

**On approval of the Rules for execution, issue, replacement, return, withdrawal and destruction of passport of a citizen of the Republic of Kazakhstan, identity card of a citizen of the Republic of Kazakhstan, residence permit of a foreigner in the Republic of Kazakhstan, stateless person certificate and refugee certificate**

*Invalidated Unofficial translation*

Decree of the Government of the Republic of Kazakhstan dated August 26, 2013 № 852. Abolished by the Decree of the Government of the Republic of Kazakhstan dated 09/01/2023 No. 758

Unofficial translation

Footnote. Abolished by the Decree of the Government of the Republic of Kazakhstan dated 09/01/2023 No. 758 (effective after ten calendar days after the date of its first official publication).

Footnote. The heading as amended by the Decree of the Government of the Republic of Kazakhstan dated 25.11.2020 No. 789 (shall enter into force after the date of entry into force of the relevant amendments and additions to the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget" (Tax Code)).

In accordance with subparagraph 1), Article 25 of the Law of the Republic of Kazakhstan dated January 29, 2013 “On personal identification documents”, the Government of the Republic of Kazakhstan **DECREES AS FOLLOWS:**

1. To approve the attached Rules for execution, issue, replacement, return, withdrawal and destruction of passport of a citizen of the Republic of Kazakhstan, identity card of a citizen of the Republic of Kazakhstan, residence permit of a foreigner in the Republic of Kazakhstan, stateless person certificate and refugee certificate.

Footnote. Clause 1 as amended by the Decree of the Government of the Republic of Kazakhstan dated 25.11.2020 No. 789 (shall enter into force after the date of entry into force of the relevant amendments and additions to the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget" (Tax Code)).

2. Some resolutions of the Government of the Republic of Kazakhstan as per Annex to this Decree shall be deemed to have lost force.

3. Central executive authorities of the Republic of Kazakhstan, governmental authorities under the control of and accountable to the President of the Republic of Kazakhstan (as may be agreed) shall take measures arising from this Decree.

4. This Decree shall enter into force upon expiration of ten calendar days after its first official publication.

Approved by  
the Decree of the Government of  
the Republic of Kazakhstan  
dated August 26, 2013 No. 852

**Rules for execution, issue, replacement, return, withdrawal and destruction of passport of a citizen of the Republic of Kazakhstan, identity card of a citizen of the Republic of Kazakhstan, residence permit of a foreigner in the Republic of Kazakhstan, stateless person certificate and refugee certificate**

Footnote. The heading as amended by the Decree of the Government of the Republic of Kazakhstan dated 25.11.2020 No. 789 (shall enter into force after the date of entry into force of the relevant amendments and additions to the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget" (Tax Code)).

**Chapter 1. General Provisions**

Footnote. The heading of Chapter 1 as amended by the Decree of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication).

1. These Rules for execution, issue, replacement, return, withdrawal and destruction of passport of a citizen of the Republic of Kazakhstan, identity card of a citizen of the Republic of Kazakhstan, residence permit of a foreigner in the Republic of Kazakhstan, stateless person certificate or refugee certificate (hereinafter referred to as the Rules) are developed in accordance with Subparagraph 1) of Article 25 of the Law of the Republic of Kazakhstan dated January 29, 2013 "On personal identification documents" (hereinafter referred to as the Law) and determine procedures for execution, issue, replacement, return, withdrawal and destruction of passport of a citizen of the Republic of Kazakhstan, identity card of a citizen of the Republic of Kazakhstan, residence permit of a foreigner in the Republic of Kazakhstan, stateless person certificate or refugee certificate (hereinafter referred to as personal identification documents).

Footnote. Clause 1 as amended by the Decree of the Government of the Republic of Kazakhstan dated 25.11.2020 No. 789 (shall enter into force after the date of entry into force of the relevant amendments and additions to the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget" (Tax Code)).

2. Basic definitions used in these Rules:

1) stateless person certificate - is a personal identification document of an individual having no evidence of his/her affiliation with citizenship of any state;

- 2) refugee certificate - a personal identification document certifying refugee status;
- 3) identity document - a document of the established form with information recorded in it about the personal data of an individual, which makes it possible to establish the identity and legal status of its owner for the purpose of identifying an individual, issued on a tangible medium or, in cases specified by this Law, in electronic form;
- 4) identity card of a citizen of the Republic of Kazakhstan is a personal identification document of a citizen certifying citizenship of the Republic of Kazakhstan;
- 5) passport of a citizen of the Republic of Kazakhstan is a personal identification document certifying citizenship of the Republic of Kazakhstan within the Republic of Kazakhstan and beyond;
- 6) certificate of return is a personal identification document certifying right of its holder for a single entrance to the Republic of Kazakhstan;
- 7) birth certificate is a personal identification document certifying the identity of an individual certifying state registration of his/her birth;
- 8) excluded by the Decree of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication);
- 9) competent governmental agency is internal affairs authorities performing within the scope of their competence execution, issue, replacement, withdrawal or destruction of personal identification documents;
- 10) international passport is a document recognized by the Republic of Kazakhstan as a personal identification document of a foreigner of a stateless person certifying their legal status;
- 11) residence permit of a foreigner in the Republic of Kazakhstan is a document certifying the identity of a foreigner within the Republic of Kazakhstan and certifying his/her obtainment of permit for permanent residence in the Republic of Kazakhstan;
- 12) pre-printed form is a printed controlled form with a number and bar code, which is a data medium to be entered into information database for documented population of the Republic of Kazakhstan (hereinafter referred to as the database) and used further for the purposes of person identification with documents issued;
- 13) travel document is a document issued to foreigners and stateless persons for exit from the Republic of Kazakhstan.

Footnote. Clause 2 as amended by the Decree of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication); dated 25.11.2020 No. 789 ( shall enter into force after the date of entry into force of the relevant amendments and additions to the Code of the Republic of Kazakhstan "On taxes and other obligatory

payments to the budget" (Tax Code)); dated 10.10.2022 No. 806 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

3. Personal identification documents issued by a competent governmental authority of the Republic of Kazakhstan are governmental property and contain the following data:

- 1) last name, first name, and patronymic (if any);
- 2) date and place of birth;
- 3) sex;
- 4) national affiliation at the discretion of a holder in personal identification documents specified in subparagraph 4), 5) Paragraph 2 of these Rules;
- 5) citizenship;
- 6) photo;
- 7) name of issuing authority;
- 8) issue date, document number, period of validity;
- 9) signature of holder;
- 10) individual identification number (except for refugee certificate).

**Note!**

Subparagraph 11) is suspended till 01.01.2024 by the Decree of the Government of the Republic of Kazakhstan dated 20.02.2023 No. 141.

11) fingerprints of the hands of a document holder, who reached the age of sixteen and above, as well as at the age from twelve to sixteen, in cases, established by the Law of the Republic of Kazakhstan dated December 30, 2016 "On dactyloscopic and genomic registration".

**Footnote. Clause 3 as amended by the Decree of the Government of the Republic of Kazakhstan dated 12.01.2018 No. 8 (shall enter into force from 01.01.2021).**

4. A passport of a citizen of the Republic of Kazakhstan, an identity card of a citizen of the Republic of Kazakhstan shall be issued by an authorized state body at the place of permanent registration of the documented person, as well as the actual stay, in cases of loss of a passport and (or) identity card, their replacement due to expiration of validity, change of surname upon conclusion (dissolution) of marriage, unsuitability for further use, modification of documents according to the new technology of their production, obtaining a passport of a citizen of the Republic of Kazakhstan for the first time on the basis of an identity card of a citizen of the Republic of Kazakhstan, obtaining a passport and (or) identity card of a citizen of the Republic of Kazakhstan for the first time by minor children based on birth certificate.

The authorized body shall receive confirmation of the permanent registration of documented persons (who have reached the age of fourteen), regardless of the reason for issuing identity documents, through information systems.

A residence permit for a foreigner in the Republic of Kazakhstan, a certificate of a stateless person shall be issued by an authorized state body at the place of permanent registration of the documented person.

A passport of a citizen of the Republic of Kazakhstan, an identity card of a citizen of the Republic of Kazakhstan shall be issued by an authorized state body no later than fifteen working days from the date of filing an application for obtaining identity documents (except for passports of a citizen of the Republic of Kazakhstan issued in foreign institutions of the Republic of Kazakhstan), and shall be handed over in person to the owner or his legal representative. A residence permit of a foreigner in the Republic of Kazakhstan, a certificate of a stateless person shall be issued by an authorized state body no later than seventeen working days from the date of filing an application for obtaining identity documents, and handed over personally to the owner or his legal representative.

A travel document shall be issued by the authorized state body at the place of registration of the person being documented no later than seventeen working days from the date of filing the application for the receipt of the document and is handed over personally to the owner or his legal representative.

Identity documents used and submitted to the authorized body through the digital document service are equivalent to paper documents.

**Footnote. Paragraph 4 as amended by the Decree of the Government of the Republic of Kazakhstan dated 10.10.2022 No. 806 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).**

5. At the discretion of an individual, residence permit of a foreigner in the Republic of Kazakhstan, stateless person certificate shall be issued urgently within up to seven working days after execution.

Passport of a citizen of the Republic of Kazakhstan, identity card of a citizen of the Republic of Kazakhstan shall be issued urgently after the date of execution in Nur-Sultan, Almaty, Aktobe, Shymkent cities within up to one working day, in regional centers within up to three working days, in districts and cities of regions within up to seven working days.

At the discretion of citizens of the Republic of Kazakhstan, personal identification documents shall also be issued urgently within up to three working days (in Nur-Sultan, Almaty, Aktobe, Shymkent) and within up to five working days (in regional centers) after execution.

Payment for urgent issue of a personal identification document shall be made via banking institutions and other organizations conduction cash operations.

**Note!**

**Part five of paragraph 5 is suspended till 01.01.2024 by the Decree of the Government of the Republic of Kazakhstan dated 20.02.2023 No. 141.**

In case of execution of a personal identification document, via registration point" Documentation and registration of the population" or on a pre-printed form, the employee of the authorized agency perform dactyloscopic registration of citizens of the Republic of Kazakhstan, foreigners and stateless persons, in accordance with the procedure, established by the legislation of the Republic of Kazakhstan.

In case of execution of a personal identification document via Information System "Registration Center "Documentation and Registration of People" (hereinafter referred to as RC DRP), information on payment for urgent fabrication of personal identification documents from banking institution to Republic State Enterprise on the Right of Economic Use of a competent governmental authority is delivered automatically. In case execution on a blank form, document on payment for urgent issue of personal identification document shall be presented by an individual to a competent governmental authority.

For fabrication of personal identification document (except for refugee certificate), an employee of a competent authority shall fill in a blank. Form and procedures for execution, filling-in, accounting, safekeeping, transfer, utilization and destruction of a blank are defined by the Internal Affairs Ministry of the Republic of Kazakhstan.

**Footnote. Paragraph 5 as amended by the Resolution of the Government of the Republic of Kazakhstan dated 23.07.2018 No. 451 (effective after ten calendar days after the date of its first official publication); as amended by the Decrees of the Government of the Republic of Kazakhstan dated 12.01.2018 No. 8 (shall enter into force from 01.01.2021); dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication).**

## **Chapter 2. Procedures for execution and issue of passport of a citizen of the Republic of Kazakhstan, identity card of a citizen of the Republic of Kazakhstan, residence permit of a foreigner in the Republic of Kazakhstan, stateless person certificate, refugee certificate and travel document**

**Footnote. The heading of Chapter 2 as amended by the Decrees of the Government of the Republic of Kazakhstan dated 25.11.2020 No. 789 (shall enter into force after the date of entry into force of the relevant amendments and additions to the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget" (Tax Code)).**

### **Paragraph 1. Procedures for execution and issue of passport of a citizen of the Republic of Kazakhstan**

**Footnote. The heading of Paragraph 1 as amended by the Decrees of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication).**

6. For execution of passport of a citizen of the Republic of Kazakhstan, an applicant shall personally present to a competent authority the following:

1) document on payment of state duty (persons exempted from payment of state duty shall present documentary evidence);

2) two photos with dimensions of 3.5 x 4.5 centimeters (in case of execution on paper blank form);

3) one of the following documents:

birth certificate (in case of obtainment of passport at age under 16);

passport of a citizen of the Republic of Kazakhstan (in case of exchange of passport );

identity card of a citizen of the Republic of Kazakhstan (in case of obtainment of a passport for the first time upon reaching the age of 16);

certificate on conferment of citizenship of the Republic of Kazakhstan of a registered form issued by internal affairs authorities (in case of obtainment of passport due to conferment of citizenship of the Republic of Kazakhstan);

certificate of return issued by foreign establishment of the Republic of Kazakhstan (in case of loss of passport of a citizen of the Republic of Kazakhstan who had temporarily stayed abroad).

**Footnote – Paragraph 6 as amended by the Decree of the Government of the Republic of Kazakhstan dated 18.06.2015 No. 456 (entered into force upon expiration of ten calendar days after its first official publication).**

7. Passport of a citizen of a citizen of the Republic of Kazakhstan shall be executed by a competent governmental authority using RC DRP, as well as on blank forms.

8. The passport of a citizen of the Republic of Kazakhstan shall be issued through foreign institutions of the Republic of Kazakhstan to citizens of the Republic of Kazakhstan:

1) permanently residing beyond the borders of the Republic of Kazakhstan;

2) receiving education in educational institutions located on the territory of foreign states;

3) working in foreign countries under an employment contract;

4) minors, in case of their birth outside the Republic of Kazakhstan;

5) family members of the said persons living with them;

6) who are family members of a foreigner residing outside the Republic of Kazakhstan;

7) relatives of the personnel of the diplomatic service living with the personnel of the diplomatic service abroad;

8) persons incapable of self-care due to advanced age (elderly), and persons with a health disorder with a persistent disorder of body functions that limit their vital activity , as well as persons caring for close relatives who are not capable of self-care;

9) detained or held in custody, arrest, as well as those serving sentences in penitentiary institutions on the territory of a foreign state .

**Footnote. Paragraph 8 as amended by the Decree of the Government of the Republic of Kazakhstan dated 10.10.2022 No. 806 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).**

9. When filling in a passport of a citizen of the Republic of Kazakhstan, last name, first name, patronymic (if any) and other details shall be recorded in accordance with a document being a basis for issue thereof, unless otherwise provided by the laws of the Republic of Kazakhstan and acts of the President of the Republic of Kazakhstan.

10. Passport of a citizen of the Republic of Kazakhstan shall be filled in in Kazakh and in Russian at the discretion of a holder, as well as in English.

11. Passport of a citizen of the Republic of Kazakhstan is issued to citizens of the Republic of Kazakhstan at their discretion regardless of their age and certifying identity of a citizen of the Republic of Kazakhstan within the Republic of Kazakhstan and beyond.

12. Passport of a citizen of the Republic of Kazakhstan is issued for a term of validity of ten years.

## **Paragraph 2. Procedures for execution and issue of identity card of a citizen of the Republic of Kazakhstan**

**Footnote. The heading of Paragraph 2 as amended by the Decree of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication).**

13. For execution of identity card of a citizen of the Republic of Kazakhstan, an applicant shall personally present to a competent authority the following:

1) document on payment of state duty (persons exempted from payment of state duty shall present documentary evidence);

2) two photos with dimensions of 3.5 x 4.5 centimeters (in case of execution on paper blank form);

3) one of the following documents:

birth certificate (in case of obtainment of identity card upon achievement of the age of 16);

passport of a citizen of the Republic of Kazakhstan (in case of obtainment of identity card for the first time, in case of loss of identity card, return to the place of permanent residence to the Republic of Kazakhstan);

identity card of a citizen of the Republic of Kazakhstan (in case of exchange of identity card);



passport of design of 1974 (former Union of Soviet Socialist Republics) (for obtainment of an identity card for the first time in case of confirmation of citizenship of the Republic of Kazakhstan);

stateless person certificate (in case of recognition of citizenship of the Republic of Kazakhstan);

certificate on conferment of citizenship of the Republic of Kazakhstan of the form established by the Ministry of Internal Affairs of the Republic of Kazakhstan (in case of obtainment of an identity card due to conferment of citizenship of the Republic of Kazakhstan).

**Footnote - Paragraph 13 as amended by the Decree of the Government of the Republic of Kazakhstan dated 18.06.2015 No. 456 (entered into force upon expiration of ten calendar days after its first official publication).**

14. Identity card of a citizen of the Republic of Kazakhstan shall be executed by a competent governmental authority using RC DRP, as well as on blank forms.

15. Identity cards shall be executed by citizens of the Republic of Kazakhstan upon achievement of the age of sixteen.

16. In case of filling of identity card of a citizen of the Republic of Kazakhstan, last name, first name, patronymic (if any) and other details shall be recorded in accordance with a document being a basis for issue thereof, except for cases provide by the laws of the Republic of Kazakhstan and acts of the President of the Republic of Kazakhstan.

17. Identity card of a citizen of the Republic of Kazakhstan is issued for a term of validity of ten years.

### **Paragraph 3. Procedure for registration and issuance of a residence permit for a foreigner in the Republic of Kazakhstan**

**Footnote. The heading of Paragraph 4 as amended by the Decree of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication).**

18. For execution of residence permit of a foreigner in the Republic of Kazakhstan, foreigners shall personally present to a competent authority the following documents:

1) **excluded by the Decree of the Government of the Republic of Kazakhstan dated 18.06.2015 No. 456 (entered into force upon expiration of ten calendar days after its first official publication);**

2) document on payment of state duty;

3) two photos with dimensions of 3.5 x 4.5 centimeters;

4) valid national passport.

**Footnote – Paragraph 18 as amended by the Decree of the Government of the Republic of Kazakhstan dated 18.06.2015 No. 456 (entered into force upon expiration of ten calendar days after its first official publication).**

19. When filling in a residence permit of a foreigner in the Republic of Kazakhstan, last name, first name, patronymic (if any) and other details shall be recorded in accordance with a document being a basis for issue thereof, unless otherwise provided by the laws of the Republic of Kazakhstan and acts of the President of the Republic of Kazakhstan.

20. Residence permit of a foreigner in the Republic of Kazakhstan shall be issued to foreigners permanently residing within the Republic of Kazakhstan upon achieving of the age of sixteen for a period of validity of ten years, but not exceeding the term of validity of a passport of the country of their citizenship.

#### **Paragraph 4. Procedures for execution and issue of a stateless person certificate**

**Footnote.** The heading of Paragraph 4 as amended by the Decree of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication).

21. For execution of a certificate, stateless persons shall present to a competent governmental authority the following documents:

1) excluded by the Decree of the Government of the Republic of Kazakhstan dated 18.06.2015 No. 456 (entered into force upon expiration of ten calendar days after its first official publication);

2) document on payment of state duty;

3) two photos with dimensions of 3.5 x 4.5 centimeters;

4) one of the following documents:

International passport with expired term of validity;

stateless person certificate;

passport of design of 1974 (former Union of Soviet Socialistic Republics);

military service card;

certificate of release from detention facilities;

certificate of withdrawal from citizenship of the Republic of Kazakhstan and change of citizenship under a Decree of the President of the Republic of Kazakhstan, as well as change of citizenship in accordance with international treaties ratified by the Republic of Kazakhstan;

birth certificate (when executed for persons under the age of sixteen);

certificate of return issued by foreign establishment of the Republic of Kazakhstan (in case of lost stateless person certificate temporarily staying abroad).

**Footnote – Paragraph 21 as amended by the Decree of the Government of the Republic of Kazakhstan dated 18.06.2015 No. 456 (entered into force upon expiration of ten calendar days after its first official publication).**

22. When filling in stateless person certificate, last name, first name, patronymic (if any) and other details shall be recorded in accordance with a document being a basis

for issue thereof, unless otherwise provided by the laws of the Republic of Kazakhstan and acts of the President of the Republic of Kazakhstan.

23. Stateless person certificates shall be issued to persons permanently residing within the Republic of Kazakhstan who achieved the age of sixteen.

24. Stateless person certificate is issued for a term of validity of five years for confirmation of identity of holder within the Republic of Kazakhstan and beyond. In case of leaving abroad without parents, guardians or trustees, stateless person certificates shall be issued to persons who achieved the age of sixteen.

#### **Paragraph 5. Procedures of execution and issue of a refugee certificate**

**Footnote. The heading of Paragraph 5 as amended by the Decree of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication).**

25. Refugee certificate shall be issued for a term of validity of one year and shall be extended for each consecutive year within a period of continuation in the country of origin of a refugee of circumstances (on account of race, nationality, confession, citizenship, affiliation with a certain social group or political stands) being a basis for granting refugee status.

26. For obtainment of refugee certificate by a person who has been granted refugee status, the following documents shall be presented to a competent governmental authority:

- 1) request for award (extension) of refugee status positively resolved by a competent governmental authority;
- 2) copies of documents where available (passport, birth certificate for underage children);
- 3) certificate of asylum-seeker;
- 4) two photos with dimensions of 3x4 centimeters;
- 5) documents certifying family relations (for persons arriving with family members );
- 6) application of asylum-seeker staying in the Republic of Kazakhstan on consent to accept own family members (for the purposes of reunification of family).

Application shall be signed by an applicant in the presence of an employee of a competent authority accepting the application.

27. When filling in refugee certificate, last name, first name, patronymic (if any) and other details shall be recorded in accordance with a document being a basis for issue выдачи, unless otherwise provided by the laws of the Republic of Kazakhstan and acts of the President of the Republic of Kazakhstan.

28. A person who was awarded a refugee status, a competent governmental authority shall issue a refugee certificate within five working days.

## **Paragraph 6. Procedures of execution and issue of a travel document**

Footnote. Chapter 2 as added Paragraph 6 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 25.11.2020 No. 789 (shall enter into force after the date of entry into force of the relevant amendments and additions to the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget" (Tax Code)).

28-1. To execute a travel document, foreigners and stateless persons in person (on behalf of children and citizens recognized by the court as legally incompetent - their legal representatives (parents, guardians, trustees) with provision of documents, certifying the powers for representation) shall submit to the competent governmental authority, one of the following documents:

A birth record (when documenting re-admitted persons);

A birth certificate (upon receipt of a travel document by refugees under the age of 16 or re-admitted persons);

A stateless person certificate;

A foreign passport;

A refugee certificate.

28-2. a travel document is executed by the competent governmental authority using the registration point" Documentation and registration of the population".

28-3. a travel document is issued to:

1) a person who has been assigned refugee status for movement outside the territory of the Republic of Kazakhstan;

2) foreigners and stateless persons subject to readmission or expulsion from the territory of the Republic of Kazakhstan in case of loss during the period of stay in the Republic of Kazakhstan of a foreign passport or expiry of a foreign passport, to leave the Republic of Kazakhstan.

28-4. A travel document is filled out in Kazakh and English languages.

28-5. A travel document is issued with the validity period of one year, at the same time, for refugees the validity period of the document shall not exceed the validity period of a refugee certificate.

**Chapter 3. Procedures for replacement, return, withdrawal or destruction of passport of a citizen of the Republic of Kazakhstan, identity card of a citizen of the Republic of Kazakhstan, residence permit of a foreigner in the Republic of Kazakhstan, stateless person certificate, refugee certificate and travel document**

Footnote. The heading of Chapter 3 - as amended by the Decree of the Government of the Republic of Kazakhstan dated 25.11.2020 No. 789 (shall enter into force after the date of entry into force of the relevant amendments and additions to the Code of the

Republic of Kazakhstan "On taxes and other obligatory payments to the budget" (Tax Code)).

29. Personal identification documents shall be invalid and are subject to return in the following cases:

1) lack of details specified in subparagraphs 1), 2), 5), 6), 7), 8) and 10), Paragraph 3 of these Rules;

2) expiration of their term of validity;

3) impossibility to identify data specified in subparagraphs 1), 2), 5), 6), 7), 8) and 10), Paragraph 3 of these Rules or a level of protection of a document;

4) loss of document after the date of application of holder to a competent governmental agency;

5) noncompliance with the legal status of holder;

6) sex realignment.

30. Citizens of the Republic of Kazakhstan in case of loss of personal identification documents, unsuitability thereof for further use, necessity to make alterations related to identification of person, impossibility to identify data specified in subclauses 1), 2), 3), 4), 5) and 6) of Clause 29 of these Rules, well as in relation with change or alteration of personal particulars, alteration of documents as per a new fabrication technology, shall apply to a competent governmental authority for obtainment of new documents at place of their permanent registration, as well as of actual stay, in case of loss of personal identification documents, unsuitability thereof for further use, change of last name upon conclusion (dissolution) of marriage, alteration of documents as per a new technology of fabrication thereof, obtainment of a passport of a citizen of the Republic of Kazakhstan for the first time based on an identity card of a citizen of the Republic of Kazakhstan and (or) an identity card of a citizen of the Republic of Kazakhstan for the first time by underage children based on a birth certificate.

Foreigners and stateless persons permanently residing in the Republic of Kazakhstan in case of loss personal identification documents, unsuitability thereof for further use, necessity for alterations related to person identification, impossibility of data identification specified in subclauses 1), 2), 3), 4), 5), 6) of Clause 29 of these Rules, as well as in relation to change or alteration of personal particulars, shall apply for new documents at place of permanent registration to a competent governmental authority.

Before obtaining new passports and identity cards, previous documents shall not be withdrawn, except for document unsuitable for further use, due to damages, impossibility of person identification.

Footnote. Clause 30 - as amended by the Decree of the Government of the Republic of Kazakhstan dated 25.11.2020 No. 789 (shall enter into force after the date of entry into force of the relevant amendments and additions to the Code of the

Republic of Kazakhstan "On taxes and other obligatory payments to the budget" (Tax Code)).

31. For replacement of passport of a citizen of the Republic of Kazakhstan, identity card of a citizen of the Republic of Kazakhstan due to expiration of term of validity, unsuitability for further use, alteration of documents as per a new technology for fabrication thereof, an applicant shall present following documents:

- 1) document on payment of state duty (persons exempted from payment of state duty shall present documentary evidence);
- 2) two photos with dimensions of 3.5 x 4.5 centimeters (in case of execution on paper blank form);
- 3) personal identification document being subject to replacement.

Execution of a new passport of a citizen of the Republic of Kazakhstan, identity card of a citizen of the Republic of Kazakhstan is allowed one month before expiration personal identification documents.

In case of presence of valid visa of a foreign state in a passport which is subject to return to a competent authority, passport shall not be withdrawn upon request of a citizen. At the same time, invalid passport is subject to cancelation (by perforation of one side of the passport with a hole puncher) and shall be returned to holder until expiration of need.

Footnote – Paragraph 31 as amended by the Decree of the Government of the Republic of Kazakhstan dated 18.06.2015 No. 456 (entered into force upon expiration of ten calendar days after its first official publication).

32. For replacement of residence permit of a foreigner in the Republic of Kazakhstan, stateless person certificate due to expiration of term of validity or unsuitability for further use, an applicant shall present the following documents:

- 1) excluded by the Decree of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication);
- 2) document on payment of state duty;
- 3) three photos with dimension 3.5x4.5 centimeters;
- 4) personal identification document which is subject to replacement;
- 5) valid national passport (for foreigners).

Footnote. Clause 32 as amended by the Decree of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication).

33. For introduction of alterations in passport of a citizen of the Republic of Kazakhstan, identity card of a citizen of the Republic of Kazakhstan, residence permit of a foreigner in the Republic of Kazakhstan or stateless person certificate related with person identification, impossibility of identification of data specified in subparagraphs

1), 2), 3), 4), 5), 6), Paragraph 29 of these Rules, as well as due to change or alteration of personal particulars, an applicant shall present:

1) a written application in arbitrary form (except for those who is applying due to change of last name upon conclusion (dissolution) of marriage);

2) document on payment of state duty (persons exempted from payment of state duty shall present documentary evidence);

3) two photos with dimension of 3.5 x 4.5 centimeters (in case of execution on paper blank form);

4) identity card of a citizen of the Republic of Kazakhstan which is subject to replacement;

5) passport of a citizen of the Republic of Kazakhstan (if any);

6) residence permit of a foreigner in the Republic of Kazakhstan (for foreigners);

7) valid national passport (for foreigners);

8) stateless person certificate (for stateless persons);

9) a document justifying application.

In case of application of persons of Kazakh nationality to a competent governmental authority with request on intention to change the way of writing of last names and patronymic as per the Decree of the President of the Republic of Kazakhstan dated April 2, 1996 No. 2923 “On procedures for resolution of issues related to way of writing of last names and patronymics of persons of Kazakh nationality”, an application in arbitrary form shall be filed with indication of desired last name, patronymic in the state language and in Russian.

Affixes unnatural for Kazakh language shall be excluded in last names with preservation of root stems of last names and patronymics, simultaneously in writing patronymics instead of affixes unnatural for Kazakh language, name of father shall be supplemented in word by “uly” or “kyzy” depending on sex.

The application shall be attached with one of the following documents:

1) certificate of birth (in case of first obtainment of personal identification documents);

2) identity card, passport which are subject to replacement;

3) certificate on conferment of citizenship of the Republic of Kazakhstan according to the for established by the Ministry of Internal Affairs of the Republic of Kazakhstan (in case of obtainment of identity card due to acceptance of citizenship of the Republic of Kazakhstan).

In case of application of persons of Kazakh nationality, the way of writing of last names and patronymics whereof has been changed according to the established traditions of Kazakh people, execution of passport and identity card in former way of writing of their last names and patronymics as per presented birth certificates is allowed.

Footnote – Paragraph 33 as amended by the Decree of the Government of the Republic of Kazakhstan 18.06.2015 No. 456 (entered into force upon expiration of ten calendar days after its first official publication).

34. For replacement of passport of a citizen of the Republic of Kazakhstan, identity card of a citizen of the Republic of Kazakhstan due to loss by holder, except for documents provided for by subparagraphs 1), 2) Paragraph 31 of these Rules, a written application on re-issue of a personal identification document with indication of loss circumstances shall be presented to a competent governmental authority.

35. For replacement of residence permit of a foreigner in the Republic of Kazakhstan, stateless person certificate due to their loss by holder, except for documents provided for by subparagraphs 1), 2), 3) and 5) (for foreigners), Article 32 of these Rules, a written application on re-issue of a personal identification document with indication of loss circumstances shall be presented to a competent governmental authority.

36. In case of lost passport of a citizen of the Republic of Kazakhstan or stateless person, persons being abroad shall apply to foreign establishments of the Republic of Kazakhstan.

37. excluded by the Decree of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication).

38. excluded by the Decree of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication).

39. Citizen of the Republic of Kazakhstan, foreigners having residence certificate of a foreigner in the Republic of Kazakhstan leaving for permanent residence abroad shall return identity cards, residence permits of a foreigner in the Republic of Kazakhstan to a competent governmental authority.

40. Found personal identification documents shall be delivered to a competent governmental authority. In case of re-issue by a holder of a lost personal identification document, its non-obtainment by a holder within one year after its delivery to a competent governmental authority, the document found shall be destructed in accordance with the procedures stipulated by Paragraphs 47 and 48 of the Rules.

41. Identity documents submitted to the authorized state body of deceased persons declared dead by the court shall be destroyed in the manner prescribed by paragraphs 47 and 48 of the Rules.

Officials of the authorized state body shall make notes on the death of the owners in the forms and the information is sent to the Ministry of Internal Affairs of the Republic of Kazakhstan for making adjustments to the database.



Footnote. Paragraph 41 as amended by the Decree of the Government of the Republic of Kazakhstan dated 10.10.2022 No. 806 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

42. For replacement and obtainment of a new refugee certificate by a person who has been awarded refugee status, the following documents shall be presented to a competent governmental authority:

- 1) application for issue of new refugee certificate;
- 2) a copy of the decision of a competent governmental authority on award of refugee status;
- 3) two photos with dimension of 3x4 centimeters;
- 4) refugee certificate being subject to replacement;
- 5) a written application for reissue of a refugee certificate with indication of circumstances of loss (in case of lost refugee certificate).

In case of application on lost refugee certificate, a competent governmental authority accepting application shall simultaneously send information on invalidity of the lost refugee certificate to local subdivisions of the competent governmental authority in regions, cities of the republican significance and the capital.

Footnote. Clause 42 as amended by the Decree of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication).

43. A person who lost refugee status or a refugee who elected not to extend status (termination of refugee status) in the Republic of Kazakhstan, upon receipt of a copy of resolution of a competent governmental authority on surrender of refugee status shall return refugee certificate to the competent governmental authority at place of registration.

43-1. For replacement of a travel document due to the loss, the refugee shall additionally submit to the competent governmental authority a written application on reissue of a travel document indication of circumstances of loss.

For alteration of a travel document, related with the change of the identification data, gender, the refugee shall additionally submit a document, certifying the justification of the submission.

Footnote. The Rules were added with Clause 43-1 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 25.11.2020 No. 789 (shall enter into force after the date of entry into force of the relevant amendments and additions to the Code of the Republic of Kazakhstan "On taxes and other obligatory payments to the budget" (Tax Code)).

44. In cases and according to the procedures established by the laws of the Republic of Kazakhstan, personal identification documents shall be withdrawn by officers of pretrial investigation agencies, agencies of inquiry, as well as officers in the

course of administrative proceedings and execution of loss and deprivation of citizenship.

Withdrawal of personal identification documents by other agencies or officers is prohibited.

Footnote. Clause 44 as amended by the Decree of the Government of the Republic of Kazakhstan dated 12.03.2020 No. 109 (shall enter into force upon expiry of ten calendar days after the date of its first official publication).

45. Personal identification documents of persons sentenced to imprisonment in the Republic of Kazakhstan shall be withdrawn by and shall be kept at institutions executing sentences. Upon release, personal identification documents shall be returned to holders.

46. Personal identification documents invalidated according to subparagraphs 1), 2), 3), 4), 5), 6) Paragraph 29 of the Rules are subject to withdrawal by a competent governmental authority at crossing of the State Border of the Republic of Kazakhstan with invalid personal identification documents by Border Guard Service of the National Security Committee of the Republic of Kazakhstan. Invalidated and returned upon replacement personal identification documents are subject to destruction.

47. By an order of the head of a competent governmental authority destructing invalid personal identification documents, a commission shall be established, the strength and composition whereof shall be determined by the head of such competent governmental authority.

Procedures of work of such commission shall be defined by the Ministry of Internal Affairs of the Republic of Kazakhstan.

48. Destruction of personal identification documents shall be performed by the commission each ten days with execution of an act on destruction according to the form approved by the Ministry of Internal Affairs of the Republic of Kazakhstan containing number and type of destructed document, details of its holder, and reason of invalidity of documents. In case when a document which is subject to destruction is not returned by its holder, the act shall include number, type of document, details of its holder, and reason of invalidity, and a note indicating that the document has not been returned.

Act shall be signed by members of the commission and approved by the head of a competent governmental authority where personal identification documents are destructed.

Footnote – Paragraph 48 as amended by the Decree of the Government of the Republic of Kazakhstan dated 12.01.2018 No. 8 (entered into force upon expiration of ten calendar days after its first official publication).

49. Acts on destruction of invalid personal identification documents shall be sent by local subdivisions of a competent governmental authority each ten days to the

Ministry of Internal Affairs of the Republic of Kazakhstan for entering of information on invalidity to the database.

**Footnote – Paragraph 49 as amended by the Decree of the Government of the Republic of Kazakhstan 12.01.2018 No. 8 (entered into force upon expiration of ten calendar days after its first official publication).**

Annex  
to Decree of the Government of  
the Republic of Kazakhstan  
dated August 26, 2013 No. 852

### **List of some void resolution of the Government of the Republic of Kazakhstan**

1. Decree of the Government of the Republic of Kazakhstan dated July 12, 2000 No. 1063 “On approval of the Rules for Documentation of Population of the Republic of Kazakhstan” (Collected Acts of the President and the Government of the Republic of Kazakhstan, 2000, No. 29, Article 359).
2. Paragraph 3 of amendments and additions to be entered to some resolutions of the Government of the Republic of Kazakhstan approved by the Decree of the Government of the Republic of Kazakhstan dated March 3, 2004 No. 260 “Some issues of the Ministry of Justice of the Republic of Kazakhstan” (Collected Acts of the President and the Government of the Republic of Kazakhstan, 2004, No. 11, Article 138).
3. Decree of the Government of the Republic of Kazakhstan dated June 5, 2004 No. 626 “In introduction of amendments and additions to the Decree of the Government of the Republic of Kazakhstan dated July 12, 2000 No. 1063” (Collected Acts of the President and the Government of the Republic of Kazakhstan, 2004, No. 24, Article 302).
4. Paragraph 5 of amendments and additions to be entered to some resolutions of the Government of the Republic of Kazakhstan approved by the Decree of the Government of the Republic of Kazakhstan dated February 14, 2005 No. 140 “On introduction of amendments and additions to some resolutions of the Government of the Republic of Kazakhstan and invalidation of the Decree of the Cabinet of Ministers of the Republic of Kazakhstan dated January 12, 1993 No. 31” (Collected Acts of the President and the Government of the Republic of Kazakhstan, 2005, No. 7, Article 73).
5. Decree of the Government of the Republic of Kazakhstan dated December 8, 2006 No. 1184 “On introduction of amendments and additions to the Decree of the Government of the Republic of Kazakhstan dated July 12, 2000 No. 1063” (Collected Acts of the President and the Government of the Republic of Kazakhstan, 2006, No. 46 , Article 497).
6. Paragraph 4 of amendments and additions to be entered to some resolutions of the Government of the Republic of Kazakhstan approved by the Decree of the

Government of the Republic of Kazakhstan dated April 30, 2007 No. 352 “On introduction of amendments and additions to some resolutions of the Government of the Republic of Kazakhstan” (Collected Acts of the President and the Government of the Republic of Kazakhstan, 2007, No. 13, Article 157).

7. Decree of the Government of the Republic of Kazakhstan dated August 17, 2007 No. 696 “On introduction of amendments and additions to the Decree of the Government of the Republic of Kazakhstan dated July 12, 2000 No. 1063” (Collected Acts of the President and the Government of the Republic of Kazakhstan, 2007, No. 30 , Article 331).

8. Decree of the Government of the Republic of Kazakhstan dated March 3, 2010 No. 166 “On introduction of amendments and additions to Decrees of the Government of the Republic of Kazakhstan dated January 28, 2000 No. 136 and dated July 12, 2000 No. 1063” (Collected Acts of the President and the Government of the Republic of Kazakhstan, 2010, No. 22-23, Article 169).

9. Paragraph 4 of amendments and additions to be entered to some resolutions of the Government of the Republic of Kazakhstan approved by the Decree of the Government of the Republic of Kazakhstan dated June 30, 2011 No. 736 “On introduction of amendments and additions to some resolutions of the Government of the Republic of Kazakhstan and invalidation of the Decree of the Government of the Republic of Kazakhstan dated December 14, 2004 No. 1317 “Some issues of the Republican State Enterprise “Information and Processing Center” of the Ministry of Internal Affairs of the Republic of Kazakhstan” (Collected Acts of the President and the Government of the Republic of Kazakhstan, 2011, No. 44, Article 586).

10. Paragraph 2 of amendments and additions to be entered to some resolutions of the Government of the Republic of Kazakhstan approved by the Decree of the Government of the Republic of Kazakhstan dated December 1, 2011 No. 1427 “On approval of the Rules for registration of internal migrants and introduction of amendments to some resolutions of the Government of the Republic of Kazakhstan” ( Collected Acts of the President and the Government of the Republic of Kazakhstan, 2012, No. 5, Article 93).