

**ORDER OF THE MINISTER OF INTERNAL AFFAIRS OF THE REPUBLIC OF  
KAZAKHSTAN**

**On approval of regulations of the state service "Issue of the Travel  
Document of the Refugee"  
of February 20, 2019 No. 125**

According to [the subitem 2\) article 10](#) of the Law of the Republic of Kazakhstan of April 15, 2013 "About the state services" PRIKAZYVAYU:

1. Approve the enclosed [regulations of the state service "Issue of the Travel Document of the Refugee"](#).
2. To provide to committee of migratory service of the Ministry of Internal Affairs of the Republic of Kazakhstan:
  - 1) state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;
  - 2) within ten calendar days from the date of state registration of this order the direction it in the Republican state company on the right of economic maintaining "The republican center of legal information" for official publication and inclusion in Reference control bank of regulatory legal acts of the Republic of Kazakhstan;
  - 3) placement of this order on Internet resource of the Ministry of Internal Affairs of the Republic of Kazakhstan after its official publication;
  - 4) within ten working days after state registration of this order submission to Legal department of the Ministry of Internal Affairs of the Republic of Kazakhstan of data on execution of the actions provided by subitems 1), 2) and 3) of this Item.
3. To impose control of execution of this order on the supervising deputy minister of internal affairs of the Republic of Kazakhstan and the Committee of migratory service of the Ministry of Internal Affairs of the Republic of Kazakhstan (Kabdenov M. T.).
4. This order becomes effective after ten calendar days after day of its first official publication.

Minister of Internal Affairs of the Republic of Kazakhstan

E.Turgumbayev

**Approved by the Order of the Minister of Internal Affairs of the Republic of Kazakhstan of February  
20, 2019, No. 125**

**Regulations of the state service "Issue of the Travel Document of the  
Refugee"**

**Chapter 1. General provisions**

1. The regulations of the state service "Issue of the Travel Document of the Refugee" (further - Regulations) are developed according to the Standard of the state service "Issue of the Travel Document of the Refugee" (further - the Standard) approved [by the order](#) of the Minister of Internal Affairs of the Republic of Kazakhstan of December 28, 2018 No. 837 (it is registered in the Register of state registration of regulatory legal acts No. 18113) and determines the procedure of issue of the travel document of the refugee.
2. The state service appears territorial subdivisions of migratory service of the Ministry of Internal Affairs of the Republic of Kazakhstan (further - the service provider) to the addresses specified on Internet resource of the Ministry - [www.mvd.gov.kz](http://www.mvd.gov.kz) in the Section "About the Ministry", the subsection "Web Resources of Structural Divisions of the Ministry of Internal Affairs of the Republic of Kazakhstan".
3. Form of rendering the state service - paper.
4. Result of rendering the state service - issue of the travel document of the refugee, putting down of record on the travel document of the refugee about prolongation of effective period or motivated refusal in provision of the state service in the bases specified in [Item 10](#) of the Standard.

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

## **Chapter 2. The description of operations procedure of structural divisions (workers) of the service provider in the course of rendering the state service**

5. The basis of the beginning of the procedure of rendering the state service is acceptance by the service provider of the statement (in 2 copies) and document package according to Item 9 of the Standard.

6. The state service is submitted within terms, [stipulated in Item 4](#) Standards.

7. In case of the appeal to territorial subdivisions of migratory service the application blank (in 2 copies) in form, according to appendix 2 Standards is issued to uslugopoluchatel for filling. Uslugopoluchatel fills in the application blank in which specifies for what receipt of the state service documents are provided (issue of the travel document of the refugee, exchange of the travel document of the refugee, prolongation of effective period of the travel document of the refugee).

8. The responsible of the service provider by provision uslugopoluchately the statement and document package, performs completeness of the submitted documents and finding of data of the applicant on accounting of law-enforcement bodies (availability of the status of the refugee) - within 30 minutes.

9. By results of the specified actions the employee of the service provider, accepts one of the following decisions:

1) in case of lack of data of the applicant on accounting of refugees is returned by document package to the applicant with the motivated answer about refusal in rendering the state service;

2) in case of confirmation of availability of the status on accounting of refugees:

for the purpose of identification of circumstances which can entail restriction of departure of the refugee from the Republic of Kazakhstan according to [article 23](#) of the Law of the Republic of Kazakhstan "About legal status of foreigners":

sends inquiry to territorial subdivisions of Committee of homeland security of the Republic of Kazakhstan (further - KNB), Department by execution of court resolutions of the Ministry of Justice of the Republic of Kazakhstan (further - DISA), Committee of state revenues of the Ministry of Finance of the Republic of Kazakhstan (further - KGD):

in case of issue of the travel document of the refugee - within 30 calendar days;

in case of exchange - within 15 calendar days;

in case of prolongation - within 5 calendar days;

performs check on accounting of law-enforcement bodies (the database of the Ministry of Internal Affairs) and information system of Committee of legal statistics and special accounting of the Prosecutor General's Office of the Republic of Kazakhstan (KPSISU) - within 3 working days;

10. After conducting check on information systems and receipts of the reply of state bodies which results do not interfere with rendering the state service the responsible of the service provider processes the travel document according to Items 10-16 of Rules of issue of the travel document of the refugees approved [by the order](#) of the Minister of Internal Affairs of the Republic of Kazakhstan of April 24, 2015 No. 391 (it is registered in the Register of state registration of regulatory legal acts No. 11202):

in case of issue of the travel document of the refugee - within 10 calendar days;

in case of exchange - within 5 calendar days;

in case of prolongation - within 1 working day.

11. After accomplishment of actions, [stipulated in Item 10](#) these Regulations, rendering the state service is considered complete.

12. The detailed description of the sequence of procedures (actions), interactions of structural divisions (workers) of the service provider in the course of rendering the state service, and also the description of order of interaction with other service providers in the course of rendering the state service is reflected in the reference book of business processes of rendering the state service according to [appendix](#) to these Regulations.

The complete information about procedure for rendering the state service and necessary documents, models of their filling, and also the reference book of business processes of rendering the state service are placed on Internet

resource of the Ministry of Internal Affairs of the Republic of Kazakhstan of [mvd.gov.kz](http://mvd.gov.kz), departments of police of areas, the cities of Astana, Almaty, Shymkent and also in official sources of information and at the stands located in divisions of migratory service.