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INSTRUCTION
on the procedure of issue, renewal,
registration and storage of refugee identity cards.

I. General Provisions

1. The present instruction is issued in pursuance of the Law of Kyrgyz Republic “On Refugees” of 14 February 2002 and shall identify the procedure of issue, exchange, renewal, registration and storage of refugee identity cards in Kyrgyz Republic, being issued to persons recognized as refugees on the territory of Kyrgyz Republic.
2. Refugee identity card (hereinafter referred to as identity card) – is a document, certifying the identity of person, who was recognized as a refugee in the Kyrgyz Republic in conformity with the Law of Kyrgyz Republic “On Refugees”, and which is a ground for registration of this person and his family members with the bodies of interior as established by the legislation of Kyrgyz Republic.
3. Exchange, renewal, registration and storage of identity cards and annulment thereof shall be executed by the Department of Migration Service under the Ministry of Foreign Affairs of Kyrgyz Republic (hereinafter referred to as Department).
Identity card shall be issued by the Department on the ground of its own decision on recognition of a person who is non-citizen of Kyrgyz Republic as a refugee and shall be forwarded to the territorial migration bodies for handing over to refugee.
4. Term of validity of the identity card shall be one year. Term of validity of the identity card shall be extended in the course of re-registration procedure.
5. Blank identity card shall be the document of strict accounting.
6. The responsibility for receipt, registration, storage and spending of blank identity card shall be born by the Head of the department for work with refugees.
7. For transfer of the identity card to another person, its falsification, utilization of fraudulent card, the refugee is subject to responsibility according to the legislation of the Kyrgyz Republic.
8. Seizure of identity card from the person may be executed in case of loss of refugee status, as well as in other cases provided for by the legislation of Kyrgyz Republic.
9. Identity card must be returned to the Department and territorial migration bodies in cases of:

- loss of refugee status;
- death of the person received identity card.

II. Procedure of issue, exchange and renewal of identity cards, and annulment thereof

10. Identity card shall be issued on the ground of the decision on recognition of refugee on the territory of Kyrgyz Republic in exchange for asylum-seeker certificate, national passport and other documents, which shall remain for storage in the Department for the term of recognition of this person as refugee.
11. To receive an identity card refugee shall submit:
- completed questionnaire form N1 (Annex 1)
 - passport or other substitute document, certifying the identity of refugee;
 - asylum-seeker certificate;
 - identity papers for the family members accompanying him/her (passport, birth certificate);
 - marriage certificate;
 - 2 black and white personal photos measuring 35x45 mm with clear image of the full face without hat (individuals constantly wearing glasses are required to submit a photo with glasses with clear lenses)
12. Identity card shall contain:
- last name, first name, patronymic of the identity card owner;
 - date and place of birth;
 - citizenship;
 - term of validity of the identity card;
 - date and place of issuance of the identity card
 - signature of the head of the body issued the identity card;
 - refugee registration number
 - personal signature of refugee
 - information on minor members of the family of refugee, accompanying him/her;
 - domiciliary registration of the refugee and removal from registry by the bodies of interior;
 - home address.
13. Entry of the data, notes and records not provided for by this Instruction into the identity card is prohibited. Identity card containing data, records and notes not provided for by this Instruction is invalid.
14. In case of change of the data entered into the identity card, corresponding records shall be made in it.
15. Identity card shall be issued to persons attained to the age of 16. Information on the minor members of the family shall be entered into the identity card of one of the parents, and in the absence thereof – into the identity card of one of the adult members of the family who bears responsibility for their behavior, upbringing and development, and by the consent of this adult family member. Identity card shall be issued against acknowledgement of receipt.

16. Exchange and renewal of the identity card shall be made on one of the following grounds:

- expiration of the identity card
- change of last name, first name, patronymic, data on the date (day, month, year) and/or place of birth;
- worthless of the identity card for further utilization due to wear, damage or other reasons;
- detection of inaccuracy or fallacy of the records made in the identity card;
- impossibility of further entry of necessary records due to lack of free space on the required pages of the identity card;
- loss of identity card.

17. For exchange of the identity card, the refugee shall submit:

- completed copy of the questionnaire form 1 (Annex 1)
- application for exchange of the identity card;
- identity card to be exchanged;
- 2 black and white personal photos measuring 35x45 mm

18. For renewal of the identity card the refugee shall submit:

- application for renewal of the identity card with indication of place, date of issuance and issued authority, persons entered into it, circumstances of loss of the identity card;
- reference from the address bureau of MIA of Kyrgyz Republic on non-finding of the lost document, as well as other documents certifying the fact of loss;
- reference from the law-enforcement bodies on fact of registration of the identity card theft;
- 2 black and white personal photos measuring 35x45 mm.

19. In cases when upon collation of documents attesting the identity of the petitioner the identity is not found or any misfit of records on identity card holder with the data provided by petitioner is detected, additional measures shall be taken in order to establish the identity of the petitioner and reasons for discrepancy.

20. Upon insufficiency of materials on circumstances of identity card loss, additional evidence for the fact of loss may be required.

21. The decision on exchange and renewal of the identity card shall be made by the Department on the ground of conclusion of the territorial migration agencies, in the presence of grounds indicated in item 16 of this Instruction.

22. Documents and photos for issue, exchange and renewal of the identity card shall be submitted by the refugee no later than 30 days after coming of circumstances, indicated in items 10, 16 of this Instruction.

23. Day of the receipt of documents shall be the day of submitting of all duly completed documents and photographs provided for by this Instruction

24. Identity card shall be issued to person within 30 days from the day of receipt of the documents by competent bodies.

Handing over of the identity card shall be performed by the head of department responsible for work with refugees and territorial migration agencies, who shall ascertain that the recipient of the identity card is just the person the identity card is being issued to.

25. Identity card shall be recognized invalid upon missing photography of the refugee, presence of inaccuracies or wrong records, as well as worthless for further use.

III. Registration and Storage of blank identity cards

26. Registration and storage of identity cards shall be processed in order providing reliable safety thereof.

27. Blank identity cards shall be stored in separate safes or strongboxes, cases in the Department and territorial migration bodies.

Safes (boxes, cases) with blank identity cards shall be sealed up by the supervisor or employee who is directly performing functions of registration and storage of blank identity cards.

28. Employees directly performing functions of registration and storage of blank identity cards shall bear personal responsibility for registration and storage thereof.

29. Only persons concerned with registration and storage of blanks shall have access to the place of storage of blank identity cards, as well as their immediate supervisors and officials examining conditions of storage and registration of blanks (in presence of employees responsible for storage of blanks).

30. Upon receipt of blank identity cards, employees performing duties of registration and storage thereof, shall check whether the package and marking tags (labels) of the manufacturing plant are intact and their condition, compliance of the quantity of received blanks with the quantity indicated in accompanying documents, as well as compliance of series and numbers of blank identity cards showed in the marking tags (labels) with the series and numbers indicated in accompanying documents.

31. Upon delivery to the Department blank identity cards shall be registered in the Book of registration of receipt and issuance of blank identity cards by form N4P (Annex 4).

Used blank identity cards shall be written off through the same books. Invoices prepared by the form N 5P (Annex 5) shall be the grounds for writing off blank identity cards.

Records in the book shall be made with purple or black pen clearly and without blots. Mistakes shall be corrected through crossing out incorrect records and entry of new ones, which shall be approved by the signature of the designated persons. Erasing of records is not allowed.

32. Conveyance of blank identity cards shall be carried out by courier communication or by special communication in the package guaranteeing its safety.

33. In case of conveyance of blank identity cards by the employees of the Department and territorial migration bodies, persons who are entrusted the conveyance shall be notified that after receipt of blanks they are ought to immediately follow to the destination point. They are prohibited to transfer the

- trust to guard and convey blank identity cards to other persons, as well as simultaneously perform any other missions, even of official nature.
34. Unsealing of packages with blank identity cards in the Department shall be performed in the presence of the members of the commission appointed by the orders of Department Director, who shall recount and fully examine received blanks.
 35. After unsealing and examination of unsealed package blank identity cards shall be fully registered through the Journal of registration of receipt of identity cards and issue thereof to refugees by the form N2P (Annex 2).
 36. In case of shortage, excess or detection of faulty blank identity cards (absence or damage of printed text, doubled numbers, splay fonts, incorrectly bound identity cards or not corresponding numbers showed in marking tags (labels) of the manufacturing plant on the package), reports shall be drawn up in 2 copies. First copy of the report with attached packages and marking tags (labels) of the manufacturing plant, as well as faulty blank identity cards shall be forwarded to the supplier (manufacturing plant). Second copy of the report shall be the ground for writing off blank identity cards through the Journal of registration of receipt of identity cards and issue thereof to refugees by the form N2P.
 37. Identity cards recognized as invalid are subject to disposal.
Disposal of invalid identity cards shall be executed through the deed of disposal of invalid identity cards by form N3P (Annex 3) by means of burning not less than once per year by the commission mentioned in item 34 of this instruction. Before disposal of each identity card the commission shall inspect if notes on disposal of each identity card have been entered into the applications by form N1P.
 38. Upon disposal of identity card, deed number, date (day, month, year) and reason for disposal shall be entered into the application for issuance (exchange) of the identity card by form N1P.
 39. Upon disposal of blank identity cards damaged during issuance, its number shall be cut off from the page 1 of the blank, which shall be then glued to the column 3 of the Journal of registration of receipt of identity cards and issuance to refugees by form N2P, and column 5 shall contain the disposal deed number and date.
 40. In cases of loss or theft of blank identity cards official investigation for establishment of reasons and circumstances of the occurrence shall be conducted. Within 10 days from the date of revealing of the fact of loss or theft, materials of official investigation shall be submitted to the management of the Department for taking appropriate measures.
 41. Inspections on provision of registration and storage of identity cards in the Department shall be conducted not less than once per year by the commission annually appointed by the order of the Department Director.
 42. The commission is ought to inspect:
 - 1) condition of registration and storage of blank identity cards, prompt and completeness of posting thereof, writing off (issuance), compliance of remainder of blank identity cards by the Journal of registration of receipt of

identity cards and issuance thereof to refugees by form N2P with actual availability; provision for safety of blank identity cards; accuracy of records in the Journal of registration of receipt of identity cards and issuance to persons; observance of rules of use special production;

- 2) accuracy of registration and validity of issuance of identity cards;
- 3) prompt clearing off of identity cards recognized invalid, procedure of storage and disposal thereof.

43. Reports shall be drawn up on the results of inspection, revealing defects and containing suggestions on elimination thereof.

The report shall be approved by the Director of the Department.

Members of the commission shall bear responsibility for completeness of inspection and accuracy of the information contained in the report.