

On approval of the Rules on arrangements, issuance, replacement, surrender, withdrawal, registration, storage and destruction of diplomatic and service passports of the Republic of Kazakhstan and the list of officials of the Republic of Kazakhstan to whom diplomatic and service passports of the Republic of Kazakhstan are issued

Unofficial translation

Decree of the President of the Republic of Kazakhstan dated January 13, 2014 № 722.

Unofficial translation

In accordance with subparagraph 27-1) of Article 6 of the Law of the Republic of Kazakhstan “On the Diplomatic Service of the Republic of Kazakhstan” and Article 24 of the Law of the Republic of Kazakhstan “On Identity Documents” **I HEREBY DECREE:**

Footnote. Preamble - as amended by Decree of the President of the Republic of Kazakhstan dated 03.01.2024 № 429 (shall come into effect after the day of its first official publication).

1. Approve the attached documents:

- 1) The rules on arrangement, issuance, replacement, surrender, withdrawal, registration, storage and destruction of diplomatic and service passports of the Republic of Kazakhstan;
- 2) The list of officials of the Republic of Kazakhstan to whom diplomatic and service passports of the Republic of Kazakhstan are issued.

Within six months to conduct an audit and withdraw the diplomatic and service passports of the Republic of Kazakhstan, issued earlier to persons who are not included in the list specified in this paragraph.

2. Recognize as invalid:

- 1) Decree of the President of the Republic of Kazakhstan dated September 7, 2011 № 150 “On Approval of the Rules of Issuance, Record-keeping, Storage and Destruction of Diplomatic and Service Passports of the Republic of Kazakhstan” (SAPP of the Republic of Kazakhstan, 2011, № 54, art. 763);
- 2) Decree of the President of the Republic of Kazakhstan dated December 29, 2012 № 460 “On Amendments to the Decree of the President of the Republic of Kazakhstan dated September 7, 2011 № 150 “On Approval of the Rules for issuing, accounting, storage and destruction of diplomatic and service passports of the Republic of Kazakhstan (SP of the Republic of Kazakhstan, 2013, № 9, Art. 182).

(SP of the Republic of Kazakhstan, 2013, № 9, Art. 182).

3. The present law shall be enforced from the day of its first publication.

*President of the
Republic of Kazakhstan*

N. Nazarbayev

CONFIRMED.

RULES on arrangement, issuance, replacement, surrender, withdrawal, recording, storage and destruction of diplomatic and service passports Republic of Kazakhstan

1. General provisions

1. These Rules on arrangement, Issuance, Replacement, Delivery, Withdrawal, Record Keeping, Storage and Destruction of Diplomatic and Service Passports of the Republic of Kazakhstan (hereinafter - the Rules) have been developed in accordance with the Law of the Republic of Kazakhstan “On the Diplomatic Service of the Republic of Kazakhstan” dated March 7, 2002 and the Law of the Republic of Kazakhstan “On the Diplomatic Service of the Republic of Kazakhstan” dated January 29, 2013 “On Personal Identity Documents” and define the procedure for the arrangement, issuance, replacement, surrender, withdrawal, recording, storage and destruction of diplomatic and service passports of the Republic of Kazakhstan.

2. The following concepts are used in these Rules:

1) Diplomatic passport of the Republic of Kazakhstan - a document certifying the identity of a citizen of the Republic of Kazakhstan when leaving the Republic of Kazakhstan, residing outside the Republic of Kazakhstan to perform his official duties and when entering the Republic of Kazakhstan;

2) Service passport of the Republic of Kazakhstan - a document certifying the identity of a citizen of the Republic of Kazakhstan and confirming the official status of its owner at departure and entry, residence outside the Republic of Kazakhstan to perform his official duties;

3) Authorized person - the owner of the passport or an employee of the sending authority, authorized by this authority to carry out actions to issue and obtain a passport;

4) sending body - state body or organization of the Republic of Kazakhstan, sending its employee on a business trip abroad;

5) responsible employee - an employee of the Ministry of Foreign Affairs of the Republic of Kazakhstan (hereinafter - the Ministry), carrying out actions on registration of the passport;

6) letter of application - letter of the commanding body on the letterhead signed by the head of the state body or the person acting on its duties, or the head of the apparatus (an official who is entrusted with the powers of the head of the apparatus in the prescribed manner);

7) Owner - a person to whom a diplomatic or service passport is issued.

Footnote. Paragraph 2 as amended with the Decree of the President of the RK dated 18.01.2021 № 495 (shall be enforced after the day of its first official publication).

3. The use of diplomatic or service passports of the Republic of Kazakhstan (hereinafter referred to as passports) for private trips abroad is prohibited.

4. The passport is the property of the Republic of Kazakhstan and is issued free of charge, and is considered valid for leaving the Republic of Kazakhstan to all countries of the world.

5. The passport is issued by the Ministry according to the list of officials of the Republic of Kazakhstan, who are issued diplomatic and service passports of the Republic of Kazakhstan, approved by the President of the Republic of Kazakhstan (hereinafter - the list).

The Minister of Foreign Affairs of the Republic of Kazakhstan may issue diplomatic passports of the Republic of Kazakhstan to persons not listed in the list in agreement with the President of the Republic of Kazakhstan.

6. The passport is issued for a period of five years.

7. Passport forms are documents of strict reporting, which are made at the request of the Ministry.

8. Arrangement, issue, replacement, surrender, withdrawal, registration, storage and destruction of passports are carried out by the Ministry.

2. Procedure for the arrangement, issue, replacement, surrender, withdrawal, accounting, storage and destruction of diplomatic and service passports Republic of Kazakhstan

9. To issue a passport, the sending authority shall submit to

The Ministry, through an authorized person, the following documents:

1) letter of application according to Appendix 1 to these Rules;

2) copy of the assignment order certified by the human resources (HR) management service of the sending authority;

3) a completed application for the issuance of a passport (hereinafter - the application);

4) two color photographs of 3.5 x 4.5 cm in size. The photo must correspond to the age of the citizen at the time of registration of the document, must be made strictly in full-face on a light background, and the person must occupy about 70-80% of the total area of the photo. Computer-scanning, modeling or photocopying images may not be used;

5) copy of the identity card of the citizen or passport of the Republic of Kazakhstan.

10. When receiving the documents, the responsible officer of the Ministry shall verify the compliance of the data specified in the application with the data of the identity documents.

11. Passports may be issued in cases where there is another passport:

1) the presence of a foreign visa, which may serve as an obstacle to entry into a foreign country;

2) the need to obtain visas for several countries within a short period of time;

3) written instructions of the Minister of Foreign Affairs of the Republic of Kazakhstan, his deputies or the chief of apparatus of the Ministry.

Footnote. Paragraph 11 as amended with the Decree of the President of the RK dated 18.01.2021 № 495 (shall be enforced after the day of its first official publication).

12. Passport processing period is up to 5 working days from the moment of receipt of documents specified in paragraph 9 of these Rules.

13. The passport shall be issued to the authorized person upon signature in the passport issue register upon presentation of the identity card or passport of the citizen of the Republic of Kazakhstan.

14. Issuance of passports from the archive of the Ministry is carried out on the basis of a written request of the sending authority with the data on the assignment provided in Appendix 1 to these Rules, and a copy of the order on the assignment, certified by the human resources (HR) management service of the sending authority, or other document confirming the direction of the employee in a foreign trip, submitted through an authorized person. The authorized person shall immediately hand over the passport to the owner after receiving it.

15. The replacement of the passport shall be made by the responsible employee of the Ministry after submission of the documents provided for in paragraph 9 of these Rules.

The passport is issued by an authorized person by submitting it to the Ministry.

The passport is invalidated in cases:

1) the absence of data specified in subparagraphs 1), 2), 5), 6), 7) and 8) of paragraph 1 of Article 7 of the Law of the Republic of Kazakhstan dated 29 January 2013 “On identity documents” (hereinafter - the Law);

2) expiration of its validity period;

3) impossibility to identify the data specified in subparagraphs 1), 2), 5), 6), 7) and 8) of paragraph 1 of Article 7 of the Law, or the degree of protection of the document;

4) loss of the passport from the date of submission by the authorized person of the respective application for loss to the Ministry (the found passport shall be handed over to the Ministry and shall be destroyed);

5) inconsistency with the legal status of the holder;

6) gender reassignment.

Invalid passports are subject to replacement.

16. The passport shall be withdrawn by the Ministry. The Ministry shall request a passport in the cases provided for in paragraph 15 of these Regulations. The passport is required by oral or written notification of the owner of the need to submit the passport to the archive. In case of not providing the passport by the authorized person or sending authority within ten days, the Ministry sends information to the Border Guard Service of the National Security Committee of the Republic of Kazakhstan about the recognition of the passport as invalid. The passport is withdrawn by the Border Guard Service of the National Security Committee when crossing the state border on the basis of a written request of the Ministry, after which the passport is sent to the Ministry.

17. After the return of citizens from a foreign trip, if the owner of the passport does not leave the Republic of Kazakhstan within one month, the passport is subject to submission to

the Ministry's archive within ten days. In case of unjustified delay in surrender of the passport, the Ministry recognizes it as invalid.

18. Passports are recorded by a person in charge of the Ministry by entering data (surname, name, patronymic, date of birth, nationality, place of work, position, country of departure, passport number, type of passport, location of the passport, date of issue, re-registration) in the electronic database, after which the passport is placed in alphabetical order in the archive of the Ministry.

19. In case of loss of the passport abroad, its owner immediately reports it to the law enforcement agencies of the state of residence and the nearest foreign agency of the Republic of Kazakhstan, and if the loss or theft occurred on the territory of Kazakhstan - to the Ministry and the internal affairs authorities of the Republic of Kazakhstan.

Issuance of a new passport to replace the lost or stolen passport is made after verification of information about the loss or theft in accordance with the procedure established by the Minister of Foreign Affairs of the Republic of Kazakhstan.

20. Passports are stored in the Ministry's archive. The passport registration card is kept together with the passport and remains in the archive when the passport is issued.

21. The passport is subject to destruction in cases:

- 1) the passport expires;
- 2) making technical mistakes when issuing the passport;
- 3) invalidation of the passport.

An act on the destruction of the passport shall be drawn up in accordance with the form specified in Appendix 2 to these Rules. The act shall be signed by the members of the commission, the status and composition of which shall be approved by the Minister of Foreign Affairs of the Republic of Kazakhstan.

APPENDIX 1
to the rules on arrangement, issuance,
replacement, surrender,
seizure, record-keeping, storage and
destruction
diplomatic and service passports
Republic of Kazakhstan

To issue (diplomatic, service) passports

on the letterhead of the sending organization

№ _____

" ____ " _____ 20__ г.

MINISTRY OF FOREIGN AFFAIRS

REPUBLICS OF KAZAKHSTAN

Please complete/issue (diplomatic, service) passport for departure to _____
____ (country):

Full name - position

Departure is scheduled for a date/month/year, for a period of _____ days (year)

On the route:

Visiting cities:

Purpose of the trip:

Grounds for departure: At the invitation of _____ (name of organization)

The trip is funded: _____ (name of organization)

The appendix:

1) Copy of the assignment order certified by the Human Resources (HR) Department of the sending authority, or other document;

2) a completed application for the issuance of a passport;

3) two color photographs of 3.5 x 4.5 cm in size;

4) copy of the identity card of the citizen and passport of the Republic of Kazakhstan.

Head of the organization Signature Full name. _____/

Printing place

Performer: Full name,

Phone:

APPENDIX 2

to the rules on arrangement, issuance,
registration, replacement, surrender,
seizure, record-keeping, storage and
destruction

diplomatic and service passports
Republic of Kazakhstan

Certificate of destruction of diplomatic/official passport

"confirmed"

Structural manager
of the unit responsible
for issuing a passport
First and last name
" __ " _____ 20__ г.

ACT about the destruction of the corrupted strict reporting forms

We, the undersigned, are part of the team:

1. _____
(position) First and last name

2. _____
(position) First and last name

3. _____

(position) First and last name

have been drawn up the present act of destroying passport forms № ____.

Appendix: copies of the destroyed passport forms.

Signature, First and last name

Signature, First and last name

Signature, First and last name

Res.: Name

CONFIRMED.

By presidential decree.

Republic of Kazakhstan

№ 722 of 13 January 2014

**List of officials of the Republic of Kazakhstan, who are issued diplomatic and service passports
Republic of Kazakhstan**

Footnote. The list with the changes made by the Decree of the President of the Republic of Kazakhstan dated 05.05.2017 № 471.

List of persons to whom diplomatic passports are issued Republic of Kazakhstan

Footnote. List as amended by decrees of the President of the Republic of Kazakhstan dated 21.04.2014 № 807; dated 27.10.2016 № 362 (shall be enforced from 04.03.2016 and valid until 31.12.2017); dated 03.10.2017 № 555 (shall be enforced from the date of its first official publication); dated 05.07.2019 № 54 (shall be enforced from 01.07.2019); dated 02.07.2021 № 615; dated 02.01.2023 № 78 (shall be enforced from 01.01.2023); dated 13.04.2023 № 195 (effective from the date of its first official publication); dated 03.01.2024 № 429 (shall be enforced after the day of its first official publication); dated 23.02.2024 № 487; dated 12.02.2025 № 779 (effective from 06.01.2025).

1. Excluded by Decree of the President of the Republic of Kazakhstan dated 03.01.2024 № 429 (shall come into effect after the day of its first official publication).

2. The President of the Republic of Kazakhstan and his family members.

2-1. Ex-Presidents of the Republic of Kazakhstan.

3. Prime Minister of the Republic of Kazakhstan.

4. Chairman of the Senate of the Parliament of the Republic of Kazakhstan.

5. Chairman of the Majilis of the Parliament of the Republic of Kazakhstan.

5-1. Military personnel involved in fulfilling international obligations to maintain peace and security.

6. State Counselor of the Republic of Kazakhstan.
7. Head of the Administration of the President of the Republic of Kazakhstan.
8. Chairman of the Constitutional Council of the Republic of Kazakhstan.
9. Chairman of the Supreme Court of the Republic of Kazakhstan.
10. Chairman of the National Bank of the Republic of Kazakhstan.
- 10-1. First Deputy Head of the Presidential Administration.
11. Chairman of the Central Election Commission of the Republic of Kazakhstan.
12. Deputy Prime Minister of the Republic of Kazakhstan.
13. Secretary of the Security Council of the Republic of Kazakhstan.
- 13-1. Head of the Office of the President of the Republic of Kazakhstan.
- 13-2. Assistants to the President of the Republic of Kazakhstan.
- 13-3. Advisors to the President of the Republic of Kazakhstan
14. Excluded by Decree of the President of the Republic of Kazakhstan dated 03.01.2024 № 429 (shall come into effect after the day of its first official publication).
15. Chairman of the Supreme Judicial Council of the Republic of Kazakhstan.
16. Special representatives of the President of the Republic of Kazakhstan, and Deputy Secretary of the Security Council of the Republic of Kazakhstan.
17. The Head of the Office of the Government of the Republic of Kazakhstan.
18. First heads of state bodies directly subordinated and accountable to the President of the Republic of Kazakhstan, first heads of central executive bodies.
- 18-1. Head of the State Security Service of the Republic of Kazakhstan and his deputies.
19. Excluded by the Decree of the President of the Republic of Kazakhstan dated 03.10.2017 № 555 (shall be enforced from the date of its first official publication).
20. Akims of the capital, cities of national importance and regions.
21. Deputies of the Parliament of the Republic of Kazakhstan.
22. Commissioner for Human Rights in the Republic of Kazakhstan.
23. Head of the Protocol Service of the President of the Republic of Kazakhstan, Press Secretary of the President of the Republic of Kazakhstan, Head of the Foreign Policy Department of the Administration of the President of the Republic of Kazakhstan.
24. Excluded by the Decree of the President of the Republic of Kazakhstan dated 03.10.2017 № 555 (shall be enforced from the date of its first official publication).
25. The Head of the structural unit of the Office of the Government of the Republic of Kazakhstan, supervising the external relations issues.
26. Assistant to the Prime Minister of the Republic of Kazakhstan.
27. Employees of the diplomatic service of the Republic of Kazakhstan, members of their families (spouses, children).
- 27-1. Valid from 04.03.2016 to 31.12.2017 in accordance with the Decree of the President of the Republic of Kazakhstan from 27.10.2016 № 362.

28. Employees of international organizations sent from the Republic of Kazakhstan, their family members (spouses, children).

29. Military attachés, their assistants and their family members (spouses, children).

29-1. Official representatives of the national security bodies of the Republic of Kazakhstan in foreign institutions of the Republic of Kazakhstan, their assistants and members of their families (spouses, children).

30. Persons who are dependent on the owner of the diplomatic passport of the Republic of Kazakhstan, going on a long business trip abroad or to work in an international organization as an employee sent from the Republic of Kazakhstan, in case of their joint departure.

31. Participants in United Nations peacekeeping operations as military observers and staff officers of the United Nations.

32. First heads of Joint Stock Company "National Welfare Fund "Samruk-Kazyna", International Financial Center "Astana".

33. President of the National Olympic Committee of the Republic of Kazakhstan. **List of persons issued with service passports Republic of Kazakhstan**

List of persons who are issued a service passport of the Republic of Kazakhstan

Footnote. List as amended by decrees of the President of the Republic of Kazakhstan dated 21.04.2014 № 807; 29.08.2014 № 900; 29.12.2015 № 158; 05.10.2016 № 349; 03.10.2017 № 555 (shall be enforced from the date of its first official publication); 18.02.2019 № 843; 22.07.2019 № 74; dated February 20, 2021 № 515; dated May 18, 2022 № 895.

1. Judges of the Supreme Court of the Republic of Kazakhstan.

2. Political civil servants according to the Register of Positions of Political and Administrative Civil Servants approved by the Decree of the President of the Republic of Kazakhstan № 150 dated 29 December 2015, who are not entitled to receive a diplomatic passport.

3. Administrative civil servants holding positions in the Corps "A" according to the Register of Positions of Political and Administrative Civil Servants approved by Decree of the President of the Republic of Kazakhstan № 150 of 29 December 2015, except for persons entitled to receive a diplomatic passport.

4. Administrative civil servants holding positions of categories A and C, categories P-1, P-2, P-3 of the Corps "B" of the Register of Positions of Political and Administrative Civil Servants, approved by the Decree of the President of the Republic of Kazakhstan dated 29 December 2015 № 150, except for persons entitled to receive a diplomatic passport.

4-1. Employees of the National Bank of the Republic of Kazakhstan, appointed to foreign institutions of the Republic of Kazakhstan in the order of secondment.

5. Employees of the Ministry of Defense of the Republic of Kazakhstan, the State Security Service of the Republic of Kazakhstan, the General Prosecutor's Office of the

Republic of Kazakhstan, the National Security Committee of the Republic of Kazakhstan, the Ministry of Internal Affairs of the Republic of Kazakhstan, the Anti-Corruption Agency of the Republic of Kazakhstan (Anti-Corruption Service), the Economic Investigation Service of the Agency of the Republic of Kazakhstan for Financial monitoring, having officer ranks, class ranks, qualification classes and (or) carrying out law enforcement activities, except for employees of territorial bodies.

6. Employees of the diplomatic service of the Republic of Kazakhstan, their family members.

7. First heads of state enterprises, executive bodies of national development institutes, national holdings, national companies, national management holdings.

7-1. The first head of the National Chamber of Entrepreneurs of the Republic of Kazakhstan "Atameken", the first heads of the regional chambers of entrepreneurs "Atameken" and regional directors of "National Company "KAZAKH INVEST".

7-2. First heads of sports federations included in the National Olympic Committee of the Republic of Kazakhstan.

8. Aircraft and technical personnel of Kazakhstani airlines engaged to provide international flights for official delegations of the Republic of Kazakhstan.

9. Employees of representative offices of the organizations specified in paragraph 7 of this list in foreign countries and their spouses, children, as well as their dependents.

10. Dependent persons of the owner of the service passport of the Republic of Kazakhstan travelling on a long business trip abroad or to work in an international organization as an employee sent from the Republic of Kazakhstan in case of their joint departure.