

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

of April 7, 2015 No. 315

About approval of standards of the state services "Registration and Issue of Permission to Foreigners and Stateless Persons for Permanent Residence in the Republic of Kazakhstan", "Certification to Stateless Persons and Residence Permits to the Foreigners Who Are Constantly Living in the Republic of Kazakhstan", "Registration of Acceptance and Getting Out of Nationality of the Republic of Kazakhstan", "Assignment and Prolongation of the Status of the Refugee in the Republic of Kazakhstan"

(amended as of 27-12-2018)

According to [Item 1\) article 10](#) of the Law of the Republic of Kazakhstan of April 15, 2013 "About the state services" PRIKAZYVAYU:

1. Approve:

1) [the standard of the state service "Issue of Permission to Foreigners and Stateless Persons to Permanent Residence in the Republic of Kazakhstan"](#), according to appendix 1 to this order;

2) [the standard of the state service "Certification to Stateless Persons and Residence Permits to the Foreigners Who Are Constantly Living in the Republic of Kazakhstan"](#), according to appendix 2 to this order;

3) [the standard of the state service "Registration of Acceptance, Recovery and Getting Out of Nationality of the Republic of Kazakhstan"](#), according to appendix 3 to this order;

4) [the standard of the state service "Assignment and Prolongation of the Status of the Refugee in the Republic of Kazakhstan"](#), according to appendix 4 to this order.

2. (Sainov S. S.) to provide to department of migratory police 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 after state registration of this order its direction on official publication in periodic printing editions and information system of law of Ad_let;

3) publication of this order on official Internet resource of the Ministry of Internal Affairs of the Republic of Kazakhstan.

3. To impose control of execution of this order on the deputy minister of internal affairs of the Republic of Kazakhstan Turgumbayev E. Z. and Department of migratory police of the Ministry of Internal Affairs of the Republic of Kazakhstan (Sainov S. S.).

4. This order becomes effective after ten calendar days from the date of its first official publication.

Minister of Internal Affairs of the Republic of Kazakhstan

K. Kasymov

It is approved

**Minister of investments and development of the _____ A. Isekeshev
Republic of Kazakhstan**

" _____ " _____ 2015

It is approved

Appendix 1

to the Order of the Minister of Internal Affairs of the Republic of Kazakhstan of April 7, 2015 No. 315

Standard of the state service "Issue of Permission to Foreigners and Stateless Persons to Permanent Residence in the Republic of Kazakhstan"

Chapter 1. General provisions

1. The state service "Issue of Permission to Foreigners and Stateless Persons to Permanent Residence in the Republic of Kazakhstan" (further - the state service).

2. The standard of the state service is developed by the Ministry of Internal Affairs of the Republic of Kazakhstan (further - the Ministry).

3. The state service appears territorial subdivisions of the Ministry (further - the service provider).

Reception of an application and issue of result of rendering the state service is performed through the service provider.

Chapter 2. Procedure for rendering the state service

4. Terms of rendering the state service:

1) from the moment of delivery of packet of necessary documents to the service provider - 60 (sixty) calendar days;

2) the most allowed time of expectation for delivery of documents - 30 (thirty) minutes;

3) the most allowed time of servicing - 30 (thirty) minutes.

5. Form of rendering the state service: paper.

6. Result of rendering the state service - issue of permission to permanent residence in the Republic of Kazakhstan (further - permission) in form, according to [appendix 1](#) to this standard of the state service or the motivated answer about refusal in rendering the state service in cases and on the bases, stipulated in Item 10 these standards of the state service.

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

7. The state service is rendered on paid basis to the foreigners and stateless persons which are temporarily staying in the Republic of Kazakhstan with the visa on permanent residence or arrived from the states which signed agreements on visa-free procedure for entrance and stay with the Republic of Kazakhstan and also to ethnic Kazakhs irrespective of category of the visa issued by it. Foreigners and stateless persons listed in [article 7](#) of the Law of the Republic of Kazakhstan "About population shift" cannot address for receipt of the state service.

Payment of the state fee is performed in cash or non-cash form through the banks of the second level or the organization performing separate types of banking activities which issue the document (receipt) confirming the size and payment date.

8. The working schedule of the service provider - Monday through Friday inclusive, from 09:00 till 18:30 o'clock about lunch break from 13:00 till 14:30 o'clock, except days off and holidays, according to the labor law of the Republic of Kazakhstan.

Reception of an application and issue of result of rendering the state service is performed from 9:00 to 17:30 o'clock with lunch break from 13:00 till 14:30 o'clock.

9. For receipt of the state service, the uslugopoluchatel provides in law-enforcement bodies in the place of stay, the following documents:

1) the statement questionnaire for issue of permission to permanent residence in the Republic of Kazakhstan in form, according to [appendix 2](#) to this standard of the state services.

2) the copy and the original (for reconciliation) the national passport, the document of the stateless person of uslugopoluchatel, effective period, which on the date of filing of application over 180 calendar days;

the copy and the original (for reconciliation) the certificate of birth or other identity document of the child of not reached sixteen-year age, in case of the joint appeal;

3) written consent of the state of his nationality, in quality which the departure leaf can serve or other document confirming the exit visa on permanent residence abroad (except for foreigners and persons without citizenship who are recognized as refugees or who are granted shelter in the Republic of Kazakhstan and ethnic Kazakhs from People's Republic of China if other are not provided by international treaties);

4) the autobiography on state or Russian, with the signature of petitioning;

5) the document on confirmation of the solvency according to Rules of confirmation by the foreigners and stateless persons applying for receipt of permissions to permanent residence in the Republic of Kazakhstan, the solvency during stay in the Republic of Kazakhstan approved by the order of the Government of the Republic of Kazakhstan of November 26, 2003 No. 1185, except for of the ethnic Kazakhs, the former compatriots who were born or which was earlier consisting in nationality of the Kazakh Soviet Socialist Republic or the Republic of Kazakhstan, and also persons having the right to acquisition of nationality of the Republic of Kazakhstan in the simplified procedure based on international treaties of the Republic of Kazakhstan and members of their families;

6) the document on criminal record (lack of criminal record) in the state of civil accessory and or permanent residence, issued by competent authority of the relevant state (except for ethnic Kazakhs of citizens of People's Republic of China if other is not provided by international treaties);

7) notarially certified consent of the child aged from 14 up to 18 years on permanent residence in the Republic of Kazakhstan;

8) the notarized agreement or notarized consent with physical person or legal entity on provision to the applicant of the dwelling on accommodation and statement on permanent registration accounting;

9) the certificate of medical examination of the foreigner of absence of diseases which availability forbids entrance to foreigners and stateless persons to the Republic of Kazakhstan according to the order of the Minister of Health of the Republic of Kazakhstan of September 30, 2011 No. 664 "About approval of the list of diseases which availability forbids entrance to foreigners and stateless persons to the Republic of Kazakhstan" (No. registered in the Register of state registration of regulatory legal acts 7274);

10) one photo of 35x45 mm in size;

11) the certificate of absence or the termination of nationality of other state, issued by competent authority of the relevant state (in case of the address of the stateless person of not having certificate of the stateless person).

Effective period of the documents specified in subitems 5), 6), 9) of this Item no more than 180 calendar days.

The documents constituted in foreign language are subject to the translation on state or Russian. Authenticity signatures of the translator are notarially witnessed.

Uslugopoluchatel, to eighteen-year age, arrived to the territory of the Republic of Kazakhstan separately from parents or if both parents are citizens of the Republic of Kazakhstan, submits the documents specified in subitems 1) 2), 7) - 10) this Item.

Uslugopoluchatel having permanent registration for the territories of the Republic of Kazakhstan, who drew up getting out of nationality of the Republic of Kazakhstan or lost nationality of the Republic of Kazakhstan represents, the documents specified in subitems 1) 2), 4), 9), 10) this Item.

Uslugopoluchatel living in the territory of the Republic of Kazakhstan the having passports of sample of 1974 or living without identity documents which belonging to nationality of the Republic of Kazakhstan, or to

nationality of any state is not established by law-enforcement bodies in addition submit the document confirming accommodation or registration for the territories of the Republic of Kazakhstan.

For identification of persons, law-enforcement bodies of the Republic of Kazakhstan at the place of residence constitute the protocol of poll in which are reflected when and where checked were born, nationality of parents at the time of their birth when and according to what documents arrived to the Republic of Kazakhstan which of relatives and where lived or lives now, their nationality and other questions depending on circumstances and so on.

After adoption of documents the coupon about adoption of documents for issue of permission to permanent residence in form, according to [appendix 3](#) to this standard of the state service with indication of date of issue is issued to uslugopoluchatel.

10. The bases for refusal in rendering the state service [are stipulated in Article 19-1](#) Law of the Republic of Kazakhstan "About the State Services", and also:

1) illegally arrived, and also pursued for making of crimes by the legislation of the countries, natives of which they are;

2) exempted from places of detention which permanent residence before condemnation was outside the Republic of Kazakhstan;

3) committed crimes against humanity;

4) not provided confirmation of the solvency according to Rules of confirmation by the foreigners and stateless persons applying for receipt of permissions to permanent residence in the Republic of Kazakhstan, the solvency during stay in the Republic of Kazakhstan approved [by the order of the Government](#) of the Republic of Kazakhstan of November 26, 2003 No. 1185, except for of the ethnic Kazakhs, the former compatriots who were born or which was earlier consisting in nationality of the Kazakh Soviet Socialist Republic or the Republic of Kazakhstan, and also persons having the right to acquisition of nationality of the Republic of Kazakhstan in the simplified procedure based on international treaties of the Republic of Kazakhstan and members of their families;

5) repeatedly violating the law on legal status of foreigners in the Republic of Kazakhstan;

6) kindling international and religious strife;

7) actions of which are directed to violent change of the constitutional system;

8) opposing sovereignty and independence of the Republic of Kazakhstan, calling for violation of unity and integrity of its territory;

9) having not removed or unspent conviction for crime;

10) in the presence of data at bodies of homeland security on their involvement in extremism or terrorist activities;

11) submitted false documents or reported about himself obviously false data in case of the address with the petition for permission to permanent residence in the Republic of Kazakhstan or without reasonable excuse not submitted necessary documents within the terms established by the legislation of the Republic of Kazakhstan;

12) expelled within five years the Republic of Kazakhstan by the time of issue of permission to permanent residence in the Republic of Kazakhstan;

13) if it is necessary for protection of the rights and legitimate interests of citizens of the Republic of Kazakhstan and other persons;

14) got permission to permanent residence and living in the territory of the Republic of Kazakhstan less than hundred eighty three calendar days within any consecutive twelve-monthly period from date of issue of permission to permanent residence;

15) got married with citizens of the Republic of Kazakhstan, formed the basis for receipt of the residence permit if this scrap is nullified by the judgment which took legal effect;

16) having diseases which are contraindication for entry into the Republic of Kazakhstan.

17) brought to the administrative responsibility for offense in the field of population shift, the taxation and the labor law of the Republic of Kazakhstan;

- 18) to the interests of homeland security creating threat;
- 19) owing to participation of person in foreign armed conflicts, extremist and (or) terrorist activities in the territory of foreign state.

Chapter 3. Procedure for appeal of decisions, actions (failure to act) of the service provider (or) his officials concerning rendering the state service

11. Appeal of decisions, actions (bezdeystviye) of the Ministry, the service provider and (or) his officials, concerning rendering the state services: the claim is submitted addressed to the head of the service provider to the address specified in [Item 15](#) of this standard of the state service or addressed to the head of the Ministry of the address: 010000, city of Astana, Prospekt Tauyelsizdik, 1.

The claim is submitted in writing by mail or purposely through office of the service provider or the Ministry.

Confirmation of adoption of the claim is its registration (stamp, the entering number and date) in office of the service provider, or the Ministry, with indication of surname and initials of person which accepted the claim, term and the place of receipt of the answer to the made complaint.

In the claim of uslugopoluchatel its surname, name, middle name (are entered in case of its availability), the postal address. The claim is signed by uslugopoluchatel.

The claim of uslugopoluchatel which arrived to the service provider, the Ministry is subject to consideration within five working days from the date of its registration. The motivated answer about results of consideration of the claim goes to uslugopoluchatel by mail or is issued purposely to office of the service provider or the Ministry.

In case of disagreement with results of the rendered state service the uslugopoluchatel can address with the claim to authorized body by assessment and control of quality of rendering the state services.

The claim of uslugopoluchatel which arrived to authorized body by assessment and control of quality of rendering the state services is subject to consideration within fifteen working days from the date of its registration.

12. In disagreement cases with results of the rendered state service, the uslugopoluchatel has the right to take a legal action in established by the legislation.

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

13. Addresses of places of rendering the state service are placed on Internet resource of the Ministry: mvd.gov.kz in the Section "About Activities of Law-enforcement Bodies".

14. Uslugopoluchatel has possibility of receipt of information on procedure and the status of rendering the state service in the mode of remote access by means of single contact center concerning rendering the state services "1414".

15. Contact telephone numbers of service desks concerning rendering the state service are specified on Internet resource: mvd.gov.kz.

Appendix 1

to the Standard of the state service "Issue of Permissions to Foreigners and Stateless Persons to Permanent Residence in the Republic of Kazakhstan" form

First name, middle initial, last name (in case of its availability) the applicant, (the name of division the address of the place of stay

Department of police (further - DP), the Departments of Internal Affairs (further - the Department of Internal Affairs)

Permission to permanent residence in the Republic of Kazakhstan / or refusal in issue of permission

I report that the decision _____

_____ (specify the body which made the decision, date and number of decision making)

Permanent accommodation / is authorized to you it is refused issue of permission to permanent residence in the Republic of Kazakhstan/validity of the residence permit it is extended (unnecessary to cross out) on the basis

_____ (specify Item, part, the article of the law)

For registration of type on residences/prolongation of effective period of type on residence to you it is necessary to address в _____

_____ (address DP, Department of Internal Affairs, visiting days and reception hours,

_____ First name, middle initial, last name (in case of its availability) the employee
Chief of division of migratory police (department, department) DP, Department of Internal Affairs

_____ (special rank, surname, initials) (signature)

"__" _____ 20 __ years

Locus sigilli:

Appendix 2

to the Standard of the state service "Issue of Permissions to Foreigners and Stateless Persons to Permanent Residence in the Republic of Kazakhstan" Form

The statement - the questionnaire about issue of permission to permanent residence in the Republic of Kazakhstan

_____ name of law-enforcement body (DP, District, city, departments

internal affairs (further - GUOROV),

Registration number _____

(it is filled with the authorized officer)

The place for the photo (35 x 45 mm)

I ask to issue permission to permanent residence in the Republic of Kazakhstan to me and/or my son, my daughter, my adopted child/child over whom my guardianship (guardianship) to the child who is on the state care is established (unnecessary to cross out).

It is temporarily registered in the Republic of Kazakhstan with " ____ " ____ 20 ____ to " ____ " ____ 20 ____ on адресу _____

The motives which induced to file this petition _____

Information about the applicant (applicants)

1. Surname, name, middle name (in the presence) _____

in case of change of surname, name, middle name (in the presence) to enter former surname, name, middle name the reason and date of change, the surname and name are written with letters of the Russian and Latin alphabets compliance with the identity document

2. Number, month, year and birthplace birth date _____

3. What (citizenship) of foreign state you have nationality now

(had before) _____

where, when and on what basis it is acquired, lost

4. Floor _____

men's, women's

5. Identity document _____

number and series of the document by whom and when it is issued

6. Nationality _____

it is specified at will

7. Вероисповедание _____

it is specified at will

8. Whether were born in the territory of the Republic of Kazakhstan and consisted in citizenship of the USSR

or

were born in the territory of the Republic of Kazakhstan (unnecessary to cross out)

the document confirming the specified data

9. Whether filed petition for issue of permission to permanent residence earlier in

To the republic Казахстан _____

if yes, that when and in what body what was made the decision

10. Marital status _____

he is married she (is married), he is single (unmarried)

it is divorced, certificate number about scrap (divorce), date and the place of issue)

11. Family members, including minor children (including adopted, sponsored, being on care):

Attitude towards the applicant	Surname, name, middle name (in the presence)	Year and fields	Nationality (citizenship)	Address place of residence, studies	IIN in the presence	Place, works
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12. Data on labor activity, including study:

Date (month and year)	Position with indication of the organization, works of acceptance, dismissal	Address of place of employment
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13. Individual identification number (if is available)

certificate number, date and the place of issue, the name of the body which issued it

14. Whether you were administrative punished (broken the Law of the Republic of Kazakhstan "About legal status of foreigners") limits of the Republic of Kazakhstan or deportation within five years preceding day of filing of application

if yes, that, how many time and when

15. Whether you were condemned by the court verdict which took legal effect for making of heavy or especially heavy criminal offense or criminal offense which recurrence is recognized as dangerous

if yes, that, how many time and when

16. Do you have the outstanding or not removed criminal record for making of criminal offense in the territory of the Republic of Kazakhstan or beyond its limits

if yes, that, how many time and when

17. Whether were brought to the administrative responsibility for violation of the law of the Republic of Kazakhstan regarding providing the mode of stay (accommodation) foreigners in the Republic of Kazakhstan

if yes, that, how many time and when

18. Do you have following diseases: drug addiction; mental disturbances (diseases); tuberculosis; leprosy (Gansen's disease); the infections transmitted mainly sexually (STD) syphilis, venereal limfogranulema (donovanoz), shankroid; acute infectious diseases (except acute respiratory viral infections and flu)

if yes, that what

19. The information about the child who fits in in case of receipt of permission about leaving to permanent residence in the Republic of Kazakhstan of the parent / getting independently permission (surname, name, middle name (in the presence), birth date and birth place, nationality)

Information about other parent of the specified children (surname, name, middle name (in the presence), birth date, nationality, the residence)

20. Address of the place of temporary residence, _____ phone

Together with the statement I submit the following documents: _____

I am warned that in the Republic of Kazakhstan can be refused to me issue of permission to permanent residence or the issued residence permit can be cancelled in cases, the stipulated in Article 49 Laws of the Republic of Kazakhstan "About population shift". I confirm authenticity of the submitted documents and reliability of the stated data.

"__" _____ 20 ____

(date of filing of application) (signature of the applicant)

The statement is taken cognizance "__" by _____ 20 ____.

Checked correctness of filling of the statement and availability of necessary documents, the application is signed at my presence, I confirm authenticity of the signature of the applicant

special rank (if is available),

position, surname, initials of the authorized officer which accepted documents _____

(signature of the official)

The application form is filled in by hand or with use of technical means (typewriters, computers), without reducing, abbreviations, corrections and crossed out sections.

Answers to questions exhaustive. The text executed by hand shall be legible.

The stamp of the division of migratory police which adopted the statement is sealed.

If the applicant is entrepreneur without formation of legal entity, then are specified certificate number about registration, the name of registering body and the place of issue.

If the applicant is granted pension, the pension type, number of the pension certificate (certificate) by whom and when it is issued is specified.

Appendix 3

to the Standard of the state service "Issue of Permissions to Foreigners and Stateless Persons to Permanent Residence in the Republic of Kazakhstan"

The coupon No. ___ about adoption of documents for issue of permission to permanent residence

First name, middle initial, last name (in case of its availability) the applicant.

The list of the accepted documents:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
9. _____

Accepted:

_____ / _____ / _____

(Position of the employee of UMP DP) (signature) First name, middle initial, last name (in case of its availability)

"__" _____ 20 __ years

Time and date of issue: ____ hour __ mines "__" _____ 20 __ years

Appendix 2

to the Order of the Minister of Internal Affairs of the Republic of Kazakhstan of April 7, 2015 No. 315

Standard of the state service "Certification to Stateless Persons and Residence Permits to the Foreigners Who Are Constantly Living in the Republic of Kazakhstan"

Chapter 1. General provisions

1. The state service "Certification to Stateless Persons and Residence Permits to the Foreigners Who Are Constantly Living in the Republic of Kazakhstan" (further – the state service).

2. The standard of the state service is developed by the Ministry of Internal Affairs of the Republic of Kazakhstan (further – the Ministry).

3. The state service appears territorial subdivisions of the Ministry (further – the service provider).

Reception of an application is performed, through:

1) service provider;

2) the service provider in non-commercial joint-stock company "The Government for Citizens state corporation (further – the State corporation);

Issue of ready documents is performed:

1) service provider;

2) through the State corporation.

Chapter 2. Procedure for rendering the state service

4. Terms of rendering the state service:

1) from the moment of delivery of packet of necessary documents - no later than 17 (seventeen) working days;

2) the most allowed time of expectation for delivery of document package uslugopoluchatel:

the service provider has 30 (thirty) minutes;
in the State corporation - 15 (fifteen) minutes;

3) the most allowed time of servicing of uslugopoluchatel:
the service provider - 30 (thirty) minutes;
in the State corporation - 15 (fifteen) minutes.

In case of the appeal to the State corporation day of acceptance does not enter rendering the state service in time.

5. Form of rendering the state service: paper.

6. Result of rendering the state service - certification of the stateless person or the residence permit of the foreigner in the Republic of Kazakhstan on paper through the service provider in case of the personal address of uslugopoluchatel or his legal representative or to the confided person under the notarized power of attorney or the motivated answer about refusal in rendering the state service in cases and on the bases, the stipulated in Item 9-1 this standard of the state service.

7. The state service is rendered on paid basis to physical persons: to foreigners and stateless persons (further - uslugopoluchatel).

When rendering the state service the state fee which according to article 615 of the Code of the Republic of Kazakhstan "About taxes and other obligatory payments in the budget" constitutes (Tax code) is collected:

in case of execution of the certificate of the stateless person - 8 MRP, established on the date of payment of the state fee:

in case of execution of the residence permit of the foreigner in the Republic of Kazakhstan - 0,2 MRP established on the date of payment of the state fee.

In the State corporation payment can be performed through payment gateway of "the electronic government" (further - PShEP) or through banks of the second level payment of the state fee is performed in cash or non-cash form or the organization, the performing separate types of banking activities which issue the document (receipt) confirming the size and payment date.

8. Working schedule:

1) the service provider - Monday through Friday inclusive, from 9-00 till 18-30 o'clock with lunch break from 13-00 till 14-30 o'clock, on Saturday from 9-00 till 13-00 o'clock, day off - Sunday and holidays, according to the labor law of the Republic of Kazakhstan.

Reception of an application and issue of result of rendering the state service is performed from 9:00 to 17:30 o'clock.

2) the State corporation - Monday through Saturday inclusive, according to the established working schedule from 9-00 till 20-00 o'clock without interruption for lunch, except for days off and holidays, according to the labor law of the Republic of Kazakhstan.

Acceptance is performed in place of registration of uslugopoluchatel according to the procedure of "electronic" queue, without the accelerated servicing, possibly booking of electronic queue by means of the portal.

9. The list of the documents necessary for rendering the state service in case of the address of uslugopoluchatel to the service provider, and also in the State corporation:

for execution of the residence permit of the foreigner in the Republic of Kazakhstan:

- 1) valid national passport;
- 2) the receipt on payment of the state fee (except for payments through PShEP);
- 3) of two photos in size 3,4,5 see (on paper);

for execution of the certificate of the stateless person:

- 1) the receipt on payment of the state fee (except for payments through PShEP);

2) of three photos in size 3, 5x4,5 see;

3) one of the following documents:

the foreign passport with the expired effective period;

certificate of the stateless person;

passport of sample of 1974 (former Union of Soviet Socialist Republics);

military ID;

the certificate of release from places of detention;

the certificate of getting out of nationality of the Republic of Kazakhstan and change of nationality according to the Presidential decree of the Republic of Kazakhstan, and also change of nationality according to the international treaties ratified by the Republic of Kazakhstan;

the certificate of birth (in case of registration to persons up to sixteen years);

the certificate on the return granted by foreign institutions of the Republic of Kazakhstan (when losing the certificate of the stateless person temporarily being located abroad).

When rendering the state service by means of information system "The registration Item "Documentation of Registration of Foreigners and Stateless Persons" photography of uslugopoluchatel is made by the service provider according to requirements of international standards and without payment. The facsimile of uslugopoluchatel is entered into the electronic form by photography, the signature of uslugopoluchatel - via the signature scanner.

After adoption of documents the coupon of registration of the request in form, according to [appendix 1](#) to this standard of the state service with indication of date of issue is issued to uslugopoluchatel.

When rendering the state service the uslugopoluchatel represents written consent in form, according to [appendix 2](#) to this standard of the state service on use of the data which are the secret protected by the law, containing in information systems if others are not provided by the laws of the Republic of Kazakhstan.

In the State corporation issue of ready documents is performed by employees of the State corporation based on the receipt on acceptance of the relevant documents, in case of presentation of the identity certificate (or his representative under the notarized power of attorney).

If the uslugopoluchatel did not address for result of the state service, the State corporation provides storage within one year of date of production then transfers them to the service provider for destruction.

9-1. Service providers refuse rendering the state services in the following bases:

1) establishment of unauthenticity of the documents submitted by uslugopoluchatel for receipt of the state service, and (or) these (data) containing in them;

2) discrepancy of the provided materials necessary for rendering the state service, according to the list stipulated in Item 9 these standards of the state service.

Chapter 3. Procedure for appeal of decisions, actions (failure to act) of the service provider (or) his officials concerning rendering the state service

10. Appeal of decisions, actions (bezdeystviye) of the Ministry, the service provider and (or) his officials, concerning rendering the state services, the claim is submitted addressed to the head of the service provider to the address specified in [Item 13](#) of this standard of the state service or addressed to the head of the Ministry of the address: 010000, city of Astana, Prospekt Tauyelsizdik, 1.

11. The claim is submitted in writing by mail or purposely through office of the service provider or the Ministry.

Confirmation of adoption of the claim is its registration (stamp, the entering number and date) in office of the service provider, or the Ministry, with indication of surname and initials of person which accepted the claim, term and the place of receipt of the answer to the made complaint.

In the claim of uslugopoluchatel its surname, name, middle name (are entered in case of its availability), the postal address. The appeal is signed by uslugopoluchatel.

The claim of uslugopoluchatel which arrived to the service provider, the Ministry is subject to consideration within five working days from the date of its registration. The motivated answer about results of consideration of the claim goes to uslugopoluchatel by mail or is issued purposely to office of the service provider or the Ministry.

In case of disagreement with results of the rendered state service the uslugopoluchatel can address with the claim to authorized body by assessment and control of quality of rendering the state services.

The claim of uslugopoluchatel which arrived to authorized body by assessment and control of quality of rendering the state services is subject to consideration within fifteen working days from the date of its registration.

The claim to actions (failure to act) of the employee of the State corporation goes to the head of the center for the address specified in [Item 14](#) of this standard of the state service.

Confirmation of adoption of the claim in the center which arrived as if on purpose, and by mail, its registration is (stamp, the entering number and registration date are put down on the second copy of the claim or the cover letter to the claim).

12. In disagreement cases with results of the rendered state service, the uslugopoluchatel has the right to take a legal action in the procedure established by the legislation.

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

13. Uslugopoluchatelyam having permanent disorders of functions of organism, complete or partial loss of capability or opportunity to perform self-service, independently to move, be guided by documents acceptance, rendering the state service, is made by the employee of the State corporation with departure at the place of residence by means of the address through Single contact - the center 1414, 8 800 080 7777.

14. Addresses of places of rendering the state service are placed on Internet resources:

- 1) Ministries: mvd.gov.kz in the Section "About Activities of Law-enforcement Bodies".
- 2) state corporation: www.con.gov.kz.

15. Uslugopoluchatel has possibility of receipt of information on procedure and the status of rendering the state service in the mode of remote access by means of portal "private office", and also single contact center concerning rendering the state services.

16. Contact telephone numbers of service desks concerning rendering the state service. Single contact center: 1414, 8 800 080 7777.

Appendix 1 to the Standard of the state service "Certification to Stateless Persons and Residence Permits to the Foreigners Who Are Constantly Living in the Republic of Kazakhstan" form

Coupon of registration of the request

1. _____

(code of Item and location of territorial subdivision)

2. _____

(phone number for reference)

3. _____

(number of the coupon of registration of the request)

4. _____
(type of the rendered state service and registration date)
5. _____
(First name, middle initial, last name and birth date of uslugopoluchatel)
6. _____
(the document basis for issue: type, number, date of issue, body of issue)
7. _____
(the state service ordered by uslugopoluchatel)
8. _____
(the documents of uslugopoluchatel which are subject to delivery)
9. _____
(date of receipt of the state service)

Appendix 2
to the Standard of the state service "Certification to Stateless Persons and Residence Permits to the Foreigners Who Are Constantly Living in the Republic of Kazakhstan"
form

To the chief _____
(name of law-enforcement body)
from the citizen

F.I.O (in case of its availability)
living _____
(address of permanent registration)

Statement

I, _____
F.I.O (in case of its availability), birth date

he agrees to use of the data which are the secret protected by the law, containing in information systems.
" ____ " _____ 20 ____ years.

(the signature of the citizen) First name, middle initial, last name (in case of its availability) the citizen (the date of receipt of the state service)

Appendix 3
to the Order of the Minister of Internal Affairs of the Republic of Kazakhstan of April 7, 2015 No. 315

Standard of the state service "Registration of Acceptance, Recovery and Getting Out of Nationality of the Republic of Kazakhstan"

Chapter 1. General provisions

1. The state service "Registration of Acceptance, Recovery and Getting Out of Nationality of the Republic of Kazakhstan" (further - the state service.).

2. The standard of the state service (further - the Standard) is developed by the Ministry of Internal Affairs of the Republic of Kazakhstan (further - the Ministry).

3. The state service is territorial to divisions of the Ministry (further - the service provider).

Reception of an application and issue of result of rendering the state service is performed through the service provider.

Chapter 2. Procedure for rendering the state service

4. Terms of rendering the state service:

1) from the moment of delivery of packet of necessary documents - 6 (six) months, in the simplified procedure - 3 (three) months;

2) the most allowed time of expectation for delivery of documents - 30 (thirty) minutes;

3) the most allowed time of servicing - 30 (thirty) minutes.

5. Form of rendering the state service: paper.

6. Are result of rendering the state service:

1) issue of the certificate of acceptance, recovery in nationality of the Republic of Kazakhstan in form according to [appendix 1](#) to this standard of the state service;

2) issue of the certificate of getting out of nationality of the Republic of Kazakhstan in form according to [appendix 2](#) to this standard of the state service;

3) refusal in rendering the state service in form according to [appendix 3](#) to this standard of the state service in cases and on the bases, stipulated in Item 10 these standards of the state service.

7. The state service is rendered on paid basis to physical persons (further - uslugopoluchatel).

When rendering the state service the state fee according to [article 499](#) of the Code of the Republic of Kazakhstan "About taxes and other obligatory payments in the budget" is collected (Tax code) which constitutes 100 percent from the size of the monthly settlement indicator established on the date of payment of the state fee.

Payment of the state fee is performed in cash or non-cash form through the banks of the second level or the organization performing separate types of banking activities which issue the document (receipt) confirming the size and payment date.

8. Working schedule of the service provider: Monday through Friday inclusive, from 09:00 till 18:30 o'clock, lunch break from 13:00 till 14:30 o'clock, except days off and holidays, according to the labor law of the Republic of Kazakhstan.

Reception of an application and issue of result of rendering the state service is performed from 9:00 to 17:30 o'clock with lunch break from 13:00 to 14:30 o'clock.

The state service is rendered in turn, without making an appointment and the accelerated servicing.

9. List of the documents necessary for rendering the state service in case of the address of uslugopoluchatel:

1) for acceptance in nationality of the Republic of Kazakhstan:

the application for admission in nationality in any form;

the questionnaire statement in form according to [appendix 4](#) to this standard of the state service;

autobiography;

3,5 x 4,5 of cm four photos in size;

the obligation about observance of conditions, [the stipulated in Article 1](#) Law "About Nationality of the Republic of Kazakhstan" (further - the Law), in form according to [appendix 5](#) to this standard of the state service;

the copy of the document of other state proving the identity and confirming belonging to nationality, the certificate of the stateless person, the certificate of birth of the child;

the certificate of absence or the termination of nationality of other state issued by competent authority of the relevant state (except persons specified in subitem part two 1) of Item 15 of Regulations of Admission, registrations and considerations of petitions (statements) by law-enforcement bodies concerning acceptance in nationality of the Republic of Kazakhstan and recovery in nationality of the Republic of Kazakhstan, including in the simplified (registration) procedure, getting out of nationality, the loss, deprivation of nationality and determination of belonging to nationality of the Republic of Kazakhstan approved by the order of the Minister of Internal Affairs of the Republic of Kazakhstan of January 28, 2016 No. 85 (No. 13391) is registered in the Ministry of Justice of the Republic of Kazakhstan on March 4, 2016.

document on payment of the state fee or release from its payment.

In addition to the listed documents represent:

persons meeting the requirements of the list of professions and requirements for persons concerning whom the simplified procedure for the acceptance in nationality of the Republic of Kazakhstan approved [by the Presidential decree](#) of the Republic of Kazakhstan of June 6, 2005 No. 1587 - the petition of profile state body is established;

persons which returned for permanent residence to the Republic of Kazakhstan as to the historical homeland - the certificate of the oralman and notarially certified statement to the official of the state of the arrival making the decision concerning nationality for refusal of former nationality;

person petitioning for acceptance represents notarially certified copy of the certificate on marriage to the nationality of the Republic of Kazakhstan which at the time of submission of the petition (statement) is married to the citizen of the Republic of Kazakhstan;

the citizens of the former federal republics who arrived for the purpose of permanent residence to the Republic of Kazakhstan and having one of close relatives - citizens of the Republic of Kazakhstan submit the documents certifying relationship degree with citizens of the Republic of Kazakhstan (the certificate of birth, the marriage certificate, etc.);

procedure for acceptance in nationality of the Republic of Kazakhstan in the simplified (registration) procedure:

according to Agreements of February 26, 1999 (it is ratified by the Law of the Republic of Kazakhstan of December 30, 1999) (further - the Agreement) citizens of the Russian Federation, the Republic of Belarus, the Kyrgyz Republic fall under the simplified procedure for acceptance in nationality of the Republic of Kazakhstan.

For acquisition of nationality of the Republic of Kazakhstan in the simplified procedure and the terminations of nationality of other Party address with the petition (statement) addressed to the chief of DP of areas and at the same time the official of the state of the arrival making decisions concerning nationality with notarially certified written refusal of foreign citizenship.

The following documents join the petition (statement):

the questionnaire statement in form according to [appendix 4](#) to this standard of the state service;

autobiography (any to form);

notarially certified declaration of abandonment of former nationality;

3,5 x 4,5 of cm four photos in size;

the obligation about observance of conditions, [the stipulated in Article 1](#) Law in form according to [appendix 5](#) to this standard of the state service;

the copy of the identity document and the Agreement confirming belonging to nationality of one of member countries;

notarized copy of the certificate of birth and scrap;

document on payment of the state fee or release from its payment.

If necessary the document confirming availability of one of the conditions necessary for acceptance of nationality in the simplified procedure is in addition submitted. Copies of the certificate of birth, the passport, other document confirming the birth in the territory of the Republic of Kazakhstan, the copy of the page of the passport with mark about registration at the place of residence till December 21, 1991 in the territory of member countries of the Agreement or the certificate of competent authority of it, the copy of the marriage certificate, of the birth or other document confirming family relations with the citizen of the Republic of Kazakhstan.

According to the Convention on nationality of the married woman of January 29, 1957 (it is ratified by the Law of the Republic of Kazakhstan of January 5, 2000), the foreigner who is constantly living in the territory of the Republic of Kazakhstan on legal causes and married to the citizen of Kazakhstan submits the petition (statement) for acceptance to nationality of the Republic of Kazakhstan in the simplified procedure addressed to the chief of DP of areas and at the same time to the official of the state of the arrival making the decision concerning nationality with notarially certified written refusal of foreign citizenship.

The following documents join the petition (statement):

notarially certified declaration of abandonment of former nationality;

the questionnaire statement in form according to [appendix 4](#) to this standard of the state service;

3,5 x 4,5 four photos in size see;

the obligation about observance of conditions, [the stipulated in Article 1](#) Law, in form according to [appendix 5](#) to this standard of the state service;

the copy of the document confirming belonging to nationality of foreign state;

copy of the marriage certificate;

the copy of the identity certificate of the spouse - the citizen of the Republic of Kazakhstan;

document on payment of the state fee or release from its payment.

According to the Law, the oralman who are constantly living in the territory of the Republic of Kazakhstan on legal causes irrespective of accommodation term, the rehabilitated victims of mass political repressions, and also their descendants deprived or who lost nationality without their free declaration of will which are constantly living in the territory of the Republic of Kazakhstan on legal causes irrespective of accommodation term, ethnic Kazakhs students in higher educational institutions for acquisition of nationality of the Republic of Kazakhstan in the simplified (registration) procedure address with the petition (statement) addressed to the chief of DP of areas and cities of Astana, Almaty and Shymkent.

The following documents join the petition (statement) for acceptance in nationality of the Republic of Kazakhstan:

notarially certified declaration of abandonment of former nationality;

the questionnaire statement in form according to [appendix 4](#) to this standard of the state service;

3,5 x 4,5 of cm four photos in size;

the obligation about observance of conditions, [the stipulated in Article 1](#) Law, in form according to [appendix 5](#) to this standard of the state service;

the copy of the identity document and other state confirming belonging to nationality;

the oralman who are constantly living in the territory of the Republic of Kazakhstan - the certificate of the oralman;

ethnic Kazakhs of students in higher educational institutions - the reference from higher educational institution confirming the training fact in this institution;

the certificate of confirmation of nationality for ethnic Kazakhs of students in higher educational institutions;

document on payment of the state fee or release from its payment;

persons which are the victims of political repressions - the judgment about rehabilitations or documents, confirmatory that is descendant of the victims of political repressions.

According to [article 617](#) of the Code of the Republic of Kazakhstan of December 25, 2017 "About taxes and other obligatory payments in the budget" (Tax code), oralmans - on all notarial actions connected with acquisition of nationality of the Republic of Kazakhstan are exempted from payment of the state fee.

The specified exemption of the state fee is provided once.

In case of the address petitioning in the simplified (registration) procedure, the copies of documents (the passport, the certificate of birth, the marriage certificate, the declaration of abandonment of former nationality) represented to the petition (statement) make sure notarially.

2) for recovery in nationality of the Republic of Kazakhstan:

the face which was earlier consisting in nationality of the Republic of Kazakhstan according to its petition (statement) is recovered in nationality of the Republic of Kazakhstan. Subitem provisions 1) Item 15 of Regulations of Admission, registration and consideration of petitions (statements) by law-enforcement bodies concerning acceptance in nationality of the Republic of Kazakhstan and recovery in nationality of the Republic of Kazakhstan, including in the simplified (registration) procedure, getting out of nationality, the loss, deprivation of nationality and determination of belonging to nationality of the Republic of Kazakhstan approved [by the order](#) of the Minister of Internal Affairs of the Republic of Kazakhstan of January 28, 2016 No. 85 (No. 13391) to person who consisted in nationality of the Republic of Kazakhstan earlier is registered in the Ministry of Justice of the Republic of Kazakhstan on March 4, 2016, are not applied. However person concerning whom loss of nationality of the Republic of Kazakhstan is earlier registered is accepted in nationality of the Republic of Kazakhstan in accordance with general practice.

The petition (statement) for recovery in nationality of the Republic of Kazakhstan moves addressed to the President of the Republic of Kazakhstan.

The following documents are attached to the petition (statement) for recovery in nationality of the Republic of Kazakhstan:

the questionnaire statement in form according to [appendix 4](#) to this standard of the state service;
autobiography;

3,5 x 4,5 of cm four photos in size;

the obligation about observance of conditions, [the stipulated in Article 1](#) Law, in form according to [appendix 5](#) to this standard of the state service;

the copy of the document proving the identity;

the certificate of absence or the termination of nationality of other state issued by competent authority of the relevant state;

document on payment of the state fee or release from its payment;

the copy of the document certifying the former belonging to nationality of the Republic of Kazakhstan (the certificate of birth, etc.).

2) for getting out of nationality of the Republic of Kazakhstan:

the statement for exit, from nationality;

the questionnaire statement in form according to [appendix 8](#) to this standard of the state service;
autobiography;

3,5 x 4,5 three photos in size see;

copies of identity documents, certificates of birth of the child and scrap;

the reference, studies, and also from territorial authority of enforcement proceeding about availability or lack of unexecuted obligations to the state or the property obligations connected with interests of citizens, state bodies and organizations irrespective of patterns of ownership;

the reference from territorial department for defense about release of person of military age from passing of the active military service or impossibility of release;

document on payment of the state fee or release from its payment.

In the presence at the applicant in the Republic of Kazakhstan is the spouse (spouses) or being at him dependent on persons he submits notarially certified application of these persons for absence to it material and other claims.

The copies of documents on annulment of marriage, the death of one of parents certified notarially, adoption, guardianship and custody (the decision of the relevant local executive body), deprivation of the parent rights, payment of the alimony.

If both parents are citizens of the Republic of Kazakhstan and one of them leaves nationality of the Republic of Kazakhstan, at the same time petitioning for getting out of nationality of the minor child, then the statement of other parent certified notarially in which its relation to the child's getting out of nationality of the Republic of Kazakhstan is expressed is submitted.

10. The bases for refusal in rendering the state service are:

in case of acceptance in nationality and recovery in nationality of the Republic of Kazakhstan, if uslugopoluchatel:

1) committed the crime against humanity provided by international law, consciously opposes sovereignty and independence of the Republic of Kazakhstan;

Calls 2) for violation of unity and integrity of the territory of the Republic of Kazakhstan;

3) performs the unlawful activity causing damage to homeland security, health of the population of the Republic of Kazakhstan;

4) kindles international and religious strife, counteracts functioning of state language of the Republic of Kazakhstan;

5) belongs to the terrorist and extremist organizations or it is condemned for terrorist activities;

6) is in the international wanted list, serves sentence according to the become effective court verdict or its actions are acknowledged as court as especially dangerous recurrence;

7) consists in nationality of other states;

8) reported about himself false data in case of the address with the petition for acceptance to nationality of the Republic of Kazakhstan or without reasonable excuse did not submit necessary documents within the terms established by the legislation of the Republic of Kazakhstan;

9) has not removed or unspent conviction for making of intentional crime in the territory of the Republic of Kazakhstan or beyond its limits, recognized by that legislation of the Republic of Kazakhstan;

10) made offense in the sphere of economy within five years to the address with the application for admission to nationality of the Republic of Kazakhstan or recovery in nationality of the Republic of Kazakhstan;

11) repeatedly within five years to the address with the application for admission to nationality of the Republic of Kazakhstan or recovery in nationality of the Republic of Kazakhstan violated the law of the Republic of Kazakhstan in the field of population shift;

12) nationality of the Republic of Kazakhstan based on [subitems 1\)](#) lost, [2\)](#) and [5\) of article 21](#) of the Law "About Nationality of the Republic of Kazakhstan" within five years to the address with the application for admission to nationality of the Republic of Kazakhstan or recovery in nationality of the Republic of Kazakhstan;

13) owing to participation of person in foreign armed conflicts, extremist and (or) terrorist activities in the territory of foreign state.

Chapter 3. Procedure for appeal of decisions, actions (failure to act) of the service provider (or) his officials concerning rendering the state service

11. Appeal of decisions, actions (bezdeystviye) of the service provider and (or) his officials concerning rendering the state services: the claim is submitted addressed to the head of the service provider, or the Ministry, to the address specified in [Item 13](#) of this standard of the state service.

The claim is submitted in writing by mail or purposely through office of the service provider or the Ministry, in the working days.

In the claim the uslugopoluchatel enters its surname, name, middle name, the postal address, reference number and date. The claim is signed by uslugopoluchatel.

The accepted claim is registered in registers of claims and appeals of physical persons and legal entities of law-enforcement body. The document confirming adoption of the claim is the coupon, with indication of date and time, surname and initials of person which accepted the address/claim and also term and the place of receipt of the answer to the made complaint and contact information of officials at whom it is possible to learn about the course of consideration of the claim.

The claim of uslugopoluchatel which arrived to the service provider is subject to consideration within five working days from the date of its registration. The motivated answer about results of consideration of the claim goes to uslugopoluchatel by mail or is issued purposely in office of the service provider or the Ministry.

In case of disagreement with results of the rendered state service the uslugopoluchatel can address with the claim to authorized body by assessment and control of quality of rendering the state services.

The claim of uslugopoluchatel which arrived to authorized body by assessment and control of quality of rendering the state services is considered within fifteen working days from the date of its registration.

12. In disagreement cases with results of the rendered state service, the uslugopoluchatel has the right to take a legal action in the procedure established by the legislation of the Republic of Kazakhstan.

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

13. Addresses of places of rendering the state service are placed on Internet resource of the Ministry: www.mvd.gov.kz in the Section "About Activities of Law-enforcement Bodies".

14. Uslugopoluchatel has possibility of receipt of information on procedure and the status of rendering the state service in the mode of remote access by means of single contact center 1414 concerning rendering the state services.

15. Contact telephone numbers of service desks concerning rendering the state service are specified on the www.mvd.gov.kz Internet resource.

Appendix 1

to the Standard of the state service "Registration of Acceptance, Recovery and Getting Out of Nationality of the Republic of Kazakhstan"

See [Appendix 1](#) (4Kb In original language)

Appendix 2

to the Standard of the state service "Registration of Acceptance, Recovery and Getting Out of Nationality of the Republic of Kazakhstan"

See [Appendix 2](#) (3Kb In original language)

Appendix 3

to the Standard of the state service "Registration of Acceptance, Recovery and Getting Out of Nationality of the Republic of Kazakhstan" form

Surname, name, middle name (in the presence) petitioning

The certificate of refusal in acceptance, recovery and getting out of nationality of the Republic of Kazakhstan

Being guided by the Law of the Republic of Kazakhstan of December 20, 1991 "About nationality of the Republic of Kazakhstan",

By management (department) of migratory police it is refused

B _____

The refusal bases are specified

This receipt is constituted in 2 copies, on one for each party.

Chief of UMP of DVD _____ areas

M.P.

(special rank, position, surname, official's initials (signature of the official)

Received: First name, middle initial, last name / the signature petitioning _____

"__" _____ 20 __ year

Appendix 4 to the Standard of the state service "Registration of Acceptance, Recovery and Getting Out of Nationality of the Republic of Kazakhstan" form

(name of territorial subdivision of migratory police)

Registration number _____

(it is filled with the official)

The place for

Photos

M.P.

Questionnaire statement

I ask to accept me in nationality of the Republic of Kazakhstan generally, the simplified procedure or to recover the Motives which induced to file this petition in nationality of the Republic of Kazakhstan (unnecessary to cross out).

At the same time with me I ask to accept in nationality of the Republic of Kazakhstan my minor children (the son, the daughter, surname, name, middle name (in the presence), birth date and birth place, nationality)
4

Information about other parent of the specified children (surname, name, middle name (in the presence), nationality, the residence)

Information about the applicant

1. Surname, name, middle name (in the presence)

(in case of change of surname, name, middle name (in the presence) to enter former surname, name, middle name (in the presence), the reason and date of change

3,5 x 4,5 of centimeter four photos in size are enclosed to the application.

The official stamp of territorial subdivision of migratory police is put down.

The application form is filled in by hand without reducing, abbreviations, corrections and crossed out sections.

Answers to questions shall be exhaustive. The text executed by hand shall be legible.

If spouses at the same time address concerning acquisition of nationality of the Republic of Kazakhstan, children fit into the statement of one of parents.

2. Number, month, year and birthplace _____

3. Floor _____

(men's, women's)

4. What nationality of foreign state you have now (had before)

(where, when and on what basis it is acquired, lost)

5. Whether consisted in nationality CCCL; _____
earlier

(if yes, that basis and date of its termination, the document confirming the specified data)

6. Whether filed the application for admission, recovery in nationality earlier

Republics Казахстан _____

(if yes, when and in what body what was made the decision)

7. Data or the obligation on refusal of the available nationality

(the document confirming the specified data)

8. Nationality _____

(it is specified at will)

9. Religion _____

(it is specified at will)

10. Education and specialty by training, profession _____

(what educational institution, where and when it is ended, number of the diploma, date and the place of issue)

11. Academic degree, academic status _____

(number of the diploma, date of issue, place of issue)

12. Marital status _____

(he is married she (is married), he is single (unmarried), it is divorced

(certificate number about scrap (divorce), date and the place of issue)

13. Close relatives (husband (wife), parents, children, brothers, sisters)

Relationship degree	Surname, name, middle name (in the presence)	Year and birthplace	Nationality	Country of accommodation and address	Place of employment, studies

14. Availability of the disabled parent having nationality of the Republic of Kazakhstan

(surname, name, middle name (in the presence) the disabled parent, the document confirming his disability)

15. Labor activity for the last five years, preceding date of the address with the statement (including study in the highest, average, average special and professional educational institutions, military service)

Date (month and year) of acceptance dismissal	Position with indication of the company, organization, the organization, the ministry (department)	Address of place of employment (country, city, area, settlement)

When filling this Item of the company, organization, organization it is necessary to refer to as as they were called during work of the applicant in them. If the uslugopoluchatel is entrepreneur without formation of legal entity, then are specified certificate number about registration, the name of registering body and the place of issue. In case of passing of military service it is necessary to specify position, number of military unit (organization), her (his) place stay. If the applicant is granted pension, it is necessary to specify pension type, number of the certificate (certificate) by whom and when it is issued.

16. Source of means of livelihood for the period accommodation in the territory of the Republic of Kazakhstan from January 1 to December 31 the year preceding date of the address with the statement (specify all available income types for the period of accommodation in the territory of the Republic of Kazakhstan).

Income type	Income size (in tenge, foreign currency)
1 The income on principle place of employment	
2 Income from other activities	
3 Income from deposits in banks and other credit institutions	
4 Security gain and share in the commercial organizations	
5 Pensions, grants and other special payments or income (to specify what)	

17. Individual identification number (in case of its availability) _____

18. Whether you know to Kazakh (Russians) the _____ languages

(the document confirming data, its number, date and the place of issue)

19. Relations to conscription _____

(the person liable for call-up or not person liable for call-up, whether are called up for military service or on alternative civil service of foreign state at the time of filing of application)

20. The accommodation in the territory of the Republic of Kazakhstan confirmed with type on zhitelstvo

(since what time, including it is continuous)

Departure out of limits of the Republic of Kazakhstan during permanent residence

Departure	Entrance

Country of entrance	Purpose of visit	Date	Place of crossing of border and mode of transport	Country of departure	Date	Place of crossing of border and mode of transport

21. Availability of special status of accommodation in the territory of the Republic of Kazakhstan (the status of the oralman, recognition by the refugee)

_____ (certificate type, its number, the date of receipt, the name of body, it issued)

22. Whether were expelled from the territory of the Republic of Kazakhstan within five years preceding date of the address with the application for admission, recovery in nationality of the Republic of Kazakhstan

_____ (if yes, to specify the expulsion reason, number and date of the resolution on expulsion)

23. Whether you consist (were) in the military service, in service in security service or in law enforcement agencies foreign государств _____

_____ (if yes, that where, during what period, the last position, rank, rank)

24. Whether were brought to trial _____

_____ (if yes, when, where under what Articles of the penal legislation of the relevant state, in case of condemnation to specify measure of restraint with application of a copy of sentence)

25. Whether you are pursued in criminal procedure by competent authorities of foreign state for crime execution

_____ (yes, is not present)

26. Residential address, _____ phone

27. Identity document _____

_____ (document number by whom and when it is issued)

Together with the statement I submit the following documents: _____

I confirm authenticity of the submitted documents and reliability of the stated data

_____ (date of filing of application)

_____ (signature of the applicant)

The statement is taken cognizance _____ on the basis

_____ Law "About Nationality of the Republic of Kazakhstan".

_____ (Article, part, Item)

Checked correctness of filling of the statement and availability of necessary documents; the application is signed at my presence, I confirm authenticity of the signature of the applicant

(special rank, position, surname, initials of the official of the territorial subdivision of migratory police which accepted documents)

(signature of the official)

Начальник _____

(name of territorial subdivision of migratory police)

(special rank)

(surname, initials, signature)

Appendix 5

to the Standard of the state service "Registration of Acceptance, Recovery and Getting Out of Nationality of the Republic of Kazakhstan"

See [Appendix 5](#) (3Kb In original language)

Appendix 6

**to the Standard of the state service "Registration of Acceptance, Recovery and Getting Out of Nationality of the Republic of Kazakhstan"
Form**

The list of professions and requirements for persons concerning whom the simplified procedure for acceptance in nationality of the Republic of Kazakhstan is established

No. of payment order	Profession	Requirements
1	2	3
1.	Actor	Availability of the outstanding musical, scenic or choreographic data, professional skill and bright creative identity noted by the international awards and ranks
2.	Archeologist	Availability of academic degree and rank, international certificates, scientific research and researches, publications in scientific publications, participation in the international conferences and opening of the largest archaeological monuments of world value
3.	Architect	Availability of academic degree and rank, international certificates in the field of architecture and construction, experience in development of master plans of town planning and designing of especially large and difficult objects
4.	Ballet master	Experience of preparation, outstanding ballet dancers, international certificates and length of service in the largest theaters, participation in preparation of performances of world class
5.	Biologist, microbiologist (bacteriologist, virologist)	Availability of academic degree and rank, international certificates, research works and researches of the international value in the field of biology, bacteriology, virology, genetic engineering and other interdisciplinary sciences
6.	Doctor	Availability of academic degree and rank, research works and researches of the international value in the field of medicine, international certificates, and also according to specialization ownership of advanced methods of diagnostics and treatment in the field of obstetrics and gynecology; angiosurgery; anesthesiology - resuscitation; heart surgery; neurosurgery; oncology; haemato-oncology; otorhinolaryngology; radiology; transplantologies; pharmacology and clinical pharmacology; maxillofacial surgery
7.	Geologist, geophysicist	Availability of academic degree and rank, scientific research and researches in the field of geological and geophysical sciences, work experience in area of monitoring of nuclear explosions and earthquakes
8.	Conductor	Availability of the outstanding musical data and diplomas confirming participation in international contests, work experience by the conductor in the leading theaters and concert halls of the world

9.	Engineer	Availability of academic degree and rank, research works and researches, international certificates, and also according to type of economic activity work experience on: to ownership of methods of mid-term, short-term forecasting of the seismological phenomena; operation of power power and high-temperature plasma plants; to implementation of achievements of science and technology, rationalization, invention; to development of research and pilot works on cleaning and prevention of environmental pollution; operation of nuclear reactors, control of the reactor (accelerator, nuclear physical installation); to information technologies and telecommunications; to development of the advanced software and modern computer oborudovaniye; to informatics and system programming; to development of research and development works in the field of space activities; to development and operation of starting and technical complexes of rockets and spacecrafts, space aircraft and accelerating blocks; to telemetric systems and complexes, computer measuring blocks; to process design for construction of facilities of production and construction engineering appointment; to implementation of progressive engineering procedures in the field of agricultural mechanical engineering; to pharmaceutical profile on the special, high-modern pharmaceutical equipment on production of substance and dosage forms; to biopharmaceutical studying of dosage forms and medicines; to development of technological bases and production methods of medicinal substances and phytomedicines; to system programming; to development of the software of high level
10.	The instructor - athlete	Availability of sports rank is at least Master of Sports of the international qualification who borrowed with first on the sixth place at the Olympic Games or with first on the third place in the World Cups, or the first place at the Asian games, or the first, second places in the European championships, or the first place in the world cup-finals on the Olympic sports or which borrowed in the championships of Asia, Europe, the world Universiades, the World junior and junior games with first on the third place
11.	Pilot (pilot)	Availability of the existing certificate of the pilot (pilot) having the admission to civil aircrafts. High professional skill and preparation, knowledge of the regulatory legal acts regulating safe use of airspace, observance of rules of flights and operation of the vessel. Health compliance to the established requirements
12.	The pilot - instructor	High professional skill and preparation, knowledge of the regulatory legal acts regulating safe use of airspace, observance of rules of flights and operation of the vessel. Health compliance to the established requirements
13.	The pilot - tester	High professional skill and preparation, knowledge of the regulatory legal acts regulating safe use of airspace, observance of rules of flights and operation of the vessel. Health compliance to the established requirements
14.	The pilot - observer	Special preparation, experience of work in the field of forest conservation, knowledge of pyrology and fire safety
15.	Mathematician	Availability of academic degree and rank, international certificates, work experience in the specialty, scientific research and researches of the international value in the field of mathematics, applied mathematics and interdisciplinary sciences
16.	The research associate (in fields of physics and astronomies)	Availability of academic degree and rank, work experience in the specialty, copyright certificates on inventions or scientific works in the field of physics and astronomy and other adjacent types of activity
17.	Pharmacist	Availability of outstanding scientific research in the field of studying of physical and chemical properties of pharmacological substances and medicinal raw materials and methods of their obtaining, cleaning, standardization and quality control. Ownership of advanced methods of researches on pharmakonomika, inspection and training of specialists in international standards in the field of medical and pharmaceutical industries (GPP, GCP, GMP, GLP, GDP)
18.	Director	Availability of outstanding production data, rank and diplomas confirming participation in the international festivals, work experience in the largest theaters and concert halls of the world
19.	Rescuer	Availability of special preparation on carrying out rescue and urgent operations, international certificates with assignment of qualification like "Rescuer of the international class", work experience on mitigation of consequences of large emergency and emergency situations, skills and abilities on application of rescue means
20.	Trainer	Availability of sports rank is at least Master of Sports of the international qualification, length of service in the specialty, work experience on preparation at least one highly skilled athlete who borrowed at the Olympic Games with first on the sixth place, or one athlete who borrowed at the Asian games with first on the third place, or the athlete who borrowed in the World Cups, Asia, Europe, the world Universiades, the World junior games in individual or game sports with first on the third place
21.	Teacher	Availability of the highest category and work experience in the specialty, international certificates and the corresponding higher education on specialties: mathematics, physics, chemistry, biology, English, informatics, general history; ownership state or Russian languages, free foreign language skills
22.	Chemist	Availability of academic degree and rank, international certificates, work experience in the specialty, scientific research and researches in the field of chemistry, toxicology and interdisciplinary sciences
23.	Artist	Availability of professional education, highly artistic works of art, international awards and ranks, creative characteristic of art critics; participation in the international exhibitions, symposiums and tenders
24.	Navigator (in aircraft)	High professional training and skill on navigation and fighting use of the aircraft; knowledge of the regulatory legal acts regulating safe use of airspace. Health compliance to the established requirements

Appendix 7

to the Standard of the state service "Registration of Acceptance, Recovery and Getting Out of Nationality of the Republic of Kazakhstan"

See [Appendix 7](#) (4Kb In original language)

Appendix 8
to the Standard of the state service "Registration of Acceptance, Recovery and Getting Out of Nationality of the Republic of Kazakhstan"
form

(name of territorial subdivision of migratory police)

Registration number _____

(it is filled with the official)

The place for

Photos

M.P.

Questionnaire statement

I ask to resolve me getting out of nationality of the Republic of Kazakhstan.

The motives which induced to file this petition _____

At the same time with me I ask to resolve getting out of nationality of the Republic of Kazakhstan to my minor children (the son, the daughter, surname, name, middle name (in the presence), birth date and birth place, nationality)

Information about other parent of the specified children (surname, name, middle name (in the presence), the residence, nationality if has nationality of the Republic of Kazakhstan, then to specify whether keeps it)

Are enclosed to the application by 3,5 three photos in size x, centimeter 4,5.

It is sealed.

The application form is filled in by hand without reducings, abbreviations of corrections and crossed out sections. Answers to questions shall be exhaustive. The text executed by hand shall be legible.

Information about the applicant

1. Surname, name, middle name (in case of наличии _____)

(in case of change of surname, name, middle name (in the presence to enter former surname, name, middle name (in the presence), the reason and date of change)

2. Number, month, year and birthplace _____

3. Floor _____

(men's, women's)

4. Marital status _____

(he is married she (is married), he is single (unmarried), it is divorced,

certificate number about scrap (divorce), date and the place of issue)

5. Nationality _____

(it is specified at will)

6. Religion _____

(it is specified at will)

7. Education and specialty by training, profession _____

(what educational institution, where and when it is ended, number of the diploma, date and the place of issue)

8. Academic degree, academic status _____

(number of the diploma, date and place of issue)

9. Labor activity for the last five years

Date (month and year)		Place of employment and position	Address of place of employment
acceptance	dismissals		

10. Do you have the pending obligation on tax payment established legislation of the Republic of Kazakhstan _____

(yes, is not present)

11. Relation to conscription _____

(person liable for call-up, not person liable for call-up, if passed military service, to specify, where, when, type of military forces, military rank)

12. Whether are attracted with competent authorities of the Republic of Kazakhstan as the person accused on criminal case _____ (yes, is not present)

13. Whether there is concerning you no conviction which took legal effect and subject to execution the vessels _____ (yes, is not present)

14. Do you have and your children specified in the statement, other nationality (others of nationality) _____

(if yes, to specify, what when and on what basis it is acquired, the document, its number, date and the place of issue; in the absence of other nationality confirmation of possibility of its acquisition)

15. Whether lived in the Republic of Kazakhstan constantly _____ earlier

(if yes, to specify to what address were registered when where and according to what document left Kazakhstan)

16. Whether are struck off the registration register at the place of residence in the Republic of Kazakhstan (according to the submitted document)

17. Residential address, _____ phone

18. Identity document and nationality of the Republic of Kazakhstan

(type, series, number by whom and when it is issued)

Together with the statement I submit the following documents:

I am warned, about refusal conditions in getting out of nationality of the Republic of Kazakhstan the stipulated in Article 20 Laws "About Nationality of the Republic of Kazakhstan".

I agree to processing of the personal data specified in the statement.

I confirm authenticity of the submitted documents and reliability of the stated data.

(signature of the applicant) (date of filing of application)

The statement is taken cognizance _____

(date)

on the basis _____ Law "About Nationality of the Republic of Kazakhstan".

(Article, part, Item)

Checked correctness of filling of the statement and availability of necessary documents;

the application is signed at my presence, authenticity of the signature _____

the applicant I confirm.

(position, surname, official's initials)

(signature of the official)

Appendix 4

to the Order of the Minister of Internal Affairs of the Republic of Kazakhstan of April 7, 2015 No. 315

Standard of the state service "Assignment and Prolongation of the Status of the Refugee in the Republic of Kazakhstan"

Chapter 1. General provisions

1. The state service "Assignment and Prolongation of the Status of the Refugee in the Republic of Kazakhstan" (further - the state service).

2. The standard of the state service is developed by the Ministry of Internal Affairs of the Republic of Kazakhstan (further - the Ministry).

3. The state service appears territorial subdivisions of the Ministry (further - the service provider).

Reception of an application and issue of result of rendering the state service is performed by the service provider.

Chapter 2. Procedure for rendering the state service

4. Terms of rendering the state service:

1) from the moment of delivery of packet of necessary documents - 90 (ninety) calendar days;

- 2) the most allowed time of expectation for delivery of documents - no more than 30 (thirty) minutes;
- 3) the most allowed time of servicing - 30 (thirty) minutes.

5. Form of rendering the state service: paper.

6. Are result of rendering the state service:

- 1) assignment of the status of the refugee and certification of the refugee;
- 2) prolongation of the status of the refugee;

3) the motivated answer about refusal in rendering the state service in cases and on the bases, [stipulated in Item 10](#) these standards of the state service.

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

7. The state service is rendered to free of charge physical persons (further - uslugopoluchatel).

8. Working schedule of the service provider: Monday through Friday inclusive, from 09:00 till 18:30 o'clock, lunch break from 13:00 till 14:30 o'clock, except days off and holidays, according to the labor law of the Republic of Kazakhstan.

Reception of an application and issues of result of rendering the state service is performed from 9:00 to 17:30 o'clock with lunch break from 13:00 to 14:30 o'clock.

The state service is rendered in turn, without making an appointment and the accelerated servicing.

9. The list of the documents necessary for rendering the state service in case of the address of uslugopoluchatel, in the place of stay of foreigners which are looking for shelter and members of their families in the Republic of Kazakhstan:

1) the petition for assignment (prolongation) of the status of the refugee in form, according to [appendix 1](#) to this standard of the state service;

2) identity documents of person who is looking for shelter;

3) the documents and materials confirming justification of the petition (in the presence).

After adoption of all necessary documents by the service provider the coupon is issued to uslugopoluchatel about adoption of documents in form according to [appendix 2](#) to this standard of the state service with indication of date of issue.

10. The bases for refusal in rendering the state service are:

1) lack of reasonable concerns that person can fall victim of prosecutions on the basis of race, nationality, religion, nationality, belonging to certain social group or political convictions;

If person refuses to report 2) or reports obviously false data on itself and on circumstances of arrival on the territory of the Republic of Kazakhstan, and also shows false documents;

3) availability at person of nationality of the third state whose protection it can use;

4) if person arrived directly from the territory of the safe third country;

5) if concerning this person there are strong reasons to assume that it participates or participated in activities the terrorist, extremist, and also forbidden religious organizations functioning in the country of civil accessory or in the country from where it arrived;

6) if concerning this person there are strong reasons to assume that it committed crime against the world, war crime or crime against humanity in the definition given to these acts in the international acts signed for the purpose of taking measures concerning similar crimes;

7) if concerning this person there are strong reasons to assume that it committed serious crime not of political nature outside the Republic of Kazakhstan before arrival on its territory;

8) if concerning this person there are strong reasons to assume that it is guilty of making of the acts contradicting the purposes and the principles of the United Nations and the international organizations which members is Kazakhstan;

9) if this person uses protection or the help of bodies or organizations of the United Nations, except Management of the High Commissioner of the United Nations for refugees.

Chapter 3. Procedure for appeal of decisions, actions (failure to act) of the service provider (or) his officials concerning rendering the state service

11. Appeal of decisions, actions (bezdeystviye) of the service provider and (or) his officials concerning rendering the state services: the claim is submitted addressed to the head of the service provider, or the Ministry, to the address specified in [Item 13](#) of this standard of the state service.

The claim is submitted in writing by mail or purposely through office of the service provider or the Ministry.

In the claim the uslugopoluchatel enters its surname, name, middle name (in case of its availability), the postal address, reference number and date. The claim is signed by uslugopoluchatel.

The accepted claim is registered in registers of claims and appeals of physical persons and legal entities of law-enforcement body. The document confirming adoption of the claim is the coupon, with indication of date and time, surname and initials of person which accepted the address/claim and also term and the place of receipt of the answer to the made complaint and contact information of officials at whom it is possible to learn about the course of consideration of the claim.

The claim of uslugopoluchatel which arrived to the service provider is subject to consideration within five working days from the date of its registration. The motivated answer about results of consideration of the claim goes to uslugopoluchatel by mail or is issued purposely in office of the service provider or the Ministry.

In case of disagreement with results of the rendered state service the uslugopoluchatel can address with the claim to authorized body by assessment and control of quality of rendering the state services.

The claim of uslugopoluchatel which arrived to authorized body by assessment and control of quality of rendering the state services is considered within fifteen working days from the date of its registration.

12. In disagreement cases with results of the rendered state service, the uslugopoluchatel has the right to take a legal action in the procedure established by the legislation of the Republic of Kazakhstan.

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

13. Addresses of places of rendering the state service are placed on Internet resource of the Ministry: www.mvd.gov.kz in the Section "About Activities of Law-enforcement Bodies".

14. Uslugopoluchatel has possibility of receipt of information on procedure and the status of rendering the state service in the mode of remote access by means of single contact center concerning rendering the state services.

15. Conditions for servicing of uslugopoluchatel physically challenged are provided, entrances to buildings are equipped with ramps, there are chairs for expectation.

16. Contact telephone numbers of service desks concerning rendering the state service are specified on Internet resource: www.mvd.gov.kz. Single contact center concerning rendering the state services: "1414".

Appendix 1 to the Standard of the state service "Assignment and Prolongation of the Status of the Refugee in the Republic of Kazakhstan" Form

to whom _____

(position, surname and initials)

from _____

(surname, name, middle name (in case of its availability))

citizen _____

_____ (what state)
permanent place residence _____

_____ temporarily living _____
_____ (address)
in family composition _____ person

Petition for assignment (prolongation) of the status of the refugee

I ask to appropriate (to extend) to me and members of my family the status of refugees in the Republic of Kazakhstan.

It is forced to leave the place of the residence for the reason:

for prolongation of information on preserving circumstances on attraction of the status of the refugee

Date and _____ fields

Nationality (country of the former permanent residence) _____

_____ Nationality (ethnic origin) _____

Languages which I know _____

Date of arrival in the Republic of Kazakhstan _____

Arrived legally (illegally) _____

Identity documents or documents, confirmatory

the identity of person who is looking for shelter _____

_____ (the name, series, number when also by whom it is issued)

Together with me there arrived members of my family:

No	Surname, name, middle name (in case of its availability)	Birth date	Relationship degree

Whether addressed with the petition for assignment of the status of the refugee in the Republic of Kazakhstan earlier? (for persons who are looking for shelter)

If yes, to specify body _____

When and for what term the status of the refugee is given? (for the refugees petitioning for prolongation of their status)

(date of the address) (the signature of person who is looking for shelter or the refugee)

The employee of the territorial subdivision which accepted the petition

(signature) (First name, middle initial, last name (in case of its availability)) (date)

Information on registration of the petition:

(First name, middle initial, last name position, date, number of registration, signature of the worker)

Appendix 2
to the Standard of the state service "Assignment and Prolongation of the Status of the Refugee in the Republic of Kazakhstan"
Form

The coupon No. _____ about adoption of documents for rendering the state service

(First name, middle initial, last name (in case of its availability) the applicant or the name of the legal entity)

The list of the accepted documents:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Accepted:

(Position of the employee of territorial subdivision)

_____ / _____

(signature) (First name, middle initial, last name (in case of its availability) position)

" _____ " _____ year.

Time and date of issue: _____ hour _____ mines " _____ " _____