safety and Civil Protection Directorate

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia,

Dialing code: 02

Phone number: 029821243

Working hours: Standard working hours - 08:30 to 17:30.

The usual working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

#### Requirements, procedures, instructions

#### **Submission of request for providing the service**

The request must contain as a minimum:

- full name, address and phone number of the applicant;
- the capacity of the applicants requesting the test: (producer or his/her authorized representative, importer or control body);
- name, producer and composition of the product for test;
- UIC /Unique Identification Number of the applicant;
- document certifying the status of the producer or his/her authorized representative: for persons registered abroad – original and a copy of a registration document (judicial or other certificate under the law of the state of registration of the legal entity);
- request submitted by an authorized representative must enclose a notarized power of attorney issued by the producer. The power of attorney must specify the activities for which the commissioned representative is authorized to perform in relation to the assessment of the material or the product.

NOTE: Documents certifying the status of the producer/authorized representative must be certified and legalized in compliance with the established international practice (published on the website of the Ministry of Foreign Affairs). The protocol is issued for the type of a product tested.

Enclosed documents in foreign languages must be accompanied by a correct translation into Bulgarian.

Attached copies of documents must be certified, signed and stamped by the applicant, and stamped or handwritten “True to the original” on each page.

One application may request no more than 2 products. The Contract is concluded for the number of products requested.

#### **Instructions for irregularities**

Where irregularities are found in the submitted documents, the applicant shall be notified in writing of their removal.

Irregularities should be removed within 10 days.

#### **Issuing of the document or termination of proceeding**

In fulfilling the duties under contract signed by the contracting authority and the contractor, a test protocol shall be issued.

Legal basis

The Ministry of Interior Act

Payment

**The service is charged**

**The service is paid by:**

A bank transfer

The service is charged based on approved Prices for specific services provided by DGFSCP-MoI according to the Ministry of Interior Act and the Regulation for the structure and activity of the Ministry of Interior.

**1528 Issuance of supporting documents for incidents and accidents and for providing information on the performed activities**

Issuance of certifying documents for incidents and accidents for providing information on the activity performed

- Legal basis:
  - o the Ministry of Interior Law - Art. 18, para. 1
- Responsible authority for the administrative service:
  - o structures of the Ministry of Interior
- Period of issuance:

14 days
- Validity of the document / the individual administrative act:
  - o indefinite
- Authority exercising control over the activity of the service provider:
  - o the head of the respective unit

Administrative structures

Administrative units where documents are filed and information is received on the file:

**REGIONAL AND LOCAL STRUCTURES OF THE GENERAL FIRE SAFETY AND CIVIL PROTECTION DIRECTORATE – MOI (DGFSCP)**

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Blagoevgrad	3, Vlado Chernozemski Str	073 867 220 073 867 576 073 867 264
RSFSCP - Blagoevgrad	3, Polk. Kiril Chamishki Str.	073 830 410
RSFSCP – Razlog	2, Alexandar Stamboliiski Str.	074 780 363
RSFSCP – Goce Delchev	2, Otec Paitsii Str.	0751 60 112
RSFSCP - Sandanski	2, Parvi May Str (2, 1 <sup>st</sup> may Str)	0746 22 016
RSFSCP - Petrich	3, Hristo Botev Str.	0745 22 016
RSFSCP - Bansko	7, Bulgaria Str.	0749 88 430

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Bourgas	37B, Alexander Veliki Str.	056 844 244 056 856 321
01 RSFSCP - Bourgas	37B, Alexander Veliki Str.	056 856 961
UPBZN Sozopol	32-44, Republikanska Str.	056 844 244
02 RSFSCP Bourgas	37B, Alexander Veliki Str.	056 844 244
RSFSCP - Pomorie	169, Kniaz Boris I Str.	0596 3 20 25
RSFSCP - Nesebar	kv Kamelia 128	0554 2 40 18
RSFSCP - Aitos	13A, Slavianska Str.	0558 2 23 10
RSFSCP - Karnobat	1, Sofronii Vrachanski Str.	0559 2 25 46
RSFSCP - Stedetz	121, Vasil Kolarov Str.	0555 1 35 53
RSFSCP - Primorsko	1, Lazuren briag Str.	0550 3 27 34
RSFSCP - Tcarevo	2, El. podstanica Str.	0590 5 41 02

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Varna	159, Slivnitca Blvd	052 500 561
01 RSFSCP - Varna	159, Slivnitca Blvd	052 504 171
02 RSFSCP - Varna	46, Parvi May Blvd.	052 370 958
03 RSFSCP - Varna	Varna Airport	052 511 169
RSFSCP - Devnia	Kv Povelianovo, South Industrial Zone	051 992 323
RSFSCP - Provadia	1, Patriarch Evtimii Str.	051 843 155
RSFSCP – Dolni Chiflik	19, Armeiska Str.	051 422 352
RSFSCP - Dalgopol	4, G. Dimitrov Str.	051 722 180
RSFSCP – Valchi Dol	44a, Alexandar Stamboliiski Str.	051 312 737 051 312 242

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP – Vidin	South Industrial Zone (KAT Building)	094 600 064 094 694 220 094 694 465
RSFSCP – Vidin	South Industrial Zone, (next to TPP -Vidin)	094 600 016 094 694 477
RSFSCP – Belogradchik	6, Aleko Konstantinov Str.	093 653 164 094 694 834
RSFSCP – Kula	Industrial Zone	093 833 111 094 694 934

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
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RDFSCP - Vratza	58, Vtori Juni Blvd.	092 661 035
RSFSCP - Vratza	58, Vtori Juni Blvd.	092 692 413
RSFSCP – Biala Slatina	39, Tarnavska Str.	091 5 88 416
RSFSCP - Mezdra	104, Hristo Botev Str.	091 092 296
RSFSCP - Oriahovo	83, Arch. Tcolov Str.	091 712579
RSFSCP - Kozloduy	6, Industrial Zone – East „,	097 380 657
RSFSCP – Kozloduy NPP	Industrial Zone, Kozloduy NPP Site.	097 373 401 097 372 658

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP – Veliko Tarnovo	27, Nikola Gabrovski Str.	062 620 304 062 600 559 062 653 112
RSFSCP – Veliko Tarnovo	27, Nikola Gabrovski Str.	062 620 020
RSFSCP – Gorna Oriahovitca	3, Stoil Voivoda Str.	061 860 064
RSFSCP – Svistov	2, Patriarch Evtimii Str.	063 160 650 063 160 160
RSFSCP – Pavlikeni	4, Filip Totiu Str.	061 053 077
RSFSCP – Elena	2A, Robovska Str.	061 516 211 061 516 421
RSFSCP – Polski Trambezh	15, Alexandar Stamboliiski Str.	061 415 045
RSFSCP – Strazhitca	26 Tzar Simeon Str.	061 612 560

Regional and local structures of DGFSCP	Address	Telephone
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(RSFSCP)		
RDFSCP - Gabrovo	1, Antim I Str.	066 800 867 066 800 160
RSFSCP - Gabrovo	1, Antim I Str.	
RSFSCP - Sevlievo	4, Verestagin Str.	067 533 135
RSFSCP - Drianovo	15, Racho Stoyanov Str.	067 672 022
RSFSCP - Triavna	15, Prof. Pencho Raikov Str.	067 762 216

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Dobritch	72, 25 <sup>th</sup> September Blvd.	058 658 111 058 658 100 058 658 130 058 658 129 058 600 849 058 622 112
RSFSCP - Dobritch	72, 25 <sup>th</sup> September Blvd.	058 658 125 058 658 126 058 658 152
RSFSCP - Tervel	2, Tzar Ivan Asen Str.	057 512 022 057 512 023
RSFSCP - Krushari	27, 9 <sup>th</sup> Septemvri Str.	057 712 203
RSFSCP – General Toshevo	6, Dimitar Blagoev Str.	057 312 234
RSFSCP - Shabla	5, Ravno pole Str.	057 434 449
RSFSCP - Kavarna	38, Dobrotica Str.	057 083 023 057 082 023
RSFSCP - Balchik	41, Struma Str.	057 972 229
Kranevo	Kk Albena	057 962 527

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Kiustendil	12, Tzar Osvoboditel Str.	078 557377 078 557329
RSFSCP - Kiustendil	Tzar Osvoboditel Str.	078 557 372 078 557 583 078 557 208
RSFSCP - Dupnitca	6,Samokovsko Shose Str.	070 1557 737 070 1557 706 070 1557 705
RSFSCP – Bobov dol	9, Vasil Kolarov Str.	070 2557 093
RSFSCP - Rila	2, Averkii Popstoyanov Str.	070 54557 006 070 54557 005

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP – Kardzhali	41, Bulgaria Blvd	036 165 771 036 169 220 036 169 266
RSFSCP - Kardzhali	26, Georgi Kondolov Str.	036 162 731 036 161 516 036 169 335
RSFSCP - Momchilgrad	2, Dambala Str.	036 316 085 036 169 720
RSFSCP - Krumovgrad	1B, Hristo Botev Str.	036 417 285 036 169 820
RSFSCP - Podkova	v. Podkova, Kirkovo Municipality	036 712 215 036 169 161
RSFSCP - Ardino	45, Ivan Vazov Str.	036 514 286

		036 169 920
RSFSCP - Dzhebel	1, Antarktida Str.	036 322 006 036 169 020

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Lovech	31, Saiko Saev Str.	068 668 539 068 620 112 068 668 220 068 668 317 068 668 262 068 604 323
RSFSCP - Lovech	20, Aleksandar Kusev Str.	068 601 484 068 668 239 068 668 374 068 668 341
RSFSCP - Troyan	1, G.S.Rakovski Str.	067 062412
RSFSCP - Teteven	89, Ivan Vazov Str.	067 852 276
RSFSCP - Lukovit	11, Yordan Yovkov Str.	069 752 512
RSFSCP - Yablanica	13, Georgi Benkovski Str.	069 912 066

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP Montana	24, Iskar Str.	096 301 606 096 396 221 096 396 464

RSFSCP - Montana	24, Iskar Str.	096 301 606 096 396 221 096 396 464
RSFSCP - Lom	9, Hristo Botev Str.	097 166 304
RSFSCP - Berkovitca	2, Anton Strashimirov Str.	095 380 160

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Pazardzhik	66, Konstantin Velitchov Str.	034 442 229
RSFSCP - Pazardzhik	66, Konstantin Velitchov Str.	034 444 187
RSFSCP - Velingrad	21, Krivolak Str.	035 952 126
RSFSCP - Panagurishte	26, Georgi Bozadzhiev Str.	0357 63 373
RSFSCP - Peshtera	1, Petar Tcikalov Str.	035 063 885
RSFSCP - Belovo	6, Lakite Str.	035 812 016
RSFSCP - Batak	8, Petar Kanev Str.	035 532 160

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Pernik	1B, St.Ivan rilski Str.	076 604 907
RSFSCP - Pernik	4, Raiko daskalov Str.	076 602 727
RSFSCP - Radomir	3, Liuliakova Str.	077 782 472
RSFSCP - Zemen	11, Peshtersko shose Str.	077 412 459
RSFSCP - Breznik	4, Georgi Bundzholov Str.	077 513 873
RSFSCP - Tran	1, Mosalovska Str.	

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
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RDFSCP - Pleven	31, Kiril i Metodiy Str.	064 864 416 064 864 220 064 864 283 064 864 266 064 802 221
RSFSCP - Pleven	31, Kiril i Metodiy Str.	064 864 263 064 864 370 064 864 538 064 864 276
RSFSCP - Levski	43, Patriarch Evtimiy Str.	065 080 840
RSFSCP - Belene	50, Bulgaria Blvd	065 831 363
RSFSCP - Nikopol	3, Evropa Sq	065 412 042
RSFSCP - Guliantzi	10, Industrialna Str.	065 612 121
RSFSCP – Cherven briag	8, G.S. Rakovski Str.	065 992 222
RSFSCP - Knezha	1, Marin Boev Str.	091 327 061
RSFSCP Belene NPP	NEC EAD- Sofia – NPP branch – Belene	065 837 898

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Povdiv	33, Preslav Str.	032 632 213 032 632 203
01 RSFSCP - Povdiv	33, Preslav Str.	032 632 213 032 632 203
02 RSFSCP - Povdiv	5, kuklensko Shose Str.	032 670 580
03 RSFSCP - Povdiv	37, Tzar Boris III Obedinitel Blvd	032 902 222 032 962 572

04 RSFSCP - Povdiv	1, N. Shileva Str.	032 681 750
RSFSCP - Asenovgrad	37, Rechna Str.	033 167 458 033 160 128
RSFSCP - Karlovo	7, Hr. Prodanov Str.	033 594 680
RSFSCP - Stamboliiski	1, Yantra Str.	033 963 342
RSFSCP - Parvomay	1, Zornitca Str.	033 662 026
RSFSCP - Hisaria	2, Anton Bilin Str.	033 762 149
RSFSCP - Sadovo	21, Konstantin Malkov Str.	031 182 713
RSFSCP - Rakovski	Industrialna Str.	031 512 007 031 512 005

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RSFSCP - Razgrad	68E, Aprilso vazstanie Blvd	084 660 583 084 628 225
RSFSCP -Razgrad	68E, Aprilso vazstanie Blvd	084 660 583
RSFSCP - Isperih	16, Vasil Levski Str.	084 312 863
RSFSCP - Kubrat	16, P. Volov Str.	084 872 387

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Ruse	49, Skoblev Blvd	082 882 226 082 882 502 082 882 358
01 RSFSCP - Ruse	23, Treti Mart Blvd	082 882 368
02 RSFSCP - Ruse	300, Bulgaria Blvd	082 882 393
RSFSCP - Biala	109, Vasil Levski Str.	081 772 775
RSFSCP - Vetovo	13, Slivnitca Str.	081 612 875
RSFSCP – Slivo pole	29, Tzar Shishman Str.	081 312 897

RSFSCP – Dve mogili	1, Oborishte Str.	081 412 038
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Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Silistra	Village Kalipetrovo (KAT Building). 3, Shumensko Shose str.	086 832 307 086 832 112
RSFSCP - Silistra	Industrial Zone South	086 832 307
RSFSCP - Dulovo	6, V.Levski Str.	086 422 546
RSFSCP - Tutrakan	11, Slivnitca Str.	086 661 160

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP -Sliven	2, Dr Mirkovic Str.	
RSFSCP -Sliven	22A, G.S.Rakovski Str.	044 662 554
RSFSCP –Nova Zagora	3, P.bakalov Str.	045 762 640
RSFSCP -Kotel	Industrial Zone 1	045 342 445

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RSFSCP - Smolian	7, Petar Beron Str.	030 162 396
RSFSCP - Smolian	7, Petar Beron Str.	030 135 558
RSFSCP - Rudozem	3, Osvobojdenie Str.	030 654 509
RSFSCP - Madan	13, Perelik Str.	030 823 118
RSFSCP - Zlatograd	3, Progres Str.	030 714 030
SFSCP - Nedelino	106, Alexandar Stamboliiski Str.	030 722 011
RSFSCP - Banite	19, Han Asparuh Str.	030 252 133
RSFSCP - Chepelare	103, Vasil Delchev Str.	030 513 564
RSFSCP - Devin	1, Ivailo Str.	030 412 177

RSFSCP - Dospat	15, Trakia Str.	030 452 329
RSFSCP - Pamporovo	Kk Pamporovo Chepelare Municipality Administrative building, 2 floor	030 135 544

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
SDFSCP Sofia	46, Ekzarh Iosif Str.	02 9882 225
01 RSFSCP Sofia	46a, Ekzarh Iosif Str.	02 9821 871
02 RSFSCP Sofia	10, Petar Panaiotov Str.	02 9825 231
UPBZN – Novi Iskar	2, Stoe Djurov Str.	02 9874 157
03 RSFSCP Sofia	7, Sirma Voivoda Str.	02 9823 605
04 RSFSCP Sofia	7, Filip Kutev Str.	02 9825 237
05 RSFSCP Sofia	44, Alexandar Ekzarh Str.	02 9825 226
SFS Sofia Airport	1, Hristofor Columb Blvd	02 9373 011
06 RSFSCP Sofia	3, Siaina Str.	02 9821 795
07 RSFSCP Sofia	5, Aidemir Str.	02 9825 249
08 RSFSCP Sofia	2, Porutchik Nelelcho Bonchev Str.	02 9825 251
UPBZN - Kremikovci	Kremikovsko shose Str.	02 9823 921
09 RSFSCP Sofia	3, Maiski den Str.	02 8242 222

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RSFSCP - Sofia	71, Geo Milev Str.	02 9737 889 02 9875 112 02 9825 063
RSFSCP - Botevgrad	11, Svoboda Str.	072 360 160

RSFSCP - Godech	26, Sofiisko Shose	072 92 222
RSFSCP - Etropole	99, Ruski Blvd.	072 062 222
RSFSCP – Elin Pelin	1, Chernorizec Hrabar Str.	072 560 160
RSFSCP - Ihtiman	52, Sofronii Vrachanski Str.	072 482 222
RSFSCP - Kostinbrod	2, Slavianska Str.	072 160 160
RSFSCP - Kostenets	52A, Tzarigradsko Shose	071 422 222
RSFSCP - Pirdop	51, Tzar Osvoboditel Blvd	072 860 160
RSFSCP - Pravets	7, Stare reka Str.	071 333 955
RSFSCP - Samokov	22, Macedonia Blvd	072 260 160
RSFSCP - Slivnitca	14, Cap. Olimpi Panov Str.	072 72 222
RSFSCP - Svoge	29, Iskar Str.	072 62 222
RSFSCP - Koprivstica	26, G.Benkovski Str.	071 842 222
RSFSCP - Borovec		075 032516

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP – Stara Zagora	83, St. Kniaz Boris I Str.	042 665 509 042 665 297 042 623 112
RSFSCP - Stara Zagora	83, St. Kniaz Boris I Str.	
RSFSCP - Kazanlak	22, Starozagorska Str.	043 162 320
RSFSCP - Chirpan	14 Dr. Petar Genov Str.	041 692 252
RSFSCP - Galabovo	1, D.Kumanov Str.	041 862 531
RSFSCP - Radnevo	1, V Tereskova Str.	041 72 547
RSFSCP – Pavel Bania	1, Vtora (Second) Str.	043 613 262
RSFSCP - Gurkovo	1A, 1 May Str.	043 312 035

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Targovishte	3, Nikola Marinov Str.	060 162 293
RSFSCP - Targovishte	3, Nikola Marinov Str.	0601 67 738
RSFSCP - Popovo	1, Rakovska Str.	060 822 335 060 842 222
RSFSCP - Omurtag	Industrial Zone	060 562 066
RSFSCP - Antonovo	2, Shipka Str.	060 712 260

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Haskovo	111 Bulgaria Blvd. and Building 2 at 5 Svoboda Sq.	038 62 49 09 038 64 02 27
RSFSCP - Haskovo	12 A, Macedonia Str.	038 66 50 16 038 64 06 60
RSFSCP - Dimitrovgrad	7, Himkombinatska Str.	039 162 950
RSFSCP - Svilengrad	30, Treti Mart Str.	037 971 508
RSFSCP - Harmanli	15, Vazrazhdane Sq.	037 340 73
RSFSCP - Simeonovgrad	28, Aleko Konstantinov Str.	037 813 261 240
RSFSCP - Topolovgrad	9, Bulgaria Str.	047 021 17 257

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Shumen	15, Ohrid Str.	054 854 392

		054 854 288 054 854 413 054 854 506
RSFSCP – Novi Pazar	2, St. Nikola Str.	053 727 474
RSFSCP - Kaolinovo	19, Al.Batemberg Blvd.	053 612 003
RSFSCP – Veliki Preslav	2, Industrial Str.	053 842 216
RSFSCP - Smiadovo	37A, Hristo Botev Str.	053 512 830
RSFSCP - Varbitsa	135 A, Septemvriisko vazstanie Str.	053 912 170

Regional and local structures of DGFSCP (RSFSCP)	Address	Telephone
RDFSCP - Yambol	18, George Papazov Str.	046 662 581 046 662 005
RSFSCP - Yambol	60, Preslav Str.	046 661 241
RSFSCP - Elhovo	1, Ognebotetc Str.	047 888 310
FSCP - Straldzha	57, Alexandar Stamboliiski Str.	047 615 210

#### Requirements, procedures, instructions

Submission of applications

Free text

#### **II. Determination of the fee**

The fee shall be determined depending on the number of pags of the document issued.

#### **III. Document delivery**

After payment of the fee, the document will be provided to the applicant.

#### Legal basis

The Ministry of Interior Law

#### Payment

**Service is charged**

1. For verification and issuance of an official note, certificate, reference and certified copy of a document:

- for the first page - **2,50 BGN.**
- for each subsequent one - **1,00 BGN.**

2. For delivery or submission of a document in electronic form (CD, floppy disk) - The fee is determined in accordance with item 1.

**The service can be paid in one of the following ways:**

- Bank transfer
- At a desk, by a bank card.

### **1529 Issuance of Opinion on the compliance of the investment projects with the requirements for fire safety (in case of existing construction)**

Issuance of Opinion of Compliance of Investment Projects with the Fire Safety Requirements (Existing Construction)

Under:

○ Ordinance No I3-1971 of 29 October 2009 on the construction and technical rules and standards for fire safety in cases of fire – art. 7, para. 2

• Period of issuance:

○ 14 days

• Expiry of the document/individual administrative act:

○ indefinite

Administrative units

**Administrative units for submission of documents and receiving information on the file:**

- General Fire Safety and Civil Protection Directorate
- Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia,
- Country Dialling Code: 00359
- Phone number: 029821243
- Working hours: Standard working hours - 08:30 to 17:30.

The standard working time for the civil servants in the MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

- Requirements, procedures, instructions

## **Submission of applications**

A template is available

### Legal basis

Ordinance № I3-1971 of 29 October 2009 on the construction, technical rules and standards for fire safety in cases of fire

### Methods of payment

**The service is charged**

**Service is paid by:**

A bank transfer

Order:

### **1530 Issuance of Certificate to carry out activities related to fluorinated greenhouse gases.**

Issuing of certificate on the capability of persons and companies to carry out activities related to leakage checking, recovery of certain fluorinated greenhouse gases (F-Gases), installation, service, maintenance, repair or decommissioning of stationary fire-fighting equipment containing 5 t CO<sub>2</sub> equivalent or more FGD or 10 t CO<sub>2</sub> equivalent or more when sealed and labeled as such.

Registration

Type of business:

Activities related to fire safety and explosives safety

Under: Clean Air Act – art. 17, para. 3, p. 2

Regulation (EU) No 517/2014 of the European Parliament and of the Council on fluorinated greenhouse gases and repealing Regulation (EC) No 842/2006 – art. 10

Commission Regulation (EC) No 304/2008 of 2 April 2008 establishing, pursuant to Regulation (EC) No 842/2006 of the European Parliament and of the Council, minimum requirements and the conditions for mutual recognition for the certification of companies and personnel as regards stationary fire protection systems and fire extinguishers containing certain fluorinated greenhouse gases – art. 10

Certification body:

DG FSCP

Period of issuance:

14 days

- Expiry of the certificate/the individual administrative act:

5 years

- Limitations and provisions:

The issued certification document (certificate) is mutually recognized throughout the Community under the stipulations of art. 13 of Regulation (EC) No 304/2008

When a certificate is issued to a person, they must fulfill the following requirements:

- Have a secondary education or a higher education diploma
- Have passed a theoretical and practical examination covering skills and knowledge to work with fire protection equipment containing fluorinated greenhouse gases.

When the certificate is issued to companies, they must fulfill the following requirements:

- employment of certified personnel;
- dispose of the necessary tools available to the personnel engaged in activities for which certification is required.

### **Internet address for the service**

<https://e-uslugi.mvr.bg/ESP.Web.Portal/Services/Index>

- E-mail for proposals:

[nspab@mvr.bg](mailto:nspab@mvr.bg)

- Public register:

Register of persons and companies, holding certification documents (certificates) for carrying activities connected to equipment containing certain fluorinated greenhouse gases.

- Administrative units

**Administrative units where documents are submitted and information on the file is provided:**

DG FSCP

Address: Sofia region (capital), Sofia municipality, city of Sofia,

Country Dialling Code: 00359

Contact phone number: 029821243

Working hours: Standard Working hours - 08:30 to 17:30.

The usual working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in 5-days working week.

[Requirements, procedures, instructions](#)

### **Application submission (persons)**

Whenever application is submitted at the desk it must be addressed to the Director of DG FSCP

It shall be reviewed if the application has the necessary supporting documents attached to it, thereof:

1. When certificate is issued for the first time:
  - a. Notary certified copy of the diploma for completed secondary or higher education;
  - b. Certificate of passed theoretical and practical examination covering skills and competence to work with fire protection equipment containing fluorinated greenhouse gases, issued by the Academy of the Ministry of Interior
  - c. Picture of the applicant (passport size)
  - d. Document of paid state fees (in case the date of payment is not indicated in the application)
2. Upon renewal of the certificate before its expiry:
  - a. Certificate of attestation of the skills and knowledge of the person working on fluorinated greenhouse gases (the certification is done in ONE of the following manners):
    - i. Document for successfully passed examination of the skills and competence according to the Annex of Regulation (EC) No 304/2008, issued by the Academy of the Ministry of Interior.
    - ii. Employment record book verifying that the person has practiced without interruption the activities for which the certificate of competence has been issued in the past 3 years prior to the expiry of the duration of the certificate or
    - iii. Another document verifying that the person has practiced without interruption the activities for which the certificate of competence has been issued in the past 3 years prior to the expiry of the duration of the certificate.
  - b. Certificate of training for the required competence included in Art. 10 par. (3) of Regulation (EC) 517/2014, in case the certificate issued was granted on the basis of the repealed Regulation (EC) 842/2006 (Issued by the Academy of the Ministry of Interior)
    - i. Picture of the applicant (passport size)
    - ii. Document of paid state fees (in case the date of payment is not indicated in the application)
3. Where application is submitted by an authorized representative, a letter of attorney shall also be required, which shall be accompanied by a notary certification of the signature and shall contain the actions which the authorized representative may carry out for the purpose of obtaining the certificate. If a copy of the letter of attorney is presented, it must also be notary certified.

#### **Application submission (companies)**

Whenever application is submitted at the desk it must be addressed to the Director of DG FSCP

It shall be reviewed if the application has the necessary supporting documents attached to it, thereof:

1. When certificate is issued for the first time:

- a. Current state of commercial registration (in case Unified Identification Code is not listed in the application)
- b. Document certifying that the company is employer of the listed in the application certified personnel
- c. List of available equipment corresponding to provisions in Annex 2 of Ordinance №1 / 17.02.2017. The list contains information about the trade name, factory number, producer and year of production of each of the equipment tools
- d. Document of paid state fees (in case the date of payment is not indicated in the application)

When an application is submitted by an authorized representative, a letter of attorney shall also be required, which shall be accompanied by a notary certification of the signature and shall contain the actions which the authorized representative may carry out for the purpose of obtaining the certificate. If a copy of the letter of attorney is presented, it must also be notary certified.

#### **Instructions in case of inconsistencies**

If inconsistencies are detected in the submitted documents, the applicant shall be sent instructions for their removal.

The applicant must remove all inconsistencies within three days.

#### **Verification on the spot (companies)**

A check is made whether:

the equipment declared in the application complies with the actual situation

the declared certified personnel is present

#### **Issuing of certificate or termination of the file**

If all necessary documents are provided and are in compliance with the current legislation in the Republic of Bulgaria, a Certification document (Certificate) is issued.

In case of non-compliance with the instructions for removal of inconsistencies or non-compliance with the specified terms, the applicant shall be notified of the termination of the initiated procedure for issuing of Certificate document.

#### **The service is charged**

For the service there is a fixed fee of BGN 53.

#### **Service payment methods:**

Bank transfer

Electronically



Service:

**1531 Issuing of expert assessment for presence of highly flammable and/or combustible liquids and for presence of an electrical short-circuit on open copper conductors**

The expert assessment shall be issued upon request by natural or legal persons where they need expert advice on the presence of flammable and/or combustible liquids and for presence of electric short-circuit on open copper conductors

Under:

The Ministry of Interior Act – art 136 in connection to  
Regulation on the structure and activities of the Ministry of Interior - Art. 59, para. 2, item 8,  
Regulation on the structure and activities of the Ministry of Interior

Certification body providing the administrative service:

Expert assessment is signed by the expert in charge of its preparation.

Deadline for issuance:

According to contract

Expiry of the certificate/individual administrative act:

Procedure, including deadlines for appealing the actions of the certification body providing the administrative service:

It is not an individual administrative act and is not a subject to appeal

Limitations and provisions:

Expert assessment is prepared on grounds of contract between the applicant and the Director of DG FSCP

Administrative units

**Administrative units where documents are submitted and information related to the file is provided:**

DG FSCP

Address: Region of Sofia (capital), Sofia Municipality, City of Sofia,

Country Dialling Code: 00359

Phone number: 029821243

Working hours: Standard working hours, from 08:30 to 17:30. The standard working time of officials of the Ministry of Interior is 8 hours a day, 40 hours a week in a 5-day working week.

Requirements, procedures, instructions

**Application submission (persons)**

Request is made by application submission.

The request is supported by the respective study samples.

### **Contract preparation**

The expert assigned for the sample research checks the presence of the samples described in the request and performs a visual analysis. He prepares a bilateral contract between the physical or legal person and the Director of DG FSCP

### **Drawing up an expert assessment**

When ready two copies of the expert assessment shall be printed out and signed by the expert/s conducting the research. The first copy shall be sent to the assigning person and the second one shall be kept in the archives of the DG FSCP

### Methods of payment

#### **The service is paid**

Price is calculated by combining the following:

For each hour spent on the assignment, a remuneration of 2.3% of the established minimum wage for the country is paid on the date of awarding of the contract

Supply costs

#### **Methods of payment**

**Bank transfer**

### Ministry of Interior

Service:

**1772 Performing tests under a contract to determine the fire performance of products and to issue a test report and/or classification**

### Administrative units

**Administrative units for submission of the documents and receiving information on the course of the file:**

General Directorate Fire Safety and Civil Protection

- Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia,
- Dialling code: 00359
- Phone number: 029821243
- Working hours: Standard working hours from 08:30 to 17:30, Standard working day duration for civil servants in the MoI is 8 hours per day and 40 hours per week in a 5-day-working week.

- Based on:
  - The Ministry of Interior Act: Art. 136, para.1. items 1 and 5 and Art. 136, para 2
  - Body, issuing an individual administrative act:
    - Directorate General Fire Safety and Civil Protection
  - Deadline for submission:
    - Pursuant to clauses of a concluded contract under Article 136, paragraph 2 of the Ministry of Interior Act.
    - Duration of the document/individual administrative act:
      - Demonstrated until: issuance of a duplicate; when changing the components of the product; or cases other than those in which the requirements of the legislative acts are no longer fulfilled.
    - Body to appeal an individual administrative:
      - Directorate General Fire Safety and Civil Protection
      - Order, including time limits for appealing the actions of the service provider:
        - Appeal is according to the established Management System of an accredited conformity assessment body in compliance with BDS EN ISO / IEC 17025.
    - Internet address for the service:
      - o <https://www.mvr.bg/gdpbzn>
    - Email address for suggestions:
      - o [nspab@mvr.bg](mailto:nspab@mvr.bg)

**Administrative units**

**Administrative units for submission of the documents and receiving information related to the file:**

General Directorate Fire Safety and Civil Protection

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia,

Country Dialling Code: 00359

Phone number: 029821243

Working hours: Standard working hours from 08:30 to 17:30

Standard working day duration for civil servants in MoI is 8 hours per day and 40 hours per week in a 5-day-working week.

**Requirements, procedures, instructions**

Submit a request to perform the service

REQUEST (according to the form) available on the internet page of DGFSCP-MoI

- 1 The request must contain at least:
  - Full name, address and telephone number of the applicant;
    - the applicant responsible for the test: (manufacturer or his authorized representative, importer or control body);
  - name, manufacturer and composition of the test product;
  - the applicant's Unique Identification Number;
    - a document certifying the status of the manufacturer and the authorized representative: for persons registered abroad - original or copy of a registration document (judicial or other certificate under the legislation of the state of registration of the legal entity);
    - the application filed by an authorized representative must be accompanied by a notarised power of attorney issued by the manufacturer. The power of attorney must contain the actions the authorized representative is authorized to perform in connection with the assessment of the material or product.
- NOTE: The documents certifying the status of the manufacturer/ authorized representative must be certified and legalized in accordance with the established international order (published on the website of the Ministry of Foreign Affairs).

Attached documents submitted in a foreign language must be accompanied by authorized Bulgarian translation.

Attached copies of documents must be certified, signed and stamped by the applicant, and stamped or handwritten "True to the original" on each page.

One test may require a test for no more than 2 products. The contract is concluded for the number of products requested.

### **Irregularity guidelines**

If an irregularity is found in the submitted documents, the applicant shall be notified in writing of their removal.

Irregularity must be removed within 10 days.

### **Issuing of the document or cessation of proceedings**

In the execution of the obligations under a contract concluded by the contracting authority and the contractor, a test report shall be issued.

Legal basis

The Ministry of Interior Act

Payment

### **The service is charged**

The service is charged according to approved "Fees for typical services provided by DGFSCP-MoI in compliance with The Ministry of Interior Act and the Regulation for the structure and activity of the Ministry of Interior

#### **Service payment:**

By bank transfer

#### **Issuing a Classification Protocol**

#### **Submitting a request to perform the service**

**REQUEST (according to the form) available on the internet page of DGFSCP-MoI**

#### **Issuing a Classification Protocol**

**REQUEST (according to the form) available on the internet page of DGFSCP-MoI**

- 1 The request must contain at least:
  - Full name, address and telephone number of the applicant;
    - the applicant responsible for the test: (manufacturer or his authorized representative, importer or control body);
  - name, manufacturer and composition of the test product;
  - the applicant's Unique Identification Number;
    - Documents certifying the manufacturer's status:
      - for persons registered in the Republic of Bulgaria - current certificate of commercial registration, where no single identification code is provided under the Commercial Register Act;
      - for persons registered abroad - original or copy of a registration document (judicial or other certificate according to the legislation in the state of registration of the legal entity), certified and legalized
  - Parts of the technical dossier of the products as follows:
    - Technical documentation (drawings) of the product;
    - Test papers issued by an accredited (certified) laboratory. The tests shall be carried out in accordance with the current versions of the technical specifications under Art. 8, para. 1, item 2 and 3 of the NURWSPSRB or the revoked versions of the same specifications within two years of their replacement/cancellation
  - Design instructions and/or installation instructions.
  - The protocol is issued for the type of product tested.

Attached documents submitted in a foreign language must be supplemented by authorized Bulgarian translation.

Attached copies of documents must be certified, signed and stamped by the applicant, and stamped or handwritten "True to the original" on each page

The power of attorney must contain the specific actions that the authorized representative may perform by issuing a classification report.

Legal basis

The Ministry of the Interior Act

Payment

**For the service "Issuing a fire classification protocol under BDS EN 13501-1" a fixed fee of BGN 185 is paid.**

The fee is determined in accordance with Art. 31b, item 2 Tariff No 4 on the fees collected in the system of the Ministry of Interior under the State Fees Act.

**Service payment:**

By bank transfer

**For the service "Issuing a fire classification protocol under BDS EN 13501-2" a fixed fee of BGN 281 is paid.**

The fee is determined in accordance with Art. 31b, item 1 Tariff № 4 for the fees, which are collected in the system of the Ministry of Foreign Affairs under the State Fees Act.

**Service payment:**

By bank transfer

Service:

**1773 Issuance of a duplicate of the issued documents by FSCP authorities**

Based on:

- The Ministry of Interior Act - Art. 18, para 1

Period of issuance

- 7 days

Period of validity of the document/individual administrative act:

- indefinite

**Administrative units for submission of the documents and receiving information related to the file:**

General Directorate Fire Safety and Civil Protection

Address: Region of Sofia (capital), Sofia municipality, city of Sofia,  
Country Dialing code 00359

Phone number: 029821243

Working hours: Standard working hours from 08:30 to 17:30

Standard working day duration for civil servants in the MoI is 8 hours per day and 40 hours per week in a 5-day-working week.

Requirements, procedures, instruction

**Submission of application**

In a template

Legal basis

The Ministry of the Interior Act

Payment

**The service is charged**

**Service payment:**

By bank transfer

Service:

### **2825 Conduct conformity assessment of a firefighting product**

Issuance of certificate for conformity of a firefighting product with the technical requirement for it

- Based on:

- The Ministry of Interior Act - Art. 17, para. 2, unit 5

- Authority providing the administrative service:

- General Directorate Fire Safety and Civil Protection

- Period of issuance:

14 days

- Period of validity of the document/individual administrative act:

- 5 years

- Body to appealed an individual administrative act:

- Minister of Interior

- Order, including time limits for appealing the actions of the service provider:

- According to the Administrative Procedure Code

- Limitations and conditions:

- Register of the certificates of conformity issued for firefighting products

List of certified products for firefighting

- E-mail address for proposals:

- [nspab@mvr.bg](mailto:nspab@mvr.bg)

Administrative units

#### **Administrative units for submission of the documents and receiving information related to the file:**

General Directorate Fire Safety and Civil Protection

Address: Region of Sofia (capital), Sofia municipality, City of Sofia,

Country Dialing Code: 00359

Phone number: 029821243

Working hours: Standard working hours from 08:30 to 17:30

The standard working day duration for civil servants in the MoI is 8 hours per day and 40 hours per week in a 5-day-working week.

## Requirements, procedures, instructions

### **I. Submission of request for service**

The request is in Annex 3 to Art. 11 of ORDINANCE № 8121z-906 from 30 July 2015 on requirements for firefighting products, the procedure for assessment and verification of their compliance with these requirements, the obligations of manufacturers, importers and distributors of firefighting products and the procedure for control.

The request must be supplemented by:

- Documents certifying the status of the manufacturer (for persons registered abroad).

When submitting documents by an authorized representative it is also necessary to provide a letter for authorization, specifying concrete activities which the authorized representative can carry out for assessment of the conformity of the firefighting product. The authorization has to be legalized under the established international order.

- Documents (protocols, orders etc.) with results from tests by accredited laboratories, certifying fulfillment of requirements in compliance with Chapter Two of ORDINANCE No 8121z-906 from 30 July 2015.

When documents are issued by the Testing Center for Fire Safety at DG Fire Safety and Civil Protection - MoI, it is not mandatory to attach them to the request. In the request indicated in handwriting must be the registration number of the document by which the applicant declares consent for the protocol mentioned to be used for issuance of the requested certificate for conformity of firefighting product.

- Valid certificate issued by accredited body for certification of management systems, certifying an implemented quality management system complying with BSS EN ISO 9001 "Quality management systems. Requirements" with a scope „production of firefighting products” or valid certificate for factory production control issued by a body accredited in compliance with Regulation (EC) 765/2008 of the European Parliament and of the Council from 9 July 2018 setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC) 339/93. Scope of both documents has to be in compliance with Art. 9 of the Ordinance.

Certificate is issued for a single product. When applying for a series of products, a certificate is issued for each product individually.

The attached documents, presented in a foreign language, must be supplemented by a correct translation into Bulgarian.

The enclosed copies of documents must be certified, signed and stamped by the applicant and stamped or handwritten "True to the original" on each page.

With one application the applicant may request the issuance of certificates for no more than 5 products with a specified state fee paid for every one of them.

## **II. Guidance in case of irregularities**

Where irregularities are found in the documents submitted, the applicant shall be notified in writing for their removal.

Irregularities shall be removed in a period of 10 days.

## **III. Issuance of document or termination of procedure**

When all necessary documents are available and their compliance with the legislation in force is found, a letter to the applicant is sent requesting second stage payment for the service.

Following the payment a certificate for conformity of firefighting product is issued.

In case of non-compliance with the instructions for removal of irregularities or non-observance of the specified term, the applicant shall be notified of the termination of the initiated procedure for issuance of a certificate of conformity.

## **IV. Entry in the "List of firefighting products " of a product for which a certificate from a certifying body is issued**

A template application shall be submitted with the following attachments:

- Documents certifying the status of the producer, for response registered abroad
- Valid certificate for conformity of the product issued by a certified body, accredited for assessment of conformity in the respective field (according to Art. 10, para. 3 of the Ordinance).
- Valid certificate issued by accredited body for certification of management systems, certifying an implemented quality management system complying with BSS EN ISO 9001 "Quality management systems. Requirements" with a scope "production of firefighting products" or valid certificate for factory production control issued by a body accredited in compliance with Regulation (EC) 765/2008 of the European Parliament and of the Council from 9 July 2008 setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC) 339/93. The scope of both documents must be in compliance with Art. 9 of the Ordinance.
- Instructions for use in Bulgarian.

When submitting documents by an authorized representative, it is necessary to provide an authorization paper issued by the producer or his/her commissioned representative. The authorization must contain concrete activities which the authorized representative can perform in order to enter the product concerned in the „list of firefighting products” (according to Art. 30, para. 1 of the Ordinance), for which a certificate by a certifying body is issued. The authorization document must be legalized under the established international rules.

There is no limit to the number of products for which a request for entry in the list under Art. 30 of the Ordinance is submitted.

The attached documents, presented in a foreign language, must be supplemented by a correct translation into Bulgarian.

The enclosed copies of documents must be certified, signed and stamped by the applicant and stamped or handwritten "True to the original" on each page.

For entry in the list under Art. 30 of the Ordinance, no state fee is due, according to Tariff № 4 for the fees collected in the system of the Ministry of Interior under the State Fees Act, adopted by Council of Ministers Decree No. 53 of 1998 (SG, No. 27 /1998).

#### Templates

Request for registration in the „List of firefighting products” of a product having a certificate issued by certifying authority

Request for issuance of certificate for conformity of a firefighting product

#### Legal basis

The Ministry of Interior Act

#### Payment

**The services is charged on fixed amount of 350 BGN**

The fee is in compliance with the Tariff on fees collected in the system of Ministry of Interior under the State Fees Act.

The fee can be paid in stages:

First stage – review of documents - 225 BGN.

Second stage – issuance of individual administrative act - 125 BGN.

#### **Service payment:**

By bank transfer

#### **Service:**

#### **3000 Issue a permit change for carrying out activities for ensuring fire safety of sites and/or maintenance and service of tools, systems and equipment for fire safety**

Change in requirements or circumstances under which a permit for carrying out activities for ensuring fire safety of sites and/or maintenance and service of tools, systems and equipment for fire safety had been issued.

- 
- Based on:
  - The Ministry of Interior Act - Art. 132

- Tariff № 4 for the fees collected by MoI according the State Fees Act - Art. 31a, para. 2
- 
- Body issuing an individual administrative act:
  - Director of General Directorate Fire Safety and Civil Protection -MoI, Director of Regional Directorate of Fire Safety and Civil Protection
- Period of issuing:
  - 1 month
- Period of validity of the document/individual administrative act:
  - Indefinitely
- Web site at which service is provided:
  - <https://www.mvr.bg/gdpbzn/>
- Email address for proposals:
  - [nspab@mvr.bg](mailto:nspab@mvr.bg)

### **Administrative units**

#### **Administrative units where documents are filed and information is received on the file:**

Regional Directorate of Fire Safety and Civil Protection – Blagoevgrad

Address: reg. Blagoevgrad, Blagoevgrad Municipality, Blagoevgrad,

Dialing code: 073

Contact phone: (073)67273

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Metropolitan Directorate of Fire Safety and Civil Protection

Address: reg. Sofia (Capital), Stolichna Municipality, City of Sofia, Oborishte,

Dialing code: 02

Contact phone: 25902

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Yambol

Address: reg. Yambol, Yambol Municipality, Yambol,

Dialing code: 046

Contact phone: 46412

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection – Haskovo

Address: reg. Haskovo, Haskovo Municipality, Haskovo,

Dialing code: 038

Contact phone: 40221

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Shumen

Address: reg. Shumen, Shumen Municipality, Shumen,

Dialing code: 054

Contact phone: 54518

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Targovishte

Address: reg. Targovishte, Targovishte Municipality, Targovishte,

Dialing code: 0601

Contact phone: 60363

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection – Stara Zagora

Address: reg. Stara Zagora, Stara Zagora Municipality, Stara Zagora,

Dialing code: 042

Contact phone: 42423

Working hours: Standard working hours: 08:30 to 17:30

The usual working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in 5-days working week.

Regional Directorate of Fire Safety and Civil Protection - Sofia

Адрес: Рег. Sofia, Sofia Municipality,

Dialing code: 02

Contact phone: (02)25199

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Smolyan

Address: reg. Smolyan, Smolyan Municipality, Smolyan,

Dialing code: 0301

Contact phone: 35543

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Sliven

Адрес: рег. Sliven, Sliven Municipality, Sliven,

Dialing code: 044

Contact phone: 44220

Working hours: Standard working hours from 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Silistra

Address: reg. Silistra, Silistra Municipality, Silistra,

Dialing code: 086

Contact phone: 86513

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Ruse

Address: reg. Ruse, Ruse Municipality, Ruse,

Dialing code: 082

Contact phone: 82441

Working hours: Standard working hours: 08:30 to 17:30

The contact working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Razgrad

Address: reg. Razgrad, Razgrad Municipality, Razgrad,

Dialing code: 084

Contact phone: 84302

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Plovdiv

Address: reg. Plovdiv, Plovdiv Municipality, Plovdiv, Centralen,

Dialing code: 032

Contact phone: 32284

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Pleven

Address: reg. Pleven, Pleven Municipality, Pleven,

Dialing code: 064

Contact phone: 64526

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Pernik

Address: reg. Pernik, Pernik Municipality, Pernik,

Dialing code: 076

Contact phone: 76255

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Pazardzhik

Address: reg. Pazardzhik, Pazardzhik Municipality, Pazardzhik,

Dialing code: 034

Contact phone: 34244

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Montana

Address: reg. Montana, Montana Municipality, Montana,

Dialing code: 096

Contact phone: 96221

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Lovech

Address: reg. Lovech, Lovech Municipality, Lovech,

Dialing code: 068

Contact phone: 68377

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Kyustendil

Address: reg. Kyustendil, Kyustendil Municipality, Kyustendil,

Dialing code: 078

Contact phone: 57366

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Kardzhali

Address: reg. Kardzhali, Kardzhali Municipality, Kardzhali,

Dialing code: 0361

Contact phone: 69563

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Dobrich

Address: reg. Dobrich, Dobrich Municipality, Dobrich,

Dialing code: 058

Contact phone: 58122

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Gabrovo

Address: reg. Gabrovo, Gabrovo Municipality, Gabrovo,

Dialing code: 066

Contact phone: 66373

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Vratsa

Address: reg. Vratsa, Vratsa Municipality, Vratsa,

Dialing code: 092

Contact phone: 92616

Working hours: Standard working hours: 08:30 to 17:30

The usual working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in 5-days working week.

Regional Directorate of Fire Safety and Civil Protection - Vidin

Address: reg. Vidin , Vidin Municipality, Vidin,

Dialing code: 094

Contact phone: (094)94493

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Veliko Tarnovo

Address: reg. Veliko Tarnovo, Veliko Tarnovo Municipality, Veliko Tarnovo,

Dialing code: 062

Contact phone: (062)62110

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Varna

Address: reg. Varna, Municipality Varna, Varna, Mladost,

Dialing Code: 052

Contact phone: 52713

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Regional Directorate of Fire Safety and Civil Protection - Burgas

Address: reg. Burgas, Burgas municipality, Burgas,

Dialing code: 056

Contact phone: (056)56278

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

General Fire Safety and Civil Protection Directorate

Address: reg. Sofia (capital), Sofia Municipality, City of Sofia,

Country Dialing Code: 00359

Contact phone: 029821243

Working hours: Standard working hours: 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

## **Requirements, procedures, instructions**

### **Notification**

The authorized entity/person that have permit to carry out fire safety activities and/or maintenance and servicing of fire safety devices, systems and equipment shall notify the Issuing Authority in case of:

1. Personnel change;
2. Trade registration change;
3. Any other change on the permit issuing circumstances

Notification shall be given in 14 days from the date of the prosecution with attached documents filled according Tariff № 4 for the fees collected by MoI according the State Fees Act 4

### **Documents evaluation**

The Competent Authority assesses the completeness of the documents and regulatory requirements compliance.

In case of incompleteness and/or regulatory requirements discrepancies, the Applicant shall be notified in writing and shall receive instructions and 30-day time limit for elimination of the inaccuracies.

If founded deficiencies and/or discrepancies are not remedied within the above deadline, the procedure of permit changing shall be terminated.

### **Registration of the change**

The Competent Authority shall register the change within one month.

### [Templates](#)

Notification template for permit change for carrying out activities for ensuring fire safety of sites and/or maintenance and service of tools, systems and equipment for fire safety

Based on

The Ministry of Interior Act

Tariff № 4 for the fees collected by MoI according the State Fees Act

### [Payment](#)

#### **The service is charged**

At the moment there are POC terminals in:

- Directorate Fire Safety and Civil Protection - Sofia;
- Regional Directorate FSCP-Varna;
- Regional Directorate FSCP -Bourgas.

Forthcoming installation of PoC terminals in 32 FSCP structures.

#### **The service can be paid in one of the following ways:**

At a desk with bank card service

Bank transfer