

1.	Name of service	Adjustment of the certificate of the registration of the location of the activity involving precursors of narcotic and psychotropic substances (hereinafter referred to as "the registration certificate")
2.	Recipients of service	Economic entity which holds a registration certificate
3.	Type of service: electronic/ non-electronic	Electronic
3.1	Link to electronic service	https://www.epaslaugos.lt/portal/service/29242/13222?searchId=d8a0bb9e-7d61-4bd8-a671-800e4e51fbf7
3.2	Link to online application form (when electronic service unavailable)	
4.	Timeframe of service	Registration certificate shall be adjusted not later than within 30 working days from the date of receipt of properly executed documents. In case not all documents have been provided the term shall be calculated from the date on which all documents have been submitted.
5.	Fees of service	State fee for the adjustment of the registration certificate - 26 Eur.
6.	Cross-border payment measures and procedure	Beneficiary of the state fee – State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania, code 188659752, the fee shall be paid to the budget revenues collection account Payment code 5753.
7.	Description of process for obtaining a service	Economic entity shall pay a state fee of the set amount and shall submit an application and required documents. 2. The Drug, Tobacco and Alcohol Control Department (hereinafter referred to as "the Department") shall handle the application. 3. The Department shall take a decision to adjust a registration certificate 4. An adjusted paper registration certificate shall be issued. 5. Information on the adjustment of the registration certificate shall be announced in the Licences Information System .

8.	List of documents to be submitted to obtain a service	<p>1. Application;</p> <p>2. If the address/addresses of the location of the activity are adjusted, the economic entity shall provide documents of the premises in which it intends to run activity related with precursors of narcotic and psychotropic substances of the 2nd and/or 3rd category, documents from State Enterprise Centre of Registers:</p> <p>2.1. copy of the plan (from real property cadastral measurement file) of the premises in which the economic entity will be running activity related with precursors of narcotic and psychotropic substances of the 2nd and/or 3rd category approved by the signature of the manager or of the person authorized by him.</p> <p>2.2. copy of the explication of the interior areas of the building from the cadastral measurement file of the real property object approved by the stamp of the entity (if it is obliged to have a stamp) and by the signature of the manager or a person authorized by him.</p> <p>3. Statement on conformity with the requirements for the protection and storage of precursors of narcotic and psychotropic substances of the 2nd and/or 3rd category .</p>
9.	Contact details of the authority providing a service (position of responsible employee, name and surname, e-mail, phone no.)	Rita Vaitiekūnaitė, Chief Specialist of tobacco, alcohol, narcotic and psychotropic substances precursors licensing division. Tel (8 5) 266 8091, email rita.vaitiekunaite@ntakd.lt
10.	Information concerning available remedies	Based on the procedure laid down by the Law on Administrative Proceedings of the Republic of Lithuania
11.	Contact details of organisations from which providers or recipients can obtain practical assistance	