

*Effective from the 18<sup>th</sup> day of November, 1998*

**DECREE No. 637  
OF PRESIDENT OF GEORGIA**

**ON THE APPROVAL OF PROCEDURE FOR THE CONSIDERATION  
AND SETTLEMENT OF MATTERS OF CITIZENSHIP OF GEORGIA**

**November 9, 1998, Tbilisi**

1. The Procedures for the Consideration and Settlement of Matters of Citizenship of Georgia be approved.
2. The forms attached to the Provision (Appendix I, Form No. 1,2,3, Appendix II, Form No. 4; Appendix III, Form No. 5, Appendix IV, Form No. 6, Appendix V, Form No. 7) be approved.
3. The following normative acts be declared invalid:
  - a) Decree No. 83 of March 25, 1994 of Head of State of Georgia on the Approval of Procedures for the Consideration of Applications and Recommendations on Citizenship of Georgia”;
  - b) Resolution No. 450 of June 10, 1993 of the Cabinet of Ministers of the Republic of Georgia on the Procedure for Establishing Citizenship of the Population of Georgia”;
  - c) Resolution No. 452 of the Cabinet of Ministers of the Republic of Georgia of July 10, 1993 on Provision on Interim Committees for Citizenship under Local Administration Authorities”;
4. The Ministry of Interior of Georgia (K. Targamadze) and the Ministry of Foreign Affairs of Georgia (I. Menagarishvili) shall ensure that appropriate regulations shall be in compliance with the requirements of this Provision.
5. This Decree shall enter into force upon the promulgation date thereof.

**E. Shevardnadze**

Published on 18<sup>th</sup> day of November 1998 in the newspaper “Sakatvelos Respublika”.

# **Procedures for the Consideration and Settlement of Matters of Citizenship of Georgia**

## **I. General Provisions**

1. This Provision establishes procedures for the consideration and settlement of matters of citizenship of Georgia (acquisition, restoration, establishment, renunciation and termination of citizenship of Georgia), as well as execution of decisions made on citizenship, control over the execution of such decisions and collection of statistics on citizenship pursuant to the Law of Georgia on Citizenship of Georgia (hereinafter referred to as “the Law”).
2. President of Georgia shall render a decision regarding acquisition, restoration, termination and renunciation of citizenship of Georgia on the basis of materials submitted by the Ministry of Justice of Georgia.
3. Applications of persons concerning citizenship and recommendations of appropriate authorities shall be prepared for preliminary consideration by the Department for Citizenship and Immigration of the Ministry of Justice of Georgia. The Department shall submit its conclusion regarding aforementioned materials to the Board for Citizenship and Immigration of the Ministry of Justice (hereinafter referred to as “the Board”). Resolution of the Board, together with the materials of the case, shall be submitted to President of Georgia for final decision.
4. Applications for acquisition, restoration, establishment and renunciation of citizenship of Georgia shall be submitted to the Ministry of Justice of Georgia in the written form.  
Matters of citizenship of a person under 14 years shall be considered together with the application of his lawful representative.
5. Persons residing outside Georgia shall submit applications and other documents required for considering the matter to consulates and embassies of Georgia in appropriate countries.
6. After receiving necessary documents, consulates and embassies shall refer them to the Ministry of Justice of Georgia within on month.
7. If there are reasonable grounds for losing citizenship of Georgia, the Court, Ministry of Interior of Georgia, Ministry of Foreign Affairs of Georgia and General Prosecutor’s Office shall immediately submit recommendations regarding the loss of citizenship of Georgia to the Ministry of Justice. Appropriate consulates and embassies shall submit such recommendations concerning persons residing outside Georgia. The Ministry of Security, Ministry of Defense, their respective agencies, the Department for Defense of State Borders of Georgia and other state authorities shall immediately provide in written form all available information concerning the grounds for losing Georgian citizenship.  
The recommendation shall contain the documents certifying the facts which, pursuant to Article 32 of the Law, are deemed as grounds for losing citizenship of Georgia (information from identification documents of a Georgian citizen or evidences of the right to citizenship of Georgia, as well as passport information and evidence of citizenship of any other state), and explanatory notes of concerned person specifying the reasons and circumstances for acquiring citizenship of any other country.
8. Any application or recommendation concerning citizenship of Georgia shall be considered as received upon the registration of the documents, which have been processed by the Ministry of Justice of Georgia pursuant to applicable procedures and this Provision.
9. Submitted applications and attached documents shall be in Georgian. Documents in any other language shall be accepted together with duly certified translation thereof.
10. Any interested persons shall personally submit applications concerning citizenship.  
If due to fair reasons (illness, long-term business trip, military service and etc.) any concerned person fails to submit such application personally, the Ministry of Justice or consulate or embassy of Georgia shall accept such application and the documents attached thereto through the person holding power of attorney or by mail.
11. In the cases specified by applicable legislation and this Provision, a written consent of lawful representative of any concerned person between the ages of 14-18 shall be duly notarized.
12. Signature of a person, who resides in any other state, affixed to the application and any other documents attached thereto shall be duly certified by respective consulate or embassy.
13. If due to any physical defect, illness or any other fair reasons a concerned person fails to affix his signature to the application or other documents, another person may on behalf of and upon instruction of the aforementioned person sign such application or documents, which shall be duly notarized.
14. The term for the consideration of and decision-making on applications and recommendations concerning citizenship shall not exceed one year from the date of receipt of such applications and recommendations.  
The term for the consideration of matters of citizenship of Georgia shall not exceed 3 months.
15. Applications and recommendations concerning acquisition, restoration, termination and renunciation of citizenship of Georgia may be reconsidered after the expiration of one year from the date on which previous decision was made. In such case, the procedure of reconsideration shall be conducted according to Paragraphs 40-50 of this Provision.
16. State fee for considering applications and any other documents related to citizenship, shall be paid in the amount and according to the procedures prescribed by relevant Georgian legislation.

The receipt of payment shall be attached to the personal file.

17. During the consideration of applications, recommendations and any other documents the Department for Citizenship and Immigration may invite the person concerned and obtain any documents and explanations necessary for such consideration, and obtain necessary information and written conclusions and documents concerning the case from appropriate state authorities and public organizations.
18. During the consideration of citizenship matters, one shall take into consideration personal documents of concerned person, his personality, motives of application, duly processed explanatory notes and other written documents.
19. During preliminary consideration of matters concerning citizenship, the Department for Citizenship and Immigration of the Ministry of Justice of Georgia shall explain to the applicant the requirements of the Law, including renunciation of citizenship of other state when acquiring citizenship of Georgia and procedures for appealing the decision made on citizenship.
20. Pursuant to the relevant legislation, decision on citizenship shall be made by President of Georgia. In cases stipulated by Article 361 of the Law, the Ministry of Justice of Georgia shall make the decision.
21. President of Georgia shall issue an order upon satisfaction or rejection of applications and recommendations concerning acquisition, restoration, termination or renunciation citizenship of Georgia.
22. In compliance with the terms and conditions provided under Articles 3 and 11-22 of the Law, the Ministry of Justice shall make decision regarding the establishment of citizenship of Georgia.
23. A person applying for citizenship of Georgia on the basis of Articles 26, 28, and 29 of this Law shall, during the preliminary consideration of the matter, take a test in Georgian or Abkhazian and of history and legislation of Georgia.  
Interested persons shall take such test before the standing Committee for Citizenship under the Ministry of Justice of Georgia, which is comprised of scientists and representatives of the public.  
The Ministry of Justice of Georgia shall approve the statute of the Committee as well as its members.
24. Within the process of consideration of any case concerning citizenship, the Department for Citizenship and Immigration of the Ministry of Justice shall, on the basis of available documents, render a reasoned conclusion on the advisability of satisfaction or rejection of application, recommendation and other respective documents.  
Such conclusion, together with attached materials shall be considered at the session of the Board and approved by decision thereof. The Board shall make decision by a majority vote. Chairman of the Board shall sign such decision.
25. Besides concrete matters pertaining to citizenship, the Board may consider any other matter related to development and implementation of state policy in the field of citizenship and submit relevant recommendations to the legislative and executive authorities of Georgia; generalize activities of agencies engaged in this field and within its competence evaluate the works performed in these directions; for this purpose, the Board may invite authorized officials from passport services of the Ministry of Interior of Georgia, Ministry of Foreign Affairs of Georgia and consular missions of Georgia to other countries; outline guidelines for methodological support and work out respective recommendations; regularly hear reports on ongoing activities carried out by such services in this field; consider matters concerning the execution of decisions made on citizenship according to the results of inspection conducted by the Department for Citizenship and Immigration; receive respective explanations from authorized officials of passport services of the Ministry of Interior and consular missions; take appropriate measures to ensure full compliance with legislation in the field of citizenship and the Constitution of Georgia for the purpose of implementation of the uniform citizenship policy within the country; work out appropriate policy measures and recommendations for the observance of legislation on public service, and ensure that there are no facts of dual citizenship in public service and no persons with dual citizenship, citizens of other countries or stateless persons are appointed to any position in public service. State authorities and appropriate authorized officials shall submit necessary information to the Ministry of Justice for considering at the meeting of the Board upon request.  
The statute of the Board shall determine the procedure for organization and activity of the Board for Citizenship and Immigration.  
The Minister of Justice of Georgia shall approve the statute and members of the Board.
26. An applicant, representative of the any authority submitting a recommendation and the persons whose attendance may be necessary to ascertain circumstances related to the consideration of the case, may be invited to the session of the Board for Citizenship and Immigration upon decision of the Board.
27. The decision of President of Georgia on granting citizenship of Georgia to a citizen of another country or restoring citizenship of Georgia to a citizen of another country shall inter into force upon presenting the document issued by relevant authorized authorities, which certifies renunciation of initial citizenship by such person. Such document may be referred to in the text of the respective order. The concerned person shall submit the document to the Department for Citizenship and Immigration of the Ministry of Justice.  
The decision of the President of Georgia shall be referred to the Department for Citizenship and Immigration of the Ministry of Justice for further actions.
28. Decisions (orders) of President of Georgia related to citizenship of Georgia shall be promulgated according to applicable procedures.
29. The Ministry of Justice of Georgia shall maintain control over compliance with the requirements of legislation on citizenship pursuant to the prescribed procedure.

## **II. Procedure for Establishing Citizenship of Georgia; Documents Necessary for Consideration of Matters related to the Establishment of Citizenship**

30. The Department for Citizenship and Immigration of the Ministry of Justice of Georgia shall consider and solve the matters related to the establishment of citizenship of Georgia pursuant to Article 361 of the Law.
31. The following documents shall be submitted to the Department for Citizenship and Immigration of the Ministry of Justice of Georgia for considering the matters related to the establishment of citizenship of Georgia:
- For establishing citizenship pursuant to Paragraph (a) of Article 3 of the Law:
    - a) document certifying permanent residence in Georgia for at least five years (identification and registration documents, copies of a passport, military card, labor record book or notice from workplace, or other document certifying a legal fact);
    - b) document certifying residence of the person in Georgia by the time of enforcement of the Law (passport data, copies of a passport, military card, labor record book or notice from workplace, or other document certifying a legal fact);
    - c) document issued by the passport service certifying that such person has not renounced citizenship of Georgia within the term prescribed by the Law;
    - d) photograph of 3 x 4 size;
  - For establishing citizenship pursuant to paragraph (b) of Article 3 of the Law:
    - a) document confirming the birth of such person in Georgia (birth certificate, identification card of citizen of Georgia, passport, information about passports of parents);
    - b) documents certifying residence of a person in Georgia till December 21, 1991 (passport, military card, labor record book or other document certifying a legal fact);
    - c) in the event when there are grounds for the acquisition of citizenship of another country, the Ministry shall be provided with a document issued by competent authorities of a respective country, which confirms that the person is not a citizen of this country. This requirement shall not apply to the countries, where such documents are not usually issued. In such case a concerned person shall be explained that if it is discovered that he is a citizen of any other country, he will lose citizenship of Georgia pursuant to applicable legislation of Georgia;
    - d) photograph of 3 x 4 size.
- The Department for Citizenship and Immigration of the Ministry of Justice of Georgia may additionally request necessary documents for considering the matters related to the establishment of citizenship from state authorities, public organizations and other agencies, and receive explanatory notes of officials and citizens.
- An applicant for the establishment of citizenship shall fill in an application form (see Appendix No. 1, Form No. 1).
- A decision on establishing citizenship shall be rendered in the form of a conclusion (see Appendix No. 1, Form No. 2, and Form No. 3). Copies of the conclusion shall be sent to the passport service for execution and the applicant. The conclusion may be satisfactory or unsatisfactory.
- A satisfactory conclusion shall be rendered in case there are substantial grounds for establishing citizenship of a person in compliance with Articles 3 and 11-22 of the Law. Unsatisfactory conclusion shall be rendered in the event when citizenship of such person is not confirmed by available documents in accordance with the requirements of these Articles of the Law.
- A conclusion shall be signed by duly authorized official of the Ministry of Justice and certified by the seal of the Department for Citizenship and Immigration.
32. Pursuant to Paragraphs (a) and (b) of Article 3 of the Law, during the consideration of matters related to the establishment of citizenship, the reasons for renouncing citizenship of Georgia and the reasons for the failure of the applicant to observe the term for renouncement of citizenship of Georgia shall be taken into consideration. In the event when a reasonable excuse exists pursuant to Article 45 of the Law, the Department for Citizenship and Immigration may extend such term and render a decision on the establishment of citizenship of Georgia in the interests of the person.
33. The conclusion of the Ministry of Justice on the establishment of citizenship may be appealed in the court pursuant to applicable procedures.
34. The conclusion of the Ministry of Justice on the establishment of citizenship shall binding upon passport services, and diplomatic and consular missions of Georgia in other countries.
35. Passport services within 5 days and consulates within 15 days from the rendering of the decision shall take necessary measures for execution thereof and immediately inform the Department for Citizenship and Immigration of the Ministry of Justice of Georgia thereof. Passport services and consulates and embassies of Georgia in other countries shall pursuant to Articles 3 and 11-22 of the Law on Citizenship of Georgia register applicants for citizenship and issue necessary documents certifying citizenship only upon receiving the conclusion of the Ministry of Justice.
36. The Ministry of Justice shall maintain control over the execution of decisions on citizenship.
37. Passport services and consulates Georgia shall report to the Ministry of Justice on the execution of decisions on citizenship in every three months.

Such reports shall include detailed description of activities performed and measures taken for the execution of decisions on the establishment of citizenship (registration, registration date, date of issuance of identification card, number, code, etc.).

38. The persons who by the time of adoption of the Law on Citizenship of Georgia resided in Georgia and failed to comply with other requirements stipulated by Article 3 of the Law, shall on the basis of appropriate conclusion of the Department for Citizenship and Immigration of the Ministry of Justice of Georgia be registered according to their place of residence as citizens of other countries or stateless persons.

### **III. Procedure for Considering Matters related to the Acquisition of Citizenship of Georgia**

39. A person applying for citizenship of Georgia shall submit the following documents to the Ministry of Justice:

- For applications for citizenship of Georgia pursuant of Article 26 of the Law:
  - a) personal application for citizenship of Georgia. The applicant shall carry identification documents and present them upon request (identification (residence) card, passport);
  - b) document certifying residence in Georgia for the last ten years (identification and registration documents, document certifying registration according to the place of residence), or a court decision establishing a legal fact;
  - c) 2 photographs of 3 x 4 size;
  - d) document certifying possession of a job or real estate in Georgia;

An applicant for citizenship of Georgia shall according to established procedures take a test before the Committee for Citizenship under the Ministry of Justice for the purpose of examining his knowledge of Georgian and history and legislation of Georgia.

Conclusion of the Committee, together with test results, shall be attached to the personal file of the applicant.

40. Pursuant to Article 27 of this Law, apart from the documents prescribed by Subparagraphs (a) and (c) of Paragraph 41 of this Provision an applicant for citizenship of Georgia shall present the following documents:

Documents complying with the requirements of Paragraphs (a) and (b) of Article 27 of the Law (document certifying scientific degree (diploma), military rank, qualification, membership of international organization, investor's status, receipt of award or prize, possession of copyright, or recommendation of head of a political party, state agency or public organization).

Whereas there are impeding circumstances for an applicant for citizenship, as prescribed by Article 261 of this Law, any competent official or agency shall provide the Ministry of Justice with necessary information on such circumstances upon request.

41. Pursuant to Article 28 of the Law, apart from the documents prescribed by Subparagraph (a) and (c) of Paragraph 41 of this Provision an applicant for citizenship of Georgia shall submit the following documents:

- a) document certifying marriage with a citizen of Georgia (marriage certificate or a court decision establishing a legal fact);
- b) document confirming that the applicant's spouse is a citizen of Georgia;
- c) document confirming residence of such person and his spouse within the territory of Georgia for the last three years (document issued by a respective passport service or a court decision establishing a legal fact);
- d) two photographs of 3 x 4 size;

Pursuant to Article 28 of the Law, an applicant for citizenship of Georgia shall in compliance with Paragraphs (b) and (c) of Article 26 of this Law take a test before the Committee for Citizenship under the Ministry of Justice for the purpose of examining the applicant's knowledge of Georgian language, history and Georgian legislation.

The conclusion of the Committee, together with the results of the test, shall be attached to the personal file of the applicant.

Upon presenting necessary documents, an applicant shall fill in the special application form (see Appendix No. 2, Form No. 4) addressed to President of Georgia.

42. A person who was granted citizenship of Georgia shall sign the oath of allegiance to Georgia, which will be attached to his personal file.

### **IV. Procedure for the Consideration of Matter related to Restoration of Citizenship of Georgia**

43. Pursuant to Article 29 of the Law, a person seeking consideration of matters related to restoration of citizenship of Georgia shall apart from the documents specified in Subparagraphs (a) and (c) of Article 41 of this Provision submit the following documents to the Ministry of Justice:

- a) documents certifying the fact that such person shall be considered a citizen of Georgia pursuant to the Law;
- b) document certifying unlawful termination of citizenship of Georgia on the part of any authorized agency;
- c) document certifying renunciation of citizenship of Georgia;
- d) document certifying change of citizenship of Georgia due to the parents' choice;
- e) two photographs of 3 x 4 size.

Pursuant to Article 29 of the Law, an applicant for restoration of citizenship of Georgia shall submit additional document certifying residence in Georgia by the time of submitting an application. In addition, such person shall take a test before the Committee for Citizenship under the Ministry of Justice.

Restoration of citizenship may be denied to a person if substantial grounds prescribed by Article 261 of the Law have been found.

For the purpose of revealing impeding circumstances for restoration of citizenship of Georgia, each authorized state agency, organization and official shall provide the Ministry of Justice with necessary information upon request.

44. An applicant for restoration of citizenship of Georgia shall fill out a special application form (Appendix No. 3, Form No. 5) addressed to the President of Georgia.
45. During the consideration of matters related to acquisition and restoration of citizenship of Georgia, whenever there are grounds for acquiring citizenship of any other country, the applicant shall submit necessary documents certifying that he is not a citizen of any other country.

These requirements shall not apply to the countries, where such documents are not usually issued. In such case, it shall be explained to the applicant that if it is found that he is a citizen of any other country, he will lose citizenship of Georgia pursuant to relevant procedures of Georgia.

## **V. Termination of Citizenship of Georgia.**

### **Procedures for the Consideration of Matters related to Renunciation and Loss of Citizenship of Georgia**

46. Grounds for termination of citizenship of Georgia shall be as follows:
  - a) renunciation from citizenship of Georgia;
  - b) loss of citizenship of Georgia;
  - c) other circumstances provided for by international treaties to which Georgia is a party and by the Law of Georgia on Citizenship;
47. An applicant for the consideration of matters related to renunciation of citizenship of Georgia shall submit the following documents to the Department for Citizenship and Immigration of the Ministry of Justice of Georgia:
  - a) copy of a document confirming citizenship of Georgia (identification card or passport of a citizen of Georgia, passport with the symbol of former USSR, registration document);
  - b) document certifying that the applicant is not conscripted for military service pursuant to applicable procedures;
  - c) document certifying that the applicant has no debt payable for public service;
  - d) document certifying payment of state duty for renunciation of citizenship of Georgia or document on exemption from such duty;
  - e) two photographs of 3 x 4 size;
  - f) in case of having changed his family name, the applicant shall provide the document certifying such fact;
  - g) in the event when renunciation from citizenship of Georgia is sought by a minor, he shall submit a copy of birth certificate and a written consent of concerned persons and confirmation issued by an authorized state agency on another country on the possibility of granting citizenship of that country to the applicant.

An applicant for renunciation of citizenship of Georgia shall fill in a special application form (Appendix No. 4, Form No. 6).

48. During the consideration of matters related to acquisition, restoration and renunciation of citizenship of Georgia, the Department for Citizenship and Immigration of the Ministry of Justice shall take appropriate measures to examine whether the applicant has ever been convicted, and if required, shall request authorized agencies to provide information on whether such person has been criminally prosecuted or the court has passed a sentence against him, which is subject to enforcement.

If an applicant for renunciation of citizenship of Georgia owes material or any other obligation to any citizen, state organization or agency, the latter shall apply to the Department for Citizenship and Immigration of the Ministry of Justice and present the document certifying such obligation (agreement, court decision, writ of execution, etc.).

The Department for Citizenship and Immigration of the Ministry of Justice may suspend consideration of the matter till the fulfillment of such obligations.

49. Pursuant to Article 32 of the Law, in the event when there are substantial grounds for losing Georgian citizenship, the court, Ministry of Interior, Ministry of Foreign Affairs, General Prosecutor's Office, Georgian consulates and embassies shall submit a recommendation (Appendix No. 5, Form No. 7) on losing the citizenship of Georgia to the Department for Citizenship and Immigration of the Ministry of Justice.

The Ministry of State Security, Ministry of Defense of Georgia, their respective agencies, the Department for Defense of State Borders of Georgia and other state agencies shall immediately provide the Ministry of Justice with written information on the grounds for losing the citizenship of Georgia.

The following documents shall be attached to a recommendation:

- a) copy of an identification document of citizen of Georgia (identification card or passport of a citizen of Georgia, registration card, etc.); in the event when the applicant does not possess the above-referenced documents, the recommendation shall include an old passport data and other documents by which the right to citizenship of Georgia is established;

- b) two photographs of 3 x 4 size;
  - c) document confirming the grounds for loss of citizenship of Georgia, as prescribed by the Law (document certifying that the applicant was recruited by state military service, police, law enforcement bodies, or other governmental or state authorities of another country, document certifying that the applicant stayed in any other country for more than two years without registration at consulate without any reasonable excuse, document confirming acquisition of citizenship of Georgia on the basis of false documents, or document confirming acquisition of citizenship of another state).
50. If the grounds for loss of citizenship of a person have become known for the Department for Citizenship and Immigration of the Ministry of Justice without any recommendation submitted by the agencies listed in Article 35 of the Law, the Department shall consider the matter pursuant to Paragraph 1 of Article 35 and submit the respective materials to President of Georgia.
  51. During the consideration of matters related to the loss of citizenship, the Department for Citizenship and Immigration of the Ministry of Justice may obtain any other documents.
  52. In case of discovering any signs of forgery in the documents submitted for the consideration of matters related to citizenship (moderation of signatures, seals, stamps, records, photograph, etc.), or in case of lack of information required for decision-making, the Department for Citizenship and Immigration of the Ministry of Justice may obtain additional information and appropriate data from relevant state authorities.

## **VII. Execution of Citizenship-related Decisions of President of Georgia and the Ministry of Justice**

53. Decrees and orders on citizenship issued by President of Georgia shall be referred to the Department for Citizenship and Immigration of the Ministry of Justice.
54. The Department for Citizenship and Immigration of the Ministry of Justice of Georgia shall within the term of three days refer the decrees and orders of President of Georgia and decisions rendered by the Department to respective agencies for execution.  
The Department for Citizenship and Immigration shall certify documents issued on citizenship with an official seal. The specimen of the seal shall be approved by the Minister of Justice.
55. Decisions of President of Georgia on acquisition, restoration, termination and renunciation of citizenship of Georgia and decisions of the Ministry of Justice on the establishment of citizenship of Georgia to persons residing in Georgia shall be referred to passport services of the Ministry of Interior. Those regarding persons living outside Georgia shall be referred to consular and diplomatic missions in respective countries.
56. Passport services of the Ministry of Interior of Georgia and consular missions shall in conformity with applicable procedure and terms, and pursuant to the decision on the matter ensure registration of concerned persons, their removal from registration list, and issuance or revocation of documents certifying citizenship, and submit detailed information thereof to the Ministry of Justice.
57. If facts of illegal issuance or invalidation of any identification documents certifying citizenship of Georgia, status of stateless person or citizenship of any other country, illegal registration or removal from registration list are revealed, the Department for Citizenship and Immigration of the Ministry of Justice may take appropriate measures against such facts. For this purpose, it may solicit necessary information from passport services of the Ministry of Interior and consulates.  
In case of revelation of any evidence of criminal offense committed by an official of authorized agency or a citizen, the Department for Citizenship and Immigration of the Ministry of Justice shall submit the necessary material to investigation agencies. If there is an evidence of an administrative infraction, the Department shall recommend respective bodies to impose an administrative penalty.
58. The Department for Citizenship and Immigration of the Ministry of Justice shall inform the concerned persons and authorities about decisions made on citizenship. In case of unsatisfactory decision, such persons and authorities shall be served a written explanation, specifying substantial reasons for the rejection of the application.
59. On the basis of information furnished by passport services and consular missions, the Department for Citizenship and Immigration of the Ministry of Justice shall regularly but no less than once a year report to President of Georgia on the execution of decisions made by the latter.  
The report shall specify the terms of executing such decisions, details of measures taken in this matter, and facts of violating the procedures for execution of such decisions, namely, failure to comply with the established terms, reasons for protraction of the execution and so forth.
60. Materials of consideration of matters related to citizenship shall be kept in the archives of the Ministry of Justice pursuant to the prescribed procedure.

## **VIII. Keeping Statistics on Citizenship**

61. For the purpose of ensuring a uniform system of citizenship of Georgia, the Department for Citizenship and Immigration of the Ministry of Justice shall keep records on number of citizens residing in and outside of Georgia,

number of aliens and stateless persons residing in Georgia, and dynamics of acquisition, restoration and termination of citizenship of Georgia.

Passport services of the Ministry of Interior and consulates and embassies of Georgia shall provide the Department for Citizenship and Immigration of the Ministry of Justice with full information on citizens of Georgia and aliens and stateless persons legally residing in Georgia, who have been duly registered, as well as information on registration of citizens of Georgia emigrated to other countries or removal thereof from registration list.

On the basis of statistical data collected by the Department for Citizenship and Immigration, the information on dynamics of migration of aliens legally residing in Georgia shall be submitted to President of Georgia by the end of every year.

Interested persons and state authorities may, in compliance with the established procedure, receive information related to citizenship from the Statistics Service of the Department for Citizenship and Immigration.

Procedure and terms for keeping statistics on citizenship and issuance of respective information shall be established by a special order of Minister of Justice of Georgia.