

REPUBLIC OF ALBANIA
MINISTRY OF INTERIOR
MINISTER

No. 3303 prot.

Tirana, on 01.07.2021

INSTRUCTION

No 269, date 01.07.2021

“ON

**DEFINING THE PROCEDURE FOR REGISTRATION OF REFUGEES OR PERSONS IN
SUBSIDIARY PROTECTION IN THE REPUBLIC OF ALBANIA, IN THE 2010 NATIONAL
CIVIL REGISTRY”**

Pursuant to Article 102, paragraph 4 of the Constitution of the Republic of Albania and pursuant to article 92 of law No. 10/2021, "On asylum in the Republic of Albania", article 21, 33, and 59 of law No. 10129. "On civil status", as amended,

I HEREBY INSTRUCT:

1. The registration of the refugee or person in subsidiary protection in the Republic of Albania, in the 2010 National Civil Registry (NCR).
2. The information of the refugee or person in subsidiary protection, the residence permit of whom has been approved, shall be electronically imported from the Electronic Register for Foreigners (FER) to the National Civil Registry (NCR).
3. The refugee or the person in subsidiary protection shall present themselves to register their residential address with the civil registry office in the municipality/administrative unit that has jurisdiction over the building in question. Upon verifying the data in the documentation submitted, the civil registry clerk shall register the place of residence, then activating the data generated automatically as a result of the interconnectivity between the FER and NCR.
4. Any refugee or person with subsidiary protection status issued a residence permit for the first time, must register their place of residence with the civil registry office in the relevant municipality/administrative units, within 30 days, submitting the following:
 - a) A written request and the residence permit;
 - b) Residence ownership title or lease/rent/use, or residential contract; Contract or any other legal document provided for by the applicable legislation that grants the person in question the right to use the residence in question; or attestation of place of residence issued by the Authority Responsible for Asylum and Refugees, if the person is residing at the National Reception Center for Asylum Seekers.
5. The applicable legislation on civil status shall apply for residence changes for refugees or persons in subsidiary protection.
6. The Authority Responsible for Asylum and Refugees shall request the General Civil Registry Directorate to provide complete information on the refugee or person in subsidiary protection registered in the NCR whenever considered necessary.

7. Upon receiving information on changes to the civil registry elements regarding the refugee or person in subsidiary protection, the Authority Responsible for Asylum and Refugees shall inform the General Civil Registry Directorate. The General Civil Registry Directorate shall follow up on this activity with the relevant civil registry offices in municipalities/administrative units, with regards to assessing documentation and issuing relevant written acts for the update of the information pursuant to the applicable legislation.
8. The following shall be charged with implementing this instruction: Authority Responsible for Asylum and Refugees and the General Civil Registry Directorate, the Department for Border and Migration at the General State Police Directorate.
9. Order No. 28, dated 16.1.2017, "On registering foreign citizens who have been granted asylum in the Republic of Albania in the National Civil Registry" shall hereby be abrogated.

This Instruction shall enter into force immediately and shall be published in the Official Gazette.

MINISTER

BLEDAR ÇUÇI

Signature