

1.	Name of service	Adjustment of the permit to engage in activity involving substances included in list IV of narcotic and psychotropic substances (hereinafter referred to as "the permit")
2.	Recipients of service	Legal person which holds a permit
3.	Type of service: electronic/non-electronic	Non-electronic
3.1.	Link to electronic service	http://ntakd.lrv.lt/uploads/ntakd/documents/files/Licencijavimas/IV%20Osarasas/2018%20Parai%C5%A1kos%20forma.docx
3.2.	Link to online application form (<i>when electronic service unavailable</i>)	
4.	Timeframe of service	Decision on the adjustment of the permit shall be taken not later than within 30 days from the date of receipt by the Department of the application and all documents required to adjust a permit. In case of providing not all the documents, not completely filled in documents, documents failing to comply with the set requirements or incorrect data the term shall be calculated from the date on which all or supplemented (adjusted) documents have been received.
5.	Fees of service	State fee for the adjustment of the permit –85 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	Legal person 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 permit. 4. The permit for the legal person shall be adjusted using Licences Information System .
8.	List of documents to	1. When address of the location of the activity is changed it is requested:

	be submitted to obtain a permit	<p>1. To submit an application.</p> <p>2. To obtain from real property cadastral measurement file a copy of the plan of the premises, in which activity involving substances included in list IV of narcotic and psychotropic substances is planned to be carried out, approved by the signature of the manager of the legal person or a person authorized by him and by mark of veracity</p> <p>When the type of activity is changed and when the name of the substance/substances to be involved in the activity and included in list IV of narcotic and psychotropic substances is changed, the following shall be submitted:</p> <p>1. Application.</p> <p>2. Statement on the readiness to carry out activity involving substances included in list IV of narcotic and psychotropic substances.</p>
9.	Contact details of the authority providing a service (position of responsible employee, name and surname, e-mail, phone no.)	Irena Žlabienė, Chief Specialist of tobacco, alcohol, narcotic and psychotropic substances precursors licensing division. Tel. 8 7066 80 91, email irena.zlabiene@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	