

Minister of Justice of Georgia

Order No 98

27 July 2011

Tbilisi

On Approval of the Procedure for Registering and Deregistering Citizens of Georgia and Aliens Residing in Georgia and for Issuing Identity (Residence) Cards, Passports, Travel Passports, and Travel Documents

Based on Article 10¹, Article 20(2) and Article 20²(9) of the Law of Georgia on the Procedure for Registering Citizens of Georgia and Aliens Residing in Georgia, Issuing Identity (Residence) Cards and Passports of a Citizen of Georgia, Article 13(1) of the Law of Georgia on Normative Acts, and Article 61 of the General Administrative Code of Georgia, I hereby **order that**:

1. The attached Procedure for Registering and Deregistering Citizens of Georgia and Aliens Residing in Georgia and for Issuing Identity (Residence) Cards, Passports, Travel Passports, and Travel Documents shall be approved.
2. Order No 1398 by the Minister of Justice of Georgia of 12 November 2004 on Approval of the Instruction for Identifying Citizens of Georgia, Aliens and Refugees Residing in Georgia and for Issuing Passports (Travel Passports and Travel Documents) of a Citizen of Georgia shall be declared invalid.
3. This Order shall enter into force upon promulgation.

Z. Adeishvili

Procedure for Registering and Deregistering Citizens of Georgia and Aliens Residing in Georgia and for Issuing Identity (Residence) Cards, Passports, Travel Passports, and Travel Documents

Chapter I - General Provisions

Article 1 - Scope of regulation

This Procedure regulates matters related to the registration of citizens of Georgia and aliens residing in Georgia according to their place of residence ('the registration') and to their deregistration, also matters related to the issuance of identity (residence) cards, passports of a citizen of Georgia ('a passport'), travel passports of persons having the status of a stateless person in Georgia ('a travel passport') and travel documents of persons with a refugee or humanitarian status ('a travel document').

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Article 2 - General provisions

1. The documents provided in this Procedure shall be submitted to relevant authorities in tangible form. The documents need not be submitted if the electronic database of the Legal Entity under Public Law – the Public Service Development Agency ('the Agency') within the Ministry of Justice of Georgia, and the databases of other administrative authorities used by the Agency according to legislation, contain the information given in the document concerned.
2. The documents issued in a foreign state, which are necessary for delivering services under this Procedure, shall be submitted in tangible form, after having been duly legalised or apostilled unless otherwise provided for by an international agreement or treaty of Georgia or by this Procedure. These documents may be accepted in electronic form without submitting the original copies if the authenticity of legalisation or apostillation of the documents can be verified against the relevant electronic register or through any other means. The documents confirming the fact that the authenticity of legalisation or apostillation has been verified shall be attached in tangible or electronic form to the relevant records.
3. To receive the services provided in this Procedure, the photograph submitted to the relevant authorities shall depict the person to whom the services are rendered. The photograph shall be taken at the current age of the person receiving services.
4. The fee for services under this Procedure shall be paid in non-cash form before or after applying for a relevant service. If the fee is paid after submitting an application, it shall be paid on the day of submitting the application. If services are rendered on the day of submitting the application, the fee shall be paid before submitting the application.
5. If a person with representative powers performs the actions provided in this Procedure, the document evidencing the representative powers shall be submitted to the relevant authorities.



6. If there is discrepancy with regard to the first name and/or surname or birth date and/or birth place between the documents submitted by a person and the data stored in the Agency database or in the data stored in the Agency database, the respective entry in a birth record shall be deemed valid. For a person whose birth is registered in the territory of the Autonomous Republic of Abkhazia, Tskhinvali Region (the former Autonomous District of South Ossetia) or abroad, the entries recorded in his/her birth certificate shall be deemed valid, and if such person has assumed the surname of his/her spouse or combined his/her own surname and his/her spouse's surname, or reverted to his/her premarital surname, the surname entered in his/her marriage/divorce record shall be deemed valid. For a person whose marriage/divorce is registered in the territory of the Autonomous Republic of Abkhazia, Tskhinvali Region (the former Autonomous District of South Ossetia) or abroad, the surname entered in his/her marriage/divorce certificate shall be deemed valid. The details entered in birth, marriage and divorce certificates shall be deemed valid only if civil records of birth, marriage and divorce are missing.

7. If there is discrepancy with regard to the first name and/or surname between the documents submitted by a person who has been granted the citizenship of Georgia or to whom a residence permit has been issued and the data stored in the Agency database or in the data stored in the Agency database, the first name and/or surname indicated in the citizenship and/or identity document issued to the person shall be deemed valid. If there is discrepancy in terms of birth date and/or birth place of a person born in Georgia, the details indicated in the birth record shall be deemed valid; for a person born in the territory of the Autonomous Republic of Abkhazia, Tskhinvali Region (the former Autonomous District of South Ossetia) or abroad the entries in his/her birth certificate shall be deemed valid. If a birth record or a birth certificate is missing, the birth date and/or birth place recorded in the Agency database, under which the person has been granted the citizenship of Georgia or a residence card, shall be deemed valid.

8. If personal details (first name, surname, birth place, and birth date) of a person indicated in a birth records/document registered abroad are changed abroad or in Georgia, and if the changed details have not been recorded in the person's birth records/document, the personal details entered in the document evidencing the change of personal details shall be deemed valid.

8¹. If personal details (first name, surname, birth place, and birth date) of a person indicated in a birth record registered in Georgia are changed abroad and if the changed details have not been recorded in the person's birth record, the personal details entered in the document evidencing the change of personal details shall be deemed valid.

9. The Agency shall deem details valid in the manner defined in paragraphs (6-8) of this article until proved otherwise.

10. Appealing the decisions of a territorial office of the Agency concerning the registration and deregistration, or the issuance, suspension, and revocation (invalidation, voidance) of identity (residence) cards, passports, travel passports, and travel documents shall not suspend the validity of the disputed acts.

Order No 119 by the Minister of Justice of Georgia of 19 August 2011 – website, 19.8.2011

Order No 140 by the Minister of Justice of Georgia of 25 October 2011 – website, 25.10.2011

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Article 3 – Confirmation of identity of a person on a photograph

1. If a person is registered for the first time, except for the registration of a minor at birth registration, or if the electronic database of the Agency does not contain any record with a photograph created in the process of issuing or registering an identity document, or despite the availability of a photograph a person cannot be identified against the photograph attached to the application due to age or any other reason, any person of full legal age may confirm in writing, in the presence of the authorised person of the Agency, that the details indicated in the application belong to the person depicted in the photograph (confirmation of identity of a person on a photograph).

2. In the cases provided for in the first paragraph of this article, the head of a child care institution, the head of a general educational institution, the head of a medical institution, the trustee of a Gamgeoba (City Hall), the head of a prison/penitentiary facility administration, the commander of a military unit, the administration of a temporary administrative-territorial unit in the territory of the former Autonomous District of South Ossetia and the representation office of the Government of the Autonomous Republic of Abkhazia shall confirm the identity of a person on a photograph in writing without the need to appear before the authorised person of the Agency. The authorised person's signature on the document issued by the above persons confirming the identity of a person on a photograph shall be verified by the appropriate seal. Part of the seal shall cover the photograph affixed to the document while maintaining the integrity of the seal.

Article 4 – Access to information

1. On the matters provided for in this Procedure, the Agency and/or its territorial offices shall communicate with interested persons by publishing a relevant notice/decision on the Agency website and/or by sending a short text message to the mobile phone number indicated in the application and/or by officially communicating the written notice (handing over or sending by mail). Electronic mail (if indicated in the application) may also be used to communicate with an applicant.

2. A person with respect to whom the question of deregistration is pending shall be sent a notice/decision of deregistration in writing by mail to his/her registration address indicated in the Agency database and/or to the actual place of residence identified in the course of the administrative proceedings. If the notice/decision of deregistration, sent by mail, fails to be delivered to the above person, the Agency or its territorial office shall not be obliged to resend the notice/decision.

3. Information on a person's deregistration shall be published on the Agency website. The published information and data indicated in the information shall be deemed valid (authentic) and shall have legal force until proved otherwise.

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012



Article 5 – Obligation of registration and subjects of registration

1. A citizen of Georgia, also a person who has renounced the citizenship of Georgia and has not acquired foreign citizenship, regardless of age, shall be obliged to be registered according to his/her place of residence.
2. An alien, regardless of age, residing in Georgia and holding a residence permit of Georgia shall be obliged to be registered according to the place of residence within one month of entering Georgia, or if he/she is staying in the territory of Georgia, within one month of obtaining a residence permit.
3. A minor who is assigned a personal number at birth registration shall be registered according to the place of residence at birth registration. A person shall be deemed registered according to the place of residence from the moment of his/her birth registration.
4. Persons who hold/held a passport of the former Union of Soviet Socialist Republics and have not been deregistered in Georgia (permanent registration) need not be registered unless there is a basis for their reregistration.
5. Citizens of Georgia, who have moved permanently to another country on the basis of an emigration permit issued under the legislation of Georgia, need not be registered for obtaining an electronic identity card in Georgia.
6. If a person changes place of residence for more than six months, he/she, under this Procedure, shall be obliged to apply for registration to a territorial office of the Agency according to the new place of residence within not later than 10 days after the six-month period expires. This paragraph shall not apply to citizens of Georgia staying abroad.

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Article 6 - Registration and deregistration authorities

1. Authorised territorial offices of the Agency shall register a person according to his/her place of residence according to legislation. When registering a person without address details, authorised territorial offices of the Agency shall register the person according to his/her actual place of residence. When registering a minor at birth registration, authorised territorial offices of the Agency shall register the minor according to the place of birth registration.
2. Any authorised territorial office of the Agency may register an alien holding a temporary residence permit.
3. Issuance of a permit to emigrate from Georgia (to move permanently to another country), registration of a person's death, loss of the citizenship of Georgia, termination of a residence permit, and registration of a person at a new place of residence shall result in the deregistration of the person concerned, which is performed by recording these facts in the electronic database of the Agency. A person shall be deregistered if the validity of a temporary residence permit or the six-month period of the registration without address details expires; this fact shall automatically be recorded in the electronic database of the Agency. If there are other grounds for deregistration, authorised territorial offices of the Agency shall perform deregistration according to the person's place of residence.
4. Diplomatic missions and consular offices of Georgia abroad, within the powers delegated to them, shall register and deregister citizens of Georgia staying abroad.

Article 7 - Place of registration

1. A person shall be registered according to his/her place of residence. The place of residence shall be the place chosen by the person as his/her habitual residence.
2. A person under 16, also a person under custody or guardianship, shall be registered at the address indicated in the application form according to the place of registration of the parent, custodian, guardian, or of any other legal representative. If the legal representative is registered without address details, a person under 16 or a person under custody or guardianship shall be registered according to the legal representative's actual place of residence (indicated in the electronic database of the Agency). If the legal representative's actual place of residence cannot be identified, a person under 16 or a person under custody or guardianship shall be registered without address details. In this case, the person may be registered without the consent of parents, custodian, guardian, or of any other legal representative or of the owner of the dwelling, also without the presentation of the title deed of the dwelling or without the confirmation of the fact of residence at a particular address by two persons (witnesses) of full legal age and capacity.
3. A person under the age of 16 or a person under custody or guardianship may be registered at a different address, except when the person is registered at birth registration, only if one of the legal representatives submits a written consent or a consent form available on the Agency website. The consent may also be submitted electronically if the person giving consent can be identified and if his/her identity can be verified against the information stored in the electronic database of the Agency.
4. At birth registration a minor shall be registered according to the place of residence based on the registration place of one of his/her legal representatives – mother or father, which shall be indicated in the medical certificate of birth. If the registration place is not indicated in the certificate, the minor shall be registered according to his/her mother's place of registration. If birth is registered upon the application of a parent/parents, the minor shall be registered according to one of the parents' registration place indicated by the parent(s).
5. If at the time of applying for birth registration, the parent at whose place of registration the minor is to be registered, is registered without address details or is not registered at all, the minor shall be registered according to other parent's place of registration. If a mother is an alien not registered in Georgia according to the place of residence, at birth registration the minor shall be registered according to the father's place of registration. If at the time



of registering a minor's birth both parents or any other legal representative are registered without address details, the minor shall be registered according to his/her parents' or legal representative's actual place of residence .

6. A person registered in Tskhinvali Region (the former Autonomous District of South Ossetia) or in the Autonomous Republic of Abkhazia and who has been deregistered due to the loss or renunciation of the citizenship of Georgia, may be registered at the same address, only on the basis of his/her application if the citizenship of Georgia is granted to, acquired by or restored to that person.

7. A person registered in the territory of Tskhinvali Region (the former Autonomous District of South Ossetia) or in the Autonomous Republic of Abkhazia and who has been deregistered based on the issuance of a permit to emigrate from Georgia (move permanently to another country), may be registered at the same address only upon his/her application if he/she returns to Georgia.

8. An internally displaced minor and an internally displaced person's child (except for the person who has attained the age of majority before being displaced) may be registered according to the place of permanent residence of one of the parents or of any other legal representative.

8¹. In addition to the circumstances provided for in this article, an internally displaced person may also be registered at the address indicated in the report/certificate establishing the place of residence issued by the relevant representation office of the Government of the Autonomous Republic of Abkhazia, by the administration of a temporary administrative-territorial unit in the territory of the former Autonomous District of South Ossetia or by the authorised local self-government authority.

9. If a place of residence is changed for more than three months due to imprisonment, service of sentence, compulsory or contractual military service, the administration of the facility where the person is staying shall be obliged, within not later than 10 days after the three-month period expires, to apply to a territorial office of the Agency according to the person's place of registration and inform it about the person's whereabouts; a relevant record shall be made in the database of the Agency about this fact.

10. If a person in a childcare and childcare-educational facility for children without parental care, or in the circumstances provided for in the ninth paragraph of this article, has no place of registration, the administration of the facility, within 10 days after the person's placement in the facility, shall be obliged to apply to a territorial office of the Agency according to the person's place of stay for his/her registration. Two 3.5X4.5cm biometric photographs of a person in printed and electronic form, his/her identity document or birth certificate shall be attached to the relevant written application. If the administration of the facility does not have the above documents, the person may be registered based on the data stored in the Agency, if available. The address of the facility shall be indicated as the person's place of registration. In this case, an identity (residence) card need not be obtained and the consent referred to in the third paragraph of this article need not be presented when registering the person. *Order No 140 by the Minister of Justice of Georgia of 25 October 2011 – website, 25.10.2011*

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Article 8 - Registration without address details

1. A person who lives in a building that is not firmly fixed to the ground, is not designed for long-term accommodation of people, or in a building with an unidentifiable address shall be registered without address details according to the populated area where he/she is located. The person's actual place of residence shall be recorded in the application form and in the electronic database of the Agency.

2. If at the time of birth registration, a minor has no legal representative or his/her legal representative is not registered according to the place of residence, the minor shall be registered without address details. In this case, the person's actual place of residence shall not be indicated in the application form and in the electronic database of the Agency.

3. A person's registration without address details shall be valid for six months following the registration date. Upon the expiry of that period, the person shall be deemed deregistered, which results in the suspension of the validity of his/her electronic identity (residence) card. After deregistration, the person shall be obliged to be reregistered according to the legislation.

4. A person registered without address details may apply to a territorial office of the Agency for registration before the validity of the registration without address details expires.

Article 9 - Registering aliens holding a temporary residence permit

1. When registering an alien holding a temporary residence permit, the address of that person's place of residence shall be the one indicated by the applicant.

2. The registration of an alien holding a temporary residence permit shall be valid from the registration date until the expiry of the temporary residence permit.

3. If an alien obtains a new temporary residence permit or extends a temporary residence permit, he/she shall be obliged to be reregistered within the time frames provided for in Article 5(2) of this Procedure.

Article 10 - Applying for registration

1. A person applying for registration (an applicant) may be:

- a) a person of full legal age and capacity who is to be registered according to the place of residence;
- b) a person aged 14 to 18 who is to be registered according to the place of residence;



c) a legal representative of a person aged 14 to 18, except when the person aged 16 to 18 is in a registered marriage;

d) for a person under 14 or for a person under custody and guardianship, a legal representative of the person, the head of a custody and guardianship authority, the head of a preschool childcare institution, the head of a general educational establishment, the trustee of a Gamgeoba (City hall), an authorised representative of the administration of a temporary administrative-territorial unit in the territory of the former Autonomous District of South Ossetia and of the Government of the Autonomous Republic of Abkhazia;

e) a person holding a duly certified power of attorney;

f) in the case provided for in Article 25(1)(a) of this Procedure, the spouse of an interested person, a direct relative in the ascending or descending line, a sibling, an employee of the medical institution;

g) in the cases provided for in Article 25(1)(c), (d) and (e) of this Procedure, the person referred to in subparagraphs (a-e) of this paragraph, also the spouse of an interested person, a direct relative in the ascending or descending line, a sibling, an authorised employee of the medical institution, prison/penitentiary facility or psychiatric facility.

2. A citizen of Georgia who has attained the age of 14, also an alien (regardless of age) who has not obtained an identity (residence) card shall be obliged to submit to a territorial office of the Agency an application for an identity (residence) card along with the application for registration. A person shall also be obliged to submit an application for an identity (residence) card along with an application for registration if there are grounds for replacing the identity (residence) card.

3. If an adoptee's place of residence is to be changed, the adoptive parent shall be obliged to submit to a territorial office of the Agency an application for registering the adoptee along with an application for registering the adoption of the minor. In this case, the procedure for registering minors according to the place of residence at birth registration shall apply.

4. A person may apply for registration through an electronic application form available on the Agency website according to the rules provided for in Chapter VI of this Procedure. The application form shall be approved by the Chairperson of the Agency with the agreement of the Minister of Justice of Georgia.

Order No 119 by the Minister of Justice of Georgia of 19 August 2011 – website, 19.8.2011

Order No 91 by the Minister of Justice of Georgia of 11 August 2015 – website, 11.8.2015

Article 11 - Documents to be submitted for registration

1. For registration, an applicant shall indicate in the application form the owner of the dwelling he/she gets registered to, and shall submit:

a) two 3.5X4.5 cm biometric colour photographs in printed and electronic forms. Photographs shall be submitted only:

a.a) for the first registration of a person, except when a person is being registered at birth registration;

a.b) if the electronic database of the Agency maintained for the matters concerning registration according to the place of residence and/or the issuance of identity documents does not contain the person's photograph, or three years have elapsed since the submission of the photograph;

b.a) in the case of registration in the ownership of the State and a municipality, consent of the owner, respectively, of the Legal Entity under Public Law of the Ministry of Economy and Sustainable Development of Georgia – the National Agency of State Property, or of an authorised structural unit of the Municipality Gamgeoba;

b.b) in the case of registration in the ownership of a legal person, consent of a relevant administrative body of the legal person. In the case of registration in the ownership of a Legal Entity under Public Law, consent of the state control implementing body (if any) shall also be required;

b.c) in the case of registration in the ownership of a natural person, a consent of the dwelling owner, or a written and substantiated confirmation, expressed by two persons of full legal age and capacity (witnesses) in the presence of an authorised employee of a territorial office of the Agency, of the fact that the person to be registered has actually lived at a particular address for the last three months. If a dwelling owner is to be registered, a title deed of the dwelling may be submitted instead of those documents or the fact of ownership may be verified against the electronic database of the Public Registry (if the verification is possible). These requirements shall not apply to the registration of aliens holding a temporary residence permit or to the registration of persons by diplomatic missions or consular offices of Georgia abroad;

c) a document certifying the citizenship of Georgia and/or a document certifying the residence in the territory of Georgia for a statutory period, and for aliens residing in Georgia, a document certifying foreign citizenship or statelessness. These documents shall be submitted only if a person is registered for the first time or if the citizenship established at the previous registration has changed and the Agency has become aware of it;

d) a residence permit if a person is an alien residing in Georgia. This document shall be submitted only if a person is registered for the first time or if a person having obtained a permanent residence permit under special conditions has changed his/her citizenship and the Agency has become aware of it;

e) an identity (residence) card or an identity document issued by a foreign country;

f) for a person aged 16 to 18 in a registered marriage, also the person's marriage document evidencing the identity of the married persons and the fact of marriage (indicating the date of marriage and the name of the authority performing the marriage);

g) in the cases provided for in Article 25(1)(a) and (c) of this Procedure, also a relevant certificate/document evidencing the inability of an interested person to move about or to express his/her will. In the cases provided for in Article 25(1)(d) and (e) of this Procedure, the fact that a person is staying in a prison/penitentiary facility/psychiatric facility shall be proved by documents.

2. If a person has no identity (residence) card or fails to submit an identity document issued by a foreign country, he/she may submit one of the



following documents instead of those documents:

a) a birth certificate, or if a person is born outside the territory of Georgia, a birth certificate or a document issued by a relevant authority of the foreign country confirming the person's identity, birth and parents' identity;

b) a passport of the former Union of Soviet Socialist Republics.

3. Documents referred to in paragraph 1(e) and the second paragraph of this article need not be submitted for reregistration if the electronic database of the Agency contains registration information on the interested person.

4. To register an internally displaced person, a report/certificate establishing the place of residence issued by the administration of a temporary administrative-territorial unit in the territory of the former Autonomous District of South Ossetia, or by a relevant representation office of the Government of the Autonomous Republic of Abkhazia, or by a relevant authority of a local self-government shall be additionally presented. The report/certificate need not be submitted if the internally displaced person is being registered under Article 7(6-8) of this Procedure.

5. To be registered without address details, an applicant shall submit the documents specified in the first paragraph of this article, except for the document referred to in subparagraph (b).

6. If a person fails to submit the documents referred to in paragraph 2(a) or (b) of this article, his/her birth registration details or an application completed for the issuance of the passport of the former Union of Soviet Socialist Republics shall be used instead. A territorial office of the Agency may obtain these details or documents on its own.

7. The chairperson of the Agency, with the agreement of the Minister of Justice of Georgia, shall approve the forms to be submitted for registration, in particular, the form of consent of a dwelling owner and the form of the written confirmation that the person lives at a particular address for two persons of full legal age and capacity (witnesses), and the form of their notification. *Order No 119 by the Minister of Justice of Georgia of 19 August 2011 – website, 19.8.2011*

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Order No 91 by the Minister of Justice of Georgia of 11 August 2015 – website, 11.8.2015

Article 12 - Authority to submit photographs

1. To update the information held in the electronic database of the Agency on a person registered according to the place of residence at the moment of birth registration in the manner provided for by the legislation, a relevant application and a 3.5X4.5 cm biometric colour photograph in printed and electronic forms may be submitted to a territorial office of the Agency.

2. In the case provided for in the first paragraph of this article, an application form approved by the chairperson of the Agency with the agreement of the Minister of Justice of Georgia, shall be submitted by the persons having the right to submit an application form for registration.

3. The photograph shall be entered in the electronic database of the Agency not later than the following working day after the application is submitted.

Order No 91 by the Minister of Justice of Georgia of 11 August 2015 – website, 11.8.2015

Article 13 - Accepting and reviewing documents submitted for registration

1. To register a person, territorial offices of the Agency shall be obliged to:

a) enter the information provided by the applicant verbally and/or in writing in an application form that is signed (if possible) by the applicant;

b) ask applicants to sign a reference card (if possible) to verify the data provided in the reference card and to confirm their intention to receive relevant services;

c) accept the reference card signed by an applicant and other documents necessary for registration;

d) determine by visual inspection whether submitted documents contain signs of possible manipulation and forgery of records, seals, stamps, signatures, or replaced photographs. In the case provided for in Article 50(1) of this Procedure, verify the validity of the document, determine whether the submitted document is registered at the issuing authority specified in it;

e) if necessary, determine a person's citizenship on the basis of the submitted documents and obtained information;

f) if it is necessary to verify the interested person's identity or citizenship, request information from relevant authorities if there are sufficient data to request information;

g) after examining a person's identity details and documents, register the person and assign a personal number to him/her, except when a person has already been assigned a personal number.

h) in the cases provided for in Article 11 (1)(b.c) and Article 20(1)(c-d) of the Procedure, notify the witnesses in writing that the submission of false information by them is punishable under criminal law. The text of the notification shall be handwritten by a witness and shall then be signed;

i) provide the dwelling owner, within 10 days after he/she submits the application, with the list of persons registered to the dwelling;



2. A person's details (first name, surname, birth date and place, citizenship, address) shall be entered in the electronic database of the Agency under Article 31(1) of this Procedure.

3. The chairperson of the Agency, with the agreement of the Minister of Justice of Georgia, shall approve the form of an application form and of a service information sheet.

Order No 170 by the Minister of Justice of Georgia of 21 September 2012 – website, 21.9.2012

Order No 91 by the Minister of Justice of Georgia of 11 August 2015 – website, 11.8.2015

Article 14 - Assigning a personal number

1. A person shall be assigned a personal number under the legislation of Georgia at the moment of his/her birth registration, his/her registration according to the place of residence or at the moment of issuing an identity (residence) card.

2. Two or more personal numbers may not be assigned to the same person, and a personal number already assigned to one person may not be assigned to another person. An assigned personal number may not be cancelled and/or changed, except as expressly provided for by the legislation of Georgia. A personal number assigned to a deceased person may not be changed. A personal number of a deceased person shall not be reused.

3. If two or more personal numbers have been assigned to one and the same person or if one personal number has been assigned to two or more persons, the personal number shall be retained or cancelled by a substantiated decision of the head of the territorial office. The territorial office of the Agency shall follow the procedure provided for in this article when making a decision whether to retain or cancel a personal number, and at the same time it shall act according to this article and the procedure provided for in Article 50 if the circumstances specified in Article 50(1) of this Procedure occur.

4. The assignment of a personal number shall be recorded in the electronic database of the Agency.

5. A personal number shall consist of eleven digits. The first two digits (from 01 to 99) shall be an administrative unit code, the following digit (from 1 to 9) shall be a check digit obtained by a certain formula from the other ten digits. The following two digits (from 01 to 99) shall be the code of the territorial office of the Agency that has assigned the personal number to the person and the last six digits shall be the serial number of the record of the assignment of a personal number to a person (from 000001 to 999999), except for the combinations 666XXX, X666XX, XX666X, XXX666.

6. The chairperson of the Agency, with the agreement of the Minister of Justice of Georgia, shall define the formula for obtaining a check digit.

7. The first two digits of a personal number assigned to a citizen of Georgia staying abroad shall denote the Ministry of Foreign Affairs of Georgia, the following digit (from 1 to 9) shall be a check digit, the following two digits shall indicate the diplomatic mission or the consular office of Georgia abroad that has assigned the personal number. The other six digits shall be the serial number of the record of the assignment of a personal number to a person, except for the combinations 666XXX, X666XX, XX666X, XXX666.

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Order No 91 by the Minister of Justice of Georgia of 11 August 2015 – website, 11.8.2015

Article 15 - Registration time frames

1. Territorial offices of the Agency shall register persons within two business days after the relevant documents required by legislation are submitted.

2. Territorial offices of the Agency may extend the registration period for a reasonable period, but for a maximum of 10 working days, if the extension is necessary to verify/ascertain the person's identity data, establish his/her citizenship and/or resolve other issues necessary for registration. An authorised person of a territorial office of the Agency shall issue a written decision on extending the registration period.

3. If administrative proceedings for registration and for issuance of an identity (residence) card are held concurrently, registration shall be conducted within the time frame determined for issuing an identity (residence) card.

Article 16 - Registration date

A person shall be deemed registered from the day the registration record is made in the database of the Agency.

Article 17 - Specifying the place of registration

1. If due to an unorganised addressing system the address (place of registration) of persons living in a settlement or in a self-governing unit is the settlement or the self-governing unit and not a particular house, after the addressing system in the relevant settlement or self-governing unit is organised (house numbering is introduced), their addresses shall be specified (indicating a particular house) in the electronic database of the Agency.

2. If due to an unorganised addressing system the address (place of registration) of the persons living in a block of flats is the block of flats and not a particular flat, after the addressing system in the relevant block of flats is organised (flats are numbered), their addresses shall be specified (indicating a particular flat) in the electronic database of the Agency.

3. If due to an unorganised addressing system two or more houses and/or blocks of flats located in the same street, or if two or more flats in the same



block of flats have identical numbering, after the addressing system of the relevant houses/blocks of flats is organised (houses/flats are numbered), the addresses of the persons living in the houses/flats shall be specified (indicating a particular house/flat) in the electronic database of the Agency.

3¹. An address can be specified:

- a) based on the information provided by the trustee of the Gamgeoba (City Hall) of a relevant self-governing unit or by the regional Gamgeoba of a city;
- b) based on the decision of the homeowners association of a block of flats, only in the case provided for in the second paragraph of this article;
- c) based on the information provided by an organisation or an institution performing various field and/or practical work for organising the addressing system or by a person (group of persons) directly performing such work, when this work is performed in cooperation with the Agency or within the relevant project implemented with participation of the Agency.

4. A person need not replace his/her identity (residence) card of a citizen of Georgia if his/her address is specified in the circumstances provided for in this article.

Order No 140 by the Minister of Justice of Georgia of 25 October 2011 – website, 25.10.2011

Article 18 - Changes in the electronic database of the Agency

1. Adoption of a registered minor shall serve as the basis for changing the minor's first name, surname, birth date, birth place, and patronymic in the electronic database of the Agency maintained for registration purposes if no identity document has been issued to the minor. The changes in the electronic database of the Agency shall be made according to an act of adoption of a minor.

2. Establishment of paternity in relation to a registered minor shall serve as the basis for changing the minor's first name, surname, and patronymic in the electronic database of the Agency maintained for registration purposes if no identity document has been issued to the minor. The changes in the electronic database of the Agency shall be made according to an act of the establishment of paternity drawn up in relation to the minor.

3. Changing a registered minor's first name, patronymic, or surname shall serve as the basis for changing the minor's first name, patronymic, or surname in the electronic database of the Agency maintained for registration purposes if no identity document has been issued to the minor. The changes in the electronic database of the Agency shall be made according to an act of the change in the minor's first name, patronymic, or surname.

Article 19 - Grounds for deregistration

1. A person shall be deregistered:

- a) if he/she changes the place of residence;
- b) if he/she dies;
- c) if at the time of organising the addressing system (assigning numbers to houses/apartments) and specifying addresses (registering at a particular house) a person cannot be identified at a particular address based on the information provided by the Gamgebeli of a relevant municipality, the mayor of a self-governing city, the trustee of a Gamgeoba (City Hall), by an organisation, institution or a person (group of persons) directly performing various field and/or practical work for organising the addressing system in cooperation with the Agency or on the basis of the information provided within the framework of a project implemented with participation of the Agency;
- d) if the person registered under Article 7(10) of this Procedure is no longer registered in the relevant institution;
- e) if a person loses citizenship of Georgia;
- f) if a person renounces citizenship of Georgia;
- g) if a temporary residence permit expires;
- h) if the validity of an issued residence permit is terminated;
- i) if the six-months validity of the registration without address details expires.
- j) in the case provided for in Article 23 of the Procedure, when the registration of a person has been declared void.

2. In addition to the circumstances provided for in the first paragraph of this article, an alien may also be deregistered based on his/her own application.

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Order No 91 by the Minister of Justice of Georgia of 11 August 2015 – website, 11.8.2015

Article 20 - Deregistration

1. A person shall be deregistered due to the change of his/her place of residence:

- a) upon having been registered at the new place of residence;



b) upon having been issued a permit to emigrate from Georgia (moving permanently to another country);

c) based on a written application of any person of full legal age and capacity indicating that the person to be deregistered has not lived at a particular address for the last six months. If the applicant is not an owner of the dwelling to which a person to be deregistered is registered, the application shall be accompanied by written statement of two persons of full legal age and capacity (witnesses) confirming that the person to be deregistered has not lived at a particular address for the last six months. The decision whether to deregister or to refuse to deregister a person shall be made within 10 business days of submitting an application. If the applicant is an owner of the dwelling to which a person to be deregistered is registered, he/she shall submit the list of persons registered to his/her dwelling other than the person to be deregistered, and the bill for appropriate utility services (electricity, water and cleaning) to confirm the number of registered persons;

d) if at the time of registering title to his/her property with the National Agency of Public Registry a dwelling owner applies in writing for the deregistration of the person registered at the address of the dwelling owned by the dwelling owner. The decision of deregistration shall be made within 10 business days after the receipt of the owner's application forwarded by the National Agency of Public Registry. If within this period the person in relation to whom administrative proceedings for deregistration are pending, declares in writing that he/she lives at the address in question and if that fact is confirmed in writing by two persons of full legal age and capacity according to the Article 11 of the Procedure, the territorial office of the Agency shall make a substantiated decision on denying the deregistration. A person filing an application (a dwelling owner) may withdraw the application before the territorial office of the Agency makes a decision. In that case the territorial office of the Agency shall decide not to review the application;

e) based on a notice from an authorised agency of a local self-government about the demolition or damage of the building concerned, or about a similar circumstance (due to which the building cannot be used for living), upon the expiry of six months from the occurrence of the above circumstance, and if the authorised agency of a local self-government sends the notice after six months from the occurrence of the circumstance, deregistration shall be performed upon receiving the notice.

2. A deceased person shall be deregistered at the time of registering his/her death or upon the submission of a death certificate by any person of full legal age and capacity, or upon receipt through diplomatic channels of a notice of death registration or of notice of death of a citizen of Georgia from the authorised agencies of a foreign country.

3. A person shall be deregistered at the time of organising addressing system (assigning numbers to houses/apartments) and specifying addresses (registering at a particular house), upon receipt of information provided by the Gamgebeli of a relevant municipality, the mayor of a self-governing city or the trustee of a Gamgeoba (City Hall), or by an organisation or institution performing various field and/or practical works for organising the addressing system or by the person (group of persons) directly performing the works (when such works are performed in cooperation with the Agency) or on the basis of the information provided within the relevant project implemented with participation of the Agency.

4. A person registered under Article 7(10) of this Procedure shall be deregistered upon receipt of the relevant notice.

5. If a person loses or renounces citizenship of Georgia, he/she shall be deregistered upon the entry into force of the respective edict of the President of Georgia.

6. If a temporary residence permit expires or is terminated, deregistration shall be performed upon expiry or termination of the temporary residence permit.

7. If the six-month validity of the registration without address details expires, deregistration shall be performed upon expiry of that period.

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Order No 91 by the Minister of Justice of Georgia of 11 August 2015 – website, 11.8.2015

Article 21 - Decision on deregistration and deregistration date

1. If there are grounds indicated in Article 20(1)(c) and (d) of this Procedure, the decision on deregistration shall be issued in writing. If there are other grounds for deregistration, the decision need not be issued in writing.

2. A person shall be deemed deregistered from the day a record of deregistration is made in the database of the Agency, and in the case of issuing a written decision, a person shall be deemed deregistered from the day the decision is made. A record of a person's deregistration shall be made in the electronic database of the Agency immediately after the decision is made.

2¹. For the purposes of issuing a certificate on the persons registered to an address, a person shall be deemed deregistered from the day the decision on deregistration is made.

3. A territorial office of the Agency shall be obliged to complete and forward to the information and address bureau of the Agency a deregistration card concerning the deregistration of the person whose registration details are not available in the electronic database of the Agency, though there are documents evidencing the fact of his/her registration. The chairperson of the Agency, with the agreement of the Minister of Justice of Georgia, shall approve the form of a deregistration card.

Order No 53 by the Minister of Justice of Georgia of 11 April 2012 – website, 11.4.2012

Order No 91 by the Minister of Justice of Georgia of 11 August 2015 – website, 11.8.2015

Article 22 - Obligation to inform local self-government authorities

A territorial office of the Agency shall be obliged to inform a relevant local self-government authority within 10 business days about the registration of the males who turned 14 after registration, and about the registration or deregistration of males aged 14 to 65.



Article 23 - Administrative proceedings on declaring registration or deregistration void

If the fact of a person's unlawful registration or deregistration is detected, the Agency and the territorial office of the Agency may initiate administrative proceedings on their own initiative and decide whether to declare a person's registration or deregistration void.

Chapter III - Procedure for Issuing Identity (Residence) Cards

Article 24 - Identity documents

1. The main identity documents for a citizen of Georgia, an alien residing in Georgia, and for a person having a refugee or humanitarian status are:

- a) an identity card
- b) a residence card.

2. An identity card shall be issued to a citizen of Georgia and a residence card shall be issued to an alien residing in Georgia and to a person with a refugee or humanitarian status.

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Article 25 - Types of identity (residence) cards

1. Authorised territorial offices of the Agency may issue an identity (residence) card only with an embedded electronic data carrier (electronic identity (residence) card). Territorial offices of the Agency authorised to issue an electronic identity (residence) card may issue an identity (residence) card without an embedded electronic data carrier in the following cases:

- a) if the intention to obtain an identity (residence) card cannot be expressed due to a serious illness of the person to whom the identity (residence) card is to be issued, and if that person has no legal representative. The inability of a person to express his/her intention shall be evidenced with the relevant certificate/document;
- b) if a prepared electronic identity (residence) card cannot be delivered/handed over to the issuing territorial office and/or to the interested person due to the circumstances beyond the control of the Agency (weather conditions, *force-majeure*, etc.);
- c) if a person to whom the identity (residence) card is to be issued cannot move about (visit a territorial office) due to health condition and if the person has no legal representative (guardian, custodian, or a parent/adoptive parent in the case of a minor);
- d) if a person to whom the identity (residence) card is to be issued is in a psychiatric facility to receive psychiatric care and if the person has no legal representative (custodian, guardian, or a parent/adoptive parent in the case of a minor);
- e) if a person to whom the identity (residence) card is to be issued is held in a prison/penitentiary facility.

2. In the case provided for in paragraph 1(b) of this article, an authorised person of a territorial office of the Agency shall issue, at the request of an interested person, a written decision on the inability to deliver an electronic identity (residence) card. A territorial office of the Agency shall issue an identity (residence) card without an electronic data carrier according to the forms defined in Order No 455 by the Minister of Justice of Georgia of 16 March 2005 on Approving the Forms of Georgian and Bilingual Georgian-Abkhazian Identity Cards of a Citizen of Georgia and in Order No 616 by the Minister of Justice of Georgia of 23 June 2006 on Approving Forms of Residence Cards for Aliens Residing in Georgia.

3. A permanent or temporary residence card shall be issued to an alien residing in Georgia as provided for in the legislation and a temporary residence card shall be issued to a person with a refugee or humanitarian status.

Order No 119 by the Minister of Justice of Georgia of 19 August 2011 – website, 19.8.2011

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Article 26 - Obligation to obtain an identity (residence) card

1. A citizen of Georgia shall be obliged to obtain an identity card within six months after attaining the age of 14. An identity card may also be issued to a citizen of Georgia under 14.

2. An alien, regardless of age, residing in Georgia and holding a residence permit of Georgia shall be obliged to obtain a residence card within one month of entering Georgia or if he/she is staying in the territory of Georgia, within one month of obtaining a residence permit.

3. A person, regardless of age, who has renounced the citizenship of Georgia but has not obtained any foreign citizenship, shall be obliged to obtain a residence card.



4. A person with a refugee or humanitarian status, regardless of age, shall be obliged to obtain a temporary residence card within one month of having been granted the status.

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Article 27 - Bodies authorised to issue identity documents

1. Authorised territorial offices of the Agency shall issue identity documents of citizens of Georgia, aliens residing in Georgia, and persons with a refugee or humanitarian status.

2. Diplomatic missions and consular offices of Georgia abroad shall issue identity cards of citizens of Georgia staying abroad, within the powers delegated to them.

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Article 28 - Applying for an identity (residence) card

1. To obtain an identity (residence) card, citizens of Georgia, aliens residing in Georgia, and persons with a refugee or humanitarian status shall apply to any authorised territorial office of the Agency, and if an identity (residence) card is to be issued at the time of registration, the above persons shall apply to the territorial office of the Agency authorised to register them.

2. A person applying for an identity (residence) card (an applicant) may be:

a) a person of full legal age and capacity to whom an identity (residence) card is to be issued;

b) a person aged 14 to 18 to whom an identity (residence) card is to be issued;

c) one of the legal representatives of a minor or of a person under custody or guardianship, except when a person aged 16 to 18 is in a registered marriage;

d) in the case provided for in Article 25(1)(a) of this Procedure, an interested person's spouse, a direct relative in the ascending and descending line, a sibling, an authorised employee of a medical institution, also a representative of these persons under a duly certified power of attorney;

e) in the cases provided for in Article 25(1)(c) and (e) of this Procedure, a person indicated in subparagraphs (a) and (b) of this paragraph, an interested person's spouse, a direct relative in the ascending and descending line, a sibling, an authorised employee of a medical, prison/penitentiary facility, a person holding a duly certified power of attorney, and in the case provided for in Article 25 (1)(e) of this Procedure, a legal representative as well;

f) in the case provided for in Article 25(1)(d) of this Procedure, a person indicated in subparagraphs (a) and (b) of this paragraph, an interested person's spouse, a direct relative in the ascending and descending line, a sibling, an authorised employee of a medical, prison/penitentiary or psychiatric facility, as well as a person holding a duly certified power of attorney.

Order No 119 by the Minister of Justice of Georgia of 19 August 2011 – website, 19.8.2011

Order No 140 by the Minister of Justice of Georgia of 25 October 2011 – website, 25.10.2011

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Article 29 - Documents to be submitted for issuing an identity (residence) card

1. To obtain an identity (residence) card, an applicant shall submit:

a) two 3.5X4.5 cm biometric colour photographs in printed and electronic form;

b) a receipt evidencing the payment of a statutory fee for a relevant service and/or for an expedited service, except in the exceptional cases provided for by legislation;

c) a document evidencing the citizenship of Georgia or residence in the territory of Georgia for a statutory period; aliens permanently residing in Georgia shall submit a document evidencing foreign citizenship or statelessness. These documents must be submitted only if a person obtains an identity (residence) card for the first time or if the citizenship established at the time of issuing the previous identity document has changed and the Agency has become aware of it;

d) an identity (residence) card or an identity document issued by a foreign country;

e) a person aged 16 to 18, who is in registered marriage, shall also submit a document evidencing the marriage and the identity of the married persons and the fact of marriage (indicating the date of marriage and the name of the authority performing the marriage);

f) a residence permit if a person is an alien residing in Georgia (except when a person holds a permanent residence permit issued under special conditions). This document must be submitted only when a person replaces the previous residence card due to the change of the citizenship established at the time of issuing the previous residence card under special conditions and the Agency has become aware of it.



2. If a person has no identity (residence) card or fails to submit an identity document issued by a foreign country, one of the following documents may be presented instead:

a) a birth certificate, or if a person is born outside the territory of Georgia, a birth certificate or a document issued by an authorised body of the relevant country evidencing the person's identity, the fact of his/her birth and the identity of his/her parents;

b) a passport of the former Union of Soviet Socialist Republics.

3. If a person fails to submit the document indicated in paragraph 2(a) or (b) of this article, the person's birth registration details or an application completed for issuing the passport of the former Union of Soviet Socialist Republics shall be used instead. A territorial office of the Agency may obtain on its own the person's birth registration records or the application completed for issuing the passport of the former Union of Soviet Socialist Republics.

4. The documents indicated in paragraph 1(d) or the second paragraph of this article need not be submitted when changing an identity (residence) card if the electronic database of the Agency contains information on the registration of the interested person or on the issuance of his/her identity document.

5. To obtain a residence card, a person with a refugee or humanitarian status shall submit two 3.5X4.5 cm biometric colour photographs in printed and electronic form, and a document evidencing his/her status.

6. A request for an identity (residence) card may be made directly at a territorial office of the Agency, or by completing an application form available on the website of the Agency, according to the rules determined by Chapter VI of this Procedure.

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Order No 67 by the Minister of Justice of Georgia of 14 May 2012 – website, 14.5.2012

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Article 30 – Accepting and reviewing the documents submitted for obtaining an identity (residence) card

1. To issue an identity (residence) card to a person, territorial offices of the Agency shall be obliged to:

a) enter the information provided by an applicant verbally and/or in writing in an application form, which must be signed (if possible) by the applicant;

b) if necessary, obtain the signature of the person to whom an electronic identity (residence) card is to be issued;

c) hand over a reference card to an applicant for signing (if possible) in order for him/her to verify the details specified in it and to confirm his/her intention to receive the relevant service;

d) accept the reference card signed by the applicant and other documents necessary for issuing the identity document;

e) determine by visual inspection whether the submitted documents contain signs of possible manipulation and forgery of records, seals, stamps, signatures, or replaced photographs. In the case provided for in Article 50(1) of this Procedure, verify the validity of a document and, determine whether the submitted document is registered with the issuing authority specified in it;

f) if necessary, determine a person's citizenship based on the documents submitted and the information obtained;

g) if it is necessary to confirm an interested person's identity or establish his/her citizenship, request information from relevant authorities if there are sufficient data to request information;

h) verify the information on a person's registration and, if necessary, send a relevant request to the information and address bureau of the Agency in written or electronic form to obtain information on a person's registration;

h¹) verify against the electronic register of educational institutions ('the Register of Educational Institutions') maintained by the Legal Entity under Public Law – National Centre for Educational Quality Enhancement whether the person is registered as a student of a higher educational institution and whether his/her student status is suspended/terminated;

i) if a decision on issuing an electronic identity (residence) card is made, electronically transfer to the Biometric Data Personalisation Centre the data required for issuing these documents, and if a person is denied the issuance of an identity (residence) card, issue a corresponding written decision; issue an identity document according to the requirements of this Procedure.

1¹. For the purposes of this Procedure, a student of a higher educational institution shall be a student enrolled in one of the following education programmes of an authorised higher educational institution:

a) education programme for training in the Georgian language;

b) first cycle education programme of academic higher education (Bachelor's degree);

c) second cycle education programme of academic higher education (Master's degree);

d) education programme of a medical doctor/certified dentist;

e) third cycle education programme of academic higher education (Doctor's degree).



2. If territorial offices authorised to issue an electronic identity (residence) card cannot issue an electronic identity (residence) card for objective reasons, they may issue, upon request, an identity (residence) card without an electronic data carrier to the interested person. A request for issuing an identity (residence) card without an electronic data carrier shall be submitted by an interested person and reviewed according to Articles 25 and 28-29 and this article of this Procedure. In this case, an identity (residence) card shall be issued within the statutory period with the same details as indicated in the electronic identity (residence) card.

3. If territorial offices authorised to issue an electronic identity (residence) card cannot issue an electronic identity (residence) card for objective reasons, an authorised person of the territorial office shall issue a written decision on the issuance and validity of this identity (residence) card.

4. The chairperson of the Agency, with the agreement of the Minister of Justice of Georgia, shall approve the form of an application form and of a reference card.

Order No 98 by the Minister of Justice of Georgia of 13 June 2012 – website, 13.6.2012

Order No 161 by the Minister of Justice of Georgia of 11 September 2012 – website, 11.9.2012

Order No 170 by the Minister of Justice of Georgia of 21 September 2012 – website, 21.9.2012

Order No 13 by the Minister of Justice of Georgia of 6 February 2014 – website, 6.2.2014

Order No 91 by the Minister of Justice of Georgia of 11 August 2015 – website, 11.8.2015

Article 31 - Special aspects of completing/printing some details of an identity (residence) card

1. Some details of an identity (residence) card shall be completed/printed as follows:

a) first name/surname – if an identity (residence) card is issued for the first time, a first name/surname shall be recorded as indicated in the documents provided for in Article 29(1)(d) and (2) of this Procedure or as indicated in a person's birth registration data or in an application completed for issuing a passport of the former Union of Soviet Socialist Republics. If an identity (residence) card is being replaced, a first name/surname shall be recorded according to the relevant data available in the electronic database of the Agency on the registration of the interested person or on the issuance of an identity (residence) card to that person;

b) citizenship – a 'Citizenship' field in an identity (residence) card shall indicate the name of the country to the citizen of which the identity (residence) card is issued. If a residence card is issued to a stateless person, the word 'stateless' shall be recorded in the 'Citizenship' field. If a residence card is issued to a refugee, the word 'refugee' shall be indicated in addition to the citizenship. Citizenship in an electronic identity (residence) card shall be indicated according to the standards of International Civil Aviation Organisation (ICAO);

c) date of birth/validity of the card – day, month and year shall be recorded in this order as digital image, where digits are separated by dots from one another. Dates and months under ten shall be preceded by a zero;

d) date of issue of the card – the date of issue of a card shall be the day when the decision on issuing the card is made (the day when the request for personalisation of the card is sent to the Biometric Data Personalisation Centre). The date of issue of the card shall be printed the same way as the date of birth/validity;

e) place of birth – if the name of a city or of a municipality has changed (not applicable to changes in the administrative borders of self-governing units) the name of the city or municipality shall be recorded on the card by the name existing at the moment of issuing the identity (residence) card. For persons born abroad, the name of the country shall be recorded as the place of birth;

f) address – the address shall be recorded in full indicating a city, municipality, settlement, village, street and a micro-district, district, building (house) number and flat number. Some records may be abbreviated. Region – 'Reg', Village – 'VLG', Town – 'T', Micro District – 'MD', district – to 'Dst', Building – to 'Bldg', Flat – 'Fl', etc. The preceding word 'City' or its abbreviation 'Ct' shall not be used when naming cities;

g) name of the issuing authority – 'Ministry of Justice' shall be recorded as the issuing authority in electronic identity (residence) cards. In an identity (residence) card, Public Service Development Agency and its relevant territorial office shall be indicated as the issuing authority. The above details may be indicated in an abbreviated form;

h) embossed seal – an embossed seal is a relief image of an oval seal (length – 25 mm, width – 18 mm) formed by means of a special device as a result of pressing on a part of the lower right-hand corner of the front of a photograph and on a part of the lower right-hand corner of the photograph frame on the card form.

2. If it is impossible to fully record a first name/surname on an identity (residence) card due to its length, the first name/surname may be shortened. Shortening implies the removal of characters at the end of a word. If there are two first names/surnames (double first name/surname), both of the first names and surnames (both components of the first name/surname) may be shortened.

3. If there are two first names/surnames (double first name/surname), they shall be shortened so that at least a certain part of both of the first names and surnames (both components of the first name/surname) are indicated in the identity (residence) card. In any case, a full stop, indicating shortening, shall be placed at the end of the shortened first name/surname or its component.

4. At the time of shortening first names/surnames the preference of an identity (residence) card holder as to which component of the two first names/surnames (double first name/surname) is to be shortened and to what extent, may be taken into account within reasonable limits.

Order No 140 by the Minister of Justice of Georgia of 25 October 2011 – website, 25.10.2011

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012



Article 31¹ - Issuing an electronic identity (residence) card containing the information on a student status

1. If at the moment when the decision to issue an electronic identity (residence) card is made, a person is registered in the Register of Educational Institutions as a higher educational institution's student whose student status has not been suspended/terminated, the information on a student status (indication 'Student' and the information on the student status in the contactless microchip of the electronic identity (residence) card) shall be integrated in the electronic identity (residence) card to be issued to him/her.

2. The information on a student status shall be recorded on the contactless microchip of the electronic identity (residence) card for two years.

3. The information on a student shall be recorded on the contactless chip of an electronic identity (residence) card despite the refusal of the interested person.

Order No 98 by the Minister of Justice of Georgia of 13 June 2012 – website, 13.6.2012

Order No 161 by the Minister of Justice of Georgia of 11 September 2012 – website, 11.9.2012

Article 31² - Recording the information on a student status in the issued electronic identity (residence) cards

1. Information on a student status shall be recorded in an issued electronic identity (residence) card if the electronic identity (residence) card does not contain such data and its holder is registered in the Register of Educational Institutions as a higher educational institution's student whose student status has not been suspended/terminated.

2. The application for recording the information on a student status in an issued electronic identity (residence) card shall be submitted to a relevant authority as provided for in Article 28 of this Procedure.

3. For recording the information on a student status in an issued electronic identity (residence) card, an applicant shall submit the relevant electronic identity (residence) card to the authorised agency.

4. An authorised employee of the Agency shall be obliged to verify the information provided for in Article 30(1)(h¹) of this Procedure in the Register of Educational Institutions.

5. An interested person's application for recording the information on a student status in an issued electronic identity (residence) card shall be denied if:

- a) the information on the person cannot be found in the Register of Educational Institutions;
- b) the person is not registered in the Register of Educational Institutions as a student of a higher educational institution;
- c) according to the data of the Register of Educational Institutions, the person's student status has been suspended/terminated.

6. An electronic identity (residence) card personalised according to this article shall be given to the interested person as provided for in Article 34 of this Procedure.

7. The information on a student status shall be recorded on the contactless microchip of an electronic identity (residence) card for the period specified in Article 31¹(2) of this Procedure.

8. The information on a student status recorded on the contactless chip of an electronic identity (residence) card shall be updated if, after the contactless chip stops displaying the person as a student of a higher educational institution, he/she is still registered/has been reregistered in the Register of Educational Institutions as a higher educational institution's student whose student status has not been suspended/terminated.

9. The information on a student status recorded on the contactless microchip of an electronic identity (residence) card shall be updated for the period specified in Article 31¹(2) of this Procedure.

10. A person's request for updating the information on a student status recorded on the contactless microchip of the electronic identity (residence) card shall be denied if there are any of the grounds provided for in the fifth paragraph of this article.

11. Information on a student status recorded on the contactless microchip of an electronic identity (residence) card may be updated even without applying to a territorial office of the Agency, by using special devices, under the rules provided for in paragraphs 8-10 of this article.

Order No 98 by the Minister of Justice of Georgia of 13 June 2012 – website, 13.6.2012

Order No 161 by the Minister of Justice of Georgia of 11 September 2012 – website, 11.9.2012

Article 32 - Time frames for issuing identity (residence) cards

1. After receiving applications in the manner provided for by the legislation, territorial offices of the Agency, based on the service fees and/or the expedited service fees paid by the person, shall issue identity cards and permanent residence cards to interested persons:

- a) on the 10th business day of submitting an application

th



b) on the 5 business day of submitting an application

c) on the 3rd business day of submitting an application

d) upon the expiry of 24 hours of submitting an application

e) on the same day of submitting an application.

2. Territorial offices of the Agency shall issue temporary residence cards to interested persons within 10 business days after the interested persons submit the documents required by legislation.

3. Territorial offices of the Agency may extend the time frame for issuing an identity (residence) card to an interested person by not more than 10 business days if the extension is necessary for establishing/specifying the person's identity details, for establishing his/her citizenship and/or resolving any other matters necessary for issuing the identity (residence) card. An authorised person of a territorial office of the Agency shall issue a written decision on the extension of the time frame.

Article 32¹ - Time frames for recording and updating the information on a student status in electronic identity (residence) cards

The Agency shall indicate 'Student' on an electronic identity (residence) card and record the information on a student on the contactless microchip of an electronic identity (residence) card within seven business days of receiving the relevant application.

Order No 98 by the Minister of Justice of Georgia of 13 June 2012 – website, 13.6.2012

Article 33 - Validity period of identity (residence) cards

1. An identity card shall be issued to persons under 18 for four years and to those who have attained the age of 18, for 10 years.

2. In the cases provided for in Article 25(1)(a, b, c, d, and e) of this Procedure, an identity card shall be issued for a maximum of six months under a substantiated decision of the head of a territorial office of the Agency.

3. A temporary residence card shall be issued for the period indicated in the residence permit and a permanent residence card shall be issued for five years.

4. A temporary residence card shall be issued for three years to a person with a refugee status.

Order No 119 by the Minister of Justice of Georgia of 19 August 2011 – website, 19.8.2011

Article 34 - Handing over identity (residence) cards to interested persons

1. A prepared identity (residence) card shall be handed over:

a) in person to the identity (residence) card holder from the age of 14;

b) to a legal representative, if the identity (residence) card is issued to a minor, except for the person aged 16 to 18 who is in a registered marriage, also to a person under guardianship or custody;

c) (deleted – 13.6.2012, No 98)

d) by mail, at the address indicated in the application form. The interested person shall bear the postage. If an interested person uses the services provided for in Article 49 of this Procedure and the identity (residence) card is sent by mail, the Agency shall bear the postage;

e) also to a person submitting the request, in the cases provided for in Article 25(1) (a, c, d, and e) of this Procedure;

f) if the services provided for in Article 49 of this Procedure are used, by delivering to the address indicated in the application form.

2. The specific way of handing over/sending an identity (residence) card shall be indicated in the request for the relevant service.

3. A prepared identity (residence) card shall be handed over/sent in an envelope.

4. To activate an electronic identity (residence) card and a digital signature certificate/authentication certificate, the following shall be handed over/sent in a separate envelope to the interested person:

a) a personal authentication code (PIN1) – four characters

b) a digital signature authentication code (PIN2) – five characters

c) a personal unblocking key (PUK) – six characters.

5. Together with the codes referred to in the fourth paragraph of this article, written information on the rules of using and storing an electronic identity (residence) card and on the use of a digital signature created on the basis of a digital signature certificate shall be handed over/sent to an interested person.



6. If an electronic identity card is sent by mail, the prepared electronic identity card and the codes referred to in the fourth paragraph of this article shall be sent separately.

7. If an identity (residence) card is handed over to the interested person (except when it is sent by mail), the person shall confirm the receipt of the identity (residence) card and of the codes/information referred to in the fourth and fifth paragraphs of this article by signing the application form for the issuance of the identity (residence) card.

Order No 119 by the Minister of Justice of Georgia of 19 August 2011 – website, 19.8.2011

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Order No 98 by the Minister of Justice of Georgia of 13 June 2012 – website, 13.6.2012

Article 35 - Replacing and annulling identity (residence) cards

1. A person shall be obliged to replace his/her identity (residence) card if:

- a) a person changes his/her place of residence, except when a person holds an electronic identity (residence) card;
- b) the validity period of the card expires;
- c) he/she changes first name or surname;
- d) an inaccuracy is detected in the record;
- e) an identity (residence) card becomes unfit for use (due to wear, damage) or is lost.

2. If a new identity (residence) card is requested because a person has changed his/her first name/surname or an inaccuracy has been detected in the record, the documents evidencing the above circumstances shall be attached to the application in addition to the documents specified in this Procedure for issuing identity (residence) cards.

3. If the lost identity (residence) card is found before the new one is issued, the review of the application shall be terminated only if the new identity (residence) card has not been prepared.

4. If an identity (residence) card to be replaced is presented, after its annulment the card shall be returned to the holder together with the new identity (residence) card.

5. An identity (residence) card of a deceased person shall be presented to any territorial office of the Agency or to a diplomatic mission or a consular office of Georgia abroad. After annulment, the identity (residence) card of the deceased person shall be returned (upon request) to the natural person presenting it, and if there is no such request, it shall be destroyed in the manner provided for by the legislation.

6. To annul an identity (residence) card, it shall be perforated (punched) through its whole thickness.

7. If a passport of the former Union of Soviet Socialist Republics is presented to a territorial office of the Agency, it shall be annulled by being perforated (punched) through its whole thickness. This rule shall not apply to internally displaced persons from the territory of the Autonomous Republic of Abkhazia and Tskhinvali Region (the former Autonomous District of South Ossetia), neither to the population currently residing in the territory of the Autonomous Republic of Abkhazia and Tskhinvali Region to whom the passport of the former Union of Soviet Socialist Republics shall be returned without annulment.

Article 36 – Suspending the validity of electronic identity (residence) cards

1. An electronic identity (residence) card shall be suspended:

- a) if a person has been deregistered due to the expiry of a six-month validity of the registration without address details; this fact shall automatically be recorded in the electronic database of the Agency;
- b) if an electronic identity (residence) card is lost, upon receipt by an authorised employee of the Agency/its territorial office of a notice about its suspension; the suspension shall automatically be recorded in the electronic database of the Agency;
- c) if a person is deregistered, upon entering this information in the electronic database of the Agency, except when the person is deregistered on the grounds of:
 - c.a) his/her death;
 - c.b) being issued an emigration permit;
 - c.c) termination of the citizenship of Georgia.

2. If an electronic identity (residence) card is lost, the notice about its suspension may be received:

- a) in writing, submitted in person by an interested person at the territorial office of the Agency;



b) by electronic means of communication (using the Agency website) if the electronic communication makes a direct visual contact possible between the interested person and the person authorised to receive the application, and if the interested person can be identified and his/her identity verified against the electronic database of the Agency;

c) by telephone communication with the remote service of the Agency if the notifier provides the electronic identity (residence) card holder's first name, surname, date of birth, place of birth and place of registration.

3. An electronic identity (residence) card shall be invalid while it is suspended.

4. If an electronic identity (residence) card has been suspended due to the expiry of a six-month validity of the registration without address details or due to deregistration, the electronic identity (residence) card shall be reinstated upon the registration of the relevant person, and if an electronic identity (residence) card has been suspended due to its loss, it shall be reinstated as soon as the interested person submits a written statement on finding the card to any territorial office of the Agency authorised to issue identity (residence) cards.

5. The suspension/termination of a student status shall not suspend the student's electronic identity (residence) card.

Order No 98 by the Minister of Justice of Georgia of 13 June 2012 – website, 13.6.2012

Article 37 - Revoking identity (residence) cards

1. An issued identity (residence) card shall be revoked if:

a) an interested person has not accepted a prepared identity (residence) card within one year after the expiry of the statutory period for issuing identity (residence) cards;

b) the Agency becomes aware of the grounds for replacing the identity (residence) card, except when the electronic identity (residence) card has been suspended because of its loss;

c) a person has submitted fake or invalid documents and this fact was detected after the identity (residence) card had been issued;

d) a person has been deregistered; or, in the case of an electronic identity (residence) card, only if a person has been deregistered due to his/her death or termination of his/her citizenship of Georgia;

e) an issued residence permit has been terminated;

f) a person's refugee or humanitarian status has been terminated;

g) an adoptee's first name, surname, date of birth and/or place of birth has been changed when registering the adoption;

h) a person's first name and/or surname has been changed when registering the establishment of paternity in relation to this person;

i) after an identity (residence) card has been issued without an electronic data carrier under Article 25(1)(b) of this Procedure, it becomes possible to issue the prepared electronic identity (residence) card to the relevant person;

j) the validity of an electronic identity (residence) card has been suspended because of its loss, based on the personal statement of the holder confirming the loss of the card.

2. An identity (residence) card shall be annulled (if presented) at the time of its revocation, and the reasons for revocation shall be indicated in the electronic database of the Agency.

3. The suspension/termination of a student status shall not revoke the student's electronic identity (residence) card.

Order No 98 by the Minister of Justice of Georgia of 13 June 2012 – website, 13.6.2012

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Chapter IV - Procedure for Issuing Passports, Travel Passports, and Travel Documents

Article 38 - Bodies authorised to issue passports, travel passports, and travel documents

1. Passports, travel passports and travel documents shall be issued by any authorised territorial office of the Agency.

2. Authorised territorial offices of the Agency and diplomatic missions or consular offices of Georgia abroad, within the powers delegated to them, shall issue passports to citizens of Georgia staying abroad.

3. Territorial offices of the Agency shall issue passports, travel passports and travel documents with integrated biometric data ('a biometric passport'). Territorial offices of the Agency may issue passports without biometric data when biometric data cannot be obtained from persons due to their health, physical condition or other reasons. No biometric passport shall be issued to a citizen of Georgia staying abroad through his/her representative.



Article 39 - Applying for passports, travel passports, and travel documents

1. A person applying for a biometric passport (an applicant) may be:

- a) a person of full legal age and capacity to whom the biometric passport is to be issued;
- b) a person aged 16 to 18 who is in a registered marriage, provided an identity card has been issued to him/her;
- c) a legal representative of a minor, also of a person under guardianship and custody, except when a person aged 16 to 18 is in a registered marriage and holds an identity card;
- d) a minor having attained the age of 14 to whom a biometric passport is to be issued, provided an identity card has been issued to the minor.

2. When a passport is issued without biometric data under Article 38(3) of this Procedure, also to a citizen of Georgia staying abroad, the following persons (applicants) may apply for the passport:

- a) a person of full legal age and capacity to whom the passport is to be issued;
- b) a person aged 16 to 18 in a registered marriage, provided an identity card has been issued to him/her;
- c) a legal representative of a minor and of a person under guardianship and custody, except when a person aged 16 to 18 is in a registered marriage and holds an identity card;
- d) a minor having attained the age of 14 to whom a biometric passport is to be issued, provided an identity card has been issued to the minor;
- e) a person holding a duly certified power of attorney;
- f) the spouse of an interested person, a direct relative in the ascending and descending line, a sibling, or an authorised employee of a medical facility, if the person to whom the passport is to be issued is unable to express his/her intention to obtain a passport due to serious illness and if such person has no legal representative. The inability to express intention shall be evidenced by a relevant certificate/document.

3. A citizen of Georgia staying abroad (including a minor citizen of Georgia whose legal representative is also staying abroad) who has obtained a passport or an identity card and with respect to whom a relevant application form is available, may apply for a passport through his/her representative to a territorial office of the Agency, the Ministry of Foreign Affairs of Georgia, a diplomatic mission or a consular office of Georgia abroad. Representative powers shall be evidenced by a duly certified power of attorney or according to Article 48(11) of this Procedure.

4. In order to obtain a passport, a citizen of Georgia staying abroad, who has obtained a passport or an identity card of a citizen of Georgia or who is registered according to the place of residence, also a minor citizen of Georgia who has attained the age of 14 and is staying abroad and has obtained a passport or an identity card of a citizen of Georgia and who can be identified through the electronic database of the Agency, may present the documents required by the legislation of Georgia electronically through the Agency website according to Chapter VI of this Procedure.

5. A person to whom a biometric passport is to be issued shall be obliged to appear at a territorial office of the Agency in person if it is necessary to obtain biometric data from the person for issuing a relevant biometric document.

6. As a rule, a person may hold one valid passport. Based on a person's substantiated request, more than one passport may be issued to him/her if it is necessary for obtaining a visa in one and the same period or for traveling in a foreign country. The interested person shall set out reasons in writing in his/her request for issuing more than one passport.

Order No 119 by the Minister of Justice of Georgia of 19 August 2011 – website, 19.8.2011

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Order No 13 by the Minister of Justice of Georgia of 6 February 2014 – website, 6.2.2014

Article 40 - Documents to be submitted for issuing passports, travel passports or travel documents

1. A passport, a travel passport and a travel document shall be issued to a person of full legal age or to a person aged 16 to 18, who is in a registered marriage, if an applicant submits:

- a) an identity (residence) card
- b) two 3.5X4.5 cm biometric colour photographs in printed and electronic form
- c) a receipt evidencing the payment of the statutory fee for a relevant service and/or for an expedited service, except for the exceptional cases provided for by legislation
- d) in the case of a person aged 16 to 18 who is in a registered marriage, also the person's marriage document evidencing the identity of the married persons and the fact of marriage (indicating the date of marriage and the name of the authority performing the marriage).

2. A passport, a travel passport, or a travel document shall be issued to a minor or to a person under guardianship and custody if an applicant submits:

- a) a birth certificate, and if a person is born outside the territory of Georgia, a birth certificate or a document issued by an authorised institution of the relevant country evidencing the person's identity, the fact of his/her birth and the identity of his/her parents;
- b) an identity card, if the person has attained the age of 14 before the passport is issued or a residence card (regardless of his/her age);



c) two 3.5X4.5 cm biometric colour photographs in printed and electronic form;

d) a consent of a legal representative of a minor or of a legally incapable person for issuing a passport, a travel passport or a travel document, and in one of the circumstances referred to in the sixth or seventh paragraph of this article, the document evidencing that circumstance;

e) a receipt evidencing the payment of the statutory fee for a relevant service and/or for an expedited service, except for the exceptional cases provided for by legislation.

3. The document referred to in paragraph 2(a) of this article shall be presented for issuing a passport to a minor or to a person under guardianship and custody only if the application for issuing the passport is presented by the interested person's legal representative (parent), and if the application for issuing the passport to a minor under 14 is presented by any other legal representative, the document referred to in paragraph 2(a) of this article shall be presented only if an identity card has not been issued to the interested person. The document referred to in paragraph 2(a) of this article shall be presented for issuing a travel passport or a travel document to a minor or to a person under guardianship and custody only if the application for issuing such passport or document is presented by the interested person's legal representative (parent).

4. A citizen of Georgia staying abroad who has obtained a passport or an identity card, also a citizen of Georgia staying abroad who has been registered with a diplomatic mission or a consular office of Georgia abroad and with respect to whom a relevant application form is available, may obtain a passport without obtaining an identity card.

5. The consent of a legal representative of a minor or of a legally incompetent person shall be expressed:

a) in a duly certified written form;

b) in a written form in the presence of an authorised person of the Agency or a consular official;

c) by submitting the consent form available on the Agency website using an electronic identity card;

d) by expressing consent through an electronic communication before an authorised person of the Agency, provided the consenting person can be identified and his/her identity can be verified against the electronic database of the Agency.

6. Consent of one of the parents shall suffice if:

a) the other parent is wanted under the Criminal Procedure Code of Georgia;

b) the other parent is dead, legally incompetent or missing;

c) the will of the other parent cannot be expressed due to his/her serious illness, as evidenced by the relevant certificate;

d) the minor has attained the age of 16;

e) the minor or legally incompetent person is the child of a single mother;

f) the issuance of the passport is essentially important for the realisation of the minor's or legally incompetent person's rights and freedoms and the consent from the other parent cannot be obtained due to the impossibility to establish contact with him/her or due to any other reason, and based on the circumstances of the case, it may be reasonably assumed that he/she will give the consent. In this case, the passport to the minor or to the legally incompetent person shall be issued under a substantiated written decision of an authorised official of the Passport and Civil Registry Division of the Agency. The decision on the issuance of the passport shall be made within one month after the relevant application is submitted.

7. If the consent of both legal representatives cannot be obtained at the time of issuing a travel document to a minor with a refugee or humanitarian status because one of the legal representatives is staying in the country of the minor's persecution, or because the minor is the child of a single mother, or the other legal representative is dead, legally incompetent or missing and those circumstances cannot be confirmed by the relevant documents, the above circumstances shall be confirmed by the relevant certificate issued by the Ministry of Internally Displaced Persons from the Occupied Territories, Accommodation and Refugees of Georgia.

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Article 41 - Receiving and reviewing the documents submitted for issuing passports, travel passports, and travel documents

1. To issue a passport, a travel passport or a travel document to a person, territorial offices of the Agency shall be obliged to:

a) record the information provided by an applicant verbally or in writing in the application form that is signed (if possible) by the applicant;

b) if necessary, obtain biometric data from the person to whom a biometric passport is to be issued;

c) ask applicants to sign (if possible) a reference card to verify the data provided in it and to confirm their intention to receive the relevant services;

d) accept the reference card signed by the applicant and other documents necessary for issuing a passport, a travel passport or a travel document;

e) check whether all the documents required by legislation for issuing a passport, a travel passport or a travel document have been presented;

f) determine by visual inspection whether the presented documents contain any signs of possible manipulation and forgery of records, seals, stamps, signatures, or replaced photographs. In the case provided for in Article 50(1) of this Procedure, verify the validity of a document and determine whether



the submitted document is registered with the authority indicated in the document as issuing authority;

g) if a person to whom a passport, a travel passport, or a travel document is to be issued is over the age of 14, check and find out whether the person is wanted by law-enforcement authorities. If there is any delay in accessing and/or verifying the information against the database of the Agency and/or the database of the Ministry of Internal Affairs of Georgia, the Agency, when issuing identity documents, may base its decision on the data/information (if any) available before the delay, and if there is no such data/information or if it is impossible to verify those data, the Agency may make a decision on the issuance of identity documents without verifying the information against the database;

h) if an affirmative decision is made, send the data necessary for issuing a passport, a travel passport, or a travel document to Biometric Data Personalisation Centre electronically and ensure the issuance of the documents under this Procedure. If the application for issuing a passport, a travel passport or a travel document is denied, territorial offices of the Agency shall issue the relevant written decision.

1¹. If the decision on the issuance of a passport, a travel passport, or a travel document is made in the case provided for in paragraph 1(g) of this article without verifying the information against the database of the Agency and/or the database of the Ministry of Internal Affairs of Georgia, the territorial office of the Agency shall be obliged to verify, within not later than two business days after the elimination of delay, whether the person to whom the document has been issued is wanted by law-enforcement authorities. If it is discovered that the person is wanted by law-enforcement authorities, the territorial office of the Agency shall be obliged to immediately notify the relevant law-enforcement authority of the issuance of the document.

2. The chairperson of the Agency, with the agreement of the Minister of Justice of Georgia, shall approve the form of an application form and of a reference card.

Order No 138 by the Minister of Justice of Georgia of 6 August 2012 – website, 6.8.2012

Order No 170 by the Minister of Justice of Georgia of 21 September 2012 – website, 21.9.2012

Order No 91 by the Minister of Justice of Georgia of 11 August 2015 – website, 11.8.2015

Article 42 - Time frames for issuing passports, travel passports, and travel documents

1. After receiving applications in the manner laid down by legislation, territorial offices of the Agency, taking into account the relevant service and/or expedited service fees paid by the applicants, shall issue passports and travel passports to interested persons: :

- a) on the 10th business day of submitting the application
- b) on the 5th business day of submitting the application
- c) on the 3rd business day of submitting the application
- d) upon the expiry of 24 hours of submitting the application
- e) on the same day the application is submitted.

2. Territorial offices of the Agency shall issue a travel document to the interested person within 10 business days after the documents required by legislation are presented.

3. If a person is leaving Georgia for medical treatment or for participation in a foreign judicial proceeding of a citizen of Georgia, the application for a passport shall be reviewed, the decision shall be made and the passport shall be issued not later than three days after all the documents necessary for issuing the passport have been presented. An authorised person of a territorial office of the Agency shall issue a written decision on the extension of the time frame.

Article 42¹ - Date of issuing passports, travel passports, and travel documents

The date of issuing passports, travel passports, or travel documents shall be the day when the decision on their issuance is made (the day when the request for personalisation of passports, travel passports, and travel documents is sent to Biometric Data Personalisation Centre).

Order No 140 by the Minister of Justice of Georgia of 25 October 2011 – website, 25.10.2011

Article 43 - Validity period of passports, travel passports, or travel documents

- 1. Validity period of passports shall be 10 years after the date of issue.
- 2. Travel passports shall be issued for two years. If less than two years remain until the expiry of the residence permit issued to a person, the travel passport shall be issued for the validity period of the residence permit.
- 3. Validity period of passports issued to minors shall be three years from the date of issue.
- 4. Travel documents shall be valid for two years.

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012



Article 44 - Handing over passports, travel passports, and travel documents to interested persons

1. Prepared passports, travel passports, or travel documents shall be handed over:

- a) in person, to the holder of the prepared passport, travel passport, and travel document from the age of 14;
- b) to a legal representative, if the passport, travel passport, or travel document is issued to a minor, (except for a person aged 16 to 18 who is in a registered marriage), or to a person under guardianship and custody;
- c) to any person of full legal age and capacity indicated in the application form or to a person holding a duly certified power of attorney;
- d) by mailing to the address indicated in the application form. An interested person shall bear the postage. The Agency shall bear the postage if the interested person uses the services indicated in Article 49 of this Procedure and if the passport, travel passport and travel document is sent by mail;
- e) to the person submitting the request, in the case provided for in Article 39(2)(f) of this Procedure;
- f) by delivering to the address indicated in the application form, if the services indicated in Article 49 of this Procedure are used.

2. A specific method of handing over/sending passports, travel passports, and travel documents shall be indicated in the submitted request for the relevant services. Passports, travel passports, or travel documents may be handed over to the holder in person or through a person holding a duly certified power of attorney even if the request contains no such reference.

3. If passports, travel passports, or travel documents are handed over to the interested person (except when sent by mail), the person shall confirm the receipt of the relevant document by signing the application form for the issuance of the passport, travel passport, or travel document.

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Article 45 - Replacing passports, travel passports, and travel documents

1. Passports, travel passports and travel documents shall be replaced if:

- a) first name or surname is changed;
- b) any inaccuracy is detected in the record;
- c) the visa pages have been used up;
- d) the document becomes unusable (due to wear, damage) or is lost.

2. If a passport is replaced because of the change of the first name or surname or due to an inaccuracy detected in the record, when a passport is issued without issuing an identity card in the cases provided for by legislation, the documents evidencing those circumstances shall be attached to the request (certificate of change in the first name, surname, certificate of birth, certificate of marriage, etc.).

3. A found passport shall be turned in to a territorial office of the Agency or a diplomatic mission or a consular office of Georgia abroad. In this case the found passport, if it is not issued by the respective authority, shall be sent to the territorial office of the Agency that issued the passport or to the Ministry of Foreign Affairs of Georgia. The found passport shall be destroyed as provided for by legislation.

4. Passports, travel passports, or travel documents that are to be replaced and that contain a valid visa shall be revoked and returned together with the new document to the holder without annulment.

5. After the annulment, the replaced passport shall be returned to the holder together with the new passport. For the annulment of the replaced passport, it shall be perforated (punched) through its whole thickness.

Article 46 - Revoking passports, travel passports, and travel documents

1. Issued passports, travel passports, and travel documents shall be revoked if:

- a) the interested person does not accept the prepared passport, travel passport, or travel document within one year after the statutory term for issuing the document expires;
- b) the Agency becomes aware of the grounds for replacing passports, travel passports, and travel documents;
- c) a person has submitted fake or invalid documents for obtaining passports, travel passports, and travel documents and this fact was detected after the relevant document had been issued;
- d) a person's citizenship of Georgia, an issued residence permit, and a refugee or humanitarian status has been terminated;
- e) validity of passports, travel passports, or travel documents has expired (if the Agency has such information);
- f) an interested person has applied in person for the revocation of the passport, travel passport, or travel document;



g) an adoptee's first name, surname, date of birth and/or place of birth has been changed when registering the adoption;

h) a person's first name and/or surname has been changed when registering the establishment of paternity for that person;

2. To revoke passports, travel passports, or travel documents, they (if presented) shall be annulled and the relevant record of revocation shall be made in the electronic database of the Agency.

3. A person whose citizenship of Georgia or residence permit has been terminated under the legislation of Georgia shall be obliged to hand in his/her passport, travel passport or travel document to any territorial office of the Agency, to a diplomatic mission or a consular office of Georgia abroad.

4. If a person changes his/her surname at marriage registration, the passport, travel passport, and travel document issued to the person shall be revoked after the lapse of 5 (five) business days.

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Chapter V - Digital Signature and Authentication Certificates

Article 47 - Digital signature and authentication certificates and their creation

1. Digital signature and authentication certificates shall be valid for a period of two years and six months. The period shall be calculated from the date of creating a digital signature certificate and an authentication certificate.

2. When a digital signature certificate and an authentication certificate expire, an electronic identity (residence) card holder may apply to any authorised territorial office of the Agency for creating a digital signature certificate and an authentication certificate without the issuance of an electronic identity (residence) card, for which the applicant shall submit an application the form of which has been approved by the chairperson of the Agency, a receipt evidencing the payment of the statutory fee for the relevant service and the electronic identity (residence) card.

3. In the cases provided for in this article, a digital signature certificate and an authentication certificate shall be issued within two business days after the application is submitted.

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Chapter VI - Procedure for Submitting Requests Electronically

Article 48 - Procedure for submitting requests electronically

1. A request for registration and deregistration, for the issuance of identity (residence) cards, passports, travel passports, and travel documents may be submitted to a territorial office of the Agency electronically as specified in this article.

2. A request for registration and deregistration may be submitted electronically only if an electronic identity (residence) card has been issued to the interested person and the request has been submitted by using the interested person's electronic identity (residence) card.

3. A request for issuing a new identity (residence) card may be submitted electronically only if an electronic identity (residence) card has been issued to the interested person and the request has been submitted by using the interested person's electronic identity (residence) card and if the interested person's personal signature/details can be reused (if necessary) for issuing the new identity (residence) card.

4. A request for issuing a 32-page passport to a person staying abroad may be submitted electronically only if an electronic identity card has been issued to the interested person and the request is submitted by using the interested person's electronic identity card, also if the electronic communication makes a direct visual contact possible between the applicant and the person authorised to accept the application and if the interested person/applicant can be identified and his/her identity can be verified against the electronic database of the Agency.

5. A request for the issuance of a biometric passport to a person staying abroad may be submitted electronically:

a) if a relevant biometric document has been issued to the interested person, the interested person's biometric data can be reused for issuing the new biometric passport, and if the request is submitted by using the interested person's electronic identity (residence) card, or;

b) if a relevant biometric document has been issued to the interested person, the interested person's biometric data can be reused for issuing the new biometric passport, also if the electronic communication makes a direct visual contact possible between the applicant and the person authorised to accept the application and the interested person/applicant can be identified and his/her identity can be verified against the electronic database of the Agency.

6. A request for issuing a biometric passport to a person staying in Georgia may be submitted to the Agency electronically only if an electronic identity (residence) card and the relevant biometric document have been issued to the interested person, if the request is submitted by using the interested person's electronic identity (residence) card and if the interested person's biometric data can be reused for issuing the new biometric passport.

7. Based on a request submitted under this article, the interested person's biometric photograph, which is necessary for providing the relevant service, may be submitted electronically.



8. Based on a request submitted under this article, if the documents necessary for providing the relevant service to the person staying abroad are not presented before the statutory time frame for reviewing the request expires, the applicant shall be given a period of not more than one month to submit the documents. The running of the time frame for reviewing the request shall be deemed to be suspended until the documents are presented. If the documents are not duly presented within this time frame, the Agency may decide to dismiss the application.

9. If there is a well-grounded suspicion as to the applicant's identity or other circumstances essential for providing the relevant service, a relevant official of the Agency/territorial office of the Agency may refuse to provide services under this article.

10. If a citizen of Georgia staying abroad changes his/her first name and/or surname, if an inaccuracy is detected in the records, or if the person's citizenship of Georgia is terminated and if the same person is granted the citizenship of Georgia, a passport may be issued to this person under the request submitted according to this article irrespective of whether or not the interested person has obtained an identity card, including an identity card with the new details.

11. Representative powers may be granted to a third person by a person authorised to submit a request for a relevant service or a consent in the cases provided for in this Procedure may be given through electronic means of communication if the applicant can be identified and his/her identity can be verified against the electronic database of the Agency.

Order No 98 by the Minister of Justice of Georgia of 13 June 2012 – website, 13.6.2012

Chapter VII - Services outside Territorial Offices of the Agency (On-site Services)

Article 49 - On-site services

1. The services under the seventh paragraph of this article related to the registration of persons, issuance of identity (residence) cards, passports, travel passports, and travel documents, or to the creation of a digital signature certificate and an authentication certificate may be performed outside the territorial offices of the Agency (on-site services) according to this Procedure.

2. An application, the form of which has been approved by the chairperson of the Agency, requesting on-site services shall be submitted to an authorised territorial office of the Agency (except for Biometric Document Personalisation Centres). Any person of full legal age and capacity may submit the application irrespective of whether or not this person is the interested person receiving the service. The application may be submitted in writing or by filing an electronic application available on the Agency website. If on-site services are to be performed on the day when the application is submitted, the on-site service fee shall be paid before submitting the application and in other cases on-site service fee shall be paid on the day when the application is submitted. If the procedure for paying the on-site service fee is not observed, a territorial office of the Agency shall decide to deny the on-site service.

3. Within the on-site service fee, the territorial office of the Agency shall perform on-site services for one interested person and/or for his/her minor child/children and/or for a legally incompetent person whose legal representative is the interested person.

4. An application for on-site services received by a territorial office of the Agency, or an application filed electronically through the Agency website may be forwarded, for the performance of actions under the seventh paragraph of this article, to the relevant Biometric Document Personalisation Centre according to jurisdiction. An application received by the Biometric Document Personalisation Centre by means of an on-site service shall be reviewed and decided by any territorial office receiving and/or authorised to review/ decide the application for on-site services.

5. At the time of applying for on-site services, a reference card of the form approved by the chairperson of the Agency with the agreement of the Minister of Justice of Georgia shall be handed over to the applicant for signature (if possible) to confirm his/her intention to receive the relevant service.

6. A territorial office of the Agency shall perform on-site services within the period indicated in the application. There shall be a reasonable time interval between the time of submitting the application and the time of performing the on-site services.

7. Based on the application submitted under this article, an authorised employee of a territorial office of the Agency shall visit the interested person at the address indicated in the application and, to the extent possible, shall:

a) record the information provided by the interested person verbally and/or in writing in the application/application form for the relevant service, which is to be signed (if possible) by the interested person;

b) hand over a reference card to the interested person for signature (if possible) to verify the data indicated in it and to confirm his/her intention to receive the relevant service;

c) accept the reference card signed by the interested person and other documents necessary for rendering the relevant service;

d) take a biometric photograph (if necessary) of the interested person;

e) obtain biometric data (if necessary) of the interested person;

f) obtain the interested person's personal signature (if necessary);

g) deliver the prepared identity (residence) card, passport, travel passport, and travel document to the address indicated in the application if so desired by the interested person.

8. The time frame for reviewing the application for the on-site services specified in the first paragraph of this article shall run from the day the application/application form for the relevant service is completed.



9. If on-site services are provided, the interested person shall not be exempt from the obligation to present the documents necessary for the services to be performed by a territorial office of the Agency.

Order No 119 by the Minister of Justice of Georgia of 19 August 2011 – website, 19.8.2011

Order No 67 by the Minister of Justice of Georgia of 14 May 2012 – website, 14.5.2012

Order No 73 by the Minister of Justice of Georgia of 17 May 2012 – website, 17.5.2012

Order No 170 by the Minister of Justice of Georgia of 21 September 2012 – website, 21.9.2012

Order No 91 by the Minister of Justice of Georgia of 11 August 2015 – website, 11.8.2015

Chapter VIII - Procedure for Suspending and Denying Registration, Deregistration, the Issuance of Identity (Residence) Cards, Passports, Travel Passports, and Travel Documents

Article 50 - Suspending registration, deregistration, issuance of identity (residence) cards, passports, travel passports, and travel documents

1. If at the time of registration, deregistration, issuance of identity (residence) cards, passports, travel passports, and travel documents at the territorial office of the Agency any inconsistency or inaccuracy is detected in the documents presented by or previously issued to the applicant or maintained in the database of the Agency, or if any signs of possible manipulation and forgery of records, seals, stamps, signatures, or replacement of photographs are detected, a relevant employee of a territorial office of the Agency shall be obliged to immediately inform the authorised official (head/deputy head) of the territorial office and submit a report to him/her not later than the next business day.

2. In the circumstances referred to in the first paragraph of this article, the authorised official (head/deputy head) of a territorial office, in order to verify documents may suspend the review of the application for registration or deregistration, or for the issuance of identity (residence) cards, passports, travel passports, and travel documents for not more than 10 business days. The authorised official shall issue a written decision regarding the suspension.

3. If the circumstances referred to in the first paragraph of this article are confirmed and there are elements of crime in the obtained documents, the authorised official (head/deputy head) of the territorial office shall be obliged to draw up a relevant report and send it by a written application, along with the materials evidencing alleged fabrication, to the investigative authority. The internal control office of the Agency shall be notified about it.

4. If there is an inconsistency or inaccuracy caused by a mechanical error and no element of crime is detected in the documents previously issued to the applicant or in the documents presented by the applicant for registration and deregistration, for the issuance of an identity (residence) card, passport, travel passport, or travel document, an authorised official (head/deputy head) of a territorial office shall be obliged to draw up a relevant report on the correction of the errors in the document; a corresponding notification shall be sent to the internal control office of the Agency.

5. In the circumstances referred to in the first paragraph of this article, diplomatic missions and consular offices of Georgia abroad may suspend the review of the application for registration and deregistration, or for the issuance of an identity card and passport, for not more than 10 business days in order to verify the documents; the diplomatic mission or the consular office shall make a written decision on the suspension, which shall be handed over to the applicant in person or sent by mail. If the documents required for issuing an identity card and passport with valid (genuine) data are available, diplomatic missions and consular offices of Georgia abroad shall be obliged to issue identity documents as provided for by law, and if a person's valid (genuine) data cannot be established, to make a written decision on denying the issuance of the identity card and of the passport. The decision shall be handed over to the applicant in person or sent by mail.

6. If any inconsistency is detected in the documents previously issued to the applicant or presented by the applicant for obtaining an identity card and a passport, or if any possible manipulation and forgery of records, seals, stamps, signatures, or replacement of photographs are confirmed and there are elements of crime in the documents obtained, diplomatic missions and consular offices of Georgia abroad shall be obliged to draw up a relevant report, which, by a written application, along with the materials evidencing alleged fabrication, shall be sent immediately to an investigative authority. The internal control office of the Agency shall be notified about it.

Article 51 - Issuing and denying the issuance of identity (residence) cards, passports, travel passports, and travel documents

1. If the documents necessary for a person's registration, or for the issuance of identity (residence) cards, passports, travel passports, and travel documents are available in the cases provided for in Article 50 of this Procedure, a territorial office of the Agency shall be obliged to duly register a person and issue identity documents, and if the person's valid (genuine) data cannot be established, a territorial office of the Agency shall make a written decision on denying the registration and the issuance of identity (residence) cards, passports, travel passports and travel documents.

2. If the documents necessary for a person's registration or for the issuance of an identity card and passport with the valid (genuine) data are available in the cases provided for in Article 50 of this Procedure, diplomatic missions or consular offices of Georgia abroad shall be obliged to duly issue identity documents, and if the person's valid (genuine) data cannot be established, to make a written decision on denying the registration or the issuance of an identity card and a passport. The decision shall be handed over to the applicant in person or sent by mail.

3. In addition to the cases provided for in Article 50 of this Procedure, an interested person may be denied the registration if:

- a) fake or invalid documents have been presented;
- b) a person's identification data and/or citizenship cannot be established;
- c) the address of a person's place of residence cannot be identified;



d) the documents/information required by legislation have not been presented or a territorial office of the Agency was not able to obtain such documents/information;

e) a person has not submitted an application for the issuance of an identity (residence) card together with the application for registration (if so required) to a territorial office of the Agency;

f) at the time of submitting applications for registration and for the issuance of an identity (residence) card concurrently, there are grounds to deny the issuance of an identity (residence) card;

g) personal/identification data provided in an application for registration do not match the person's valid (genuine) data and the interested person does not wish to be registered with the valid (genuine) data.

4. In addition to the cases provided for in Article 50 of this Procedure, an interested person may be denied the issuance of an identity (residence) card if:

a) fake or invalid documents have been presented;

b) a person's identification data and/or citizenship cannot be established;

c) the address of a person's place of residence cannot be identified;

d) the documents/information required by legislation have not been presented or a territorial office of the Agency was not able to obtain such documents/information;

e) at the time when the decision on the issuance of an identity (residence) card is made the person is not registered, except for the citizens of Georgia who have been deregistered due to having permanently moved, emigrated to another country;

f) the personal/identification data provided in the application for the issuance of an identity (residence) card do not match the person's valid (genuine) data and the interested person does not wish to obtain the identity (residence) card with the valid (genuine) data.

5. In addition to the cases provided for in Article 50 of this Procedure, an interested person may be denied the issuance of a passport, travel passport, and travel document if:

a) fake or invalid documents have been presented;

b) the documents/information required by legislation have not been presented or a territorial office of the Agency was not able to obtain such documents/information;

c) an interested person is wanted by law-enforcement authorities, except for the persons who are wanted by International Criminal Police Organisation (Interpol), and are not subject to detention and the relevant database of the Ministry of Internal Affairs of Georgia contains the relevant indication;

d) a person's identification data and/or citizenship cannot be established;

e) personal/identification data provided in the application for the issuance of a passport, travel passport, and travel document do not match the person's valid (genuine) data and the interested person does not wish to obtain the passport, travel passport, and travel document with the valid (genuine) data.

Order No 140 by the Minister of Justice of Georgia of 25 October 2011 – website, 25.10.2011

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Chapter IX - Procedure for Personalising Identity (Residence) Cards, Passports, Travel Passports, and Travel Documents

Article 52 - Personalising documents

1. The personalisation (completion) of an identity (residence) card shall involve the process of completing/recording the identity (residence) card details and shall be performed in the Georgian language and in the Georgian and Abkhazian languages, while the personalisation (completion) of an electronic identity (residence) card shall be performed in the Georgian and English languages according to the standards of International Civil Aviation Organisation (ICAO).

2. Passports, travel passports, and travel documents shall be personalised in the Georgian and English languages according to the standards of International Civil Aviation Organisation (ICAO).

3. Passports, travel passports, and travel documents shall be personalised based on the valid data entered into the database of the Agency at the moment of registering and/or issuing identity (residence) cards.

4. No corrections may be made to the records of identity (residence) cards, passports, travel passports, and travel documents.

5. In the appropriate field of an identity (residence) card, passport, travel passport, and travel document the holder of the document shall be obliged to put his/her regular signature. If an identity (residence) card, passport, travel passport or travel document is issued to a minor under the age of nine or to a legally incompetent person, the signature in the holder's signature field shall be put by the legal representative of the minor or of the legally incompetent person or by the person authorised by the legal representative.

6. If the personal signature of an identity (residence) card holder cannot be put due to the holder's health/physical condition or due to the circumstances provided for in Article 25(1) (except for paragraph 1(b)) of this Procedure, the identity (residence) card shall be issued without the holder's personal



signature.

7. If the holder of a passport, travel passport, and travel document cannot sign those documents personally due to his/her health/physical condition, or if such documents are issued through a third person or on the basis of an electronically submitted application for the issuance of the document, the passport, travel passport, and travel document shall be issued without the holder's personal signature.

8. After completing all details in an identity (residence) card, an official stamp with the national emblem shall be affixed to a special place in the upper right corner of the photograph and on the reverse side of the prepared card.

9. The responsibility for the accuracy of the data entered into the identity (residence) cards, passports, travel passports, and travel documents, and into the database of the Agency shall lie with the relevant officials. The responsibility for entering accurate data into the software and for printing identity (residence) cards, passports, travel passports, and travel documents shall lie with the person working with the relevant software.

Order No 36 by the Minister of Justice of Georgia of 13 March 2012 – website, 13.3.2012

Order No 98 by the Minister of Justice of Georgia of 13 June 2012 – website, 13.6.2012

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Order No 170 by the Minister of Justice of Georgia of 21 September 2012 – website, 21.9.2012

Article 53 - Technology used for personalisation

1. Identity (residence) cards, passports, travel passports, and travel documents shall be personalised by using special computer and printing equipment.

2. The equipment used for personalising identity (residence) cards, temporary identity cards, passports, travel passports, and travel documents, in addition to printing those documents, scanning photographic images of their holders and saving the relevant personalised data, shall ensure the accounting for each accountable document (form) used, the searching of identification and passport data (including photographic images) by various parameters, prompt drafting and printing of statistical and reference documents.

Order No 53 of the Minister of Justice of Georgia of 17 November 2014 – website, 18.11.2014

Chapter X - Procedure for Using, Accounting for and Reporting Accountable Forms

Article 54 - General provisions

1. All types of identity documents used by territorial offices of the Agency: identity (residence) cards, temporary identity cards, passports, travel passports, and travel documents are accountable forms.

2. The Agency and its territorial offices shall prepare, use, account for and report accountable forms under this Procedure and the Law of Georgia on Accountable Forms.

Order No 53 of the Minister of Justice of Georgia of 17 November 2014 – website, 18.11.2014

Article 55 – Preparing, transporting and accounting for accountable forms

1. Accountable forms shall be prepared based on an order placed by the Agency with a printing company selected according to legislation.

1¹. The transportation of non-personalised accountable forms in the territory of Georgia shall be accompanied by armed security officers.

2. The Agency shall ensure the delivery of the prepared accountable forms in sealed form to its territorial offices and the recording of the quantity and the number range of the delivered accountable forms in its database. An authorised person of a territorial office shall record information about the accountable forms received from the Agency by recording in a register the numbers and quantity specified in the delivery note on the day the accountable forms are received. The distribution of received accountable forms to the relevant officials indicating their surnames and the numbers and quantity of the accountable forms shall be recorded in the same register. The chairperson of the Agency, with the agreement of the Minister of Justice of Georgia, shall approve the form of the register.

3. If a territorial office of the Agency discovers that the integrity of the seal on the bundle of the accountable forms has been violated or bears other signs of unauthorised tampering, an authorised person of the territorial office shall immediately draw up a report and, along with the bundle, send it to the Logistics Office of the Agency for further action. The Logistics Office of the Agency shall verify that the quantity and numerical order of the accountable forms in the returned bundle correspond to the numbers/quantity indicated in the delivery note and shall draw up a relevant report. If it is detected that the numerical order of the accountable forms in the bundle has not been preserved, one or more numbers have been skipped or repeated, or the bundle is found to contain one or more defective, substandard accountable forms, a corresponding indication shall be made in the relevant report. After the report is drawn up, the accountable forms shall be packed by the Logistics Office and the Agency seal shall be affixed to the packed bundle. The bundle packed and sealed by the Logistics Office (except for the defective or substandard accountable forms, and the accountable forms bearing the same numbers) along with the report drawn up by the Logistics Office shall be handed over to the same or any other territorial office. The information on the quantity, number range, the disturbed numerical order – omission or repetition of the numbers of accountable forms, or on the defective or substandard accountable forms handed over to the territorial office shall be entered into the database of the Agency.



4. A packed and sealed bundle of accountable forms shall be opened by a commission at a territorial office of the Agency. After the bundle of accountable forms is opened by a commission, the quantity, numerical order of the accountable forms in the bundle and their consistency with the quantity and numbers indicated in the delivery note shall be examined carefully, in respect of which a relevant report shall be drawn up. If the numerical order of the accountable forms in the bundle is disturbed – one or more numbers are skipped or repeated, this fact shall be indicated in the relevant report. The report shall indicate if one or more defective, substandard accountable forms are found in the bundle. In either cases, the report shall be forwarded to the Logistics Office of the Agency for informing the printing company manufacturing the accountable forms and for taking appropriate measures. This information shall be recorded in the database of the Agency. If the numbers of the bundled accountable forms are repeated, the accountable forms bearing the same number, also the defective or substandard accountable forms shall be attached to the relevant report.

5. The use of accountable forms shall be recorded in tangible or electronic form in a special register, the form of which shall be approved by the chairperson of the Agency. The register shall be maintained according to the following rules:

a) forms of each type shall be accounted for in a separate register;

b) all fields of the register shall be completed carefully, fully and without errors. The records may not be corrected unless such correction is approved by the official responsible for the maintenance of the register and unless the reason for the correction is explained;

c) the sheets of the register shall be numbered, bound together with string, fixed with a seal and registered with the Records Management Office of the Agency (if the register is maintained in tangible form);

d) the use of accountable forms shall be accounted for in ascending sequence of their numbers within the range assigned to the relevant territorial office or to an employee of that office.

6. If a mistake is made at the time of printing/completing an accountable form or if an accountable form is technically damaged, an authorised official shall draw up a relevant report. The number of the damaged accountable form shall be indicated in the register. The damaged accountable form shall be destroyed as determined by legislation.

7. If an accountable form is damaged as a result of its wrong completion or any other negligent act, the person at fault shall be subject to disciplinary action.

8. The Logistics Office of the Agency shall ensure the replication of accountable forms and the supply of the territorial offices of the Agency with all types of forms and necessary equipment.

Order No 53 by the Minister of Justice of Georgia of 17 November 2014 – website, 18.11.2014

Order No 91 by the Minister of Justice of Georgia of 11 August 2015 – website, 11.8.2015

Article 56 - Safekeeping of accountable forms

1. Accountable forms shall be stored in a repository equipped with special tamperproof and fireproof alarm and equipment.

2. The responsibility for the safekeeping of accountable forms shall lie with the head of a territorial office of the Agency to whom the forms are assigned.

Article 57 - Reporting and monitoring

1. All actions provided for in this Procedure on the flow and use (issuance) of accountable forms shall be registered and fully recorded in the database of the Agency.

2. Before the fifth day of each subsequent month, the head of a territorial office of the Agency shall be obliged to submit to the Agency monthly reports on accountable forms received and used (issued and damaged) at the territorial office, and on the balance of the accountable forms.

3. On the basis of the submitted reports, the Civil Registry Office of the Agency shall be obliged to systematically monitor the lawfulness of the use of accountable forms by territorial offices of the Agency and determine the dynamics of their use.

Order No 123 by the Minister of Justice of Georgia of 23 July 2012 – website, 23.7.2012

Chapter XI - Transitional Provisions

Article 58 - Transitional provisions

1. Territorial offices of the Agency may issue only electronic identity (residence) cards, except when they are not authorised to issue electronic identity (residence) cards. In that case, territorial offices shall issue identity (residence) cards without an electronic data carrier according to the forms defined in Order No 455 by the Minister of Justice of Georgia of 16 March 2005 on Approving Georgian and Bilingual Georgian-Abkhazian Forms of Identity Documents of Citizens of Georgia and Order No 616 by the Minister of Justice of Georgia of 23 June 2006 on Approving Forms of Residence Cards of Aliens Residing in Georgia.

2. In addition to the cases provided for in this Procedure, at the request of an interested person, territorial offices of the Agency authorised to issue electronic identity (residence) cards may issue identity (residence) cards without an electronic data carrier, also when the request for the issuance of the



identity (residence) card had been submitted to the territorial office before that territorial office was granted the authority to issue electronic identity (residence) cards.

3. Article 50(3) and (6) of this Procedure shall not apply if the inconsistency, inaccuracy in the documents, and the signs of possible manipulation and forgery of records, seals, stamps, signatures, or replacement of photographs are discovered in the documents issued (prepared) to the person who has been released from criminal liability and from punishment under the Amnesty Law of Georgia of 11 July 2009 and Amnesty Law of Georgia of 14 June 2011.

Order No 119 by the Minister of Justice of Georgia of 19 August 2011 – website, 19.8.2011

