

DECREE

Of the President of the Republic of Azerbaijan

On application of the “Single Window” Principle in migration management

Increase in living standards as the result of successful legal and economical reforms conducted in the Republic of Azerbaijan and repaid development in all areas have caused significant year-over-year increase in the number of foreigners entering our country and conditioned the intensification of migration processes.

Necessary legal acts were adopted and a number of institutional and organizational measures were taken in order to strengthen state control over the migration processes; electronic data resources were formed with the purpose of improvement of services rendered in the field of entry and exit of foreigners and their registration at the place of residence.

At the same time, the foreigners entering our country face the necessity of applying to various authorities because of the complex procedures for obtaining relevant permissions and registration.

In order to improve the mechanism of the migration management and to simplify the procedures of granting permissions to foreigners and stateless persons entering the Republic of Azerbaijan for lawful residence and engaging in work activity, and of their registration at the place of residence, as well as to ensure transparency in this sphere, **I hereby decree:**

1. To apply from 1 July 2009 the “Single Window” Principle in the migration management.
2. To vest the authority of the body implementing the “Single Window” Principle in the migration management in the State Migration Service of the Republic of Azerbaijan.
3. To charge the State Migration Service of the Republic of Azerbaijan with performing the following duties with regard to application of the “Single Window” Principle in the migration management:
 - 3.1. Receipt of documents for the purpose of granting to foreigners and stateless persons permissions to reside temporarily or permanently in the territory of the Republic of Azerbaijan;
 - 3.2. Receipt of documents for the purpose of granting to foreigners and stateless persons individual permissions to engage in paid work activities, and submission of those documents, together with its opinion, to the Ministry of the Republic of Azerbaijan for Labor and Social Protection of the population;
 - 3.3. Granting to foreigners and stateless persons permissions to reside temporarily or permanently in the territory of the Republic of Azerbaijan;
 - 3.4. Registration of the foreigners and stateless persons, who were granted the permission to reside temporarily or permanently in the territory of the Republic of Azerbaijan, at the place of their residence;
 - 3.5. Issues of relevant permits to the foreigners and stateless persons, who were granted the permission to reside temporarily or permanently in the territory of the Republic of Azerbaijan;
 - 3.6. Extension of period of temporarily stay in the country for foreigners and stateless persons entering the Republic to Azerbaijan;

- 3.7. Maintaining, by means of the Unified Migration Information System of the State Migration Service of the Republic of Azerbaijan, of records of the foreigners and stateless persons residing and temporarily staying in the Republic of Azerbaijan;
- 3.8. Transfer of the information on permission granted to the foreigner and stateless persons temporarily or permanently residing in the territory of the Republic of Azerbaijan and on registration of those persons at the place of their residence, as well as on extension of period of temporary stay of foreigners and stateless persons in the territory of the Republic of Azerbaijan, to the “Entry –Exit and Registration” Interagency Automated Information and Search System.
4. The Ministry of the Republic of Azerbaijan for Labor and Social Protection of the Population shall ensure, within 7 days, adoption of decisions to grant or not to grant individual permissions for engaging in paid work activities in the territory of the Republic of Azerbaijan on the basis of the documents received from the State Migration Service of the Republic of Azerbaijan, and submission of those decisions to the State Migration Service of the Republic of Azerbaijan.
5. To determine that:
 - 5.1. Request for granting to foreigners and stateless persons permissions for temporary residence in the territory of the Republic of Azerbaijan shall be processed by the State Migration Service within 20 days;
 - 5.2. The foreigners and stateless persons, who were granted permissions for temporarily or permanent residence in the territory of the Republic of Azerbaijan shall be entitled, from the date of application of the “Single Window” Principle in the migration management, to exit and re-enter the Republic of Azerbaijan on the base of valid identification documents (passport or relevant document confirming a stateless person’s identity) and the permits issued by the State Migration Service;
 - 5.3. Registration of staff members of foreign countries’ diplomatic missions or consulates operating in the Republic of Azerbaijan, staff members of international organizations, members of administrative and technical personnel and of their family members, as well as of foreigners visiting the Republic of Azerbaijan with a diplomatic mission or a special mission in cases specified in the international agreements the Republic of Azerbaijan is a part to, shall be conducted by the Ministry of Foreign Affairs of the Republic of Azerbaijan.
6. To instruct the Cabinet of Ministers of the Republic of Azerbaijan to perform the following tasks within one month:
 - 6.1. To set labor migration quotas in areas of economic activity taking into account the internal labor market and labor requirement, and to submit relevant information to the President of the Republic of Azerbaijan.
 - 6.2. To submit to the President of the Republic of Azerbaijan proposals concerning abolition of exit and re-entry visas for foreigners and stateless persons;
 - 6.3. To draw up and submit to the President of the Republic of Azerbaijan proposals concerning ensuring compliance of the legislative acts in force with the present Decree;
 - 6.4. To ensure compliance of normative legal acts of the Cabinet of Ministers of the Republic of Azerbaijan and of relevant central executive authorities with the present Decree, and to submit relevant information to the President of the Republic of Azerbaijan;
 - 6.5. To perform other tasks deriving the present Decree.
7. The State Migration Service of the Republic of Azerbaijan shall:

- 7.1. Submit to the President of the Republic of Azerbaijan proposals concerning samples, description and specifications of the permits to be issued to foreigners and stateless persons wishing to reside temporary or permanently in the Republic of Azerbaijan, as well as sample, description and specification of the decision concerning extension of period of temporary stay of foreigners and stateless persons in the territory of the Republic of Azerbaijan;
- 7.2. Arrange the implementation of awareness-raising measures, preparation of information notes and realization of other necessary measures with the purpose of ensuring transparency of the procedures for granting permissions to foreigners and stateless persons and for their registration at the place of residence, and informing foreigners and stateless persons about the new procedures to be applied;
- 7.3. Ensures posting on the official Internet site of the State Migration Service of the Republic of Azerbaijan sample application forms for granting permissions, the list of documents to be submitted and the information on the state duties to be paid;
- 7.4. Take necessary measures in order to start receiving applications of foreigners and stateless persons through electronic mail.
8. The Decree shall enter into force upon its publication.

Ilham Aliyev
President of the Republic of Azerbaijan

Baku, 4 March 2009
№69