

ratified by the RA President R. Kocharyan
20 November 1999

Decision #695 of the RA government

20 November 1999

Yerevan

Re: procedures for issuance
of a refugee identity card and travel document in the RA
and their samples

In accordance with the 1951 Geneva Convention Relating to the Status of Refugees and the RA Refugee Law, article 4, the Government of the Republic of Armenia decides:

1. To confirm:

- a) procedures for issuance of a refugee identity card to persons who have received a refugee status in the RA, and the sample of the card (attached);
- b) procedures for issuance of a refugee travel document to persons who have received a refugee status in the RA, and the sample of the card (attached);

2. For the RA Ministry of Interior:

- a) to organise, within a three month period, the work on preparation of a refugee identity card and a travel document mentioned in the clause 1 of this Decision;
- b) to provide, prior to 1 July 2000, the exchange of the passports of former Soviet type to refugee identity cards for the persons who have received a refugee status.

3. For the RA Ministry of Finance: to present, within a ten-day period, to the RA Government a proposal on financing the work on preparation of a refugee identity card and a travel document mentioned in the clause 1 of this Decision.

4. To declare invalid Decision of the RA Government No. 524 on issuance of a Refugee Family Card to the refugees given asylum in the RA territory dated 17 October 1993.

RA PRIME MINISTER

A. SARGSYAN

PROCEDURE

of giving a refugee identification card for persons
who received a refugee status in the Republic of Armenia

I. General provisions

1. The refugee identification card (ID) is a document that identifies a person in the RA territory.
2. In the manner prescribed by the RA legislation, the ID shall be given to the foreign citizens and stateless persons of the age 16 or above who are in the Republic of Armenia.
3. The ID shall be given for a three-year period, which may be extended for additional two years.
4. Expired IDs are invalid and are subject to renewal, in accordance with the defined procedures.
5. The ID is prepared as a unified copy in Armenian.
6. The following personal information about the refugee is stated in the ID:
 - a) Family Name, First Name, Middle Name,
 - b) sex,
 - c) DOB,
 - d) citizenship.
7. The following notes may be done in the ID:
 - a) on extension of the validity period for the ID, by the interior authorities of the Republic of Armenia.
 - b) on the place of residence in the Republic of Armenia, by the interior authorities of the Republic of Armenia.
 - c) on children, by the regional authorities for registration of civil acts
 - d) on the blood group (if a refugee wishes), by the medical institutions
 - e) on the family situation, by the regional authorities for registration of civil acts.

II. Procedures for giving, replacing and using the ID

8. ID is given or replaced by the RA interior authorities of the district where a refugee has permanent, temporary or factual residence.

9. In order to receive an ID, refugee shall submit the following:

a) RA Governmental Department on Migration and Refugees decision on granting a refugee status to a person, and the family card for the those who were forcibly displaced to the Republic of Armenia during 1988-1992;

b) passport;

c) birth certificate (for the person, who has just become 16 years old);

d) 2 coloured photos (35x45 mm);

e) another document that identifies the person, in a case if a refugee may not submit the documents stated under b) and c);

10. Before giving the IDs to the persons that were forcibly displaced to the Republic of Armenia during 1988-1992, the Soviet passports and refugee family cards shall be taken from them. These documents shall be given by the RA interior authorities to the RA Governmental Department on Migration and Refugees for its archives.

11. The ID may be replaced in case of:

- changes of the information stated in it;
- the notes in it are not right;
- not fit for using.

12. In order to replace the ID, refugee shall submit his/her ID that is subject to be replaced, an application and 2 coloured photos.

If the refugee wants to change any note in his previous ID, he/she shall submit a document proving the requested changes of the information stated in the ID

13. In a case of loss of the ID, a refugee shall inform the RA interior authorities thereof within 10 days.

14. A person, who has received the RA citizenship, or has lost a refugee status due to other reasons, shall return the ID to the RA interior authorities.

RA Governmental Department on Migration and Refugees shall inform the interior authorities of its decision to terminate a refugee status or deprive its holder thereof.

15. The ID of a deceased person shall be given to the agency, which registers a death. After registration, the ID shall be sent to the RA interior authorities that transfer the ID to RA Governmental Department on Migration and Refugees for its archives.

16. IDs found shall be submitted to the RA interior authorities.

17. The IDs of refugees who are suspected or charged with a committing of a crime and who are subjected to a non-leaving obligation or arrest as a restriction measure and of those refugees who are convicted and sentenced to an imprisonment are taken by the investigation body or court.

In a case of elimination of a restriction measure or after serving the penalty, the IDs of suspected and charged persons are returned to them.

Taking of the ID (except in cases prescribed above), giving it to other persons or putting it under a mortgage are prohibited.

18. RA interior authorities shall register the IDs and keep records for issued, invalid, replaced IDs.

19. The RA interior bodies inform the RA Governmental Department on Migration and Refugees on issuance of an ID to a refugee.

DESCRIPTION

of a refugee identification card for persons
who received refugee status in the Republic of Armenia

In the Republic of Armenia, a refugee identification card (ID) is a document that consists of 8 pages and has 88x125 mm size.

The front page of ID is dark red. The words “REPUBLIC OF ARMENIA” are printed in Armenian on the front page of ID. The coat of arms is printed in the center of the front page. The words “REFUGEE IDENTIFICATION CARD” are printed under the coat of arms.

The coloured coat of arms is printed on the opposite side of the front page; the words “REPUBLIC OF ARMENIA” are printed on the top; the words “REFUGEE IDENTIFICATION CARD” are printed under the coat of arms; and the sentence “THE ID IS VALID ONLY IN THE TERRITORY OF THE REPUBLIC OF ARMENIA” is printed at the bottom.

The words “REPUBLIC OF ARMENIA” are printed on the top of the first page of the ID, starting from the left corner (before the place for photo, and from the photo to the right) afterwards by the following order:

Family Name

First Name

Middle Name

SEX

Nationality

Citizenship

Place of Birth

DOB

Signature of the ID holder

The serial number of the ID is printed under the words “REPUBLIC OF ARMENIA” on the top right side.

On the left side of the same page there is a place for the photo (35x45 mm) of the ID holder.

The words “WHEN ISSUED”, “ISSUED BY” and “VALID BEFORE” are printed on the second page of the ID.

The words “Family situation” are printed on the top of the third page.

The words “CHILDREN” are printed on the fourth page, then “FAMILY NAME, FIRST NAME, MIDDLE NAME, DOB”. The words “PLACE OF RESIDENCE” - on the pages 5-6, “SPECIAL NOTES” - on the pages 7-8.

“THE ID IS GIVEN TO A PERSON WHO HAS REACHED THE AGE OF 16 AND HAS RECEIVED A REFUGEE STATUS IN THE REPUBLIC OF ARMENIA” is printed on the top of the last page, and the words “ID CONSISTS OF 8 PAGES” - at the bottom.

After being attached, the photo shall be stamped by the interior authorities of the Republic of Armenia.

All the pages of the ID are numbered.

PROCEDURE

of giving a refugee travel document for persons
who received refugee status in the Republic of Armenia

I. General provisions

1. Refugee travel document (hereinafter document) is a document that identifies a refugee in a foreign country.
2. Travel document is given to the persons of 16 or above age who have received a refugee status in the Republic of Armenia.
3. The RA interior bodies give the document to refugees according to their permanent, temporary or factual place of residence for a period of one year. The period may be extended for one more year by the interior bodies in the RA and by the RA diplomatic or consular missions abroad if the person has not lost a refugee status.
4. Expired document is invalid and shall be replaced in an established manner.
5. Document is prepared in the same sample in Armenian, Russian and English.
6. The following data shall be entered into the document:
 - a) family name, first name, middle name;
 - b) sex;
 - c) place and date of birth,
 - d) citizenship (or its absence).
7. The following notes may be done in the document:
 - a) extension of the validity period by the RA interior bodies;
 - b) temporary travel to and return from foreign countries noted by the border services.

It shall be prohibited to make other notes in the refugee documents.

8. Refugee shall pay a state fee in a manner and amount specified by the RA Law on State Fees for the receipt of a document.

II. Procedures for giving, replacing and using the document

9. Refugee shall submit the following to an interior body for receipt of the document:
 - a) application on temporarily leaving the RA;

- b) refugee identification card;
- c) two pictures (coloured) of 35X45 mm size
- d) receipt on the payment of a state fee.

For every child, travelling with a refugee, the following shall be submitted:

- a) birth certificate;
- b) two pictures (coloured) of 35X45 mm size;

10. The document is issued in one month period after the receipt of application.

11. Issuance of document may be refused in cases prescribed by the article 15 of the RA Law on Legal Status of Foreign Citizens in the RA.

12. The document is replaced by the interior bodies of the RA.

13. The document may be replaced in the case of change of information contained therein, detection of inaccuracies in the notes, being not fit for use.

14. For the replacement, a refugee shall submit the document subject to replacement, application in a prescribed format, refugee identification card and two pictures (coloured) of 35X45 mm size.

In the case of replacement of the document due to the change of information contained therein or detection of inaccuracies in the notes, the refugee shall also submit a document certifying the change or inaccuracy.

15. In a case of loss of the document, a refugee shall within a ten-day period inform an interior body or, if he/she is abroad, the RA diplomatic or consular mission.

16. In a case of acquisition of the RA citizenship or losing a refugee status due to other reason, the person submits the document to an interior body or, if he/she is abroad, to the RA diplomatic or consular mission.

17. In a case of establishing a permanent residence in a foreign country, the person submits the document to the RA diplomatic or consular mission.

18. The document of a deceased refugee is submitted, along with a refugee identification card, to the death registration body. After the registration of death, the document is sent to the corresponding interior body.

19. The document of a refugee deceased in a foreign country is submitted to the RA diplomatic or consular mission which transfers it to the RA Ministry of Interior. The Ministry informs thereof the RA Governmental Department on Migration and Refugees.

20. The documents found are submitted to an interior body.

21. The documents of refugees who are suspected or charged with committing of a crime and who are subjected to a non-leaving obligation or arrest as a restriction measure and of those refugees who are convicted and sentenced to an imprisonment are taken by the investigation body or court.

In a case of elimination of a restriction measure, the documents of suspected and charged persons are returned to them.

After serving the penalty, a refugee may receive a new document on common grounds.

Taking of the document (except in cases prescribed above), giving it to other persons or putting it under a mortgage are prohibited.

22. The RA interior bodies inform the RA Governmental Department on Migration and Refugees on issuance of the document to a refugee.

DESCRIPTION

of a TRAVEL DOCUMENT for persons who received
a refugee status in the Republic of Armenia

In the Republic of Armenia, a refugee travel document (hereinafter document) is a document (consists of 32 pages, with 88x125 mm size) identifying the person.

All points of the contents of travel document are printed in Armenian, Russian and English.

The front page of travel document is blue. The words “TRAVEL DOCUMENT” are printed on the top of the front page (1951 Geneva Convention Relating to the Status of Refugees), and “REPUBLIC OF ARMENIA” - at the bottom.

The following is printed on the opposite side of the front page:

“This document is given to a refugee who has the right to travel and it replaces passport in foreign countries.

The holder of the travel document may travel to a foreign country and return to the Republic of Armenia before the travel document expiration date.

If the holder of a travel document establishes a residence outside the Republic of Armenia and wishes to travel from that country, he/she shall apply to the relevant authorities in the country of new residence for a new travel document. The former document shall be taken from him/her by the relevant authorities and forwarded to the RA diplomatic representation or consular mission”.

The words “REPUBLIC OF ARMENIA” are printed on the top of the first page. The following is printed on the left side of the same page:

“TRAVEL DOCUMENT”, “TYPE”, “CODE”, “FAMILY NAME”, “NAME”, “DOB”, “POB”, “SEX”, “CITIZENSHIP”, “HEIGHT”, “SIGNATURE OF THE TRAVEL DOCUMENT HOLDER”. The coloured photo (35x45 mm) of the refugee, who received the document, is attached at the bottom.

The words “DATE OF ISSUE”, “ISSUED BY”, “VALID BEFORE”, “THIS TRAVEL DOCUMENT IS VALID IN ALL FOREIGN COUNTRIES EXCEPT

The words “THE PERIOD OF TRAVEL DOCUMENT VALIDITY IS EXTENDED” are printed on the third page of travel document.

The words “CHILDREN”, “FAMILY NAME”, “NAME”, “DOB”, “SEX” are printed on the fourth and fifth pages of travel document, and coloured photos (35x45 mm) for two children shall be attached to each page.

The word “NOTES” is printed on the top of the 6-th and 7-th pages.

The word “VISA” is printed on the top of pages 8-32.

The words “1951 GENEVA CONVENTION” are printed at the bottom of pages 2-32, and there is a certain place for putting the serial number.

The words “THE HOLDER OF THIS TRAVEL DOCUMENT HAS RECEIVED A REFUGEE STATUS IN THE REPUBLIC OF ARMENIA”, “ THIS DOCUMENT IS PROPERTY OF THE REPUBLIC OF ARMENIA”, “THE DOCUMENT CONSISTS OF 32 PAGES, EXCLUDING THE FRONT PAGE” are printed on the last page of travel document.

All the pages of travel document are numbered.