

Unofficial translation

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GOVERNMENTAL DECISION # 1231-N (14.07.2005) ON INTRODUCTION OF THE STATE POPULATION REGISTRY SYSTEM IN THE REPUBLIC OF ARMENIA

With the purpose of introduction of the state population registry system in the RA and in pursuance of the requirements of Articles 4, 5, 9 and 12 of the RA law “On State Population Registry” the RA Government decides:

1. To establish that:
 - a) the state administrative body designated by the RA Government for coordination of the conduct of the central and local population registries is the RA Police under the RA Government (hereafter the Designated Body);
 - b) the Designated Body conducts the central and local population registries through its departments.
2. With the purpose of compilation of personal registration data of citizens:
 - a) The RA Police under the RA Government enters into the state population registry:

The data of a document (type, number, date of issuance, validity term and issuing body) certifying the citizenship of the RA citizens residing in the RA as of 1 July 2006, the name, family name, patronymic, date and place of birth, sex, address of the place of residence (dwelling) of the citizen mentioned in it.

The data of a document (type, number, date of issuance, validity term and issuing body) certifying the citizenship of the foreign citizens residing in the RA as of 1 July 2006, the name, family name, patronymic, date and place of birth, sex, as well as the data of a document certifying his/her right to reside in the RA (type, number, date of issuance, validity term and issuing body), address of the place of residence (dwelling).

The data of a document (type, number, date of issuance, validity term and issuing body) certifying the citizenship of the persons naturalized in the RA and residing in the RA after 1 July 2006, the name, family name, patronymic, date and place of birth, sex, address of the place of residence (dwelling) of the citizen mentioned in it.

The data of a document (type, number, date of issuance, validity term and issuing body) certifying the citizenship of foreign citizens who acquired the right to reside in the RA (residence permit) and residing in the RA after 1 July 2006, the name, family name, patronymic, date and place of birth, sex, of the citizen mentioned in it, as well as the data of a document certifying his/her right to reside in the RA (type, number, date of issuance, validity term and issuing body), as well as the address of the place of residence (dwelling).

The data of a document (type, number, date of issuance, validity term and issuing body) on cessation or revocation of citizenship after 1 July 2006, the name, family name, patronymic, date and place of birth, sex, as well as address of the place of residence (dwelling) of the citizen mentioned in it.

The data of a document (type, number, date of issuance, validity term and issuing body) certifying the status of persons with refugee status residing in the RA as of 1 July 2006, the name, family name, patronymic, date and place of birth, sex, as well as the address of the place of residence (dwelling) of the citizen mentioned in it.

b) The RA Ministry of Justice provides the Designated Body conducting the state population registry with the following:

The data of a document (type, number, date of issuance, validity term and issuing body) certifying the citizenship of the RA citizens being born in the RA territory after 1 July 2006, the name, family name, patronymic, date and place of birth, sex of the citizen mentioned in it, as well as the address of the place of residence (dwelling) of the parents.

The data of an identification document (type, number, date of issuance, validity term and issuing body) of children of foreign being born and residing in the RA territory after 1 July 2006, the name, family name, patronymic, date and place of birth, sex of the citizen mentioned in it, as well as the address of the place of residence (dwelling) of the parents.

The data of a document (type, number, date of issuance, validity term and issuing body) on persons sentenced to custody after 1 July 2006, the name, family name, patronymic, date and place of birth, sex of the citizen mentioned in it, as well as the address of the place of residence (dwelling).

The data of a document (type, number, date of issuance, validity term and issuing body) certifying the fact of death of a citizen after 1 July 2006, the name, family name, patronymic, date and place of birth, sex of the citizen mentioned in it, as well as the address of the place of residence (dwelling).

c) The RA Ministry of Foreign Affairs provides the Designated Body conducting the state population registry with the following:

The data of a document (type, number, date of issuance, validity term and issuing body) certifying the citizenship of the RA citizens who notified in writing the relevant RA consulates or diplomatic representations on leaving the RA to reside abroad for more than 6 months or residing abroad for more that 6 months, the name, family name, patronymic, date and place of birth, sex of the citizen mentioned in it, as well as the address of the place of residence (dwelling) in the RA.

The data of a document (type, number, date of issuance, validity term and issuing body) certifying the citizenship of the RA citizens who were born out of the RA, permanently reside out of the RA since the day of birth and notified in writing the relevant RA consulates or diplomatic representations on residing abroad for more that 6 months, the name, family name, patronymic, date and place of birth, sex of the citizen mentioned in it.

The data of a document (type, number, date of issuance, validity term and issuing body) certifying the citizenship of the citizens residing out of the RA territory who acquired the RA citizenship, the name, family name, patronymic, date and place of birth, sex of the citizen mentioned in it.

d) The RA Ministry of Territorial Administration provides the Designated Body conducting the state population registry with the following:

The data of a document (type, number, date of issuance, validity term and issuing body) certifying the citizenship of foreign citizens who were granted temporary asylum or political asylum in the RA after 1 July 2006, the name, family name, patronymic, date and place of birth, sex of the citizen mentioned in it, as well as the address of the place of residence (dwelling) in the RA.

The data of a document (type, number, date of issuance, validity term and issuing body) on the persons' losing refugee status, the right for temporary asylum or political asylum in the RA after 1 July 2006, the name, family name, patronymic, date and place of birth, sex

of the citizen mentioned in it, as well as the address of the place of residence (dwelling) in the RA.

- e) The RA Ministry of Defense provides the Designated Body conducting the state population registry with the data on persons drafted to the obligatory military service (the number of the document, date of issuance and the issuing body), the name, family name, patronymic, date and place of birth, sex of the citizen mentioned in it, as well as the address of the place of residence (dwelling) in the RA.
- f) The RA Ministry of Labour and Social Affairs provides the Designated Body conducting the state population registry with the data on persons who received social security cards in the RA (the number of the card, the name, family name, patronymic, date of birth and sex of the person mentioned in it).

The bodies of state administration pass the personal registration data of citizens to the central registry in accordance with the timeframes stipulated by the Designated Body.

The central registry within three months passes the personal registration data of the persons residing in a relevant territory to the local registries.

The state administration bodies pass the personal registration data received after 1 July 2006 to the central registry with 15-day periodicity.

The central registry passes the personal registration data to the relevant local registry within 7 days after their receipt.

The personal registration data of the persons mentioned in paragraphs 2 and 3, sub-provision "c", provision 2 of the given decision are kept only in the central registry until the approval of their residence in the RA.

The personal registration data of non-registered persons are kept only in the central registry until their registration in the place of residence or any dwelling.

The state administration bodies pass the personal registration data of citizens in the central registry through magnetic mediums.

A declaration is made on the passing of the personal registration data through magnetic mediums, which is signed by the passer and the recipient.

The central or local registries provide the state administration, local self-governance, law-enforcement, tax, duty, and the real estate cadastre bodies with the personal registration data in case of oral or written enquiry.

Data on a citizen are provided personally to the citizen or a person authorized by him/her.

3. The head of the RA Police:

- a) provides the implementation of the necessary activities for realization of the requirements of the given decision;
- b) presents a report on creation of a state population registry and the results to the RA Government with a 3-month periodicity until the expiry of the period mentioned provision 5, article 12 of the RA law "On State Population Registry".

4. The chair of the State Committee on Real Estate Cadastre under the RA Government and the RA marzpets provide numeration and registration of streets and houses in the rural communities by 1 June 2006.

5. To approve:

- a) the procedure of personal registration in the state population registry in accordance with the Annex 1;

- b) the procedure on providing the Designated Body with the data on the persons who received social cards and the entry in the state population registry of the social card numbers of the persons registered in the state population registry in accordance with the Annex 2;
- c) the procedure on making amendments and supplementing the personal registration data of the persons registered in the state population registry in accordance with the Annex 3;
- d) the list of the documents necessary for personal registration of citizens in the state population registry in accordance with the Annex 4;
- e) the procedure on notifying the population on obligatory registration of non-registered persons residing in the RA in accordance with the Annex 5;
- f) the procedure on alternation of the legal status of the personal registration data of a person registered in the state population registry after his/her death in accordance with the Annex 6.

Prime-Minister of the RA

A. Margaryan

Yerevan, 13 August 2005

Annex 1 to Governmental Decision # 1231-N (14.07.2005)

THE PROCEDURE OF PERSONAL REGISTRATION IN THE STATE REGISTRATION REGISTRY

I. GENERAL PROVISIONS

1. The registration of the RA population by the place of residence is implemented through the central and local registries, which work out and coordinate the personal registration data of citizens.

The personal registration data of a citizen are the data of a natural person by the place of residence fixed on a diskette in writing or in any other way.

2. With the purpose of being registered in the state population registry (hereafter the registry) a RA citizen provides the address of his/her permanent residence (dwelling) to the local registry by submitting an application form, identification document and a document certifying the right to reside in the given area in accordance with the RA law "On State Population Registry".

The accommodation (dwelling) where a resident has the right to reside, which is proclaimed as a place (dwelling) of his/her permanent residence, where the person was registered with the acting Legislation by permanent, temporary or actual place of residence (dwelling) before entry into force of the RA Governmental decision # 1231-N dated 14.07.2005 "On Introduction of the State Population Registry System in the Republic of Armenia" is considered a permanent place of residence of a resident.

4. After the entry into force of the RA Governmental decision # 1231-N dated 14.07.2005 "On Introduction of the State Population Registry System in the Republic of Armenia" the place of registration of parents (a parent) of a resident being born in the RA is considered his/her place of residence or dwelling.

4. If the parents of a person mentioned in provision 3 of the given Procedure are registered in different places, within 7 days after the birth of a child his/her parents submit a common application to the local registry for registration of the child in the place of residence of one of them.

5. In case of alternation in the address of the place of residence (alternation of number of apartment or house, name alternation of a street, district, community, place of residence etc.) a resident of the RA does not submit a new application for registration.

6. The day of submission of an application for personal registration to the registry is considered the day of registration of a resident.

II. PROCEDURE OF NOTIFYING THE REGISTRY BY A NON-REGISTERED PERSON

7. A non-registered person submits an application to the local registry of the place of residence within the following timeframes mentioning the address of the place of residence:

a) non-registered persons residing in the RA – before 15 December 2006;

b) a RA citizen born out of the RA, residing out of the RA since the day of birth, as well as a person who acquired the RA citizenship and residing out of the RA – within 15 days after settling in the RA;

c) persons who acquired residence permit, as well as refugee status, temporary and political asylum in the RA – within 15 days after the receipt of the relevant status.

III. THE PROCEDURE ON NOTIFYING THE REGISTRY IN CASE OF THE CHANGE OF PLACE OF RESIDENCE

8. The address of the permanent place of residence (dwelling) of a person is changed in the registry in case of:

a) changing the place of residence by the resident;

b) in case of a RA citizen leaving the RA for more than 6 months or residing out of the RA for more than 6 months;

c) in case of the loss of the right of usage of the occupied living quarters;

d) being drafted for military service;

e) being detained for imprisonment.

9. In case of changing the permanent place of residence (dwelling) a citizen applies to the local registry of a new place of residence.

Within 7 days after the receipt of a resident's application on permanent settlement in a new area the relevant local registry informs about that both the central registry and the local registry where the applicant was registered prior to that. The local registry of the previous place of permanent residence within 3 working days after being informed terminates the registration of the resident and sends the personal registration data to the local registry of the new place of residence of the resident, within the same period the central registry changes the address of his/her place of residence.

In case of changing the place of residence (dwelling) within the area of the local registry the citizen applies to the same local registry which informs the central registry on it within 3 days after the receipt of the application, and afterwards implements the registration of the new place of residence of the citizen.

10. A RA citizen leaving the RA for to live abroad for more than 6 months as well as residing out of the RA territory for more than 6 months within 15 days after arriving to the new place of residence or the expiry of the 6-month period informs on it in writing the relevant RA consulate or diplomatic representation, which informs the central registry via the RA Ministry of Foreign Affairs. Within 7 days after the receipt of the information the central registry informs the local registry where the applicant was registered prior to that.

The local registry terminates the registration of the person within 3 working days keeping his/her personal registration data in the local registry.

11. Within 7 days after the loss of the right for usage of the occupied living quarters the resident informs in writing the relevant local registry on the address of his/her new place of residence.

The registration of a person without a place of residence is implemented in accordance with the procedure established by provision 17 of the given procedure.

12. The commander of the military department within 7 days submits the applications of the persons drafted for obligatory military service to the local registry of the location of the department.

13. The applications of persons detained to imprisonment are submitted within 7 days by the head of the punitive department to the local registry of the location of the department.

IV. THE REQUIREMENTS TO THE APPLICATION

14. The application forms for registration of non-registered persons in the registry as well as for registration in a new place of residence are approved by the Designated Body.

15. The application of a citizen under 16 is signed by his/her parent (adopter) or legal representative (guardian, custodian). The application of a citizen under 16 under the care of a guardianship institution is signed by the director of the guardianship institution or a person authorized by him/her. The application of a person recognized incapable or partially capable with the court verdict is signed by his/her guardian or custodian.

17. A person without registration submits an application to the local registry of his/her actual residence. The registration of the citizen is implemented without mentioning certain address. The street or the district is mentioned as the place of residence.

17. Along with the application for registration in the registry the resident submits the documents stipulated by Annex 4 of the RA Governmental decision # 1231-N dated 14.07.2005 "On Introduction of the State Population Registry System in the Republic of Armenia".

V. THE PROCEDURE OF REGISTRATION IN THE REGISTRY

18. The staff member of the local registry checks the propriety of the requirements to the application, completeness of the documents and ratifies them with a signature.

The application of a citizen is entered in the relevant registration register, and the data are entered in the automatic system.

The form of application registration register is established by the Designated Body.

19. The application is submitted to the registry by the citizen or a person authorized by him/her.

20. The data on the permanent place of residence (dwelling) of the person are entered into the central and local registries from other registries within 3 working days after their receipt.

21. The applications of non-registered persons for being registered in the registry as well as being registered in a new permanent place of residence (dwelling) are rejected if:

a) the person does not have the right to reside in a given place of residence (dwelling);

b) the rented or sob-rented living quarters belonging to a citizen or a legal person with the right of ownership are under arrest in accordance with the procedure established by the RA Legislation;

c) other documents are presented.

A minor child is registered in the registry of the area of registration of one of the parents or a legal representative regardless of the consent of the owner of the living quarters.

The registration of the RA citizens on military service in the registry is implemented in case of presence of notes on military registration.

In cases stipulated by sub-provision “a”, provision 21 of the given procedure, a person is registered in accordance with the procedure established by provision 16 of the given procedure.

VI. THE GROUNDS AND PROCEDURE OF ARCHIVIZING OF THE PERSONAL REGISTRATION DATA

22. The personal registration data of a person are archived:

- a) in case of death of a person or recognition of a person dead with court verdict;
- b) in case of a person not bearing the RA citizenship leaving the RA with the purpose of permanent residence.

23. The body registering the death of a person informs the central registry about that within 7 days mentioning the data of a document (type, number, date of issuance, issuing body) certifying the fact of death, name, family name, patronymic, date and place of birth, sex of the citizen mentioned in it. The central registry enters the data and passes the data to the local registry of the decedent’s registration.

24. If a person without the RA citizenship leaves the RA for permanent residence he/she informs in writing the local registry of his/her registration. Within 3 working days the local registry terminates the registration of the person and within 7 days informs the central registry on archiving of his/her data.

25. The personal registration data of persons mentioned in provision 2 of the given procedure accumulated in the registry is kept in the archive of the central registry.

Minister, Chief of Staff of the RA Government

M. Topuzyan

Annex 2 to Governmental Decision # 1231-N (14.07.2005)

THE PROCEDURE ON PROVIDING THE DESIGNATED BODY WITH THE DATA ON THE PERSONS WHO RECEIVED SOCIAL CARDS AND THE ENTRY IN THE STATE POPULATION REGISTRY OF THE SOCIAL CARD NUMBERS OF THE PERSONS REGISTERED IN THE STATE POPULATION REGISTRY

1. The RA Ministry of Labour and Social Affairs provides the Designated Body with the following data on the persons who received social cards as of 1 July 2006 and hold a passport of a RA citizen, the RA refugee ID, resident permit and the passport for special resident permit holders.

- a) name, family name, patronymic;
- b) date of birth;
- c) sex;
- d) series and number of the identification document;
- e) number of the social card.

2. Starting with 1 July 2006 the Designated Body with 15-day periodicity provides the RA Ministry of Labour and Social Affairs with the following data on persons registered in the state population registry (hereafter the registry), without social cards and having submitted an application for registration in the registry:

- a) name, family name, patronymic;
- b) date of birth;
- c) series and number of the identification document;
- d) sex.

3. The RA Ministry of Labour and Social Affairs compares the data on persons mentioned in provision 2 of the given procedure with the data included in the database of social cards and provides the Designated Body with the results of the comparison within 5 days.

4. The central registry provides the local registries with the numbers of social cards of persons who received social cards as of 1 July 2006 within 3 months.

5. The central registry provides the local registries with the numbers of social cards of persons who received social cards after 1 July 2006 with a 15-day periodicity.

Minister, Chief of Staff of the RA Government

M. Topuzyan

Annex 3 to Governmental Decision # 1231-N (14.07.2005)

**THE PROCEDURE ON MAKING AMENDMENTS AND SUPPLEMENTING THE
PERSONAL REGISTRATION DATA OF PERSONS REGISTERED IN THE STATE
POPULATION REGISTRY**

1. The relations connected with the amendments to and supplementing of the personal registration data of persons registered in the state population registry (hereafter the registry) are regulated by the given procedure.

2. The personal registration data elaborated in the registry are amended or supplemented if:
- a) there are inaccuracies in the personal registration data accumulated in the registry;
 - b) one of the personal registration data of a certain person has changed.

3. In case of non-compliance of the personal registration data elaborated in the registry with the data of an official document an application accompanied with the relevant documents is submitted to the central or local registry.

The staff member of the registry checks the application, submitted documents and ratifies them with a signature.

4. Within 3 working days after the receipt of the application the registry makes the relevant amendments or supplementations.

5. The state bodies authorized to making amendments or supplementing the personal registration data elaborated in the registry inform the central registry on that within 7 days.

6. The initial personal registration data accumulated in the registry and later amended are kept in the archive of the registry.

Minister, Chief of Staff if the RA Government

M. Topuzyan

Annex 4 to Governmental Decision # 1231-N (14.07.2005)

THE LIST OF THE DOCUMENTS NECESSARY FOR PERSONAL REGISTRATION OF CITIZENS IN THE STATE POPULATION REGISTRY

1. In case of written notification on the permanent place of residence (dwelling) of the RA citizens born out of the RA the parents (or legal representatives) of these persons submit with the application a document certifying the birth of a child, a document certifying the RA citizenship of the parents, a document on being registered in accordance with the procedure established by the legislation of the country of residence or residence permit.

2. In accordance with provision 4 of the procedure on personal registration in the state population registry approved by the RA Governmental decision # 1231-N dated 14.07.2005 "On Introduction of the State Population Registry System in the Republic of Armenia" the parents registered in different places submit with the common application the reference on one of the parents being registered in the place of registration of the child as well as the identification documents.

3. The non-registered RA citizens residing in the RA submit with the application an identification document or a document certifying the right to live in the given place of residence (ownership certificate, order, contract, court verdict, the agreement of the owner, leaser and major members in accordance with the procedure approved by the RA Legislation).

The persons without place of registration should mention this fact in the application.

4. The non-registered non-RA citizens residing in the RA submit with the application an identification document, as well as a document certifying their right to reside in the RA territory (resident permit, receipt of the political or temporary asylum, the status of a refugee status seeker).

Along with the identification document issued by the relevant body of a foreign state the copy of the document ratified with notary procedure or the apostil given by the relevant body is submitted.

5. In case of changing the permanent place of residence (dwelling) a citizen submits with the application an identification document and a document certifying the right to live in the given area (ownership certificate, order, contract, court verdict, the agreement of the owner, leaser and major members in accordance with the procedure approved by the RA Legislation).

6. A RA citizen leaving the RA territory for residence for more than 6 months or residing abroad for more than 6 months submits with the application an identification document and documents on being registered in a given place or having the residence permit issued by the authorized body.

7. A person who lost the right to use the occupied living quarters with the application for registration in a new place of residence submits an identification document and a document certifying the right to live in the given place (ownership certificate, order, contract, court verdict, the agreement of the owner, leaser and major members in accordance with the procedure approved by the RA Legislation).

Minister, Chief of Staff of the RA Government

M. Topuzyan

Annex 5 to Governmental Decision # 1231-N (14.07.2005)

**THE PROCEDURE ON NOTIFYING THE POPULATION ON OBLIGATORY
REGISTRATION OF NON-REGISTERED PERSONS RESIDING IN THE RA**

1. The relations connected with the process of notification of the population on obligatory registration on non-registered persons residing in the RA are regulated with the given procedure.

2. From the day of entry into force of the RA Governmental decision # 1231-N dated 14.07.2005 “On Introduction of the State Population Registry System in the Republic of Armenia” the RA Police under the RA Government broadcasts the note on the registration on the RA public television and radio, and in mass media of no less than 3000 copies of circulation at least once a week.

3. The information should contain general information on the procedure of registration, documents necessary for registration, should mention the deadline for registration, as well as the liability applied to the persons non-registered after the deadline established by the RA Legislation.

4. Within 10 days after the entry into force of the RA Governmental decision # 1231-N dated 14.07.2005 “On Introduction of the State Population Registry System in the Republic of Armenia” the bodies of local registry should post the relevant note in their territories in a place of easy access.

Except for the information mentioned in provision 3 of the given procedure the address and working hours of the relevant local registry should be mentioned in the note.

Minister, Chief of Staff of the RA Government

M. Topuzyan

Annex 6 to Governmental Decision # 1231-N (14.07.2005)

**THE PROCEDURE ON THE POST-DEATH ALTERNATION OF THE LEGAL
STATUS OF THE PERSONAL REGISTRATION DATA IN THE STATE POPULATION
REGISTRY**

1. After the comparison between the data received on the decedents and personal registration data present in the state population registry the data of the document certifying the fact of death of a registered person (number, date of issuance, issuing body), as well as the name, family name, patronymic, date and place of birth, sex of the person mentioned in it, are entered into the registry.

2. The personal registration data of a decedent are archived in the central registry after 6 months since the person's death in accordance with the established procedure.

3. The personal registration data of a decedent can be provided only to the bodies holding relevant authorities established by law, or to the descendants of the decedent.

Minister, Chief of Staff of the RA Government

M. Topuzyan