

On approval of the standard of state service “Registration of persons, being the citizens of the Republic of Kazakhstan, permanently residing outside the Republic of Kazakhstan, foreigners wishing to adopt orphans, children left without parental care, being the citizens of the Republic of Kazakhstan”

Invalidated Unofficial translation

Order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated February 22, 2019 № 11-1-4/76. Registered in the Ministry of Justice of the Republic of Kazakhstan on May 21, 2019 № 18706. Abolished by the Order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated May 27, 2020 No. 11-1-4/168

Unofficial translation

Footnote. Abolished by the Order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated May 27, 2020 No. 11-1-4/168 (effective ten calendar days after the date of its first official publication).

In accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan dated April 15, 2013 “On State Services” I ORDER:

1. To approve the attached standard of state service “Registration of persons, being the citizens of the Republic of Kazakhstan, permanently residing outside the Republic of Kazakhstan, foreigners wishing to adopt orphans, children left without parental care, being the citizens of the Republic of Kazakhstan”

2. The department of consular service of the Ministry of Foreign Affairs of the Republic of Kazakhstan shall ensure:

1) state registration of this order in the Ministry of Justice of the Republic of Kazakhstan in the manner established by the legislation of the Republic of Kazakhstan;

2) within ten calendar days from the date of state registration of the present order in the Ministry of Justice of the Republic of Kazakhstan, sending it in the Kazakh and Russian languages to the Republican state enterprise on the right of economic management “Republican center for legal information” for official publication and inclusion to the Standard control bank of regulatory legal acts of the Republic Kazakhstan;

3) placement of this order on the official Internet resource of the Ministry of Foreign Affairs of the Republic of Kazakhstan;

4) submission of information on implementation of measures provided for in subparagraphs 1), 2), 3) of this paragraph to the Department of legal expertise of the Ministry of Foreign Affairs of the Republic of Kazakhstan within ten working days

after the state registration of this order in the Ministry of Justice of the Republic of Kazakhstan,.

3. Control over execution of this order shall be assigned to the supervising deputy Minister of Foreign Affairs of the Republic of Kazakhstan.

4. This order shall be enforced upon expiry of ten calendar days after its first official publication.

*Minister of Foreign Affairs
of the Republic of Kazakhstan*

B. Atankulov

“AGREED”

Ministry of Digital Development, Defense
and Aerospace Industry of the
Republic of Kazakhstan

“AGREED”

Ministry of Education and Science
of the Republic of Kazakhstan

Approved by
the order of the Minister
of Foreign Affairs
of the Republic of Kazakhstan
February 22, 2019 № 11-1-4/76

State service standard “Registration of persons, being the citizens of the Republic of Kazakhstan, permanently residing outside the Republic of Kazakhstan, foreigners wishing to adopt orphans, children left without parental care, being the citizens of the Republic of Kazakhstan”

Chapter 1. General provisions

1. State service "Registration of persons, being the citizens of the Republic of Kazakhstan, permanently residing outside the Republic of Kazakhstan, foreigners wishing to adopt orphans, children left without parental care, being the citizens of the Republic of Kazakhstan" (hereinafter – a state service).

2. The standard of public services was developed by the Ministry of Foreign Affairs of the Republic of Kazakhstan (hereinafter - the Ministry).

3. The state service is provided by foreign institutions of the Republic of Kazakhstan (hereinafter – a service provider).

Acceptance of documents and issuance of the result of rendering state service shall be carried out through the service provider.

Chapter 2. The procedure for rendering a state service

4. The term for rendering a state service:

1) from the date of submission of a package of documents by an individual (hereinafter – a service recipient) - 3 (three) working days;

2) maximum allowable waiting time for submission of a package of documents by a service recipient - 30 (thirty) minutes;

3) maximum allowable time for servicing a service recipient - 20 (twenty) minutes.

5. Form of rendering a state service - paper.

6. The result of rendering a state service - a certificate in the form according to Appendix 1 to this standard of state service or a reasoned response on refusal to render a state service according to paragraph 10 of this standard of state service.

Form for provision the result of rendering a state service: paper.

7. State service is provided to service recipients on a paid basis at a consular fee rates in accordance with the Code of the Republic of Kazakhstan dated December 25, 2017 “On Taxes and Other Obligatory Payments to the Budget (Tax Code)”.

Payment of the consular fee shall be made in cash or non-cash through second-tier banks or organizations, carrying out certain types of banking operations.

8. Schedule of a service provider:

Monday to Friday inclusive, from 09:00 to 18:30 with a lunch break from 13:00 to 14:30, except for weekends and holidays, according to labor legislation of the Republic of Kazakhstan;

acceptance of documents shall be carried out by a service provider from 09:30 to 12:30, and issuance of the results of rendering a state service from 16:00 to 17:00. Wednesday – non-visiting day.

The state service is provided on a first come, first served basis, without prior appointment and expedited service, it is possible to book a queue through the service provider’s Internet resource.

9. The list of documents required for rendering a state service upon personal appeal of a service recipient or his/her legal representative with presentation of documents confirming the authority to represent him/her to a service provider:

1) a petition of an adoption agency accredited by the Committee for protection of children's rights of the Ministry of Education and Science of the Republic of Kazakhstan in accordance with the Code of the Republic of Kazakhstan dated December 26, 2011 “On Marriage (Matrimony) and Family” in the form according to Appendix 1 to the Rules for registration of persons, being the citizens of the Republic of Kazakhstan, permanently residing outside the Republic of Kazakhstan, foreigners wishing to adopt orphans, children left without parental care, being the citizens of the Republic of Kazakhstan, approved by the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated June 14, 2016 № 11-1-2 / 262 (registered in the Register of state registration of regulatory legal acts under № 13958) (hereinafter - the Rules).

For the persons, being the citizens of the Republic of Kazakhstan, permanently residing in the country that has ratified the Convention on legal assistance and legal relations on civil, family and criminal matters, signed in the city of Minsk on January 22, 1993 (hereinafter - the Convention), and foreigners, being the citizens of the country, that has ratified the Convention, it is necessary to submit a petition from the bodies of this country, carrying out the functions on trusteeship or guardianship;

2) a written application (in any form) on registering them with indication of surname, name, patronymic (if any), date and place of birth, passport number, by whom and when it was issued;

3) a completed registration card of persons, being the citizens of the Republic of Kazakhstan, permanently residing outside the Republic of Kazakhstan, foreigners wishing to adopt orphans, children left without parental care, being the citizens of the Republic of Kazakhstan, with a photograph in the form according to Appendix 2 to the Rules;

4) notarized, as well as legalized or apostilled application-consent to undertake obligations in case of adoption of an orphan, a child left without parental care, who is a citizen of the Republic of Kazakhstan, to provide reports on his/her living conditions, education, upbringing and state of health until he/she reaches the age of eighteen in the form according to Appendix 3 to the Rules to the Committee for protection of children's rights of the Ministry of Education and Science of the Republic of Kazakhstan through the adoption agencies or foreign institutions of the Republic of Kazakhstan.

When a service recipient submits all necessary documents to a service provider, confirmation of acceptance of the application on paper shall be a note on his/her copy indicating the date of receipt, surname, name, patronymic (if any) of the person, who received it and the time of receipt of the documents.

If a service recipient submits an incomplete package of documents according to the list provided for in paragraph 9 of this standard of state service, and (or) expired documents, a service provider shall refuse to accept the application and issue a corresponding receipt on refusal to accept documents in the form according to Appendix 2 to this standard of state service.

10. The service provider refuses to render a state service for the following reasons:

1) establishing unreliability of the documents submitted by a service recipient for receiving a state service, and (or) the data (information) contained in them;

2) non-compliance of a service recipient and (or) submitted data and information, necessary for rendering a state service with the requirements of the Rules.

Chapter 3. The procedure for appealing decisions, actions (inaction) of a service provider and (or) his/her officials on the issues of rendering a state service

11. Appeal of decisions, actions (inaction) of the service provider and (or) his/her officials on the issues of rendering a state service: the complaint shall be submitted to the head of a service provider or the Ministry at the address specified in paragraph 13 of this standard of a state service.

The complaint shall be submitted in written form by mail, through the e-government web portal, or on purpose through the office of a service provider, the Ministry.

Confirmation of acceptance of the complaint shall be its registration (stamp, incoming number and date) in the office of a service provider indicating the name and initials of the person who accepted the complaint, the time and place of receiving a response to the complaint.

The complaint of the service recipient indicates his/her surname, name, patronymic (if any), postal address, outgoing number and date. The complaint is signed by a service recipient.

The complaint of a service recipient, addressed to the service provider or the Ministry, shall be subject to consideration within five working days from the date of its registration. A reasoned response on the results of the complaint shall be sent to the service recipient by mail or issued on purpose in the office of the service provider or the Ministry.

In case of disagreement with the results of rendered state service, the service recipient may file a complaint with the authorized body for assessment and control of quality of rendering state services.

The complaint of a service recipient received by the authorized body for assessment and control of quality of rendering state services shall be considered within fifteen working days from the date of its registration.

12. In cases of disagreement with the results of the rendered state service, the service recipient shall appeal to the court in the manner established by the legislation of the Republic of Kazakhstan.

Chapter 4. Other requirements, taking into account the features of rendering a state service

13. Addresses of rendering a state service are placed on the Internet resource of the Ministry: www.mfa.gov.kz.

14. Contact telephone numbers of information services on the issues of rendering a state service are indicated on the Internet resource www.mfa.gov.kz., section "State services", of the Unified contact-center: 1414, 8 800 080 7777.

of the Republic of Kazakhstan,
permanently residing
outside the
Republic of Kazakhstan,
foreigners, wishing to adopt
orphans, children without parental
care, being the citizens of the
Republic of Kazakhstan"
form
" ____ " ____ 20 ____
№ _____

Reference

We hereby confirm that citizens/citizen _____

(the name of the country)

Surname, name, patronymic (if any) (full form)

Date of birth _____

Surname, name, patronymic (if any) (full form)

Date of birth _____

_____,
registered as persons/person wishing to adopt an orphan, a child left without
parental care, being the citizen of the Republic of Kazakhstan.

Surname, name, patronymic
(if any) of the employee
of a foreign institution of the
Republic of Kazakhstan,
signature (place for stamp)

Appendix 2
to the state service
standard "Registration of persons,
being the citizens
of the Republic of Kazakhstan,
permanently residing
outside the
Republic of Kazakhstan,
foreigners, wishing to adopt
orphans, children without parental
care, being the citizens of the
Republic of Kazakhstan"
form

(Surname, name, patronymic
(if any),
either name
of the service recipient
organization)

(address of a service recipient)

Receipt on refusal to accept documents

Guided by paragraph 2 of Article 19-1 of the Law of the Republic of Kazakhstan dated April 15, 2013 "On State Services", _____

(foreign institution of the Republic of Kazakhstan)

in _____

(indicate address)

refuses to accept documents for rendering a state service (indicate the name of a state service in accordance with the standard of state service) due to your submission of an incomplete package of documents according to the list provided for by the standard of state service, and (or) documents with an expired validity period, namely:

Name of missing documents and (or) documents with expired validity term:

- 1) _____;
- 2) _____;
- 3)

This receipt is made in 2 copies, one for each side. _____

(Surname, name, patronymic (if any), signature of the employee of the service provider)

Executor: _____

Surname, name, patronymic (if any) _____

Telephone number _____

Received: _____

Surname, name, patronymic (if any) / signature of the service recipient _____

" ____ " _____ 20__

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Justice of the Republic of Kazakhstan