

Government of Georgia

Ordinance No 508

29 December 2011

Tbilisi

On the Approval of Timeframes, Service Fee Amounts, and Fee Payment Procedure for Services Rendered by the Legal Entity under Public Law – the Public Service Development Agency Operating under the Governance of the Ministry of Justice of Georgia, and for Services Rendered by Consular Officials within Delegated Powers

Ordinance No 297 of the Government of Georgia of 26 July 2012 – website, 27.7.2012

Article 1

Under Article 6(3) of the Law of Georgia on the Public Service Development Agency, the attached timeframes, service fee amount, and fee payment procedure for services rendered by the Legal Entity under Public Law – the Public Service Development Agency operating under the governance of the Ministry of Justice of Georgia, and for services rendered by consular officials within delegated powers shall be approved.

Ordinance No 297 of the Government of Georgia of 26 July 2012 – website, 27.7.2012

Article 2

This Ordinance, except for Article 2(11, 39, 40, and 41), Article 8(1 and 17) of the Annex, shall be enacted on 1 January 2012.

Article 3

Article 2(11 and 39), Article 8(1) of the Annex to the Ordinance shall be enacted on 1 February 2012.

Article 4

Article 2(40 and 41), Article 8(17) of the Annex to the Ordinance shall be enacted on 1 March 2012.

Article 5

Article 2(44) of the Annex to the Ordinance shall be enacted on 15 July 2012.

Ordinance No 208 of the Government of Georgia of 8 June 2012 – website, 14.6.2012

Prime Minister

N. Gilauri

Changes made:

1. Ordinance No 31 of the Government of Georgia of 31 January 2012 – website, 3.2.2012
2. Ordinance No 166 of the Government of Georgia of 8 May 2012 – website, 10.5.2012
3. Ordinance No 188 of the Government of Georgia of 24 May 2012 – website, 29.5.2012
4. Ordinance No 208 of the Government of Georgia of 8 June 2012 – website, 14.6.2012
5. Ordinance No 229 of the Government of Georgia of 25 June 2012 – website, 28.6.2012
6. Ordinance No 297 of the Government of Georgia of 26 July 2012 – website, 27.7.2012
7. Ordinance No 341 of the Government of Georgia of 22 August 2012 – website, 22.8.2012
8. Ordinance No 403 of the Government of Georgia of 20 September 2012 – website, 21.9.2012



Timeframes, Service Fee Amounts, and Fee Payment Procedure for Services Rendered by the Legal Entity under Public Law – the Public Service Development Agency Operating under the Governance of the Ministry of Justice of Georgia, and for Services Rendered by Consular Officials within Delegated Powers

Ordinance No 297 of the Government of Georgia of 26 July 2012 – website, 27.7.2012

Article 1 - General provision

This Annex shall define the timeframes and service fee amounts for services rendered by the Legal Entity under Public Law – the Public Service Development Agency (hereinafter – the Agency) and for services rendered by a consular official within delegated powers, as well as shall define the conditions and the procedure for payment, refund, and exemption from payment of fees.

Ordinance No 297 of the Government of Georgia of 26 July 2012 – website, 27.7.2012

Article 2 - Service timeframes and fee rates

1. Service fee for issuing a Georgian citizen's 32-page passport shall be as follows:

- a) on the tenth business day from filing an application – GEL 35
- b) on the fifth business day from filing an application – GEL 35 plus the expedited service fee of GEL 25
- c) on the third business day from filing an application – GEL 35 plus the expedited service fee of GEL 55
- d) on the second business day from filing an application – GEL 35 plus the expedited service fee of GEL 125
- e) on the same business day of filing an application – GEL 35 plus the expedited service fee of GEL 170.

[1. (Deleted – 7.8.2014, No 476) (Shall be enacted on 1 January 2015)]

2. Service fee for issuing a Georgian citizen's biometric passport and a biometric travel passport for a person having the status of stateless person in Georgia shall be as follows:

- a) on the tenth business day from filing an application – GEL 100
- b) on the fifth business day from filing an application - GEL 100 plus the expedited service fee of GEL 20
- c) on the third business day from filing an application – GEL 100 plus the expedited service fee of GEL 50
- d) on the second business day from filing an application – GEL 100 plus the expedited service fee of GEL 90
- e) on the same business day of filing an application – GEL 100 plus the expedited service fee of GEL 105.

[2¹. Service fee for issuing a Georgian citizen's 32-page passport valid for one year shall be as follows:

- a) on the tenth business day from filing an application – GEL 20
- b) on the fifth business day from filing an application - GEL 20 plus the expedited service fee of GEL 20
- c) on the third business day from filing an application – GEL 20 plus the expedited service fee of GEL 50
- d) on the second business day from filing an application – GEL 20 plus the expedited service fee of GEL 90
- e) on the same business day of filing an application – GEL 20 plus the expedited service fee of GEL 105.

2². Service fee for issuing a Georgian citizen's biometric passport valid for one year shall be as follows:

- a) on the tenth business day from filing an application – GEL 50
- b) on the fifth business day from filing an application - GEL 50 plus the expedited service fee of GEL 20
- c) on the third business day from filing an application – GEL 50 plus the expedited service fee of GEL 50
- d) on the second business day from filing an application – GEL 50 plus the expedited service fee of GEL 90



3. Service fee for issuing a 32-page passport from filing an application by any representative of a Georgian citizen staying abroad shall be as follows:

- a) on the tenth business day from filing an application – GEL 105
- b) on the fifth business day from filing an application – GEL 105 plus the expedited service fee of GEL 50.

3¹. Service fee for issuing a Georgian citizen's biometric passport from filing an application by any representative of a Georgian citizen staying abroad shall be as follows:

- a) on the tenth business day from filing an application – GEL 155
- b) on the fifth business day from filing an application – GEL 115 plus the expedited service fee of GEL 50.

4. Service fee for issuing a status-neutral travel document within 10 business days from filing an application – GEL 35.

5. Service fee for issuing an electronic ID card of a Georgian citizen, an electronic ID card of an alien permanently residing in Georgia, and an electronic residence card of a person having the status of stateless person in Georgia shall be as follows:

- a) on the tenth day from filing an application – GEL 30
- b) on the fifth day from filing an application – GEL 30 plus the expedited service fee of GEL 10
- c) on the third day from filing an application – GEL 30 plus the expedited service fee of GEL 20
- d) on the second day from filing an application – GEL 30 plus the expedited service fee of GEL 30
- e) on the same day of filing an application – GEL 30 plus the expedited service fee of GEL 35.

6. Service fee for issuing an ID card of a Georgian citizen, a residence card of an alien permanently residing in Georgia, and a residence card of a person having the status of stateless person in Georgia shall be as follows:

- a) on the tenth business day from filing an application – free of charge
- b) on the fifth business day from filing an application – the expedited service fee of GEL 5
- c) on the third business day from filing an application – the expedited service fee of GEL 10
- d) on the second business day from filing an application – the expedited service fee of GEL 25
- e) on the same day of filing an application – the expedited service fee of GEL 50.

7. Service fee for issuing a neutral ID card within 10 business days from filing an application shall be GEL 10.

8. Service fee for registering marriage shall be as follows:

- a) at a territorial office of the Agency without a special ceremonial service, including the issuance of a registration certificate - free of charge
- b) at a territorial office of the Agency with a special ceremonial service, including the issuance of a registration certificate – GEL 50
- c) at a marriage registration hall with a special ceremonial service, including the issuance of a registration certificate:
 - c.a) on Saturdays and Sundays – GEL 150
 - c.b) on any day, except for Saturday and Sunday – GEL 90
- d) outside a territorial office of the Agency, including the issuance of a registration certificate – GEL 170.

9. Service fee for registering divorce and issuing a certificate within the timeframes established by the legislation shall be GEL 45.

10. Service fee for issuing a certificate for registration of change of first name or surname (including a certificate for legal recognition of surname), and based on such change/legal recognition, registration of making mandatory changes in the respective civil record and in the civil record drawn up in the name of an underage child (children) when a parent (parents) change(s) his/her first name or surname (his/her surname is legally recognised) (except for the cases related to marriage, divorce, establishment of paternity, adoption), for issuing a certificate for change of first name and/or change/ascertainment of surname, and for issuing a certificate for registration of other civil status act based on such change/legal recognition, shall be as follows:

- a) on the 45th calendar day from filing an application – GEL 55
- b) on the 30th calendar day from filing an application – GEL 55 plus the expedited service fee of GEL 100
- c) on the 15th calendar day from filing an application – GEL 55 plus the expedited service fee of GEL 170
- d) within 10 calendar days from filing an application – GEL 55 plus the expedited service fee of GEL 300.



11. Service fee for issuing a certificate for restoration of a historical surname and based on such restoration, for registration of change of first name, surname, including making mandatory changes in the respective civil record and the civil record drawn up in the name of an underage child (children) when a parent (parents) change(s) his/her first name or surname (except for the cases related to marriage, divorce, establishment of paternity, adoption), for issuing a certificate for change of first name and/or change/ascertainment of surname, and for issuing a certificate for registration of other civil status act based on such restoration, shall be as follows:

- a) on the 45th calendar day from filing an application – GEL 300
- b) within 20 calendar days – GEL 300 plus the expedited service fee of GEL 200.

11¹. Service fee for issuing a certificate for ascertainment of surname and based on such ascertainment, for registration of change of first name, surname, including making mandatory changes in the respective civil record and the civil record drawn up in the name of an underage child (children) when a parent (parents) ascertain(s) the surname (except for the cases related to marriage, divorce, establishment of paternity, adoption), and for issuing a certificate for change of first name and/or change/ascertainment of surname, and for issuing a certificate for registration of other civil status act based on such ascertainment, shall be as follows:

- a) on the 45th calendar day from filing an application – free of charge
- b) on the 15th calendar day from filing an application – GEL 10
- c) within five calendar days from filing an application – GEL 60.

12. Service fee for making changes, amendments, and additions (except for the cases related to establishment of paternity and adoption), inclusive of making mandatory changes, amendments, and additions to parent's (parents') details in a civil record drawn up in the name of an underage child (children) in the case of making changes, amendments, and additions in a civil record drawn up in the name of a parent (parents), and for reissuing a civil registration certificate, shall be as follows:

- a) on the 15th calendar day from filing an application – GEL 15
- b) within five calendar days from filing an application – GEL 15 plus the expedited service fee of GEL 50.

13. Service fee for issuing a document on reissue of a civil registration certificate or on civil registration shall be as follows:

- a) on the fifth business day from filing an application – GEL 2
- b) on the third business day from filing an application – GEL 2 plus the expedited service fee of GEL 5
- c) on the second business day from filing an application – GEL 2 plus the expedited service fee of GEL 15
- d) on the same day of filing an application – GEL 2 plus the expedited service fee of GEL 25.

14. (Deleted – 31.1.2012, No 31).

15. Service fee for considering the matter of granting Georgian citizenship under ordinary, simplified, or special procedures and for preparing the relevant decision shall be as follows:

- a) on the 80th calendar day from filing an application – GEL 50
- b) on the 60th calendar day from filing an application – GEL 50 plus the expedited service fee of GEL 50
- c) on the 40th calendar day from filing an application – GEL 50 plus the expedited service fee of GEL 150
- d) within 20 calendar days from filing an application – GEL 50 plus the expedited service fee of GEL 250.

16. Service fee for considering the matter of renunciation from Georgian citizenship and for preparing the relevant decision shall be as follows:

- a) on the 30th calendar day from filing an application – GEL 100
- b) on the 20th calendar day from filing an application – GEL 100 plus the expedited service fee of GEL 100
- c) on the 10th calendar day from filing an application – GEL 100 plus the expedited service fee of GEL 200.

17. Service fee for considering the matter of losing Georgian citizenship and for preparing the relevant opinion shall be as follows:

- a) on the 80th calendar day from filing an application – free of charge
- b) on the 60th calendar day from filing an application – the expedited service fee of GEL 100
- c) on the 30th calendar day from filing an application – the expedited service fee of GEL 150
- d) within 10 calendar days from filing an application – the expedited service fee of GEL 200.

18. Service fee for considering the matter of granting Georgian citizenship under restoration procedures and for preparing the relevant decision shall be



as follows:

a) on the 30th calendar day from filing an application – GEL 100

b) on the 20th calendar day from filing an application – GEL 100 plus the expedited service fee of GEL 50.

19. Service fee for issuing a decision on ascertaining legal relationship of a person with the State of Georgia shall be as follows:

a) on the 15th calendar day from filing an application – free of charge

b) on the fifth calendar day from filing an application – the expedited service fee of GEL 30

c) on the third calendar day from filing an application – the expedited service fee of GEL 50

d) on the same day of filing an application – the expedited service fee of GEL 75.

20. Service fee for considering the matter of granting Georgian citizenship under exception procedures and for preparing the relevant decision:

a) on the 80th calendar day from filing an application – GEL 250

b) on the 60th calendar day from filing an application – GEL 250 plus the expedited service fee of GEL 100

c) within 30 calendar days from filing an application – GEL 250 plus the expedited service fee of GEL 250.

21. Service fee for preparing a certificate of Georgian citizenship shall be as follows:

a) on the 10th business day from filing an application – free of charge

b) on the fifth business day from filing an application – the expedited service fee of GEL 5

c) on the third business day from filing an application – the expedited service fee of GEL 10

d) on the second business day from filing an application - the expedited service fee of GEL 25

e) on the same day of filing an application – the expedited service fee of GEL 50.

22. Service fee for issuing an emigration permit shall be as follows:

a) on the 30th calendar day from filing an application – GEL 60

b) within 20 calendar days from filing an application – GEL 60 plus the expedited service fee of GEL 100.

23. Service fee for issuing a temporary residence permit shall be as follows:

a) on the 30th calendar day from filing an application – GEL 210

b) on the 20th calendar day from filing an application – GEL 210 plus the expedited service fee of GEL 120

c) within 10 calendar days from filing an application – GEL 210 plus the expedited service fee of GEL 200.

24. Service fee for issuing a permanent residence permit shall be as follows:

a) on the 30th calendar day from filing an application – GEL 180

b) on the 20th calendar day from filing an application – GEL 180 plus the expedited service fee of GEL 120.

25. Service fee for issuing a multiple-entry ordinary visa for up to 360 days shall be GEL 100.

26. Service fee for issuing a single-entry ordinary visa for up to 90 days shall be GEL 50.

27. Service fee for postponing the obligation of an alien to leave Georgia shall be as follows:

a) GEL 50, if he/she submits an application during his/her lawful stay in the territory of Georgia or within not later than 10 days from the expiration of the period of his/her lawful stay in the country;

b) GEL 180, if he/she submits an application within the period from ten days to three months after the expiration of the period of his/her lawful stay in the country;

c) GEL 360, if he/she submits an application after three months from the expiration of the period of his/her lawful stay in the territory of Georgia;

d) service fee shall not be paid:

d.a) in the case of illness or childbirth, if a doctor concludes that further travel may endanger a person's health;



d.b) if a person is unable to leave Georgia within the period defined in a permit for lawful stay in Georgia due to force major or unforeseen circumstances or any other valid reason;

d.c) if a person is obliged to stay in the territory of Georgia for more than 72 hours during transit through Georgia;

d.d) if any ministry of Georgia or public sub-agency initiates the postponement.

28. Service fee for apostillising a document shall be as follows:

a) on the eighth business day from filing an application – GEL 20

b) on the fourth business day from filing an application – GEL 20 plus the expedited service fee of GEL 20

c) on the second business day from filing an application – GEL 20 plus the expedited service fee of GEL 50

d) on the same day of filing an application – GEL 20 plus the expedited service fee of GEL 80.

29. Service fee for legalising a document shall be as follows:

a) on the eighth business day from filing an application – GEL 20

b) on the fourth business day from filing an application – GEL 20 plus the expedited service fee of GEL 20

c) on the second business day from filing an application – GEL 20 plus the expedited service fee of GEL 50

d) on the same day of filing an application – GEL 20 plus the expedited service fee of GEL 80.

30. Service fee for translating into any foreign language one page (or up to one page) of a document submitted for apostillisation or legalisation shall be GEL 20.

31. Service fee for requesting documents (information) from a foreign country about matters falling within the powers of the Agency shall be GEL 20.

32. Service fee for issuing an information card shall be as follows:

a) on the tenth business day from filing an application – free of charge

b) on the fifth business day from filing an application – the expedited service fee of GEL 2

c) on the second business day from filing an application – the expedited service fee of GEL 5

d) on the same day of filing an application – the expedited service fee of GEL 10.

33. Service fee for issuing a document of the number of persons registered at a given address shall be as follows:

a) on the tenth business day from filing an application – free of charge

b) on the fifth business day from filing an application – the expedited service fee of GEL 2

c) on the second business day from filing an application – the expedited service fee of GEL 5

d) on the same day of filing an application – the expedited service fee the GEL 10.

34. Service fee for issuing a document evidencing that there are no bars to marriage shall be as follows:

a) on the fifth business day from filing an application – GEL 30

b) on the second business day from filing an application – GEL 30 plus the expedited service fee of GEL 20

c) on the same day of filing an application – GEL 30 plus the expedited service fee of GEL 40.

35. Service fee for taking a photo at the Agency and its territorial office shall be GEL 3.

36. (Deleted – 26.7.2012, No 297).

37. Service fee for providing on-site services in the cases specified by the legislation of Georgia (except for the case referred to in paragraph 8(d) of this article) and in the duly established manner shall be GEL 100. The fee under this paragraph shall not include the fee for the relevant and expedited services.

38. Service fee for creating a digital signature certificate without issuing an ID card of a Georgian citizen or without issuing residence cards of an alien permanently residing in Georgia and a person having the status of stateless person in Georgia shall be GEL 10. A digital signature certificate shall be issued within two days from filing an application in the cases under this paragraph.

39. Service fee for issuing divorce certificates after registering divorce on the basis of a court decision on divorce presented by court (except for a repeated issuance of a divorce registration certificate) shall be paid in the amount specified in paragraph 9 of this article.

40. Service fee for considering the matter of granting a compatriot status to a person residing abroad and for preparing the relevant decision shall be as follows:



a) on the 80th calendar day from filing an application – GEL 50

b) within 70 calendar days from filing an application – GEL 50 plus the expedited service fee of GEL 50.

41. Service fee for issuing a certificate evidencing the compatriot status of a person residing abroad shall be as follows:

a) on the tenth day from filing an application – GEL 50

b) on the fifth business day from filing an application – GEL 50 plus the expedited service fee of GEL 10

c) on the third business day from filing an application – GEL 50 plus the expedited service fee of GEL 20

d) on the second business day from filing an application – GEL 50 plus the expedited service fee of GEL 30

e) on the same day of filing an application – GEL 50 plus the expedited service fee of GEL 50.

42. Service fee for issuing a state document evidencing general education before 20th of June of a calendar year shall be paid under the following procedure and at the following rates:

a) on the tenth business day from filing an application – free of charge

b) on the fifth business day from filing an application – the expedited service fee of GEL 35

c) on the third business day from filing an application – the expedited service fee of GEL 50

d) on the second business day from filing an application – the expedited service fee of GEL 65

e) on the day of filing an application – the expedited service fee of GEL 70.

43. Service fee for issuing a state document evidencing general education after 20th of June of a calendar year shall be paid under the following procedure and at the following rates:

a) on the tenth business day from filing an application – free from charge

b) on the fifth business day from filing an application – the expedited service fee of GEL 20

c) on the third business day from filing an application – the expedited service fee of GEL 30

d) on the second business day from filing an application – the expedited service fee of GEL 40

e) on the day of filing an application – the expedited service fee of GEL 50.

44. Service fee for issuing a duplicate copy of a state document evidencing general education shall be as follows:

a) within one month from filing an application – GEL 30

b) on the tenth business day from filing an application – GEL 25

c) on the fifth business day from filing an application – GEL 40

d) on the third business day from filing an application – GEL 60

e) within two business days from filing an application – GEL 70.

45. Service fee for determining the status of stateless person shall be GEL 50.

Ordinance No 31 of the Government of Georgia of 31 January 2012 – website, 3.2.2012

Ordinance No 166 of the Government of Georgia of 8 May 2012 – website, 10.5.2012

Ordinance No 208 of the Government of Georgia of 8 June 2012 – website, 14.6.2012

Ordinance No 229 of the Government of Georgia of 25 June 2012 – website, 28.6.2012

Ordinance No 297 of the Government of Georgia of 26 July 2012 – website, 27.7.2012

Ordinance No 341 of the Government of Georgia of 22 August 2012 – website, 22.8.2012

Ordinance No 73 of the Government of Georgia of 28 March 2013 – website, 1.4.2013

Ordinance No 476 of the Government of Georgia of 7 August 2014 – website, 7.8.2014

Article 3 - Timeframes and fees for services rendered under an application received electronically by direct visual contact



1. The following timeframes and fees shall be fixed for services rendered under an application received electronically by direct visual contact:

- a) service fee for preparing a Georgian citizen's 32-page passport, a Georgian citizen's biometric passport for a person staying abroad, and a biometric travel passport for a person having status of stateless person in Georgia within two business days from filing an application - GEL 205
- b) service fee for preparing a certificate for registration of change of first name or surname (including a certificate for legal recognition of surname), and based on such change/legal recognition, for registration of making mandatory changes in the respective civil record and in the civil record drawn up in the name of an underage child (children) when a parent (parents) change(s) his/her first name or surname (his/her surname is legally recognised) (except for the cases related to marriage, divorce, establishment of paternity, adoption), for preparing a certificate for change of first name and surname, and for preparing a certificate for registration of other civil status act based on such change/legal recognition within 10 business days from filing an application - GEL 350
- c) service fee for making changes, amendments, and additions (except for the cases related to adoption and establishment of paternity), inclusive of making mandatory changes, amendments, and additions to parent's (parents') details in a civil record drawn up in the name of an underage child (children) in the case of making changes, amendments, and additions in a civil record drawn up in the name of a parent (parents), and for reissuing a civil registration certificate within 15 calendar days from filing an application - GEL 100
- d) service fee for preparing a document on reissue of a civil registration certificate or on civil registration within two business days from filing an application - GEL 50
- e) service fee for legalisation or apostillisation of a document within three business days from submitting or preparing such document - GEL 40
- f) service fee for translating into a foreign language one page (or up to one page) of a document submitted for legalisation or apostillisation - GEL 20
- g) service fee for preparing an information card by the information and address bureau of the Agency within two business days from filing an application - GEL 15
- h) service fee for preparing a document about the number of people registered at a given address within two business days from filing an application - GEL 15
- i) service fee for preparing a document evidencing that there are no bars to marriage within two business days from filing an application - GEL 90
- j) service fee for certifying a consent letter for a person to implement actions falling within the powers of the Agency or a letter of granting representative powers to a third person - GEL 40.

2. Fee for the services under Article 2(4, 7, 15-27, 40, and 41) of this Annex that are rendered on the basis of applications received electronically shall be paid at the rates set forth in the same paragraphs.

3. No service fee shall be paid for giving a consent letter to a person to implement actions falling within the competence of the Agency or for granting representative powers to a third person, when applying for the services under this article (except for the services referred to in paragraph 1(j) of this article).

Ordinance No 31 of the Government of Georgia of 31 January 2012 - website, 3.2.2012

Ordinance No 166 of the Government of Georgia of 8 May 2012 - website, 10.5.2012

Ordinance No 188 of the Government of Georgia of 24 May 2012 - website, 29.5.2012

Ordinance No 229 of the Government of Georgia of 25 June 2012 - website, 28.6.2012

Ordinance No 341 of the Government of Georgia of 22 August 2012 - website, 22.8.2012

Ordinance No 73 of the Government of Georgia of 28 March 2013 - website, 1.4.2013

Article 3¹ - The timeframes and fees for services rendered on the basis of an application received in electronic form by using electronic identity (residence) cards if applications for such services are received electronically by using electronic identity (residence) cards

- a) Service fee for issuing a biometric passport of a Georgian citizen and a biometric passport of a person having the status of stateless person in Georgia shall be paid at the rates set forth in Article 2(2) of this Annex.
- b) Service fee for preparing an information card within two business days from filing an application shall be GEL 15.
- c) Service fee for preparing a document about the number of people registered at a given address within two business days from filing an application shall be GEL 15;
- d) Service fee for preparing a document on reissue of a civil registration certificate or on civil registration within two business days from filing an application shall be GEL 50.

Ordinance No 188 of the Government of Georgia of 24 May 2012 - website, 29.5.2012

Ordinance No 229 of the Government of Georgia of 25 June 2012 - website, 28.6.2012

Article 4 - Fees payable abroad and service timeframes

<http://www.matsne.gov.ge>



1. Service fee for considering the matter of granting Georgian citizenship under ordinary, simplified, or special procedures and for preparing the relevant decision shall be as follows:

- a) on the 80th calendar day from filing an application – USD 70
- b) on the 60th calendar day from filing an application – USD 70 plus the expedited service fee of USD 70.

2. Service fee for considering the matter of renunciation from Georgian citizenship and for preparing the relevant decision shall be as follows:

- a) on the 30th calendar day from filing an application – USD 70
- b) on the 20th calendar day from filing an application – USD 70 plus the expedited service fee of USD 70.

3. Service fee for considering the matter of granting Georgian citizenship under restoration procedures and for preparing the relevant decision shall be as follows:

- a) on the 30th calendar day from filing an application – USD 70
- b) on the 20th calendar day from filing an application – USD 70 plus the expedited service fee of USD 35.

4. Service fee for issuing a temporary residence permit shall be as follows:

- a) on the 30th calendar day from filing an application – USD 130
- b) on the 20th day from filing an application – USD 130 plus the expedited service fee of USD 80.

5. Service fee for issuing a permanent residence permit shall be as follows:

- a) on the 30th calendar day from filing an application – USD 130
- b) on the 20th calendar day from filing an application – USD 130 plus the expedited service fee of USD 80.

6. Service fee for issuing an emigration permit shall be as follows:

- a) on the 30th calendar day from filing an application – USD 40
- b) on the 20th calendar day from filing an application – USD 40 plus the expedited service fee of USD 70.

7. Service fee for considering the matter of granting Georgian citizenship under exception procedures and preparing the relevant decision on the 80th calendar day from filing an application shall be USD 170.

8. Service fee for apostillising a document within eight business days from filing an application shall be USD 20.

9. Service fee for translating into a foreign language one page (or up to one page) of a document to be apostillised shall be USD 20.

9¹. Service fee for considering the matter of granting the status of compatriot to a person residing abroad and for preparing the relevant decision on the 80th calendar day from filing an application shall be USD 30.

9². Service fee for issuing, within the timeframe under the legislation of Georgia, a decision on establishing Georgian citizenship shall be USD 30.

10. Service fees referred to in this article may be paid in Georgia according to the fees defined in Article 2 of this Annex for the same services. The receipt evidencing the payment for services in Georgia shall be submitted to the Agency and the Agency shall inform a respective diplomatic mission or consular office of Georgia abroad about the fact.

Ordinance No 166 of the Government of Georgia of 8 May 2012 – website, 10.5.2012

Ordinance No 229 of the Government of Georgia of 25 June 2012 – website, 28.6.2012

Ordinance No 476 of the Government of Georgia of 7 August 2014 – website, 7.8.2014

Article 5 - Timeframes and fees for services rendered by consular officials within the delegated powers

Service fee for services rendered by a consular official within the delegated powers shall be as follows:

- a) issuing an electronic ID card of a Georgian citizen – USD 30
- b) issuing a Georgian passport to a citizen of Georgia residing abroad – USD 65

[b. (Deleted – 7.8.2014, No 476) (Shall be enacted on 1 January 2015)]



b¹) issuing a biometric passport to a citizen of Georgia staying abroad – USD 130

b²) issuing a Georgian citizen's 32-page passport valid for one year to a citizen of Georgia staying abroad – USD 20

b³) issuing a Georgian citizen's biometric passport valid for one year to a citizen of Georgia staying abroad – USD 50 (*Shall be enacted on 1 September 2014*)

c) issuing a Georgian passport to a citizen of Georgia residing abroad through his/her representative – USD 65

c¹) issuing a Georgian citizen's biometric passport to a citizen of Georgia staying abroad through his/her representative – USD 130

d) registering a divorce, inclusive of issuing a respective certificate – USD 100

e) issuing a certificate for registration of change of first name or surname, and based on such change, for registration of making mandatory changes in the respective civil record and in the civil record drawn up in the name of an underage child (children) when a parent (parents) change(s) his/her first name or surname (except for the cases related to marriage, divorce, establishment of paternity, adoption), and issuing a certificate for change of first name or surname - USD 50

f) making changes, amendments, and additions (except for the cases related to establishment of paternity and adoption), inclusive of making mandatory changes, amendments, and additions to parent's (parents') details in a civil record drawn up in the name of an underage child (children) in the case of making changes, amendments, and additions in a civil record drawn up in the name of a parent (parents), and for reissuing a civil registration certificate - USD 30

g) issuing a document on reissue of a civil registration certificate or on civil registration – USD 20

h) issuing a document evidencing that there are no bars to marriage – USD 20.

Ordinance No 31 of the Government of Georgia of 31 January 2012 – website, 3.2.2012

Ordinance No 341 of the Government of Georgia of 22 August 2012 – website, 22.8.2012

Ordinance No 476 of the Government of Georgia of 7 August 2014 – website, 7.8.2014

Article 5¹ - Specifics of expedited services

The territorial offices authorised to render services in expedited timeframes and other conditions for accepting applications shall be defined by an order of the chairperson of the Agency.

Ordinance No 73 of the Government of Georgia of 28 March 2013 – website, 1.4.2013

Article 6 - Payment procedure for services rendered by the Agency

1. Fees shall be paid in non-cash settlement after filing an application for a respective service, but not later than the date of filing an application.

2. (Deleted – 22.8.2012, No 341).

2¹. The following entities shall be authorised to pay fees after rendering services (despite the terms for rendering services):

a) public institutions

b) legal entities, under the agreement with the Agency.

3. Fees shall be credited to the Agency's settlement account.

4. Fees for services rendered by consular officials within the delegated powers shall be paid either in cash or in non-cash settlement. Service fees shall be credited to an account of a diplomatic mission/consular office of Georgia abroad and subsequently shall be transferred to the Agency's account in the manner defined by the legislation of Georgia.

5. Bank fees related to the transfer of funds under paragraph 4 of this article from a diplomatic mission and consular office of Georgia abroad to the Agency shall be covered by the amounts paid as service fees.

6. The amount of fees for the services set forth in Articles 4 and 5 of this Annex shall be fixed in US dollars. The service fee shall be paid in US dollars or in the currency of the country of residence. Maximum market exchange rate of the country of residence currency against the US dollar until December 1 of the previous fiscal year shall be used as a fixed exchange rate of the country of residence currency against the US dollar. The National Bank of Georgia shall furnish the Ministry of Foreign Affairs of Georgia and the Agency with the country of residence exchange rate to be used for the following year not later than December 10 of each fiscal year.

7. 50% of the fees paid for the services under Article 2(42-44) of this Annex shall be transferred to an account of the Legal Entity under Public Law – the Education Management Information System under a joint order of the Minister of Justice of Georgia and the Minister of Education and Science of Georgia.



Ordinance No 188 of the Government of Georgia of 24 May 2012 - website, 29.5.2012

Ordinance No 208 of the Government of Georgia of 8 June 2012 - website, 14.6.2012

Ordinance No 341 of the Government of Georgia of 22 August 2012 - website, 22.8.2012

Article 7 - Procedure for refunding fees

1. The paid fees shall be fully refunded if:

- a) any person concerned refuses to receive services before the registration of an application for the respective service;
- b) the request of any person concerned is not satisfied for reasons independent of him/her;
- c) any person concerned cannot receive services within the timeframe requested in his/her application.

2. Paragraph 1(b) of this article shall not be applied if the request of a person concerned is not satisfied for reasons independent of the Agency or a diplomatic mission or consular office of Georgia abroad and a legal decision on refusal is adopted.

3. (Deleted – 22.8.2012, No 341)

4. Paragraph 1(c) of this article shall not be applied unless services are rendered within the respective timeframe for reasons (including meteorological conditions, force majeure circumstances, etc.) independent of the Agency or a diplomatic mission or consular office of Georgia abroad.

5. If a person concerned is denied the services under Article 2(1–13, 34) or Article 5(a-b³), (g) or (h) of this Annex because of an error in the documents drawn up in his/her name or related to him/her and/or because of failure to submit complete documents under legislation, the Agency shall be obliged to render services for the fee paid after the errors are eliminated.

6. Unless an application for the services under Article 2(15–27) of this Annex is considered, the fee paid shall not be refunded to a person concerned.

7. If a person concerned is denied the services under Article 2(28, 29, and 30) of this Annex, the paid fees shall be fully refunded to him/her, except when a document with signs of forgery/a forged document is submitted for legalisation or apostillisation.

8. If the Agency or a diplomatic mission or consular office of Georgia abroad makes a mistake when rendering services, in particular, if documents are drawn up and/or issued with incorrect data, services shall be re-rendered to a person concerned without additional payment. The paid service fee shall be refunded to the person concerned if he/she refuses to receive the service again.

9. If the amount of a paid service fee is higher than the one under this Ordinance, the difference between the paid amount and the amount of the fee defined in this Ordinance shall be refunded to the payer.

10. Fees shall be refunded within ten business days from the written request of a person concerned in the manner defined in this article. The request shall include evidence on the existence of legal basis for full or partial refund of the paid fees. The request shall be submitted within three months from paying the fee. The paid amount shall not be refunded after the expiration of the term. The term shall not be extended or any missed deadline shall not be restored.

Ordinance No 341 of the Government of Georgia of 22 August 2012 – website, 22.8.2012

Ordinance No 73 of the Government of Georgia of 28 March 2013 – website, 1.4.2013

Ordinance No 476 of the Government of Georgia of 7 August 2014 – website, 7.8.2014

Article 8 - Exemption from fees

1. A person staying at a medical facility for treatment shall be exempted from the payment of service fees under Article 2(8)(d) of this Annex if the marriage registration is to be conducted at the above institution.

2. A person recognised as an internally displaced-refugee under the legislation of Georgia shall be exempted from the payment of service fees under Article 2(9-10, 12-13) and Article 5(d-g) of this Annex.

3. A person shall be exempted from the payment of service fees under Article 2(12)(a) and Article 5(f) of this Annex if the civil registration authority makes a mistake during the civil registration and/or a civil status act to be corrected is registered under an application (notice, request) by an administrative body or a medical institution and the mistake is made because of submission of incorrect data by the applicant.

4. Family members registered in the Unified Database of Socially Vulnerable Families, whose rating score does not exceed 57 001, shall be exempted from the payment of service fees under Article 2(12)(a) and Article 5(f) of this Annex.

5. A person shall be exempted from the payment of service fees fixed for issuing a certificate under Article 2(13) and Article 5(g) of this Annex if the certificate is necessary to be submitted to social welfare agencies for granting pensions or recalculating allowances.

6. The service fees under Article 2(17) of this Annex shall not be paid if losing Georgian citizenship is considered in expedited timeframes and a respective decision is prepared at the suggestion of any competent public authority.

6¹. The service fees defined by this Ordinance for considering the matter of granting Georgian citizenship and preparing a respective decision and for



determining the status of stateless person shall not be paid if the basis for considering the matter is the application by a guardianship authority for the person who is under the guardianship of the authority.

7. Service fee for reissuing a civil registration certificate shall not be paid if the basis for reissuing the certificate is an application by the Ministry of Foreign Affairs of Georgia, as well as an application by a guardianship authority for the person who is under the guardianship of the authority.

7¹. The service fees under this Annex for reissuing a civil registration certificate shall not be paid if the basis for reissuing a certificate is the change in a respective civil record based on adoption or establishment of paternity.

8. A person shall be exempted from the payment of fees set forth in Article 2(20) and Article 4(7) of this Annex if the President of Georgia initiates the granting of citizenship of Georgia under exception procedures.

9. The following persons shall be exempted from the payment of service fees under Article 2(1-2) and Article 5(b-b³) and (c) of this Annex:

- a) participants in the Second World War
- b) citizens of Georgia disabled in battles for the territorial integrity, freedom, and independence of Georgia
- c) veterans of war and military forces and internally displaced persons – by 50 per cent
- d) persons with severe and significant disabilities – by 50 per cent
- e) foreign citizens who have been granted Georgian citizenship under the Constitution of Georgia if the President of Georgia initiates the granting of citizenship under exception procedures
- f) persons under the age of 18 – by 50 per cent.

10. The following persons shall be exempted from the payment of service fees under Article 2(5) and (38) of this Annex:

- a) a family member registered in the unified database of socially vulnerable families whose rating score does not exceed 70 001
- b) participants in the Second World War
- c) persons disabled in the battles for the territorial integrity, freedom, and independence of Georgia
- d) foreign citizens who have been granted Georgian citizenship under the Constitution of Georgia if the President of Georgia initiates the granting of citizenship under exception procedures.

10¹. An underage person who is under the guardianship of a guardianship authority shall be exempted from the fees for issuing a Georgian citizen's electronic ID card set forth in Article 2(5)(a) of this Annex if a respective guardianship authority submits the application for issuing a Georgian citizen's electronic ID card.

10². When applying for the first time for an electronic identity (residence) card containing the information about the status of a student, a person shall be exempted from the payment of:

- a) GEL 10, the service fee set forth in Article 2(5) of this Annex
- b) the service fee set forth in Article 2(35) of this Annex.

10³. Students who are issued an electronic identity (residence) card with a note stating 'a student' and containing information about the status of a student on a contactless chip shall be exempted from:

- a) the payment of service fees under this Annex (except for the fees for services referred to in Article 2(13 and 35)) by 10 per cent
- b) the payment of service fees under Article 2(2) by 5 per cent.

11. A person with respect to whom a territorial office of the Agency failed to issue a completed electronic identity (residence) card within the timeframe prescribed by the legislation of Georgia due to objective reasons shall be exempted from the payment of fees set forth in Article 2(6) of this Annex.

11¹. Service fee for issuing a document under Article 2(42-44) of this Annex shall not be payable if a state document evidencing general education is issued with incorrect details through the fault of the Agency or an administrative body responsible for creating the database of persons eligible to receive a certificate of general education and the applicant requests the change of the issued document.

12. A person who is granted a temporary residence permit on the initiative of a member of the Government of Georgia shall be exempted from the payment of the fee for the temporary residence permit under Article 2(23) of this Annex and from the payment of an expedited service fee. In the cases under this paragraph, a temporary residence permit and a temporary residence card shall be issued within ten business days from filing an application.

13. A person having limited ability to move due to his/her health status shall be exempted from the payment of service fees under Article 2(37) of this Annex.

14. The expedited service fee under Article 2(1 and 2) of this Annex shall not be payable in the cases referred to in Article 9 of the Law of Georgia on the Procedures for Entering into and Departing from Georgia.

15. Persons in penal institutions or other prison facilities, deportation institutions, or inpatient treatment facilities abroad shall be exempted from the payment of service fees under Article 5 of this Annex that shall be evidenced by a formal notification.



15¹. Persons in detention and prison facilities shall be exempted from the payment of GEL 50, the service fee under paragraph 8(d) of Article 2 of this Annex, before 1 June 2013.

16. The fees under this Ordinance shall not be payable in the cases defined in an international treaty/agreement of Georgia.

17. Service fees under Article 2(15 and 20) of this Annex shall be reduced by 25 per cent for a compatriot residing abroad.

18. The Agency shall be authorised to exempt the person(s) participating in/winning a competition announced/event conducted by the Ministry of Justice of Georgia, any legal entity under public law operating within the governance of the Ministry of Justice of Georgia, or the Agency for raising the awareness of the services/activities of the above institutions and/or for popularising a Georgian citizen's electronic ID card from the payment of the service fee defined by this Ordinance for issuing a Georgian citizen's biometric passport, Georgian citizen's electronic ID card and for taking photos at the Agency and its territorial offices, as well as from the payment of an expedited service fee.

19. A person residing abroad who files an application before 10 May 2012 inclusive to a competent authority abroad for granting the status of a compatriot shall be exempted from the payment of service fees under Article 2(41)(a) of this Annex.

20. Additional cases for full or partial exemption from the payment of service fees and/or expedited service fees under this Ordinance may be defined by an individual administrative-legal act of the Ministry of Justice of Georgia.

Ordinance No 31 of the Government of Georgia of 31 January 2012 – website, 3.2.2012

Ordinance No 166 of the Government of Georgia of 8 May 2012 – website, 10.5.2012

Ordinance No 188 of the Government of Georgia of 24 May 2012 – website, 29.5.2012

Ordinance No 208 of the Government of Georgia of 8 June 2012 – website, 14.6.2012

Ordinance No 229 of the Government of Georgia of 25 June 2012 – website, 28.6.2012

Ordinance No 341 of the Government of Georgia of 22 August 2012 – website, 22.8.2012

Ordinance No 403 of the Government of Georgia of 20 September 2012 – website, 21.9.2012

Ordinance No 73 of the Government of Georgia of 28 March 2013 – website, 1.4.2013

Ordinance No 476 of the Government of Georgia of 7 August 2014 – website, 7.8.2014

Article 9 - Transitional provision

This Ordinance shall extend to the applications submitted to the Agency, its territorial office, diplomatic mission and consular office of Georgia abroad from 1 January 2012.

