

“PROCEDURES AND PRINCIPLES REGARDING PUBLIC SERVICE, REGULATION”

**ISTANBUL PROVINCE CULTURE AND TOURISM DIRECTORATE**  
**SERVICE STANDARDS TABLE**

SEQUENCE NUMBER	SERVICE NAME	DOCUMENTS FOR APPLICATION	SERVICE COMPLETION TIMETABLE. (OFFICIAL)
1	Shooting permission (Cinema, Tv series , Advertisement, Clip, TV Program)	1) Photocopy of signatory circulars of company authority 2) Photocopy of passport of company authority 3) Photocopy of the activity documents of company 1) Photocopy of the producer document (it's not mandatory) 2) Signed and stamped petition on the company's letterhead	4 Days
2	Shooting permission (Amateur Short Metrage, Student)	1) Petition(a formal written request) 2) Passport / Photocopy of student ID card	4 Days
3	Movie shooting and photo taking permission in museums	1) Petition should include (The place, date and number of people to be photographed and their nationality) 2) Photocopy of passport 3) Bank receipt showing that the specified fee paid to the Ministry's related account. 4) Contracting with our museum directorate	4 Days
4	Movie Shooting in libraries	For filming, imitation, reproduction, stamping Ministry's permission is required. 1) Petition(a formal written request)	20 Days
5	Photo taking in libraries	For photo taking, directorate's permission is enough. Petition(a formal written request)	3 Days

Please contact us if the application or services can not be completed within a certain period or if additional documents are required.

**Place for application** : PROVINCIAL CULTURE AND TOURISM DIRECTORATE  
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**Place for application** : PROVINCIAL CULTURE AND TOURISM DIRECTORATE  
Name and Surname : Nedret APAYDIN  
Degree : Director  
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