



On approval of the Rules of execution, issuance, change, surrender, withdrawal and destruction of a certificate of return and sample certificate of return and requirements to its protection

Invalidated Unofficial translation

Decree of the Government of the Republic of Kazakhstan dated September 5, 2013 No. 926. Abolished by Decree of the Government of the Republic of Kazakhstan dated 08/15/2023 No. 675

Unofficial translation

Footnote. Abolished by Decree of the Government of the Republic of Kazakhstan dated 08/15/2023 No. 675 (effective ten calendar days after the date of its first official publication).

In accordance with Article 25 of the Law of the Republic of Kazakhstan dated January 29, 2013 “On Documents of Identification”, the Government of the Republic of Kazakhstan RESOLVES:

1. Approve the attached:
 - 1) Rules of execution, issuance, change, surrender, withdrawal and destruction of a certificate of return;
 - 2) sample certificate of return and requirements to its protection.
2. This resolution shall take effect from the day of the first official publication.

*Prime Minister
of the Republic of Kazakhstan*

S. Akhmetov

Approved by
Resolution No. 926
of the Government
of the Republic of Kazakhstan
dated September 5, 2013

**Rules of execution, issuance, change, surrender,
withdrawal and destruction of certificate of return**

1. These Rules of execution, issuance, change, surrender, withdrawal and destruction of a certificate of return (hereinafter - the Rules) are developed in accordance with the Law of the Republic of Kazakhstan dated January 29, 2013 “On Documents of Identification” (hereinafter - the Law) and govern the procedure of execution, issuance, change, surrender, withdrawal and destruction of a certificate of return.

2. Certificate of return - a document certifying the identity and confirming the right of its holder to a single entry to the Republic of Kazakhstan.

3. A certificate of return shall be executed by the foreign institutions of the Republic of Kazakhstan (hereinafter - foreign institution):

1) to nationals of the Republic of Kazakhstan - in cases of loss of a passport of a citizen of the Republic of Kazakhstan, an identity card of a citizen of the Republic of Kazakhstan, provided for by international treaties and agreements of the Republic of Kazakhstan, official or diplomatic passport of the Republic of Kazakhstan, or expiry of their validity during their stay outside the Republic of Kazakhstan;

2) to minor citizens of the Republic of Kazakhstan - in case of their birth outside the Republic of Kazakhstan;

3) stateless persons permanently residing in the Republic of Kazakhstan - in case of loss of a stateless person certificate during their stay outside the Republic of Kazakhstan;

4) to persons recognized as refugees in the Republic of Kazakhstan - in case of loss of a travel document during their stay outside the Republic of Kazakhstan;

5) to citizens of the Republic of Kazakhstan and stateless persons permanently residing in the Republic of Kazakhstan, having invalid documents for entry to the Republic of Kazakhstan - in cases of their expulsion to the Republic of Kazakhstan, extradition to the Republic of Kazakhstan.

4. For execution of a certificate of return the following documents shall be provided to a foreign institution:

1) an application in an arbitrary form or a petition of the competent body of the foreign state (in cases of expulsion to the Republic of Kazakhstan or extradition to the Republic of Kazakhstan of a national of the Republic of Kazakhstan or a stateless person permanently residing in the Republic of Kazakhstan);

2) a document issued by the competent authority of the foreign state confirming the fact of applying for the loss of an identity document;

3) two 3.5x4.5 cm. color photographs;

4) the original document confirming the consular fee payment;

5) the original of one of the identity documents (if any), and in case of its absence, a completed application form in accordance with the appendix to these Rules;

6) an appropriate document issued by a medical institution of the foreign state confirming the fact of gender change.

5. A certificate of return shall be issued for 1 year term.

6. A certificate of return shall be issued upon confirmation of:

1) nationality of the Republic of Kazakhstan;

2) permanent registration in the Republic of Kazakhstan;

3) current refugee status in the Republic of Kazakhstan.

7. In the availability of the original of one of the identity documents, the certificate of return shall be issued without confirmation of the grounds specified in paragraph 6 of these Rules, within two working days.

8. In the absence of the original of one of the identity documents, within three working days from the date of receipt of the documents, the foreign institution shall file a request to the Ministry of Internal Affairs of the Republic of Kazakhstan (hereinafter - the Ministry of Internal Affairs) to confirm the grounds specified in paragraph 6 of these Rules, and shall concurrently notify the Ministry of Foreign Affairs of the Republic of Kazakhstan (hereinafter - the Ministry of Foreign Affairs) of this.

9. No later than five working days from the date of the request receipt, the Ministry of Internal Affairs shall direct the response to the foreign institution and concurrently notify the Ministry of Foreign Affairs about it.

10. No later than two working days from the day of confirmation by the Ministry of Internal Affairs of the grounds specified in paragraph 6 of these Rules, the foreign institution shall execute and issue a return certificate.

11. The following entries shall be made in the certificate of return:

1) on visas - by the competent authority of the foreign state authorized to issue visas;

2) on crossing the State border of the Republic of Kazakhstan and the state borders of other states - by the frontier service body, the competent authority of the foreign state exercising border control;

3) on annulment of previously made entries - by the body that made the corresponding entry.

12. Execution of a certificate of return shall be denied in the events of:

1) non-confirmation of the grounds specified in paragraph 6 of these Rules;

2) incomplete package of submitted documents referred to in paragraph 4 of these Rules;

3) incomplete and / or inaccurate information given when submitting documents;

4) non-payment of the consular fee.

13. Data on the issued certificates of return shall be entered in the register for issuing certificates of return in the procedure determined by the Ministry of Foreign Affairs.

14. The certificate of return is invalid and subject to replacement and surrender to the foreign office in the following cases:

1) absence in it of the data specified in subparagraphs 1), 2), 5), 6), 7) and 8) of paragraph 1 of Article 7 of the Law;

2) expiration of its validity;

- 3) impossibility of identifying the data specified in subparagraphs 1), 2), 5), 6), 7) and 8) of paragraph 1 of Article 7 of the Law, or protection degree of the document;
- 4) loss of a document from the day of filing application by its holder to the authorized state body;
- 5) inconsistencies with the legal status of the holder;
- 6) change of gender.

15. Change of the return certificate shall be carried out on the general grounds provided for in these Rules of return certificate execution.

16. Upon arrival in the Republic of Kazakhstan, the certificate of return shall be handed over to the internal affairs bodies of the Republic of Kazakhstan at the place of permanent residence and shall be attached to the materials on restoration of the lost identity documents.

A certificate of return issued upon loss or expiration of the official or diplomatic passport of the Republic of Kazakhstan shall be surrendered to the Ministry of Foreign Affairs upon arrival in the Republic of Kazakhstan.

17. In the event of revealed absence of the grounds provided for in paragraph 6 of these Rules, the foreign institution shall take measures to withdraw the previously issued certificate of return by informing the national security bodies of the Republic of Kazakhstan and the internal affairs bodies of the Republic of Kazakhstan about it.

Subsequent withdrawal of the certificate of return shall be carried out by officials of the preliminary investigation and inquiry bodies, also officials during the administrative proceedings and execution of the loss of citizenship.

18. Storage and destruction of certificates of return shall be carried out in accordance with the legislation of the Republic of Kazakhstan on the national archival fund and archives.

Appendix
to Rules of execution, issuance,
change, surrender, withdrawal and
destruction of certificate of return

FORM – APPLICATION

**Please determine citizenship of the Republic of Kazakhstan
/ confirm permanent residence in the Republic of Kazakhstan
(underline as appropriate)**

QUESTIONS	ANSWERS
1. Full name	
2. List all surnames, names and patronymics, which you had previously, when and why you changed them	
3. Date and place of birth	
4. Ethnicity	

5. Nationality	
6. Family status	
7. Residence address in the Republic of Kazakhstan	
8. Residence address before departing abroad	
9. Last place of employment, education	
10. Education and qualification by education (place, time of study and name of education institution)	
11. If you previously had citizenship (nationality) of other states, indicate in detail where, when and on what grounds you acquired nationality of the Republic of Kazakhstan	
12. Were you brought to criminal, administrative, or civil liability in legal actions (if you were, indicate where, by whom and for what)	
13. Purpose of travel abroad	
14. Date of departure from the Republic of Kazakhstan and presumed date of return to the Republic of Kazakhstan	
15. Data on lost identity document (type, number, date of issue, date of expiry, issuing authority)	
16. Data on entries and marks made in the lost identity document, (entry on children traveling with you, on permit on departure for permanent residence abroad etc.)	
17. Data on other identity documents (if any)	

18. Next of kin (husband/wife, parents, brothers, sisters).

Degree of kinship	Full name	Date and place of birth	Place of employment, position	Receiving country, Residence address

19. Performed work from employment record start (including higher and secondary education, army service).

Month and year	Position, indicating institution, organization	Location of the institution, organization

I confirm accuracy of above information.

Signature of the applicant _____ " ____ " _____ 20__ yr.

Approved
by Resolution No.926 of the
Government of the Republic of
Kazakhstan
of September 5, 2013

Sample certificate of return and requirements to its protection

1. The certificate of return is a form, according to the application to this sample certificate of return and requirements for its protection, has size 285x135 mm with sharp angles, folding in three equal parts of 95 mm each.

2. The form of the certificate of return (hereinafter - the form) is made by the printing method on paper with special protective properties by way of: particles added to the paper, fluorescent under UV rays in different colors in dots; visible fibers; fluorescent polymer additives, detected only by the original portable optical scanner, and the background part of the form is made of a grid consisting of lines with the use of special mathematical algorithms. The form has a shade of blue. The pages of the form are numbered except for the cover. The number is indicated in the bottom center of the page.

3. The form has a vertical position on: the cover, page 4, page 5.

The form has a horizontal position on: page 1, page 2, page 3.

4. The cover of the form has:

in the corners of the cover - elements of ornament in blue color.

in the upper part of the cover - inscription in the state and English languages:

"ҚАЗАҚСТАН РЕСПУБЛИКАСЫ

REPUBLIC OF KAZAKHSTAN"

the center of the cover has inscription in the state and English languages:

"ҚАЙТЫП ОРАЛУҒА

АРНАЛҒАН КУӘЛІК

CERTIFICATE

OF RETURN"

the lower part of the cover in the center - the number of the form in a faceted frame with rounded corners.

5. Page 1 of the form has a field for the signature of the holder, legal status of the holder of the certificate of return and the name of the foreign institution of the Republic of Kazakhstan that issued the certificate of return.

The top of page 1 has an inscription in the state and English languages, containing the name of the foreign institution of the Republic of Kazakhstan that issued the certificate of return.

The second half of page 1 of the first quarter has an inscription in the state and English languages:

"Осы куәліктің иесі/The holder of this certificate is".

The second half of page 1 of the first quarter on the left side contains the image of the State Coat of Arms of the Republic of Kazakhstan. The State Coat of Arms of the Republic of Kazakhstan is 28 mm in diameter, in accordance with the State standard of the Republic of Kazakhstan ST RK 989-2008 " State Coat of Arms of the Republic of Kazakhstan, is in golden color.

The center of page 1 has vertically placed margins bounded by lines to indicate the legal status of the holder of the certificate of return.

The second half of page 1 in the first quarter on the right side has inscriptions in the state and English languages placed in vertical order:

"Қазақстан азаматы

The citizen of Kazakhstan"

"Азаматтығы жоқ тұлға

The stateless person"

"Босқын мәртебесіне ие

The refugee"

The field for the holder's signature, bordered by lines, is at the bottom of page 1 of the form and has a turquoise ornament with refracting diagonal lines of the form.

6. Page 2 is intended for placing photographs, personal data of the holder of the certificate of return, signature of the official clerk and the stamp of the foreign institution of the Republic of Kazakhstan.

At the top and bottom of page 2 is an ornament in turquoise color with refracting diagonal lines of the form.

The 35x45 mm field for the photo is on the left side of page 2.

The central part of page 2, contains the following inscriptions in the state and English languages placed in horizontal order:

"Тегі/Surname

"Берген кезі/Date of issue"

"Аты/Given name"

"Қолданылу мерзімі/Date of expiry"

"Тұған күні/Date of birth"

"Тұған жері/Place of birth"

"Жынысы/Sex"

The lower left corner of page 2 has a place for the stamp of the foreign institution of the Republic of Kazakhstan that issued the certificate of return.

The lower right corner of page 2 has a place for signature of an official clerk of the foreign institution of the Republic of Kazakhstan that issued a certificate of return.

The second half of the first quarter of page 2 has 4 (four) invisible images of the state symbols in the form of a golden eagle under the sun at an equal distance from each other. The symbolic image consists of microtext and develops itself under UV rays.

7. Page 3 of the form is intended for special marks specified in Article 17 of the Law of the Republic of Kazakhstan dated January 29, 2013 "On Documents of Identification".

The upper left corner of page 3 has an image of the State Coat of Arms of the Republic of Kazakhstan with a diameter of 13 mm according to the State standard of the Republic of Kazakhstan ST RK 989-2008 "State Coat of Arms of the Republic of Kazakhstan".

At the top of page 3 in the center there is an inscription in the state and English languages:

"Арнайы белгілер үшін/For special marks"

The central part of page 3 contains an image of the territory of the Republic of Kazakhstan, which is made in turquoise color with refracting diagonal lines of the form

In the center of the image of the territory there is an inscription in English:
"KAZAKHSTAN"

8. Page 4 of the form is intended for inserting visas.

The top of the page has an inscription in the state and English languages:

"Визалар/Visas"

9. The corners of page 5 have elements of ornament in blue color.

The center of page 5 has an inscription in the state and English languages:

"Осы куәліктің иесіне Қазақстан Республикасына

бір реттік келу құқығы беріледі.

Қазақстан Республикасының Үкіметі шет мемлекеттердің барлық құзыретті органдарынан осы куәлік иесінің бөгетсіз жүріп-тұруын қамтамасыз етуді және қажет болған жағдайда заңды қолдау көрсетіп, қорғауды өтінеді.

The holder of this Certificate has a right for single entry to the Republic of Kazakhstan.

The Government of the Republic of Kazakhstan requests authorities of foreign states to permit the holder of this Certificate to pass without delay and hindrance and in case of need to provide all lawful aid and protection."

The inscriptions in the state and English languages are separated by a special blue ornament, horizontally placed between them.

10. Each form uses specially designed elements intended to increase the safety of records or to protect the form and the entries made in it from counterfeiting.

Application
to sample certificate
of return and requirements
to its protection

Осы куәлік

беріледі.

This certificate is given by the

Осы куәліктің иесі / The holder of this certificate is



- ☐ — Қазақстан азаматы
The citizen of Kazakhstan
- ☐ — Азаматтығы жоқ тұлға
The stateless person
- ☐ — Босқын мәртебесіне ие
The refugee

Несінш қолы / Signature of the holder

1

Тегі / Surname

Берген күні / Date of issue

Атты / Given name

Қашанға дейін / Date of expiry

Фотосурет
3,5 x 4,5

Туған күні / Date of birth

Туған жері / Place of birth

Жынысы / Sex

М.Ө.

Тараушы тұлғаның қолы
Signature of issuing official

2

Арнайы белгілер үшін / For special marks



KAZAKHSTAN

3

