



On Approval of the Instruction On Operating Procedures for Officials of the State Border Service of Ukraine In the Course of Expulsion of Foreigners and Stateless Persons Detained In Controlled Border Regions During or After Illegal Crossing (Attempted Crossing) of the State Border of Ukraine from Ukraine

**Order of the Administration of the State Border Service of Ukraine
dd. November 4, 2004 No. 798**

**Registered with the Ministry of Justice of Ukraine
on November 25, 2004 under No. 1499/10098**

For establishment of operating procedures for officials of the State Border Service of Ukraine in the course of expulsion of foreigners and stateless persons detained in controlled border regions during or after (attempted) illegal crossing of the state border of Ukraine from Ukraine, in accordance with Article 19 of the Law of Ukraine On the State Border Service of Ukraine, Article 32 of the Law of Ukraine On Legal Status of Foreigners and Stateless Persons, and Articles 4, 7 of the Regulation on Administration of the State Border Service of Ukraine, approved by the Decree of the President of Ukraine on August 4, 2003 N 797, I herewith **ORDER**:

1. To approve the Instruction On Operating Procedures for Officials of the State Border Service of Ukraine In the Course of Expulsion of Foreigners and Stateless Persons Detained In Controlled Border Regions During or After Illegal Crossing (Attempted Crossing) of the State Border of Ukraine, from Ukraine (as attached).
2. Heads of regional departments, state border authorities and the Marine Guard authorities, the National Academy of the State Border Service of Ukraine should schedule and take complex organizational and practical steps for examination and implementation of the said Instruction's requirements.
3. To cancel the Decree of the State Border Guard Committee of Ukraine dd. April 21, 2003 No. 193 "On Approval of the Temporary Instruction on Procedure of Expulsion of Foreigners and Stateless Persons Detained In Controlled Border Regions from Ukraine."
4. To announce the Order to all persons concerned in the part related to such persons.

**M.M.Lytvyn, Colonel-General,
Head of the State Border Service of Ukraine**

APPROVED BY:

Order of the Administration
of the State Border Service of Ukraine
dd. November 4, 2004 No. 798

REGISTERED

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INSTRUCTION

On Operating Procedures for Officials of the State Border Service of Ukraine In the Course of Expulsion of Foreigners and Stateless Persons Detained in Controlled Border Regions During or After Illegal Crossing (Attempted Crossing) of the State Border of Ukraine, from Ukraine

1. General Provisions

1.1. This Instruction has been drawn up in accordance with and for implementation of provisions of the Laws of Ukraine *On the State Border Service of Ukraine, On Legal Status of Foreigners and Stateless Persons, On Refugees*, and the *Rules of Entering Into, Leaving Ukraine and Transit Trips Across the Territory of Ukraine By Foreigners and Stateless Persons* approved by the Resolution of the Cabinet of Ministers of Ukraine dd. December 29, 1995 No. 1074 (as amended).

1.2. This Instruction establishes operating procedures for officials of the State Border Service of Ukraine to be applied at:

making decisions on expulsion of foreigners and stateless persons (hereinafter referred to as “**SPs**”) detained by state border authorities and marine guard authorities (hereinafter referred to as “**state border authorities of Ukraine**”) and other law-enforcement bodies of Ukraine in controlled border regions during or after illegal crossing (attempted crossing) of the state border of Ukraine (hereinafter referred to as “**a decision on expulsion**”) and documentary registration thereof;

expelling foreigners or SPs detained by state border authorities of Ukraine and other law-enforcement bodies of Ukraine in controlled border regions during or after illegal crossing (attempted crossing) of the state border of Ukraine from the territory of Ukraine by state border authorities of Ukraine.

1.3. This Instruction covers officials of the State Border Service of Ukraine, and foreigners or SPs detained by state border authorities of Ukraine and other law-enforcement bodies of Ukraine in controlled border regions during or after illegal crossing (attempted crossing) of the state border of Ukraine.

1.4. A foreigner or a SP, who had committed a crime or an administrative offence, may be expelled from Ukraine after serving his/her sentence or an administrative sanction.

1.5. A decision on expulsion from Ukraine may be passed on any of the following grounds:

a) acts of a foreigner or a SP constituting gross violation of the legislation on legal status of foreigners and stateless persons;

b) acts of a foreigner or a SP conflicting with interests of national security of Ukraine and public order protection;

c) acts of a foreigner or a SP threatening health of citizens of Ukraine and foreign nationals and stateless persons staying within the territory of Ukraine on legal grounds, or infringing their rights and lawful interests;

1.6. A foreigner or a SP may be expelled upon voluntary or administrative (compulsory) procedures.

If it is decided to expel a foreigner or a SP from Ukraine, visa in his/her passport document shall be cancelled without delay, and documents allowing further stay in Ukraine shall be withdrawn with subsequent notification of the consular service department of the Ministry of Foreign Affairs of Ukraine thereof.

1.7. In case of voluntary expulsion, a foreigner or a SP should leave the territory of Ukraine within a term established by a state border authority of Ukraine. Such term shall not exceed 30 days after passing a decision on expulsion.

1.8. Foreigners or SPs who failed to leave the state within the specified period (or if there are valid reasons to believe that they would evade leaving) shall be forcibly expelled upon a sanction of a prosecutor (hereinafter referred to as “**administrative expulsion**”).

A sanction may be issued by the Prosecutor General of Ukraine and the Deputy Prosecutors General, prosecutors of the Autonomous Republic of Crimea, oblasts, Kyiv and Sevastopol.

1.9. A decision of a state border authority of Ukraine on expulsion of a foreigner or a SP from Ukraine may be appealed against in a court.

An appeal shall suspend execution of a decision on expulsion except for cases when expulsion should be executed immediately for the sake of national security of Ukraine or public order protection.

1.10. A foreigner or a SP may inform his/her attorney or another lawyer authorized by the law to render legal assistance, and a diplomatic representative of his/her state or another person (at his/her discretion) on a decision on his/her expulsion.

1.11. Execution of a decision on expulsion may be postponed by request of a diplomatic agent of the relevant country, but no more than for ten days starting from the moment of announcement thereof. At that, diplomatic agents may directly appeal to officials of the State Border Service of Ukraine with formal letters.

1.12. If foreigners or SPs, who have been detained for (attempted) illegal crossing of the state border of Ukraine, declare their intention to obtain the refugee status, they shall be released from accountability for said acts.

A state border authority shall organize acceptance of applications for granting the refugee status from persons detained for (attempted) illegal crossing of the state border for obtaining the refugee status, and shall hand over such applications to migration services. A state border authority shall inform persons who arrived in Ukraine on legal grounds for obtaining the refugees status on procedure of filling applications for rendering refugee status, if appealed by such persons, and shall inform them on migration services location.

2. Operating Procedures for Officials of the State Border Service of Ukraine at Making Decisions on Expulsion of Foreigners or Stateless Persons From Ukraine

2.1. The head (acting head) of a state border authority of Ukraine shall make a decision on expelling a foreigner or a stateless person from Ukraine (Attachment 1) upon availability of reasons referred to in clause 1.5 hereof.

2.2. An officer of a structural division responsible for work with foreigners of the main office of an authority of the State Border Service of Ukraine shall prepare proposals for the head of a state border authority of Ukraine for making a decision on expulsion (Attachment 1).

He should prepare a case on expulsion of a foreigner or a SP from Ukraine and a decision on expulsion of a foreigner or a SP from Ukraine and submit them to the head of a state border authority of Ukraine.

- 2.3. A case on expulsion of a foreigner or a SP from Ukraine shall include:
- a) copy of a protocol on administrative detention of a foreigner or a stateless person with a prosecutor's sanction (in case of detention for more than three days);
 - b) copy of a protocol of a personal search of a foreigner or a SP;
 - c) copy of a resolution on refusal in a criminal case initiation (if any);
 - d) documents confirming measures taken for identification of a detainee and notification of relevant consular institutions on detention (standard form questionnaires, accompanying documents, replies of consular institutions etc.);
 - e) passport document of a foreigner or a SP (if any);
 - f) papers of a case on administrative offence (if required);
 - h) decision on expulsion of a foreigner or a SP from Ukraine (attachment 1);
 - i) other materials (estimate of expenditures for expulsion of a foreigner or a SP, a statement on handing over a foreigner or a SP to a diplomatic (consular) institution, on acceptance of such persons from law enforcement bodies for expelling, copies or second counterparts of resolutions on expulsion etc.)

2.4. A state border authority of Ukraine shall send a notification on a decision on expulsion of a foreigner or a stateless person from Ukraine (attachment 2) to the territorial prosecutor, interior authorities, the State Security Service of Ukraine and the Administration of the State Border Service of Ukraine within 24 hours.

2.5. A foreigner or a stateless person shall be advised on a decision on expulsion (attachment 1) in presence of a translator and a defender (by request of a detainee) against a signature, and shall be registered by an official of the main office of an authority of the State Border Service of Ukraine charged with drawing up documents for expulsion of a foreigner or a SP from Ukraine, in the logbook of decisions on expulsion of foreigners or SPs from Ukraine (attachment 3).

2.6. In case if a foreigner or a SP refuses to put his/her signature, the said official shall make an entry thereof in a decision on expulsion (attachment 1) to be certified by signatures of a translator and a defender (if any).

2.7. In case if foreigners or SPs detained have no identification documents with them, state border authorities shall take measures for their identification and providing with documents.

2.8. An official of the main office of an authority of the State Border Service of Ukraine responsible for work with foreigners shall send to a consular institution of a state of nationality of a foreigner a notice on his/her detention and filled-in questionnaire of the standard form within three after administrative detention.

A notice shall be signed by the (deputy) head of the main office of an authority of the State Border Service of Ukraine.

2.9. If a consular institution of a foreigner's state of nationality has not been accredited or is absent in Ukraine, notices and personal data shall be sent to the consular department of the Ministry of Foreign Affairs of Ukraine.

2.10. For reduction of terms of identification of detainees, personal data may be sent to foreign consular institutions or administration of the State Border Service of Ukraine by fax.

2.11. The Administration of the State Border Service of Ukraine shall provide state border authorities of Ukraine with samples of questionnaires.

2.12. After an embassy of the state of nationality of a detainee officially confirmed his/her identification, a state border authority of Ukraine shall provide such person with a certificate on decision on expulsion of a foreigner or a stateless person from Ukraine (attachment 4).

A certificate shall be registered in the logbook of certificates issued to foreigners or stateless persons, in relation to whom a decision on expulsion from Ukraine has been made (attachment 5).

2.13. Head of a state border authority of Ukraine, who passed a decision on expulsion of a foreigner or a stateless person from Ukraine (attachment 1), shall prohibit such person from entering Ukraine and inform the State Border Protection Department of the Administration of the State Border Service of Ukraine thereof.

Individual data processing division of the central sub-system Hart-CP of the Administration of the State Border Service of Ukraine shall enter data on a foreigner or a SP, prohibition of his/her entering Ukraine, term and a state border checkpoint designed for expulsion, into the relevant database of the State Border Service of Ukraine.

2.14. If foreigners and SPs who illegally stay in Ukraine, are kept in temporary detention centers until their identification, administration of a temporary detention center shall assist state border authorities of Ukraine in registration of passport documents, clarification of circumstances of violation of laws of Ukraine by foreigners, allocation of funds for their administrative expulsion, conveying to the state border checkpoints in the course of administrative expulsion etc.

3. Operating Procedures for Officials of the State Border Service of Ukraine to be applied at Expulsion of Foreigners and Stateless Persons from Ukraine and Oversight over their Departure

3.1. A state border authority of Ukraine, which has passed the relevant decision, shall expel a foreigner or a SP.

3.2. Head of a state border authority of Ukraine shall appoint security guards for conveying foreigners or stateless persons being subject to administrative (compulsory) expulsion with his order.

The main office of an authority of the State Border Service of Ukraine shall draw up job descriptions for guards to be approved by the head of the said authority.

3.3. The number of security guards shall be relevant for assurance of sound protection of foreigners or SP. They shall comprise as follows:

- for conveying a group up to 10 persons - 3 – 4 security guards;
- for conveying a group up to 20 persons - 4 - 6 security guards.

The number of security guards for conveying groups of more than 20 persons and the procedure of their conveying shall be agreed with the Administration of the State Border Service of Ukraine.

3.4. The head of the state border authority of Ukraine may increase the number of security guards taking into account peculiar features of categories of persons being expelled and other factors.

3.5. Usually, security guards shall be armed with the active defense means. Upon approval of the director of the State Border Protection Department of the Administration of the State Border Service of Ukraine, guards may be armed with standard arms.

Arm shall be used under the procedure established by laws of Ukraine.

3.6. The (acting) head of the Main Office of an authority of the State Border Service of Ukraine shall instruct security guards.

During the briefing, they should be instructed on the guard composition, uniform, equipment, transport facility to be used, route, procedure of guarding organization and execution, communication means, cooperation, and actions in case of emergencies, fixation thereof, safety measures etc.

3.7. The (acting) head of the main office of a relevant authority of the State Border Service of Ukraine shall be responsible for preparation of security guards to conveying persons subject to expulsion, organization of convey and maintenance of discipline among guards.

3.8. An officer of the structural division responsible for work with foreigners of the main office of the regional department of the State Border Service of Ukraine shall exercise control over preparation to and conveying persons to be expelled.

He should:

a) clarify relevant data on a decision on expulsion and measures for its execution in the main office of the regional department of the State Border Service of Ukraine being in charge with expulsion;

b) check completeness and quality of measures taken in accordance with causes 2.2 - 2.9 and 3.2 - 3.6 hereof;

c) no later than in a day before expulsion of a foreigner or a SP, report to the division responsible for work with foreigners of the Administration of the State Border Service of Ukraine on:

the number of train, car, route, departure time and time of arrival of the train to the destination point;

number and nationality of foreigners or SP being expelled;

number of security guards, the senior officer's name, data on arms;

procedure of cooperation with the border guard troops of other state border authorities, militia units, transport militia units and other law-enforcement bodies;

additional measures taken for convoy and expulsion of foreigners or SPs.

3.9. Persons subject to expulsion are usually conveyed to a destination point in cooperation with transport militia officers.

3.10. A foreigner or a SP may be expelled from Ukraine with assistance of the diplomatic (consular) institution of the state of nationality of such person, after coordination of the issue between the Administration of the State Border Service of Ukraine and the diplomatic (consular) institution.

In that case, a foreigner or a SP may be handed over to an official of a diplomatic (consular) service for rendering legal, financial assistance etc. by the representative of a state border authority of Ukraine, who has passed a decision on expulsion, in presence of an officer of a division responsible for work with foreigners of the Administration of the State Border Service of Ukraine upon drawing up a certificate on acceptance and handing over a foreigner or a stateless person who infringed the legislation of Ukraine on the state border of Ukraine (attachment 6).

A certificate shall be signed by officials, who handed over a foreigner or a SP to a diplomatic (consular) institution.

An official of a diplomatic (consular) institution, who accepts a foreigner or a SP, shall sign a certificate upon his/her consent.

3.11. State border authorities of Ukraine shall accept foreigners or SPs at border guard checkpoints from other border guard and law-enforcement bodies for further expulsion based on a decision on expulsion against execution of a standard form certificate (attachment 6).

3.12. A certificate on acceptance and handing over a foreigner or a stateless person who infringed the legislation of Ukraine on the state border of Ukraine (attachment 6) and a decision on expulsion shall be executed in two copies.

First counterparts of documents being referred to in paragraph 1 hereof, shall be returned to an official of a law-enforcement body, which has passed the relevant decision and organized expulsion.

Second counterparts of documents shall be deposited with the state border authority of Ukraine, a checkpoint of which has been used for expelling.

3.13. A state border authority of Ukraine, which has passed the relevant decision, an authority, a checkpoint of which shall be used for expelling, and the State Border Protection Department of the Administration of the State Border Service of Ukraine shall control timeliness of execution of a decision on a foreigner or SP expulsion.

3.14. The main office of an authority of the State Border Service of Ukraine, checkpoint of which has been used for expelling, shall inform the State Border Protection Department of the Administration of the State Border Service of Ukraine and a state border authority of Ukraine, which has passed the decision, on the fact of a foreigner or a SP's leaving the territory of Ukraine within three days, and shall indicate as follows:

a) a border checkpoint, which has been used for expelling, and the date of actual leaving the territory of Ukraine by a foreigner or a SP;

b) personal data of an expelled person;

c) data on authority, which has passed a decision on expelling, and the scheduled term of departure of a foreigner or SP.

3.15. If a foreigner or SP subject to decision on expulsion, passed by an interior authority or a body of the State Security Service of Ukraine, leaves Ukraine, the main office of an authority of the State Border Service of Ukraine shall inform the initiator of a decision on expelling using the standard form given in clause 3.14 hereof.

3.16. If a foreigner or SP fails to leave the state within established period, a state border authority of Ukraine, which has passed a decision, and an authority, the checkpoint of which should have been used for expelling, shall inform the State Border Protection Department of the Administration of the State Border Service thereof within three days, which Department shall inform other state border authorities and concerned law-enforcement bodies on failure to leave.

3.17. Control results shall be registered in a case on expulsion of a foreigner or a SP. A case shall be deposited with the state border authority of Ukraine, which has passed the decision, for five years.

3.18. The head of a state border authority of Ukraine shall allow access to cases on expulsion of a foreigner or a SP for work with such cases.

4. Funding of Expulsion of Foreigners and Stateless Persons From Ukraine

4.1. Foreigners or SPs being subject to administrative expulsion, or individuals or legal entities, who receive such foreigners or SPs, organize their illegal arrival, accommodation, employment, assist in evading from leaving Ukraine after expiration of the term of stay, shall cover expenses for administrative expulsion and maintenance for the period of administrative detention, both in the national currency of Ukraine and in foreign currency at the rate of exchange of the National Bank of Ukraine as of the date of settlement.

4.2. If money in cash is taken from a foreigner or a SP being subject to administrative expulsion during detention, such cash shall be used for execution of a decision on expelling in accordance with the estimate of expenditures against a receipt.

If a foreigner or a SP has no cash with him/her as required for covering costs of such person expulsion and determination of the fact of his/her arrival in Ukraine without invitation from a legal entity or an individual, expenses shall be covered through the State Budget's funds allocated thereto.

4.3. For execution of a decision on administrative expulsion of a foreigner from Ukraine, an officer of the state border authority of Ukraine, being responsible for work with foreigners, shall estimate expenditures upon coordination with the financial department of the said body.

Estimate of expenditures shall include cost of:

a) travel documents for a foreigner or a SP and persons conveying his/her in the course of expulsion;

b) accommodation of a foreigner or a SP in a temporary detention center of a state border authority of Ukraine (meals, health care services, housing services, transportation from the place of detention to a state border authority, telephone fees etc.);

c) execution of documents and performance of other actions related to expulsion;

The financial department of a state border authority of Ukraine shall calculate expenditures and execute a certificate on actual expenses for expulsion of a foreigner or a stateless person (attachment 7) in two counterparts.

A foreigner or a SP shall be informed on the total amount of expenditures being calculated in prices valid as of the day of settlement, against receipt. If a foreigner or a SP refuses to confirm the sum of expenditures, presented to him / her for remuneration, a relevant entry with indication of reasons for refusal shall be made in a certificate on actual expenses incurred for expulsion of such foreigner or a stateless person (attachment 7).

4.4. If a foreigner or a SP refuses to cover expenses required for execution of a decision on his/her administrative expulsion from Ukraine, relevant funds may be deducted from his / her through civil proceeding. A court may seizure property of such foreigner or a SP as a security for a claim.

4.5. If legal entities or individuals, who have invited foreigners or SPs to Ukraine, refuse to cover costs as referred to in clause 4.1 hereto, the relevant funds may be deducted through civil proceeding.

4.6. If expulsion is covered through the state budget, an authority or the Administration of the State Border Service of Ukraine shall pay for a foreigner or a SP' ticket by the minimum state tariffs (if there is a direct railway communication with a destination state a foreigner or a SP shall be expelled to, and if no visa is required for passing the transit states by such person — by train, and in case of absence of such communication — by minimum tariffs of other modes of passenger transport (motor, sea, or air transport)).

Then, accounting documents shall be as follows:

a) a copy of a decision of a head of a body of the State Border Service of Ukraine on expulsion of a foreigner or a SP with entry (report) of a border control unit on actual departure of a foreigner or a SP from the state;

b) a certificate on actual costs incurred for expelling a foreigner or a stateless person (attachment 7);

в) copies of passage tickets for all transport facilities being used in the course of expulsion, and travel (passport) documents with requisites of a foreigner or a SP.

**B.M.Marchenko, Major General,
Deputy Director of the State Border Protection Department
of the Administration of State Border Service of Ukraine**

Attachment 1
To clause 2.1 of the Instruction

“Approved by:”

Prosecutor _____
(oblast, city)

(signature)

“ ___ ” ___ 2004

**DECISION ON EXPELLING
A FOREIGNER OR A STATELESS PERSON FROM UKRAINE**

(Citizenship, full name, date of birth)

“ ___ ” ___ 200

(Place of location of a state border authority of Ukraine)

Having considered materials submitted on a citizen

(Full name)

HAS DETERMINED THAT:

Taking into account the above and for assurance of national security at the state border of Ukraine, based on provisions of Article 32 of the Law of Ukraine *On Legal Status of Foreigners and Stateless Persons*,

HAS RESOLVED TO

Expel a citizen

(Citizenship, full name, date of birth)

from Ukraine and oblige him (her) to leave the territory of Ukraine within the term of

Head of _____
(Name of a state border authority of Ukraine)

(Date, signature, seal)

I, _____ citizen of

(full name, place of residence)

have been advised on a decision on my expulsion from Ukraine because of infringement of laws of Ukraine on border protection and legal status of foreigners (please, underline the reason).

I undertake to leave the territory of Ukraine no later than on _____ .

I have been informed on requirements of Article 32 of the Law of Ukraine *On Legal Status of Foreigners and Stateless Persons* as to compulsory expulsion in case of failure to leave Ukraine within the established term.

(date)

(signature)

Translator: (signature)

A person has refused to sign.

Head of a state border authority of Ukraine

(date)

(signature)

Translator: (signature)

**B.M.Marchenko, Major General,
Deputy Director of the State Border Protection Department
of the Administration of State Border Service of Ukraine**

Attachment 2
to clause 2.4 of the Instruction

To:
Prosecutor of _____
(oblast, city)

Head of the Department of the Ministry
of Internal Affairs of Ukraine
Department of the State Security Service of Ukraine
In _____
(oblast, city)

Director of the State Border Protection Department
of the Administration of State
Border Service of Ukraine

**NOTIFICATION ON A DECISION ON EXPULSION
OF A FOREIGNER OR A STATELESS PERSON FROM UKRAINE**

Please be informed that based on Article 32 of the Law of Ukraine On Legal Status of
Foreigners and Stateless Persons, I have passed a decision on expulsion of

(Citizenship, full name, date of birth, place of residence)
from Ukraine.

The said person has to leave the territory of Ukraine until “__” _____ 200__.

Head of _____
(Name of a state border authority of Ukraine)

(date, signature, seal)

**B.M.Marchenko, Major General,
Deputy Director of the State Border Protection Department
of the Administration of State Border Service of Ukraine**

Attachment 3
To the clause 2.5 of the Instruction

Inv. No.: _____
Form No.: _____
To be kept for: ___ years

**LOGBOOK OF DECISIONS ON EXPULSION
OF FOREIGNERS OR SPs FROM UKRAINE**

(Name of a state border authority of Ukraine)

Volume No.:
Opened on: “ ___ ” _____ 200 _
Closed on: “ ___ ” _____ 200 _
In ___ pages

Entry No.	Citizenship, series and number of a passport (temporary) document of a foreigner being subject to decision on expulsion from Ukraine	Full name, date of birth	Date, place of detention	Date, an entity which has passed a decision on expulsion (date of the prosecutor's approval)	Date, ref. # of a notice (sent to the Administration of the State Border Service of Ukraine and other authorities)	Notes on prohibition of entry (seal and stamp numbers)

**B.M.Marchenko, Major General,
Deputy Director of the State Border Protection Department
of the Administration of State Border Service of Ukraine**

Attachment 4
To clause 2.12 of the Instruction

**CERTIFICATE ON A DECISION ON EXPULSION OF A FOREIGNER OR A
STATELESS PERSON FROM UKRAINE**

Photo of an owner

L.S.

Seal of a state border authority of Ukraine

Issued to a citizen

(Citizenship, full name, date and year of birth)

certifying that a decision on expulsion of such person from Ukraine has been passed on the basis of Article 32 of the Law of Ukraine On Legal Status of Foreigners and Stateless Persons.

The decision shall be executed until “ ____ ” ____ 200 _.

He (she) shall be accompanied by children:

Entry No.	Last name	First name	Sex	Date of birth

“ ____ ” ____ 200 _.

Head of _____
(name of a state border authority of Ukraine)

(date, signature, seal)

**B.M.Marchenko, Major General,
Deputy Director of the State Border Protection Department
of the Administration of State Border Service of Ukraine**

Attachment 5
To clause 2.12 of the Instruction

Inv. No.: _____
Form No.: _____
To be kept for: ___ years

**LOGBOOK OF CERTIFICATES ISSUED TO FOREIGNERS OR STATELESS
PERSONS, IN RELATION TO WHOM DECISIONS ON EXPULSION FROM
UKRAINE HAVE BEEN MADE**

(Name of a state border authority of Ukraine)

Volume No.:
Opened on: “ ___ ” _____ 200 _
Closed on: “ ___ ” _____ 200 _
In ___ pages

Entry No.	Citizenship, full name, date of birth	Date of a decision on expulsion	Date of a certificate	Date of release	Receipt of a person, who has issued a certificate (translator)	Receipt of a person who has received a certificate

**B.M.Marchenko, Major General,
Deputy Director of the State Border Protection Department
of the Administration of State Border Service of Ukraine**

Attachment 6
To clause 3.10 of the Instruction

**CERTIFICATE ON ACCEPTANCE AND DELIVERY OF A FOREIGNER OR A
STATELESS PERSON WHO INFRINGED THE LEGISLATION OF UKRAINE ON
THE STATE BORDER OF UKRAINE**

“ ___ ” _____ 200_

Information on a person being delivered (accepted):

(Full name)

Sex _____ (male, female)

Date of birth (day, month, year)

Place of birth (state, oblast, rayon, city, village)

Citizenship

(Country and address of the last place of residence)

Family status:

Identification documents:

(type of a document, date of issuance, name of a body which has issued a document)

Minor children, who have been detained together with a person:

Full name	Date, place of birth	Relationship
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Circumstances of arrival in Ukraine:

date and place of crossing the border:

Circumstances of detention:

date, time and place of detention

A detaining authority:

Reason of detention:

Entry on filling an inquiry on identity confirmation

(Number, date, a recipient, results)

Filed by:

(Name of a state border authority of Ukraine)

(Rank, signature, name)

Filed with:

(Name of a body, which has accepted an offender)

(Rank, signature, name)

**B.M.Marchenko, Major General,
Deputy Director of the State Border Protection Department
of the Administration of State Border Service of Ukraine**

Attachment 7
To clause 4.3 of the Instruction

**CERTIFICATE ON ACTUAL EXPENSES
FOR EXPULSION OF A FOREIGNER OR A STATELESS PERSON**

The commission comprising: chairman (office, rank, full name), members (office, rank, full name), established in accordance with the order of the head _____ of the border troop dd. _____ No. _____, herewith confirms expenditures incurred for administrative expulsion of a foreigner or a stateless, who has been detained in the controlled border region during or after illegal crossing (attempted crossing) of the state border of Ukraine, from Ukraine, in the total amount of UAH _____ kopeks _____ (in words):

Entry No.	Country	Full Name	Sum			Note
			Total	Including		
				at the person's expense	at the expense of the budgetary funds of the border guard authority	
1	2	3	4	5	6	7

Total amount:

At the persons' expense: UAH _____ kopeks _____ (in words)

(Note: if a foreigner or a stateless person refuses to confirm the sum presented for remuneration, the certificate shall indicate the reason of refusal.)

The Commission deems referral of the sum of UAH _____ kopeks _____ (in words) to spending of the state budget as actual expenses expedient.

Attachment:

1, Decision of the head of a border guard authority on expulsion with entry on actual crossing the border;

1. Copies of tickets.

Chairman of the Commission: _____

Members of the Commission:

1. _____
2. _____
3. _____

“ _ ” ____ 200 _

**B.M.Marchenko, Major General,
Deputy Director of the State Border Protection Department
of the Administration of State Border Service of Ukraine**