

**REPUBLIC OF ALBANIA**

**MINISTRY OF INTERIOR**

**MINISTER**

**INSTRUCTION**

**No. 72, dated 18.5.2022**

**ON PROCEDURES FOR ISSUING ELECTRONIC IDENTIFICATION AND TRAVEL DOCUMENTS TO PERSONS THAT HAVE BEEN GRANTED THE REFUGEE AND SUBSIDIARY PROTECTION STATUS IN THE REPUBLIC OF ALBANIA**

Pursuant to paragraph 4 of article 102 of the Constitution of the Republic of Albania, and paragraph 5 of article 91 of law No. 10/2021, "On asylum in the Republic of Albania", and law No. 10129, dated 11.5.2009 "On civil status", as amended,

**I HEREBY INSTRUCT:**

1. Any person that has been granted a refugee or subsidiary protection status in the Republic of Albania, which is identified on the basis of the permit of stay and the status decision, shall apply for electronic identification and/or travel documents with the authority responsible for asylum and refugees.
2. Upon receiving a request to issue travel and/or electronic identification documents, the authority responsible for asylum and refugees shall make the relevant verifications and shall forward the request and the relevant information of the persons with refugee or subsidiary protection status to the General Civil Registry Directorate.
3. The Central Civil Registry Directorate shall lodge the request with the concessionary company for the purposes of booking an application meeting.
4. The person with refugee or subsidiary protection status shall apply for electronic identification and/or travel documents with the relevant application office at Administrative Unit No. 10, Tirana.
5. Persons under the age of 16 (sixteen) shall only apply for travel documents at the request and in the presence of one of the parents, the guardian or legal representative bearing special power of attorney.
6. Persons of up to 12 (twelve) years of age shall be issued travel documents without requiring fingerprints to be taken, while fingerprints shall be obligatorily taken for any one above this age.
7. The travel document validity for persons under the age of 16 (sixteen) shall be 5 (five) years, while the travel and electronic identification document validity for persons above this age shall be 10 (ten) years for each of these documents.
8. The applicant shall purchase the special voucher from any authorized entity.
9. The electronic identification document shall be provided only to the person that has been granted refugee or subsidiary protection status and is at least 16 (sixteen) years of age.
10. The electronic identification and/or travel documents shall be issued within 15 days from the day of application.
11. The electronic identification document shall be issued to the person in question at the relevant application office at Administrative Unit No. 10, Tirana.
12. Travel documents shall be issued at the Local Tirana Police Directorate to the applicant in person or to a representative with special power of attorney, or a close family member (spouse/parent, adult child) or legal guardian of the minor.
13. The person shall be reissued electronic identification and/or travel documents before the expiry of the existing documents validity, in the following cases only:
  - a) when the elements of civil status change;

- b) when the documents have been declared lost;
  - c) when the documents have been reported stolen;
  - ç) when the documents are physically damaged.
14. After the travel document is issued, the *online* data transfer shall be carried out on the Border Control System (TIMS), by way of updating the current procedure for the transfer of the issued documents data for this category of persons.
  15. The authority responsible for asylum and refugees shall notify the State Informative Service regarding the documents issued and their holders.
  16. The authority responsible for asylum and refugees shall notify the Data Protection and Processing Directorate at the State Police on any special notes in any document issued to this category of persons.
  17. The authority responsible for asylum and refugees shall notify the General Civil Registry Directorate, the General State Police Directorate, and the State Informative Services regarding any changes to the status of the person that has been issued electronic identification and/or travel documents, for the purposes of reflecting these changes in the database.
  18. The Instruction of the minister of Internal Affairs No. 346, dated 27.11.2014 "On procedures for issuing electronic identification and travel documents to persons that have been granted the refugee or subsidiary protection status in the Republic of Albania" shall be hereby abrogated.
  19. The authority responsible for asylum and refugees, the General Civil Registry Directorate and the General State Police Directorate shall be charged with the implementation of this instruction.

This instruction shall become effective upon publication in the Official Gazette.

**MINISTER OF INTERIOR**

**Bledar Çuçi**