

On approval of the Rules for the provision of the state services in the field of state registration of civil status acts, as well as the issuance of repeated certificates and certificates of registration of civil status acts abroad

Unofficial translation

Order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated June 12, 2020 № 11-1-4 /192. Registered in the Ministry of Justice of the Republic of Kazakhstan on June 15, 2020 № 20857.

Unofficial translation

Footnote. The title - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 04.01.2023 № 11-1-4/1 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

In accordance with paragraph 1 of Article 179 of the Code of the Republic of Kazakhstan "On marriage (matrimony) and family" and subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan "On state services," **I hereby ORDER:**

Footnote. The preamble - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 04.01.2023 № 11-1-4/1 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

1. Approve the attached Rules for the provision of state services in the field of state registration of civil status acts, as well as the issuance of repeated certificates and certificates of registration of civil status acts abroad.

Footnote. Paragraph 1 – in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 04.01.2023 № 11-1-4/1 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

2. To declare invalid:

1) order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated May 16, 2018 No. 11-1-4 / 183 "On approval of the public service standards on registration of acts of civil status of citizens of the Republic of Kazakhstan abroad" (registered in the Register of regulatory legal acts under No. 17089, published in the Reference Control Bank of regulatory legal acts on June 28, 2018);

2) order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated October 22, 2018 No. 11-1-4 / 475 "On approval of regulations for public services on registration of acts of civil status of citizens of the Republic of Kazakhstan abroad" (registered in the Register of regulatory legal acts under No. 17709, published in the Reference Control Bank of regulatory legal acts on November 19, 2018).

3. The Department of Digitalization of the Ministry of Foreign Affairs of the Republic of Kazakhstan to ensure:

1) in accordance with the procedure established by the legislation of the Republic of Kazakhstan, state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;

2) placement of this order on the official Internet resource of the Ministry of Foreign Affairs of the Republic of Kazakhstan;

3) within ten working days after the state registration of this order in the Ministry of Justice of the Republic of Kazakhstan, submission of information to the Department of Legal Service of the Ministry of Foreign Affairs of the Republic of Kazakhstan on implementation of the measures provided for in subparagraphs 1) and 2) of this paragraph.

4. The First Deputy Minister of Foreign Affairs of the Republic of Kazakhstan is authorized to control the execution of this order.

5. This order comes into effect upon the expiration of ten calendar days after the day of its first official publication.

*Minister of foreign affairs of the
Republic of Kazakhstan*

M. Tileuberdi

"AGREED"

Ministry of justice of the
Republic of Kazakhstan

"AGREED"

Ministry of digital development,
innovations and aero-space industry of the
Republic of Kazakhstan

Appendix
to the order of the
Minister of foreign affairs of the
Republic of Kazakhstan
dated June 12, 2020
№ 11-1-4/192

Rules for the provision of state services in the field of state registration of civil status acts, as well as the issuance of repeated certificates and certificates of registration of civil status acts abroad

Footnote. The preamble - in the wording of the order of the acting Minister of Foreign Affairs of the Republic of Kazakhstan dated 04.01.2023 № 11-1-4/1 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Chapter 1. General provisions

1. These Rules for the provision of state services in the field of state registration of civil status acts, as well as the issuance of repeated certificates and certificates of registration of civil status acts abroad (hereinafter referred to as the Rules) have been developed in accordance with the Code of the Republic of Kazakhstan "On marriage (matrimony) and family "(hereinafter referred to as the Code), subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan" On state services " (hereinafter referred to as the Law on state services) and shall determine the procedure for the provision of state services "State registration of the birth of a child abroad," "State registration of marriage (matrimony) abroad , "" State registration of divorce (matrimony) abroad, "" State registration of death abroad, " " Issuance of repeated certificates and certificates of registration of acts of civil status abroad. "

2. State services specified in paragraph 1 of these Rules shall be provided by foreign institutions of the Republic of Kazakhstan (hereinafter referred to as the service provider)

3. The list of the main requirements for the provision of the state service "State registration of the birth of a child abroad" (hereinafter referred to as the state service for the registration of the birth of a child), including the characteristics of the process, the form, content and result of the provision, as well as other information taking into account the specifics of the provision of the state service, shall be set out in Annex 1 to these Rules.

4. The list of the main requirements for the provision of the state service "State registration of marriage (matrimony) abroad" (hereinafter referred to as the state service for registration of marriage), including the characteristics of the process, form, content and result of the provision, as well as other information taking into account the peculiarities of the provision of the state service, shall be set out in Annex 2 to these Rules.

5. The list of the main requirements for the provision of the state service "State registration of divorce (marriage) abroad "(hereinafter referred to as the state service for registration of divorce), including the characteristics of the process, form, content and result of the provision, as well as other information taking into account the peculiarities of the provision of the state service, shall be set out in Annex 3 to these Rules.

6. The list of the main requirements for the provision of the state service "State registration of death abroad" (hereinafter referred to as the state service for death registration), including the characteristics of the process, the form, content and result of the provision, as well as other information taking into account the specifics of the provision of the state service , is set out in Annex 4 to these Rules.

7. The list of the main requirements for the provision of the state service "Issuance of repeated certificates and certificates of registration of civil status acts abroad" (hereinafter referred to as the state service for issuing repeated certificates), including the characteristics of the process, the form, content and result of the provision, as well as other information taking into account the specifics of the provision of the state service, shall be set out in Annex 5 to these Rules.

8. The Ministry of Foreign Affairs of the Republic of Kazakhstan, within three working days from the date of the introduction of amendment and (or) addition to these Rules, shall update them and send them to the foreign institutions of the Republic of Kazakhstan, the operator of the information and communication infrastructure of the "electronic government" and the Unified Contact Center.

Chapter 2. Procedure for the provision of the state service

"State registration of the birth of a child abroad"

9. Parents or other interested parties (hereinafter referred to as the service recipient) within two months from the date of birth, and if a dead child is born within five days from the date of delivery, an application for state registration of the child's birth shall be submitted to the service provider in writing or to the "e-government" web portal (hereinafter referred to as the portal) in electronic form (to register the birth of a child whose parents shall be citizens of the Republic of Kazakhstan who have a Kazakhstan marriage certificate) according to the form according to Annex 6 to these Rules with the attachment of the necessary documents specified in the list of basic requirements for the provision of state services for the registration of the birth of a child.

In the application, the surname, first name and patronymic (if any) of the child shall be indicated in accordance with the requirements of Articles 63 and 194 of the Code.

The basis for registering the birth of a child shall be accepted in accordance with the requirements of Article 187 of the Code.

When receiving documents, the service provider shall reproduce copies of documents specified in the list of basic requirements for the provision of state services for registering the birth of a child with a mark "for reconciliation," and then shall return the original documents to the service recipient.

The total period for providing a state service for registering the birth of a child shall be five working days when submitting an application to the service provider, and three working days when submitting an application through the portal.

When contacting the portal, information on the status of accepting a request for the provision of a state service for registering the birth of a child, as well as a notification indicating the date and time of receipt of the result of the state service for registering the birth of a child, shall be sent to the "personal account" of the service recipient.

10. If the service recipient provides incomplete data when filling out the application and/or submitting an incomplete package of documents and (or) documents with expired validity, the service provider refuses to accept the application and issues a receipt on refusal to accept documents.

After elimination of the defects, the documents shall be submitted again on a general basis

11. If the service recipient provides a complete package of documents, the service provider shall accept and register the application in the application log in accordance with Annex 7 to these Rules, and issue to the applicant a tear-off coupon of the application form with a registration mark indicating the date of its receipt, surname, name and patronymic (if any) of the receiving person and the time of receipt of the package of documents.

Within one working day from the date of submission of documents, the service provider shall check the received documents for compliance with the requirements of these Rules and within two working days shall enter data into the information system of civil status acts (hereinafter referred to as the IS registry office). In case of lack of access to the IS registry office, the service provider shall send electronic copies of documents received from the service recipient to the responsible employee of the Consular Service Department of the Ministry of Foreign Affairs of the Republic of Kazakhstan (hereinafter referred to as the CSD of the Ministry of Foreign Affairs of the Republic of Kazakhstan) by e-mail for entering data into the IS registry office.

After state registration in the IS registry office, the service provider shall print the certificate of birth in two copies within two working days and shall generate a birth certificate. The acceptance record shall be sent to the archive by means of the IS registry office.

The state registration of the birth of a child who has reached one year or more shall be carried out on the basis of the conclusion on the state registration of the birth of a child, drawn up by the service provider in the form in accordance with Annex 8 to these Rules.

Upon receipt of the application for state registration of the birth of a child abroad through the portal, the service provider shall check the received documents for compliance with the requirements of these Rules within one working day and shall enter the data into the registry office within the next working day. After the state registration in the IS registry office, the service provider shall print the certificate of birth in two copies within one working day and shall generate a birth certificate.

The information specified in the birth certificate shall be entered in the journal "Issuance of stamp forms" (hereinafter referred to as the expense journal) in the form specified in Annex 9 to these Rules, after which the service provider shall issue to the service recipient a birth certificate or a reasoned response to the refusal to provide the state service for registration of the child's birth.

If the grounds for refusal to provide a state service are identified, the service provider shall inform the service recipient within two calendar days of the preliminary decision on refusal to provide a state service for registering the birth of a child, as well as the time, date and place, the method of hearing to enable the service recipient to express a position on the preliminary decision.

The notice of hearing shall be sent at least three working days before the deadline for the provision of the state service for the registration of the birth of a child. The hearing shall be held no later than two working days from the date of notification.

Based on the results of the hearing, the service provider shall issue a birth certificate, or shall refuse to provide a state service for registering the birth of a child.

12. Refusal to provide a state service for the registration of the birth of a child shall be carried out on the grounds specified in paragraph 9 of the List of basic requirements for the provision of a state service for the registration of the birth of a child.

13. In accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law on state services, the Ministry shall ensure the entry of data into the information system for monitoring the provision of state services on the stage of provision of state services.

14. The documents accepted from the service recipient, as well as two copies of the act records and the conclusion on the state registration of the birth of the child (if any) shall be sent for storage to the archive in the Department of Justice of Astana of the Ministry of Justice of the Republic of Kazakhstan within a week.

15. If parents of a born child at the time of birth of the child are not married (matrimony) among themselves, simultaneously with the application for state registration of the birth of a child, the service provider shall submit a joint application from the parents of the child to amend, to add the act record on state registration of birth in connection with the establishment of paternity (motherhood) in accordance with Annex 10 to the Rules, which shall be subject to verification for the correctness of filling in and the documents attached to the Rules.

The fact of establishing paternity shall be reflected in the act record of state registration of birth by introducing appropriate amendments and additions.

16. In case of simultaneous state registration of birth and introduction of amendments and additions in connection with the establishment of paternity in the IS registry office, the act records of birth shall be printed in two copies after the introduction of amendments and additions in connection with the establishment of paternity with the entry of relevant information in the column "for notes" in the IS registry office.

In this case, the birth certificate of the child is issued taking into account the amendments introduced, additions in connection with the establishment of paternity.

17. Adoption of applications for introduction of amendments, additions to the act on state registration of birth in connection with the establishment of paternity on the basis of a joint statement by the parents of the child through representatives shall not be allowed.

Chapter 3. Procedure for provision of state service

"State registration of marriage (matrimony) abroad"

18. Persons who enter into marriage (matrimony) (hereinafter referred to as the service recipient) shall submit an application for marriage (matrimony) to the service provider in writing or to the portal in electronic form (for the primary registration of marriage between citizens of the Republic of Kazakhstan) in form according to Annex 11 to these Rules with the necessary documents specified in the list of basic requirements for the provision of state service for registration of marriage.

Marriage between persons specified in Article 11 of the Code shall not be allowed.

When receiving documents, the service provider shall reproduce copies of documents specified in the list of basic requirements for the provision of state service for registration of marriage with a note "for reconciliation," and then shall return the original documents to the service recipient.

The state registration of marriage (matrimony) shall be carried out on the fifteenth calendar day, which shall be calculated from the next working day after the filing of a joint application for marriage (matrimony).

If the end of the term falls on a non-working day, then the day of the end of the term shall be the next working day.

When contacting the portal, information on the status of acceptance of the request for the provision of state service for registration of marriage, as well as a notification indicating the date and time of receipt of the result of the state service for registration of marriage, is sent to the "personal account" of the service recipient.

19. If the service recipient provides incomplete data when filling out the application and/or submitting an incomplete package of documents and (or) documents with expired validity, the service provider shall refuse to accept the application and issues a receipt on refusal to accept documents.

After elimination of the defects, the documents shall be submitted again on a general basis

20. If the service recipient provides a complete package of documents, the service provider shall accept and register the application in the application journal in accordance with Annex 7 to these Rules and issue the service recipient a tear-off coupon of the application form.

When accepting an application, the service provider shall explain to persons wishing to conclude a marriage (matrimony), the procedure and conditions of its registration, their rights and obligations as future spouses and parents, the right to conduct a medical examination by mutual consent, as well as the right to conclude a marriage agreement defining the property rights and obligations of spouses in marriage (matrimony) and in case of its termination.

Upon agreement with persons wishing to marry (matrimony), the service provider shall appoint, after fifteen calendar days, the time (day and hour) of registration of the marriage (matrimony), as noted in the application.

At the state registration of marriage (matrimony) of persons under the age of marriage who wish to marry (matrimony) and their parents or trustees specifying the reasons that cause the need to reduce the marriage (marital) age, and the attachment of the necessary documents specified in the list of basic requirements for the provision of state services for the registration of marriage, an application shall be submitted to reduce the marriage (marital) age, in form, in accordance with Annex 12 to these Rules.

Based on the results of the consideration of these documents, if there are valid reasons specified in paragraph 2 of Article 10 of the Code, the service provider makes a decision to reduce the marriage (marital) age, which shall be drawn up by the conclusion of the service provider on reducing the marriage (marital) age in the form according to Annex 13 to these Rules.

Within fifteen calendar days from the date of delivery of the documents, the service provider shall check the received documents for compliance with the requirements of these Rules and on the appointed day of state registration of marriage (matrimony) shall perform state registration with the registry office (if there is access to the registry office), shall print an act record in two copies and shall form a certificate of marriage (matrimony), or a motivated refusal response. During registration, the act record shall be sent to the archive by means of IS registry office.

When submitting an application through the portal, the service provider shall check the received documents for compliance with the requirements of these Rules within three working days and shall send a notification to the service recipient with the date and time of marriage registration, or a reasoned response to the refusal to provide state service for registering marriage. On the appointed day of marriage registration, the service provider shall enter data into the IS registry office and shall print the act entry in two copies and shall form a marriage certificate.

If a reason for refusal to provide a state service for registration of marriage is identified, the service provider shall inform the service recipient within two calendar days about the preliminary decision on refusal to provide a state service for registration of marriage, as well as the time, date and place, the method of hearing to enable the service recipient to express a position on the preliminary decision.

The notice of hearing shall be sent at least three working days before the completion of the term of the state service for registration of marriage. The hearing shall be held no later than two working days from the date of notification.

Based on the results of the hearing, the service provider shall issue a certificate of marriage (matrimony), or shall refuse to provide a state service for registering marriage.

21. State registration of marriage (matrimony) shall be carried out in the presence of persons entering into marriage.

Persons who enter into marriage shall be obliged to appear to the service provider with documents certifying their identity or an electronic document from the digital document service on the appointed day of registration of marriage. In case of failure to appear on the appointed day of those who marry, or one of them, the act of marriage shall be annulled on the next calendar working day.

The certificate of marriage (matrimony) shall be issued to the applicant after the information specified in it shall be entered in the expense journal.

22. At the state registration of marriage (matrimony) to a spouse who has expressed a desire to change the premarital surname to the surname of another spouse, the entry of the marriage (matrimony) certificate shall indicate the chosen one as a common surname.

When the surname of a spouse is assigned according to national traditions, when changing the surname to the surname of another spouse, her (his) surname shall be determined according to the correct spelling of the surname of persons of different nationalities in accordance with her (his) gender and preserving the root base of the surname of the spouse.

The certificate of marriage (matrimony) shall be issued to the applicant after the information specified in it shall be entered in the expense journal.

23. Refusal to provide state services for registration of marriage shall be carried out on the grounds specified in paragraph 9 of the List of basic requirements for the provision of state services for registration of marriage.

24. In accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law on state services, the Ministry shall ensure the entry of data into the information system for monitoring the provision of state services on the stage of provision of state services.

25. The documents accepted from the service recipient, as well as two copies of the certificate records and the conclusion (if any) shall be sent for storage in the archive to the Department of Justice of Astana of the Ministry of Justice of the Republic of Kazakhstan within a week.

26. State registration of marriage (matrimony) through representatives shall not be allowed. A marriage certificate shall not be issued to third parties.

Chapter 4. Procedure for provision of the state service "State registration of divorce (marriage) abroad"

27. Application for state registration of divorce (marriage) by mutual consent of spouses who do not have common minor children (hereinafter referred to as the service recipient), in the absence of property disputes and other claims against each other, shall be submitted in writing to the service provider or to the portal in electronic form (for registration of divorce between citizens of the Republic of Kazakhstan who have a certificate of marriage of the Kazakh type) in the form according to Annex 14 to these Rules. Application for state registration of divorce (marriage) of one of the spouses (hereinafter referred to as the service recipient) on the basis of the decision of the court of the Republic of Kazakhstan that entered into force on the recognition of the spouse as missing, incapacitated or restricted, as well as the verdict of the court of the Republic of Kazakhstan on the conviction of a spouse for committing a crime to imprisonment for a term of at least three years in accordance with Annex 15 to these Rules shall be submitted to the service provider with the necessary documents attached, specified in the list of basic requirements for the provision of state service for registration of divorce.

When receiving documents, the service provider shall reproduce copies of documents specified in the list of basic requirements for the provision of state service for registration of divorce with a note "for reconciliation," and then shall return the original documents to the service recipient.

The state service for registration of divorce shall be provided after the expiration of the monthly period from the date of filing a joint application for divorce (marriage).

The state registration of divorce (marriage) with a person recognized as unknowingly absent, incapacitated or convicted of committing a crime to imprisonment for a term of at least three years shall be carried out after the forty-five-day period from the date of receipt by the second spouse of a notice from a service provider in custody or a guardian of an incapacitated spouse or guardian of the property of a recognized unknowingly absent spouse.

When contacting the portal, information on the status of acceptance of the request for the provision of state service for registration of divorce, as well as a notification indicating the date and time of receipt of the result of the state service for registration of divorce, shall be sent to the "personal account" of the service recipient.

28. If the service recipient provides incomplete data when filling out the application and/or submitting an incomplete package of documents and (or) documents with expired validity, the service provider shall refuse to accept the application and shall issue a receipt on refusal to accept documents.

After elimination of the defects, the documents shall be submitted again on a general basis

29. If the service recipient provides a complete package of documents, the service provider shall accept and register the application for divorce (marriage) in the application journal in accordance with Annex 7 to these Rules, which shall indicate the surname, name, patronymic (if any) of the service recipient, the date of receipt of the application, the date appointed for the state registration of divorce (marriage), and subsequently the number of the certificate of divorce (marriage).

After registration of the application for divorce (marriage), the service provider shall issue a tear-off coupon of the application form to the service recipient.

Within thirty calendar days from the date of delivery of the documents, the service provider shall check the received documents for compliance with the requirements of these Rules and on the appointed day of state registration of divorce (marriage) shall carry out state registration with the registry office (if there is access to the registry office), shall print an act record in two copies and shall form a certificate of divorce (marriage), or a reasoned refusal response. During registration, the act record shall be sent to the archive by means of IS registry office.

When submitting an application through the portal, the service provider checks the received documents for compliance with the requirements of these Rules within three working days and sends a notification to the service recipient with the date and time of

dissolution of the marriage, or a reasoned response to the refusal to provide a state service for registration of divorce. On the appointed date of the dissolution of the marriage, the service provider shall enter data into the IS registry office in the presence of both spouses, shall print the act record in two copies and shall form a certificate of termination of the marriage.

If the grounds for refusal to provide a state service for registration of divorce termination are identified, the service provider shall inform the service recipient within two working days about the preliminary decision on refusal to provide a state service for registration of divorce, as well as the time, date and place, the method of hearing to enable the service recipient to express a position on the preliminary decision.

The notice of hearing shall be sent at least three working days before the completion of the term of the state service for registration of the divorce. The hearing shall be held no later than two working days from the date of notification.

Based on the results of the hearing, the service provider shall issue a certificate of divorce (marriage), or shall refuse to provide a state service for registering divorce.

30. In the case of state registration of divorce (marriage) with a person declared obscure absent, incapacitated or convicted of committing a crime to imprisonment for a term of at least three years, the service provider within a week from the date of receipt of the application notifies the spouse about it, being imprisoned or a guardian of an incapacitated spouse or a guardian of the property of a recognized obscure absent spouse with the establishment of a forty-five-day period from the date of receipt of the notice, during which they have the right to report in writing that they have a dispute on the application for divorce (marriage).

Failure to answer within the established time, refusal to dissolve a marriage (matrimony) shall not be obstacles to dissolving a marriage (matrimony).

A certificate of divorce (marriage) shall be issued to the service provider after the information specified in it shall be entered in the expense journal.

31. After the state registration of the divorce (marriage), the service provider shall send a notice of the divorce (marriage) to the territorial justice body of the region (city of republican significance) at the place of registration of the marriage.

32. Refusal to provide a state service for registration of divorce shall be carried out on the grounds specified in paragraph 9 of the List of Basic Requirements for the Provision of a state service for registration of divorce.

33. In accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law on state services, the Ministry Justice of the Republic of Kazakhstan shall ensure the entry of data into the information system for monitoring the provision of state services on the stage of provision of state services.

34. Documents accepted from the service recipient, as well as two copies of the certificate records shall be sent for storage in the archive to the Department of Justice of Astana of the Ministry of Justice of the Republic of Kazakhstan within a week.

35. State registration of divorce (marriage) on the basis of a joint application of spouses through representatives shall not be allowed.

36. If a citizen of the Republic of Kazakhstan applies with a court decision that has entered into legal force to terminate a marriage issued outside the territory of the Republic of Kazakhstan, documents adopted in accordance with the Code shall be sent to the territorial justice body of the region (city of republican significance) at the place of issue of the certificate of marriage for marking the divorce (marriage).

Chapter 5. Procedure for provision of state service

"State registration of death abroad"

37. The application for state registration of death shall be submitted to the service provider in writing or to the portal in electronic form, in accordance with Annex 16 to these Rules, by the persons specified in Article 273 of the Code (hereinafter referred to as the service recipient), with the necessary documents specified in the list of basic requirements for the provision of state service for death registration.

When receiving documents, the service provider reproduces copies of documents specified in the list of basic requirements for the provision of state service for death registration with a note "for reconciliation," and then shall return the original documents to the service recipient.

The total period for the provision of state service for death registration shall be three working days when submitting an application to the service provider, and one working day when submitting an application through the portal.

When contacting the portal, information on the status of acceptance of the request for the provision of state service for death registration, as well as a notification indicating the date and time of receipt of the result of the state service for death registration, shall be sent to the "personal account" of the service recipient.

38. If the service recipient provides incomplete data when filling out the application and/or submitting an incomplete package of documents and (or) documents with expired validity, the service provider shall refuse to accept the application and shall issue a receipt on refusal to accept documents.

After elimination of the defects, the documents shall be submitted again on a general basis

39. If the service recipient provides a complete package of documents, the service provider shall accept and shall register the application in the application journal in accordance with Annex 7 to these Rules and shall issue to the applicant a tear-off coupon of the application form with a registration mark indicating the date of its receipt, surname, name and patronymic (if any) of the receiving person and the time of receipt of the package of documents.

Within two working days from the date of submission of documents, the service provider shall check the received documents for compliance with the requirements of these Rules and shall enter the data into the IS registry office. In case of lack of access to the IS, the registry office sends electronic copies of documents received from the service recipient to the responsible employee of the CSD of the Ministry of Foreign Affairs of the Republic of Kazakhstan by e-mail for entering data into the IS registry office.

In the column "for notes" in the IS registry office, the degree of kinship of the service recipient or the category of persons specified in Article 273 of the Code shall be indicated.

If the state registration of death is made on the basis of a court decision to declare a person dead, the day of his death in the record of the death certificate indicates the day when the court decision came into force or the day established by the court decision.

After the state registration in the IS registry office, the service provider shall print the act record in two copies within one working day and shall form a death certificate or a reasoned refusal response. During registration, the act record shall be sent to the archive by means of IS registry office.

When submitting an application through the portal, the service provider checks the received documents for compliance with the requirements of these Rules within one working day and shall send a notification to the service recipient indicating the date of receipt of the result of the state service for registration of death, shall enter the data into the IS registry office shall print the certificate of entry in two copies and shall form a death certificate.

A death certificate shall be issued to persons referred to in Article 273 of the Code.

The information specified in the death certificate shall be entered in the expense register, after which the applicant shall be issued a certificate.

If the grounds for refusal to provide a state service for death registration are identified, the service provider shall inform the service recipient within two working days of the preliminary decision on refusal to provide a state service for death registration, as well as the time, date and place, the method of hearing to enable the service recipient to express a position on the preliminary decision).

A notice of hearing shall be sent at least three working days before the completion of the term of the state service for death registration. The hearing shall be held no later than two working days from the date of notification.

Based on the results of the hearing, the service provider shall issue a death certificate, or shall refuse to provide a state service for registering death.

40. Refusal to provide public death registration services shall be carried out on the grounds specified in paragraph 9 of the List of Basic Requirements for the Provision of public death registration services.

41. In accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law on state services, the Ministry shall ensure the entry of data into the information system for monitoring the provision of state services on the stage of provision of state services.

42. Documents accepted from the service recipient, as well as two copies of the certificate records shall be sent for storage in the archive to the Department of Justice of Astana of the Ministry of Justice of the Republic of Kazakhstan within a week.

Chapter 6. Procedure for provision of the state service

"Issuance of repeated certificates and certificates of state registration of civil status acts abroad"

43. Persons in respect of whom repeated certificates shall be issued, civil registration certificates (hereinafter referred to as certificates), or their proxies (hereinafter referred to as the service recipient) shall submit an application to the service provider in accordance with Annex 17 to these Rules in writing with the necessary documents specified in the list of basic requirements for the provision of state service for issuing repeated certificates.

44. Applications for the issuance of a second certificate, birth certificates for children under sixteen years of age shall be submitted to the service provider by parents, guardians, adopters (adopters), trustees and administration of children's institutions in which children shall be brought up. For children over sixteen years old, but under eighteen years old and shall have not received an identity document, an application for repeated certificates shall be submitted in the presence of one of the parents, or a guardian, when they provide an identity document, or an electronic document from the digital document service (for identification).

Applications for the issuance of repeated death certificates shall be issued to persons specified in Article 273 of the Code.

45. When receiving documents, the service provider reproduces copies of documents specified in the list of basic requirements for the provision of state service for issuing repeated certificates with a note "for reconciliation," and then shall return the original documents to the service recipient.

The total period for the provision of state service for the issuance of repeated certificates shall be three working days.

46. If the service recipient provides a complete package of documents, the service provider shall check the presence of an act record in the IS registry office within one working day from the date of submission of documents. On the basis of an act entry in the IS registry office, the service provider shall issue a repeated certificate of state registration of the civil status act, with the withdrawal of the primary certificate (if any).

Repeated certificates shall be issued in exact accordance with the certificate records. The names of the localities shall be indicated in exact accordance with the existing administrative-territorial division, the place of registration shall be the body that registered the act of civil status, according to the current administrative-territorial division, the place of issue shall be the name of the service provider.

If there is no information on nationality, citizenship in the act record, then the corresponding columns of the issued repeated certificates shall not be filled in.

Repeated certificates or certificates, regardless of the place of state registration of the civil status act, shall be issued in paper form, signed by a consular official and sealed with a stamp. Certificates shall be issued in accordance with Annex 18 to the Rules.

47. In the absence of an act entry in the IS registry office or lack of access to the IS registry office, the service provider within two working days from the date of receipt of documents shall send a request directly, or through the CSD of the Ministry of Foreign Affairs of the Republic of Kazakhstan, to the registration body at the place of state registration of the civil status act (hereinafter referred to as the registration body). Within one working day from the date of receipt of documents, the Ministry of Foreign Affairs of the Republic of Kazakhstan shall redirect the request to the registration body.

The registration authority shall conduct an inspection within three working days. If there is a record in the archive of the registering body, within ten calendar days he takes measures to enter records of civil status in the IS registry office.

After that, within two working days, the service provider shall write out a second certificate or certificate of state registration of civil status acts.

If there is no record in the archive of the territorial body of justice, the service provider informs the service recipient within two working days that there is no record of the civil status act with recommendations on submitting an application to restore the record of the civil status act.

48. Repeated certificates shall be issued to persons in respect of whom a record of state registration of the civil status act has been drawn up.

On the issued repeated certificates, the first page above shall indicate "Repeated."

If there is a power of attorney issued in accordance with the Civil Code of the Republic of Kazakhstan, a second certificate shall be issued to the legal representative.

49. If a reason for refusal to provide a state service for issuing repeated certificates is identified, the service provider shall inform the service recipient within two working days about the preliminary decision on refusal to provide a state service for issuing repeated certificates, as well as the time, date and place, the method of hearing to enable the service recipient to express a position on the preliminary decision.

A notice of hearing shall be sent at least three working days before the completion of the term for the provision of the state service for the issuance of repeated certificates. The hearing shall be held no later than two working days from the date of notification.

Based on the results of the hearing, the service provider shall issue a second certificate either a certificate of state registration of civil status acts, or shall refuse to provide a state service for issuing repeated certificates.

50. Refusal to provide state service for the issuance of repeated certificates shall be carried out on the grounds specified in paragraph 9 of the List of Basic Requirements for the Provision of state service for the issuance of repeated certificates.

51. In accordance with subparagraph 11) of paragraph 2 of Article 5 of the Law on state services, the Ministry shall ensure the entry of data into the information system for monitoring the provision of state services on the stage of provision of state services.

Chapter 7. Procedure for appealing against decisions, actions (inaction) of central state bodies, as well as service providers and (or) their officials on the provision of state services

52. Consideration of the complaint regarding the provision of state services shall be carried out by a higher administrative body, an official, an authorized body for assessing and monitoring the quality of the provision of state services (hereinafter referred to as the body considering the complaint).

The complaint shall be submitted to the service provider and (or) to the official whose decision, action (inaction) shall be appealed.

The service provider, the official whose decision, action (inaction) shall be appealed, no later than three working days from the date of receipt of the complaint, shall send it and the administrative case to the body considering the complaint.

At the same time, the service provider, an official whose decision, action (inaction) shall be appealed, shall have the right not to send a complaint to the body considering the complaint, if he takes a decision or other administrative action within three working days that fully meets the requirements specified in the complaint.

The complaint of the service recipient received by the service provider, in accordance with paragraph 2 of Article 25 of the Law on state services, shall be the subject to consideration within five working days from the date of its registration.

The complaint of the service recipient received by the body considering the complaint shall be subject to consideration within fifteen working days from the date of its registration.

Unless otherwise provided by the Laws of the Republic of Kazakhstan, appeal to the court is allowed after a pre-trial appeal in accordance with paragraph 5 of Article 91 of the Administrative Procedural Code of the Republic of Kazakhstan.

Annex 1

to the Rules for the provision
of the state service in the field
of state registration of acts
for civil status abroad

List of main requirements for the provision of state services "State registration of the birth of a child abroad"

Name of public service: "State registration of the birth of a child abroad"		
1	Name of the service provider	Foreign institutions of the Republic of Kazakhstan (hereinafter referred to as the service provider).

2	Methods of state service provision	<p>1) service provider;</p> <p>2) the web portal of the "electronic government" of the www.egov.kz (hereinafter referred to as the portal) - when registering the birth of a child whose parents are citizens of the Republic of Kazakhstan who have a certificate of marriage of the Kazakh model.</p>
3	Term of state service provision	<p>From the date of delivery by individuals (hereinafter referred to as the service recipient) of a package of documents to the service provider - 5 (five) working days.</p> <p>When contacting the portal - 3 (three) working days.</p>
4	Form of state service provision	Electronic (partially automated)/ paper
5	Result of state service provision	Birth certificate or reasoned response to denial of public service.
6	The amount of payment charged to the service recipient during the provision of the state service, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	<p>The state service shall be provided to individuals on a paid basis at consular fee rates, in accordance with the Code of the Republic of Kazakhstan "On taxes and other mandatory payments to the budget (Tax Code) "and by order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated May 20, 2019 No. 11-1-4/227" On approval of consular fee rates for consular actions on the territory of a foreign state " (registered in the Register of State registration of regulatory legal acts No. 18702).</p> <p>The consular fee shall be paid in cash or non-cash form through second-level banks or organizations that carry out certain types of banking operations.</p> <p>The conditions for exemption from consular fees shall be regulated in accordance with the Code of the Republic "On taxes and other mandatory payments to the budget (Tax Code)."</p>
		<p>1) of the service provider - from Monday to Friday inclusive, from 9.00 to 18.30 with a break for lunch from 13.00 to 14.30, except for</p>

Service provider, state corporation
and information objects schedule

weekends and holidays, according to the Labor Code of the Republic of Kazakhstan.

The acceptance of documents shall be carried out by the service provider from 09:30 to 12:30, and the issuance of the results of the provision of state service from 16:00 to 17:00. Wednesday shall not be a reception day.

In foreign countries with a hot and humid climate, the service provider's work schedule shall be established in relation to local conditions.

The state services shall be provided on a first-come, first-served basis, without appointment and expedited service, it is possible to book a queue through the service provider's Internet resource.

The addresses of the places of provision of state services shall be posted on the Internet resource of the Ministry of Foreign Affairs of the Republic of Kazakhstan www.gov.kz.

2) the portal - around the clock, with the exception of technical breaks in connection with the repair work (when the service recipient applies after the end of working hours, on weekends and holidays in accordance with the Code, applications shall be accepted and the results of the provision of state services shall be issued by the next working day).

1. To register the birth of a child within two months, and in the case of the birth of a dead child - no later than five days from the moment of birth, it shall be necessary to provide :

to the service provider:

1) an application for state registration of the birth of a child in accordance with Annex 5 to the Rules for the Provision of state services in the Field of state registration of civil status acts, as well as the issuance of repeated certificates and certificates of registration of civil status acts

List of documents and information
required from the service recipient
for the state service provision

abroad (hereinafter referred to as the Rules);

2) documents certifying the identity of parents or an electronic document from the service of digital documents of parents or a representative under a notarized power of attorney (for reconciliation);

3) notarized power of attorney, if the service recipient's representative applies;

4) if one of the parents of the child is a citizen of a foreign state, notarized consent to obtain a Kazakh certificate;

5) if one of the parents is a citizen of a foreign state, a notarized translation of the document into the state or Russian language;

6) a copy of the certificate of marriage (matrimony) of parents (for reconciliation);

7) a medical birth certificate or a court decision establishing the fact of the birth of a child, or the original birth certificate of the child (for verification), or a copy of the act record of the birth of the child;

8) original document confirming payment of consular fee.

In case of violation of the date of registration of the child's birth, a written explanatory note of the parents, compiled in any form, shall be additionally submitted.

2. If it is necessary to introduce amendments, additions to the birth record in connection with the establishment of paternity:

1) application for amendments, additions to the act record on state registration of birth in connection with the establishment of paternity in accordance with Annex 9 to the Rules;

2) original document confirming payment of consular fee.

3. On the portal (when registering the birth of a child whose parents are citizens of the Republic of Kazakhstan who have a certificate of marriage of the Kazakh model):

	<p>1) an electronic application for state registration of the birth of a child abroad, indicating information on state registration of civil status acts registered in the Republic of Kazakhstan, certified by the electronic digital signature of the service recipient;</p> <p>2) an electronic copy of a medical birth certificate, or a foreign birth certificate, or a copy of the birth certificate or court decision establishing the fact of birth of a child;</p> <p>3) an electronic copy of the document confirming payment of the consular fee.</p> <p>Documents issued or witnessed by a competent institution of a foreign state or specifically by an authorized person, within his competence and in the prescribed form sealed with the stamp of a foreign state, shall be accepted only after passing the special certificate procedure (legalization or apostilation) (not required for countries participating in the Convention on Legal assistance and civil relations, family and criminal cases committed in the city of Minsk on January 22, 1993, ratified by the resolution of the Supreme council of the Republic of Kazakhstan of March 31, 1993 and the Convention on legal assistance and legal relations in civil, family and criminal cases committed in the city of Chisinau on October 7, 2002, ratified by the Law of the Republic of Kazakhstan).</p> <p>Documents issued outside the Republic of Kazakhstan in the language of the relevant foreign state shall be subject to translation into the state or Russian language.</p>
	<p>1) establishing the inaccuracy of the documents submitted by the service recipient for the provision of the state service, and (or) the data (information) contained in them;</p> <p>2) non-compliance of the service recipient and (or) provided data and information required for the provision of the state service with</p>

9	Grounds for refusal to provision of the state service established by the legislation of the Republic of Kazakhstan	the requirements of Chapter 2 of these Rules; 3) the absence of consent of the service recipient provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On personal data and their protection" to access to personal data of limited access, which shall be required for the provision of the state service.
10	Other requirements taking into account the peculiarities of the provision of the state service, including those provided in electronic form and through the State Corporation	The service recipient shall have the opportunity to receive information on the procedure and status of the provision of the state service through a unified contact center on the provision of the state service. Contact numbers of reference services for the provision of the state service shall be indicated on the Internet resource www.gov.kz section "State services," a unified contact center for the provision of the state service: 1414, 8 800 080 7777.

Annex 2

to the Rules for the provision
of the state service in the field
of state registration of civil acts
states abroad

List of main requirements for the provision of the state service of "State registration of marriage (matrimony) abroad"

Name of the state service: "State registration of marriage (matrimony) abroad"		
1	Name of the service provider	Foreign institutions of the Republic of Kazakhstan (hereinafter referred to as the service provider).
2	Methods of provision of the state service	1) service provider; 2) the web portal of the "electronic government" of the www.egov.kz (hereinafter referred to as the portal) - during the primary registration of marriage between citizens of the Republic of Kazakhstan.
		1) the period of provision from the moment of delivery by individuals (hereinafter referred to as the service recipient) of a package of documents to the service provider - after fifteen working days;

3	Terms of provision of the state service	<p>2) upon joint application of persons entering into marriage (matrimony), in the presence of special circumstances (pregnancy, birth of a child, immediate danger to life of one of the parties and other special circumstances), confirmed by the relevant documents, the service provider at the place of state registration of marriage (matrimony) shall appoint marriage (matrimony) before the expiry of fifteen calendar days or shall increase this period, but not more than fifteen working days on the basis of a written application of service recipients;</p> <p>3) in the presence of special circumstances (pregnancy, birth of a child, immediate danger to the life of one of the parties and other special circumstances), state registration of marriage (matrimony) at the request of persons entering into marriage (matrimony) shall be carried out on the day of application with mandatory indication of the reason and supporting documents;</p>
4	Form of provision of the state service	Electronic (partially automated) / paper
5	Result of provision of the state service	Certificate of marriage (matrimony) or a reasoned response to refusal to provision of the state service.
6	The amount of payment charged to the service recipient during the provision of the state service, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	<p>The state service shall be provided to individuals on a paid basis at consular fee rates, in accordance with the Code of the Republic of Kazakhstan "On taxes and other mandatory payments to the budget (Tax Code)" and by order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated May 20, 2019 No. 11-1-4/227" On approval of consular fee rates for consular actions on the territory of a foreign state" (registered in the Register of State Registration of Regulatory Legal Acts No. 18702).</p> <p>The consular fee shall be paid in cash or non-cash form through second-tier banks or organizations that carry out certain types of banking operations.</p>

		<p>The conditions for exemption from consular fees shall be regulated in accordance with the Code of the Republic "On taxes and other mandatory payments to the budget (Tax Code)."</p>
7	Service provider, state corporation and information objects schedule	<p>1) of the service provider - from Monday to Friday inclusive, from 9.00 to 18.30 with a break for lunch from 13.00 to 14.30, except for weekends and holidays, according to the Labor Code of the Republic of Kazakhstan.</p> <p>The acceptance of documents shall be carried out by the service provider from 09:30 to 12:30, and the issuance of the results of the provision of state service from 16:00 to 17:00. Wednesday shall not be a reception day.</p> <p>In foreign countries with a hot and humid climate, the service provider's work schedule shall be established in relation to local conditions.</p> <p>The state services shall be provided on a first-come, first-served basis, without appointment and expedited service, it shall be possible to book a queue through the service provider's Internet resource.</p> <p>The addresses of the places of provision of state services shall be posted on the Internet resource of the Ministry of Foreign Affairs of the Republic of Kazakhstan www.gov.kz.</p> <p>2) the portal - around the clock, with the exception of technical breaks in connection with the repair work (when the service recipient applies after the end of working hours, on weekends and holidays in accordance with the Code, applications shall be accepted and the results of the provision of state services shall be issued by the next working day).</p>
		<p>3) the consent of legal representatives of persons entering into marriage (matrimony) 1. When contacting the service provider, persons who have reached the age of marriage represent:</p>

- 1) application for marriage (matrimony) in accordance with Annex 10 to the Rules for the State services provision in the field of state registration of civil status acts, as well as the issuance of repeated certificates and certificates of registration of civil status acts abroad (hereinafter referred to as the Rules);
- 2) identification documents, or an electronic document from the service of digital documents entering into marriage (matrimony) (for reconciliation);
- 3) when registering the marriage of a citizen of the Republic of Kazakhstan and a foreigner, along with the presentation of a document certifying the identity of the foreigner, a notarized translation of the text of the document in Kazakh or Russian shall be provided;
- 4) certificates of marital capacity of those entering into marriage (matrimony) (not required if there is information about applicants in the IS registry office);
- 5) a document confirming the termination of the previous marriage (if any): a certificate of termination of marriage (matrimony) or a court decision on termination of marriage (matrimony) with a note on entry into force, a certificate of death of a spouse or a court decision on invalidating the marriage, declaring one of the spouses dead or recognition as missing (for reconciliation);
- 6) original document confirming payment of consular fee;
- 7) if it is necessary to reduce or extend the period of registration of marriage (matrimony) established by the legislation of the Republic of Kazakhstan, a document confirming the grounds for reducing or extending the period is additionally submitted: a certificate of the medical qualification commission on pregnancy, a certificate of health, a

List of documents and information required from the service recipient for the provision of the state service

copy of the child's birth certificate, documents confirming other special circumstances.

2. If persons under the age of marriage enter into marriage (matrimony), additionally the following shall be submitted:

1) the application for reduction of the marital (marital) age according to the form, according to Annex 11 to the Rules, shall be submitted by parents or guardians (trustees) with indication of the reasons causing the need to reduce the marital (marital) age and attachment of the necessary documents specified in this list of basic requirements for the provision of state services;

2) documents confirming the reasons for the decrease in the marriage (marital) age (certificate of the medical qualification commission on pregnancy, a copy of the child's birth certificate, a copy of the birth certificate of a minor parent, a copy of the certificate of marriage/divorce of the minor's parents, documents certifying personally);

4) a birth certificate of a minor parent, a certificate of marriage/divorce of the parents of a minor, documents certifying the identity of the parents of a minor and the minors themselves) (for reconciliation).

3. On the portal (at the initial registration of marriage between citizens of the Republic of Kazakhstan):

1) electronic application for marriage (matrimony), certified by electronic digital signature of service recipients ;

2) an electronic copy of the document confirming payment of the consular fee.

Documents issued or witnessed by a competent institution of a foreign state or specifically by an authorized person, within his competence and in the prescribed form sealed with the stamp of a foreign state, shall be accepted only after passing the special certificate procedure (

		<p>legalization or apostilation (not required for countries participating in the Convention on legal assistance and civil relations, family and criminal cases committed in the city of Minsk on January 22, 1993, ratified by the resolution of the Supreme Council of the Republic of Kazakhstan of March 31, 1993 and the Convention on Legal Assistance and Legal Relations in Civil, family and criminal cases committed in the city of Chisinau on October 7, 2002, ratified by the Law of the Republic of Kazakhstan).</p> <p>Documents issued outside the Republic of Kazakhstan in the language of the relevant foreign state shall be subject to translation into the state or Russian language.</p>
9	<p>Grounds for refusal to provision of the state service established by the legislation of the Republic of Kazakhstan</p>	<p>1) establishing the inaccuracy of the documents submitted by the service recipient for receiving the state service, and (or) the data (information) contained in them;</p> <p>2) non-compliance of the service recipient and (or) provided data and information required for the provision of the state service with the requirements of Chapter 3 of these Rules;</p> <p>3) the service provider has evidence confirming the existence of circumstances preventing marriage (matrimony) in accordance with paragraph 5 of Article 226 of the Code of the Republic of Kazakhstan "On marriage (matrimony) and family";</p> <p>4) the absence of consent of the service recipient, provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On personal data and their protection," to access to personal data of limited access, which shall be required for the provision of the state service.</p>
	<p>Other requirements taking into account the peculiarities of the</p>	<p>The service recipient shall have the opportunity to receive information on the procedure and status of the provision of the state service through a unified contact center on the provision of the state service.</p>

10	provision of the state service, including those provided in electronic form and through the State Corporation	Contact numbers of reference services for the provision of the state service shall be indicated on the Internet resource www.gov.kz section "State services," a unified contact center for the provision of the state service: 1414, 8 800 080 7777.
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Annex 3

to the Rules provision
of the state service in the field
of state registration of civil acts
states abroad

List of main requirements for the provision of state services "State registration of divorce (marriage) abroad"

Name of state service: "State registration of divorce (marriage) abroad"		
1	Name of the service provider	Foreign institutions of the Republic of Kazakhstan (hereinafter referred to as the service provider).
2	Methods of provision of the state service	1) service provider; 2) the web portal of the "electronic government" of the www.egov.kz (hereinafter referred to as the portal) - when registering the dissolution of marriage (matrimony) by mutual agreement of spouses, citizens of the Republic of Kazakhstan who shall not have minor children.
3	Term of provision of the state service	1) the period of provision - after the expiration of the monthly period from the date of submission of a joint application by individuals (hereinafter referred to as the service recipient); 2) state registration of divorce (marriage) with a person recognized as unknowingly absent, incapacitated or convicted of committing a crime to imprisonment for a period of at least three years shall be carried out after a forty-five-day period from the date of receipt by the second spouse of a notice from a service provider in custody or a guardian of an incapacitated spouse or guardian over the property of a recognized obscure absent spouse; 3) if it is necessary to additionally check the documents established by

		paragraph 8 of this list of basic requirements for the provision of the state service, the service provision period shall be extended by no more than thirty (30) working days, with notification of the service recipient within three (3) calendar days from the date of extension of the review period;
4	Form of provision of the state service	Electronic (partially automated)/ paper
5	Result provision of the state service	Certificate of divorce (marriage) or motivated response to refusal to provision of the state service.
6	The amount of payment charged to the service recipient during the provision of the state service, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	<p>The state service shall be provided to individuals on a paid basis at consular fee rates, in accordance with the Code of the Republic of Kazakhstan "On taxes and other mandatory payments to the budget (Tax Code) "and by order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated May 20, 2019 No. 11-1-4/227" On approval of Consular Fee Rates for Consular Actions on the Territory of a Foreign State " (registered in the Register of State Registration of Regulatory Legal Acts No. 18702).</p> <p>The consular fee shall be paid in cash or non-cash form through second-tier banks or organizations that carry out certain types of banking operations.</p> <p>The conditions for exemption from consular fees shall be regulated in accordance with the Code of the Republic "On taxes and other mandatory payments to the Budget (Tax Code)."</p>
		<p>1) of the service provider - from Monday to Friday inclusive, from 9.00 to 18.30 with a break for lunch from 13.00 to 14.30, except for weekends and holidays, according to the Labor Code of the Republic of Kazakhstan.</p> <p>The acceptance of documents shall be carried out by the service provider from 09:30 to 12:30, and the issuance of the results of the</p>

Service provider, state corporation
and information objects schedule

provision of the state service from 16:00 to 17:00. Wednesday shall not be a reception day.

In foreign countries with a hot and humid climate, the service provider's work schedule shall be established in relation to local conditions.

The state service shall be provided on a first-come, first-served basis, without appointment and expedited service, it is possible to book a queue through the service provider's Internet resource.

The addresses of the places of provision of the state service shall be posted on the Internet resource of the Ministry of Foreign Affairs of the Republic of Kazakhstan www.gov.kz.

2) the portal - around the clock, with the exception of technical breaks in connection with the repair work (when the service recipient applies after the end of working hours, on weekends and holidays in accordance with the Code, applications are accepted and the results of the provision of the state service shall be issued by the next working day).

To the service provider:

1. For registration of divorce (marriage) by mutual consent of spouses without minor children:

1) application for state registration of divorce (marriage) in accordance with Annex 13 to the Rules for the provision of the state service in the Field of state registration of civil status acts, as well as the issuance of repeated certificates and certificates of registration of civil status acts abroad (hereinafter referred to as the Rules);

2) documents certifying the identity of persons, or an electronic document from the service of digital documents terminating marriage (matrimony) (for reconciliation);

3) certificate of marriage (matrimony);

4) original document confirming payment of consular fee.

List of documents and information required from the service recipient for the provision of the state service

2. To register the dissolution of marriage (matrimony) on the basis of a court decision with persons recognized as missing or incapacitated or with persons convicted of committing a crime to imprisonment for a term of at least three years:

1) application for registration of divorce (marriage) of one of the spouses on the basis of a court decision that shall have entered into legal force on the recognition of the spouse as missing, incapacitated or limited legal capacity, as well as the court verdict on the conviction of the spouse for committing a crime to imprisonment for a term of at least three years in accordance with Annex 14 to the Rules;

2) a document certifying the identity of the service recipient (for reconciliation);

3) a court decision or a court verdict that has entered into legal force to declare a spouse missing or incapacitated or a court verdict that convicts a spouse (s) for committing a crime to imprisonment for a term of at least three years (for reconciliation);

4) certificate of marriage (matrimony);

5) original document confirming payment of consular fee.

3. On the portal (when registering the dissolution of marriage (matrimony) by mutual agreement of spouses, citizens of the Republic of Kazakhstan who do not have minor children):

1) an electronic application for state registration of divorce (marriage) with information on registration of civil status acts registered in the Republic of Kazakhstan, certified by an electronic digital signature of service recipients;

2) an electronic copy of the document confirming payment of the consular fee.

Documents issued or witnessed by a competent institution of a foreign state or specifically by an authorized

		<p>person, within his competence and in the prescribed form sealed with the stamp of a foreign state, shall be accepted only after passing the special certificate procedure (legalization or apostilation) (not required for countries participating in the Convention on Legal Assistance and Civil Relations, family and criminal cases committed in the city of Minsk on January 22, 1993, ratified by the resolution of the Supreme Council of the Republic of Kazakhstan of March 31, 1993 and the Convention on legal assistance and legal relations in civil, family and criminal cases committed in the city of Chisinau on October 7, 2002, ratified by the Law of the Republic of Kazakhstan).</p> <p>Documents issued outside the Republic of Kazakhstan in the language of the relevant foreign state shall be subject to translation into the state or Russian language.</p>
9	<p>Grounds for refusal to provide state services established by the legislation of the Republic of Kazakhstan</p>	<p>1) establishing the inaccuracy of the documents submitted by the service recipient for receiving the state service, and (or) the data (information) contained in them;</p> <p>2) non-compliance of the service recipient and (or) provided data and information required for the provision of the state service with the requirements of Chapter 4 of these Rules;</p> <p>3) the absence of consent of the service recipient provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On personal data and their protection" to access to personal data of limited access, which shall be required for the provision of the state service.</p>
10	<p>Other requirements taking into account the peculiarities of the provision of the state service,</p>	<p>The service recipient shall have the opportunity to receive information on the procedure and status of the provision of the state service through a unified contact center on the provision of the state service. Contact numbers of reference services for the provision of the state service shall be indicated on the</p>

	including those provided in electronic form and through the State Corporation	Internet resource www.gov.kz section "State services," a unified contact center for the provision of the state service: 1414, 8 800 080 7777.
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Annex 4

to the Rules for provision
of the state service in the field
of state registration of civil acts
states abroad

List of main requirements for the provision of the state service of "State registration of death abroad"

Name of state service: "State Registration of Death Abroad"		
1	Name of the service provider	Foreign institutions of the Republic of Kazakhstan (hereinafter referred to as the service provider).
2	Methods of provision of the state service (Access Channels)	1) service provider; 2) the web portal of "e-government" www.egov.kz (hereinafter referred to as the portal).
3	Term of provision of the state service	The period of provision from the date of submission of the package of documents by an individual (hereinafter referred to as the service recipient) shall be 3 (three) working days to the service provider, and 1 (one) working day when submitting an application through the portal.
4	Form of provision of the state service	Electronic (partially automated)/ paper
5	Result of provision of the state service	Death certificate or reasoned response to denial of state service.
6	The amount of payment charged to the service recipient during provision of the state service, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	free of charge
		1) of the service provider - from Monday to Friday inclusive, from 9.00 to 18.30 with a break for lunch from 13.00 to 14.30, except for weekends and holidays, according to the Labor Code of the Republic of Kazakhstan. The acceptance of documents shall be carried out by the service provider from 09.30 to 12.30, and the

7	Service provider, state corporation and information objects schedule	<p>issuance of the results of the provision of the state service from 16.00 to 17.00. Wednesday shall not be a reception day.</p> <p>In foreign countries with hot and humid climates, the work schedule shall be set in relation to local conditions.</p> <p>The state service shall be provided on a first-come, first-served basis, without appointment and expedited service, it is possible to book a queue through the service provider's Internet resource.</p> <p>The addresses of the places of the provision of the state service shall be posted on the Internet resource of the Ministry of Foreign Affairs of the Republic of Kazakhstan www.gov.kz.</p> <p>2) the portal - around the clock, with the exception of technical breaks in connection with the repair work (when the service recipient applies after the end of working hours, on weekends and holidays in accordance with the Code, applications shall be accepted and the results of the provision of the state service shall be issued by the next working day).</p>
		<p>1. To the service provider:</p> <p>1) application for state registration of death in accordance with Annex 15 to the Rules for the provision of the state service in the Field of State Registration of Civil Status Acts, as well as the issuance of repeated certificates and certificates of registration of civil status acts abroad (hereinafter referred to as the Rules);</p> <p>2) a document of the established form on death issued by a medical organization or a court decision on establishing the fact of death or on declaring a person dead (for reconciliation);</p> <p>3) passport of a citizen of the Republic of Kazakhstan;</p> <p>4) notarized power of attorney, if the service recipient's representative applies;</p>

List of documents and information required from the service recipient for the provision of the state service

5) if necessary, a document confirming close relationship (for reconciliation).

2. To the portal:

1) an electronic application for state registration of death, certified by an electronic digital signature of the service recipient;

2) an electronic copy of a document established by a death form issued by a medical organization, or a court decision to establish the fact of death or declare a person dead;

3) if necessary, an electronic copy of the document confirming close relationship.

Documents issued or witnessed by a competent institution of a foreign state or specifically by an authorized person, within his competence and in the prescribed form sealed with the stamp of a foreign state, shall be accepted only after passing the special certificate procedure (legalization or apostilation) (not required for countries participating in the Convention on Legal Assistance and Civil Relations, family and criminal cases committed in the city of Minsk on January 22, 1993, ratified by the resolution of the Supreme Council of the Republic of Kazakhstan of March 31, 1993 and the Convention on Legal Assistance and Legal Relations in Civil, family and criminal cases committed in the city of Chisinau on October 7, 2002, ratified by the Law of the Republic of Kazakhstan).

Documents issued outside the Republic of Kazakhstan in the language of the relevant foreign state shall be subject to translation into the state or Russian language.

1) establishing the inaccuracy of the documents submitted by the service recipient for provision of the state service, and (or) the data (information) contained in them;

2) non-compliance of the service recipient and (or) provided data and information required for the provision of the state service with

9	Grounds for refusal to provision of the state service established by the legislation of the Republic of Kazakhstan	the requirements of Chapter 6 of these Rules; 3) the absence of consent of the service recipient provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On personal data and their protection" to access to personal data of limited access, which shall be required for the provision of the state service.
10	Other requirements taking into account the peculiarities of the provision of the state service, including those provided in electronic form and through the State Corporation	The service recipient shall have the opportunity to receive information on the procedure and status of the provision of the state service through a unified contact center on the provision of the state service. Contact numbers of reference services for the provision of the state service shall be indicated on the Internet resource www.gov.kz , section "State services," a unified contact center for the provision of the state service: 1414, 8 800 080 7777.

Annex 5
to the Rules for provision
of the state service in the field
of state registration of civil acts
states abroad

List of main requirements for the provision of the state service of "Issuance of repeated certificates and certificates of civil registration abroad"

Name of the state service: "Issuance of repeated certificates and certificates of registration of civil status acts abroad." Name of subspecies of state service: 1. Issuance of a second birth certificate; 2. Issuance of a second certificate of marriage (matrimony); 3. Issuance of a second certificate of divorce (marriage); 4. Issuance of a second death certificate; 5. Issuance of a birth certificate; 6. Issuance of a certificate of marriage (matrimony); 7. Issuance of a certificate of divorce (matrimony); 8. Issuance of a death certificate; 9. Issuance of a certificate of marital capacity.		
1	Name of the service provider	Foreign institutions of the Republic of Kazakhstan (hereinafter referred to as the service provider).
2	Methods of provision of the state service	For all subspecies of state service - through the service provider.

3	Term of provision of the state service	<p>The period of provision from the date of delivery of the package of documents by an individual (hereinafter referred to as the service recipient) to the service provider shall be within 3 (three) working days.</p> <p>In the absence of an act record in the registry office, the service provision period shall be extended by no more than twenty (20) working days, with notification to the service recipient within three (3) calendar days (if the application consideration period is extended).</p>
4	Form of provision of the state service	For all subspecies of state service-paper.
5	Result of provision of the state service	Repeated certificate or certificate of state registration of civil status acts or a reasoned response to refusal to of provision of the state service.
6	The amount of payment charged to the service recipient during the of provision of the state service, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	<p>The state service shall be provided to individuals on a paid basis at consular fee rates, in accordance with the Code of the Republic of Kazakhstan "On taxes and other mandatory payments to the budget (Tax Code) "and by order of the Minister of Foreign Affairs of the Republic of Kazakhstan dated May 20, 2019 No. 11-1-4/227" On approval of Consular Fee Rates for Consular Actions on the Territory of a Foreign State " (registered in the Register of State Registration of Regulatory Legal Acts No. 18702).</p> <p>The consular fee shall be paid in cash or non-cash form through second-tier banks or organizations that carry out certain types of banking operations.</p> <p>The conditions for exemption from consular fees shall be regulated in accordance with the Code of the Republic "On taxes and other mandatory payments to the budget (Tax Code)."</p>
		The service provider - from Monday to Friday inclusive, from 9.00 to 18.30 with a break for lunch from 13.00 to 14.30, except for weekends and holidays, according to the Labor Code of the Republic of Kazakhstan.

7	Service provider, state corporation and information objects schedule	<p>The acceptance of documents shall be carried out by the service provider from 09.30 to 12.30, and the issuance of the results of the of provision of the state service from 16.00 to 17.00. Wednesday shall not be a reception day.</p> <p>In foreign countries with hot and humid climates, the work schedule shall be set in relation to local conditions.</p> <p>The state service shall be provided on a first-come, first-served basis, without appointment and expedited service, it shall be possible to book a queue through the service provider's Internet resource.</p> <p>The addresses of the places of provision of the state service shall be posted on the Internet resource of the Ministry of Foreign Affairs of the Republic of Kazakhstan www.gov.kz.</p>
		<p>1) an application for the issuance of a second certificate (certificate) of birth, marriage (matrimony), divorce (marriage), death and marital capacity in form in accordance with Annex 17 to the Rules for the of provision of the state service in the field of state registration of civil status acts, as well as the issuance of repeated certificates and certificates of registration of civil status acts abroad (hereinafter referred to as the Rules);</p> <p>2) an identity document or an electronic document from the digital document service (for reconciliation) ;</p> <p>3) primary birth/marriage/divorce/death certificate (if any);</p> <p>4) notarized power of attorney, if the service recipient's representative applies;</p> <p>5) original document confirming payment of consular fee.</p> <p>In the case of filing an application for the issuance of a second certificate (certificate) of death, copies of documents confirming kinship with the deceased are additionally attached.</p>

8	List of documents and information required from the service recipient for the of provision of the state service	<p>To obtain a certificate of marital capacity, copies of the certificate of divorce (marriage) or the death certificate of the spouse (spouse) if the service recipient has been married (marriage) outside the Republic of Kazakhstan shall be additionally attached.</p> <p>Documents issued or witnessed by a competent institution of a foreign state or specifically by an authorized person, within his competence and in the prescribed form sealed with the stamp of a foreign state, shall be accepted only after passing the special certificate procedure (legalization or apostilation) (not required for countries participating in the Convention on Legal Assistance and Civil Relations, family and criminal cases committed in the city of Minsk on January 22, 1993, ratified by the resolution of the Supreme Council of the Republic of Kazakhstan of March 31, 1993 and the Convention on Legal Assistance and Legal Relations in Civil, family and criminal cases committed in the city of Chisinau on October 7, 2002, ratified by the Law of the Republic of Kazakhstan).</p> <p>Documents issued outside the Republic of Kazakhstan in the language of the relevant foreign state shall be subject to translation into the state or Russian language.</p>
9	Grounds for refusal to of provision of the state service established by the legislation of the Republic of Kazakhstan	<p>1) establishing the inaccuracy of the documents submitted by the service recipient for of provision of the state service, and (or) the data (information) contained in them;</p> <p>2) non-compliance of the service recipient and (or) provided data and information required for the provision of the state service with the requirements of Chapter 6 of these Rules;</p> <p>3) the absence of consent of the service recipient provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On personal data and their protection" to</p>

		access to personal data of limited access, which shall be required for the of provision of the state service.
10	Other requirements taking into account the peculiarities of the of provision of the state service, including those provided in electronic form and through the State Corporation	The service recipient shall have the opportunity to receive information on the procedure and status of the provision of the state service through a unified contact center on the of provision of the state service. Contact numbers of reference services for the provision of the state service shall be indicated on the Internet resource www.gov.kz , section "State services," a unified contact center for the provision of the state service: 1414, 8 800 080 7777.

Annex 6
to the Rules for the provision
of the state service in the field
of state registration of civil acts
states abroad

Form

In _____

(name of the foreign office
of the Republic of Kazakhstan)
from _____
(name, patronymic (if
any), name of the applicant)

resident at:

phone number

Application for state registration of the birth of a child

Child details:

Name of the _____

Patronymic (if any) _____

Last name _____

The date of birth dated " ____ " _____ 20.

gender _____

Place of birth of the child _____

What kind of child the mother has _____

Information about the document confirming the birth of the child

The legal address of the child _____

The presence of an individual identification number of the child _____

Mother details:

Name of the _____

Patronymic (if any) _____

Last name _____

Date of birth " ____ " _____ 20, nationality _____

Age _____

Citizenship _____

Education _____

Place of work and position _____

Marital status _____

Date and place of marriage registration _____

The number of the marriage (matrimony) record _____

Registered office _____

Father details:

Name _____

Patronymic (if any) _____

Last name _____

Date of birth " ____ " _____ 20, nationality _____

Age _____

Citizenship _____

Education _____

Place of work and position _____

Marital status _____

Date and place of marriage registration _____

The number of the marriage (matrimony) record _____

Registered office _____

Warned that for reporting false information under Article 491

Code of the Republic of Kazakhstan "On administrative offences,"
administrative penalty shall be imposed.

Consent to access restricted personal data that

required to provision of the state service in accordance with Article 8 of the Law
of the Republic of Kazakhstan "On personal data and their protection."

" ____ " _____ 20

Signature _____

_____ (first name,
patronymic (if any), last name of the official who accepted the application) journal number ____ --
----- (breakaway line)
" ____ " _____ 20

an application for registration of birth has been accepted for consideration.

The results of the review will be reported by ____ 20.

Manager _____
(first name, patronymic (if any), last name)

Annex 7

to the Rules for provision
of the state service in the field
of state registration of civil acts
states abroad

Form

Application journal

№	Receipt date	Name, patronymic , surname of the applicant	Type of application and summary of incoming document	Resolution or to whom the document is sent for implement ation	Date of state registration	Receipt in receipt of document, date	Document execution stamp	Note
1	2	3	4	5	6	7	8	9

Annex 8

to the Rules for provision
of the state service in the field
of stateregistration of civil acts
states abroad

Form

Approved official

(name of the foreign office
Republic of Kazakhstan)
" ____ " _____ 20

Conclusion on the state registration of the birth of a child reached the age of one year or more

_____,
(name of the foreign office of the Republic of Kazakhstan)

Having considered the application _____

(first name, patronymic (if any), applicant's last name)

on registration of birth in violation of the established period _____

(first name, patronymic (if any), last name of the child) born

(date of birth)

(place of birth: village, district, city, region, country)

The reason for the violation of the established period of _____

The applicant submitted a medical certificate in support of the birth
birth, issued by _____

(name of medical institution)

Attached to the application shall be a package of the following documents:

Based on the documents submitted by the applicant:

Established:

(first name, patronymic (if any), last name)

Born _____

(date of birth)

(place of birth, village, district, city, region, country)

residence _____

(place of permanent residence)

The parents of the child:

Father _____

(first name, patronymic (if any), last name)

Mother _____

(first name, patronymic (if any), last name)

According to article 198 of the Code of the Republic of Kazakhstan "On marriage (matrimony) and family"

I hereby suppose:

It is possible to make state registration of birth in relation to

(first name, patronymic (if any), last name)

in violation of the established period in the foreign office of the Republic of Kazakhstan

(indicate the name of the foreign office of the Republic of Kazakhstan)

Official of the registering authority

(first name, patronymic (if any), last name) (signature)

Annex 9
to the Rules for provision
of the state service in the field
of state registration of civil acts
states abroad

Form

Journal of stamp forms issuance

№	date of issue	Name, patronymi c , surname of the person to whom the certificate shall be issued	Batch and blank number	Record number	Date of the act entry	Primary o r re-write	Name, patronymi c , surname of the applicant	Signature in receipt o f certificate	Note
1	2	3	4	5	6	7	8	9	10

Annex 10
to the Rules for provision
of the state service in the field
of state registration of civil acts
states abroad

Form

In _____
(Foreign office
of the Republic of Kazakhstan)
from _____
(name, patronymic (if any),

name of the applicant)
resident at:

phone number _____
(name, patronymic (if any),

name of the applicant)
living at:

phone number _____

Application for introduction of amendments, additions to the act record on state registration of birth in connection with the establishment of paternity (motherhood)

I hereby, _____

— (first name, patronymic (if any), last name)

I hereby recognize myself as the father of a child born "_____" "_____" ____ 20
at citizen _____.

(first name, patronymic (if any), last name)

I hereby, _____

— (first name, patronymic (if any), last name)

the child's mother _____

(first name, patronymic (if any), last name)

I hereby confirm that the citizen _____

(first name, patronymic (if any), last name)

the father of the child.

Based on the above, please include information about the father in the record of the act
about the birth of a child, indicating the patronymic to the child by the name of the father

_____ assign the last name to the child _____,

and also correct in her the premarital surname of the mother

mother's premarital surname

_____ name _____

accepted upon marriage (matrimony) with the father of the child (to be filled

mother in case of marriage (matrimony) with the father of the child).

Birth registered "_____" "_____" ____ 20

_____ (name of the foreign office of the Republic of Kazakhstan)

Record number _____

Mother details:

Name of the _____

Patronymic (if any) _____

Last name _____

Date of birth "_____" "_____" ____ 20

Nationality _____

Age _____

Citizenship _____

Education _____

Place of work and position _____

Marital status _____

The number of the marriage (matrimony) record _____

Registered office _____

Father details:

Name of the _____

Patronymic (if any) _____

Last name _____

Date of birth " ____ " _____ 20

Nationality _____

Age _____

Citizenship _____

Education _____

Place of work and position _____

Marital status _____

The number of the marriage (matrimony) record _____

Registered office _____

Please find attached to the application:

Consent to access to restricted personal data,
which shall be required to provision of the state service in accordance with the
Article 8 of the Law of the Republic of Kazakhstan "On personal data and their protection

."

The father of the child _____

(signature)

Mother of the child _____

(signature)

" ____ " _____ 20

Annex 11
to the Rules for provision
of the state service in the field
of state registration of civil
acts states abroad

Application accepted
" ____ " _____ 20
and registered in the journal
at number _____.
Registration of marriage
(matrimony) appointed
on " ____ " _____ 20
Signature _____

Application for marriage (matrimony)

№		He		She
1.	Name			
2.	Patronymic (if any)			
3.	Surname			
4.	Date of birth, age	" ____ " _____ years old		" ____ " _____ года исполнилось __ лет
5.	Nationality			
6.	Place of birth (city, village, district, region, region, republic)			
7.	Nationality			
8.	Education			
9.	Where and by whom it works (if it does not work, then indicate the source of existence)			
10.	Marital status: unmarried, widower (widow), divorced			
11.	About shared children			
12.	Place of permanent residence			
13.	From the year			
14.	What kind of marriage			
15.	Identity document details (number, when and by whom)			

There are no obstacles to marriage (marriage).

After registration of marriage (matrimony) we hereby wish to bear surnames spouse

spouse

Aware of the need to exchange identity documents

within a month (for persons wishing to change their last name). With conditions and order marriages (matrimony) shall have been familiarized. Rights and obligations as future spouses and parents clarified.

In case of failure to appear on the appointed day of the persons entering into marriage or one of them

The act of marriage shall be annulled for the next calendar working day.

We hereby shall be warned about what for concealing the circumstances that hinder marriage, in accordance with Article 491 of the Code of the Republic of Kazakhstan "On administrative offences" an administrative penalty shall be imposed.

Please register your marriage in non-solemn/solemn atmosphere (unnecessary to cross out).

Consent to access restricted personal data that required to provide state service in accordance with Article 8 of the Law of the Republic of Kazakhstan "On personal data and their protection."

Signatures of persons entering into marriage (matrimony):

He _____ (premarital surname)

She _____ (premarital surname)

" ____ " _____ 20

(breakaway line)

" ____ " _____ 20

an application for registration of marriage has been accepted for consideration.

The results of the review will be reported by ____ 20.

Specialist _____

(first name, patronymic (if any), last name)

Annex 12
to the Rules for provision
of the state service in the field
of state registration of civil acts
states abroad

Form

In _____
(Foreign office
of the Republic of Kazakhstan)
from _____
(name, patronymic (if any),

name of the applicant)
resident at:

phone number _____

(name, patronymic (if any),

name of the applicant)
living at:

phone number _____

Application for reduction of marriage (marital) age

Please lower your daughter/son's marital (marital) age/_

(first name, patronymic (if any), last name)

(date of birth)

due to the reason that it is necessary to reduce the established marriage

(marital) age: _____

for marriage (matrimony) with a citizen (citizen) _____

(first name, patronymic (if any), last name)

(date of birth)

Attached shall be the following documents:

Consent to access to restricted personal data,

which shall be required to provide state service in accordance with

Article 8 of the Law of the Republic of Kazakhstan "On personal data and their protection

."

Consent of persons entering into marriage (matrimony): _____

Signatures of parents (trustees):

" " _____ 20
" " _____ 20

Annex 13
to the Rules for provision
of the state service in the field
of state registration of civil acts
states abroad

Form

Approved official

(name of the foreign office
Republic of Kazakhstan)
" " _____ 20

Conclusion on reduction of marriage (marital) age or refusal

(name of the foreign office of the Republic of Kazakhstan)

having considered the application to reduce the marital (marital) age

(first name, patronymic (if any), last name)

(date of birth)

(first name, patronymic (if any), last name)

(date of birth)

on reducing the age of marriage by _____

(reduction period)

due to the reason that it is necessary to reduce the established marriage

(marital) age: _____

and taking into account the consent of the person entering into marriage _____

and the documents attached to the petition: _____

According to article 10 of the Code of the Republic of Kazakhstan "On marriage (matrimony) and family"

I hereby suppose:

It is possible to satisfy the applicant's request and reduce the marriage (marital) age or refuse (emphasize the necessary):

(first name, patronymic (if any), last name)

(first name, patronymic (if any), last name)

Official of the registering authority

(first name, patronymic (if any), last name) (signature)

" ____ " ____ 20

Annex 14
to the Rules for provision
of the state service in the field
of state registration of civil acts
states abroad

Form

Application accepted
" ____ " ____ 20
and registered in the journal
behind the number

Registration of divorce
(matrimony) appointed

on " ____ " _____ 20
 Signature _____
 In _____

 (name of the foreign office
 of the Republic of Kazakhstan)
 from _____
 (name, patronymic (if any),
 name of the applicant)

 resident at:

 phone number

 (name, patronymic (if
 availability), name of the applicant)

 place of residence:

 phone number

Application for state registration of divorce (marriage)

We hereby the undersigned, by mutual agreement we hereby ask you to dissolve the marriage (matrimony). There are no minor children or disputes in connection with the division of property.

	He	She
1. Name		
2. Patronymic (if any)		
3. Surname		
4. Date of birth, age	" ____ " _____ years old	" ____ " _____ years old
5. Nationality		
6. Place of birth (city, village, district, region, region, republic)		
7. Nationality		
8. Education		
9. Where and by whom it works (if it does not work, then indicate the source of existence)		
10. What kind of marriage were in the account		
11. Where the dissolved marriage (matrimony) was contracted, the number and the date of the marriage certificate		

12. What surname wants to get after the dissolution of marriage (matrimony) (premarital or adopted at the registration of marriage)		
13. Reason for divorce (marriage)		
14. Identity document data (number, when and by whom issued)		

The terms and procedure for the dissolution of marriage (matrimony) shall be familiarized with.

Aware of the need to exchange identity documents
within a month after registration of the divorce (marriage)
(for persons wishing to change their last name).

We hereby have been warned that there shall be a violation of civil records rules, conditions in accordance with Article 491 of the Code of the Republic of Kazakhstan "On administrative offenses" an administrative penalty shall be imposed.

Consent to access restricted personal data that
required to provide state service in accordance with Article 8 of the Law
of the Republic of Kazakhstan "On personal data and their protection."

Signatures of persons terminating marriage (matrimony):

He _____ (first name, patronymic (if any), last name)

She _____ (first name, patronymic (if any), last name)

" ____ " _____ 20.

breakaway line

" ____ " _____ 20

accepted for consideration of _____ documents.

Surname, first name, patronymic (if any) of recipients of public service

For obtaining a certificate of registration of divorce (marriage)

to appear:

" ____ " _____ 20

Surname, first name, patronymic (if any) of the employee who accepted the documents

Annex 15
to the Rules for provision
of the state service in the field
of state registration of civil acts
states abroad

Form

Directed

response expected

"__" ____ 20
 "__" ____ 20
 received an absence response dispute,
 about the existence of a dispute,
 no response received
 (emphasize the necessary)
 In _____

 (name of the foreign office
 of the Republic of Kazakhstan)
 from _____
 (name, patronymic (if
 availability), name of the applicant)

 resident at:

 phone number _____

 (name, patronymic (if
 any), name of the applicant)

 place of residence:

 phone number _____

**Application for state registration of divorce (marriage)
 on the basis of a court decision on the recognition of a spouse that has entered
 into legal force unknown or incapacitated, also with persons convicted a court
 sentence for committing a crime to imprisonment for a term of at least three years**

I hereby ask you to terminate the marriage (matrimony) with

 (first name, patronymic (if any), last name)

Based on decision/judgment _____

_____ of the court

(name of the court)

about _____

from "__" ____ 20, No. _____.

Information about divorce (marriage):

		He	She
1.	Name		
2.	Patronymic (if any)		
3.	Last name: before termination		
	after termination		

4.	Individual Identification Number		
5.	Date of birth, age	"__" _____ years old	"__" _____ years old
6.	Citizenship		
7.	Nationality		
8.	Legal address from the year of living		
9.	Education		
10.	Where and by whom it works (if it does not work, specify the source of existence)		
11.	What kind of marriage (matrimony)		
12.	Where the dissolved marriage (matrimony) has been concluded (number and date of recording of the marriage certificate)		
13.	Amount of state duty to be recovered		
14.	Children under 18 years old (first name, patronymic (if any), last name)		
15.	Identity document data (number, when and by whom issued)		

Mailing address _____

(first name, patronymic (if any), surname of the convicted spouse,

guardian of an incapacitated spouse, guardian of the property is unknown

missing spouse, specify exact address)

Attached to the application: _____

Applicant's signature:

He _____

(first name, patronymic (if any), last name

she _____

(first name, patronymic (if any), last name)

"__" _____ 20

Warned that for reporting false information under Article 491

Code of the Republic of Kazakhstan "On administrative offenses"

administrative penalty shall be imposed.

Consent to access restricted personal data that
required to provide state service in accordance with Article 8
Law of the Republic of Kazakhstan "On personal data and their protection."

_____ "____" _____ 20

(signature)

----- break-off line

"__" _____ 20, accepted for consideration _____ documents.

Surname, first name, patronymic (if any) of recipients of public service

For obtaining a certificate of registration of divorce (marriage)

appear: "__" _____ 20

Surname, first name, patronymic (if any) of the employee who accepted the documents

Annex 16
to the Rules for provision
of the state service in the field
of state registration of civil acts
states abroad

Form

In _____

(name of the foreign office
Republic of Kazakhstan)

from _____

(name, patronymic (if any),
name of the applicant)

resident at:

phone number _____

Application for state registration of death

Please hereby make a state registration of death

(first name, patronymic (if any) surname of the deceased,

IIN, date of birth of the deceased,

the last place of residence of the deceased,

the marital status of the deceased,

the date of death of the deceased,

cause of death of the deceased)

I hereby attach to the application _____

Consent to access to restricted personal data,
which have been required to provide state service in accordance with the
Article 8 of the Law of the Republic of Kazakhstan "On personal data and their protection

."

" ____ " ____ 20

Signature _____

**(first name, patronymic (if any), last name of the official,
who accepted the application) number on the journal ____**

(breakaway line)

" ____ " ____ 20

an application for death registration has been accepted for consideration.

The results of the review will be reported by ____ 20.

Specialist _____

(first name, patronymic (if any), last name)

Annex 17
to the Rules for provision
of the state service in the field
of state registration of civil acts
states abroad

Form

In _____

(name of the foreign office
Republic of Kazakhstan)

from _____

(name, patronymic (if any),
name of the applicant)

resident at:

phone number _____

Application for the issuance of a second birth certificate (certificate)

Please issue (send) a second birth certificate (certificate)

I hereby inform you of the following information:

Last name _____

Name of the _____
patronymic (if specified in identification documents)

Birthplace _____

(region, district, city/village, date, month, year of birth)

Parents:

Father _____

Mother _____

Paternity established _____

(to be filled in if changes, additions have been made)

The child is adopted _____

(to be filled in if changes, additions and consent have been made
adoptive parents)

Consent of the adopter (s) _____

Full name (if specified in the identity documents) (signature)

Full name (if specified in the identity documents) (signature)

The document shall be necessary in connection with the _____

(indicate the reason)

I hereby also ask you to indicate in the certificate about the changes, corrections or
supplements, on the issuance of a second certificate _____

(it is necessary to emphasize and indicate the reason or basis, type of the act record)

Warned that for reporting false information under Article 491

The Code of the Republic of Kazakhstan "On administrative offences" shall be imposed
administrative recovery. I hereby agree to the use of the information constituting
secret protected by the law contained in information systems

Applicant's signature _____

" ____ " ____ 20.

Form

In _____

(name of the foreign office
of the Republic of Kazakhstan)

from _____
(name, patronymic (if any),
name of the applicant)

resident at:

phone number _____

Application for the issuance of a second certificate (certificate) of marriage (matrimony)

Please issue (send) a second certificate (certificate) of marriage.

I hereby inform you of the following information:

Last name _____

Name of the _____

Patronymic (if specified in identification documents)

Marriage concluded with _____

(Full name (if specified in the identity documents) of the spouse)

Place of registration of marriage _____
(district, city, registration authority)

Time of registration of marriage _____
(day, month, year)

The document shall be necessary in connection with the _____

(indicate the reason)

I also hereby ask you to indicate in the certificate about the changes, corrections or additions, on the issuance of a second certificate

(it is necessary to emphasize and indicate the reason or basis, type of the act record)

Warned that for reporting false information under Article 491

The Code of the Republic of Kazakhstan "On administrative offences" shall be imposed administrative recovery. I agree to the use of the information constituting secret protected by the law contained in information systems

Applicant's signature _____

" ____ " _____ 20.

Form

In _____

(name of the foreign office
of the Republic of Kazakhstan)

from _____
(name, patronymic (if any),
name of the applicant)

resident at:

phone number _____

Application for the issuance of a second certificate (certificate) on the termination of marriage (matrimony)

Please issue (send) a second certificate (certificate) of divorce (marriage).

I hereby inform you of the following information:

Last name _____

Name of the _____

Patronymic (if specified in identification documents)

Marriage dissolved with _____

—
(Full name (if specified in the identity documents) of the spouse)

Place of registration of the divorce _____

(district, city, registration authority)

Registration time of the divorce _____

(day, month, year)

The document shall be necessary in connection with the _____

(indicate the reason)

I also hereby ask you to indicate in the certificate about the changes, corrections or additions, on the issuance of a second certificate

(it shall be necessary to emphasize and indicate the reason or basis, type of the act record)

Warned that for reporting false information under Article 491

The Code of the Republic of Kazakhstan "On administrative offenses" shall be imposed administrative recovery. I hereby agree to the use of the information constituting secret protected by the law contained in information systems

Applicant's signature _____

" ____ " _____ 20.

Form

In _____

(name of the foreign office
Republic of Kazakhstan)

from _____
(name, patronymic (if any),
name of the applicant)

resident at:

phone number

Application for a second death certificate (certificate) Please issue (send) a second certificate (certificate) of death:

Please issue (send) a second certificate (certificate) of death:

Last name _____

Name of the _____

Patronymic (if specified in identification documents) _____

Place of death registration _____

(district, city, registration authority)

Time of death registration _____

(day, month, year)

The document shall be necessary in connection with the _____

(indicate the reason)

I also hereby ask you to indicate in the certificate about the changes, corrections or additions, on the issuance of a second certificate _____

(it shall be necessary to emphasize and indicate the reason or basis, type of the act record)

Warned that for reporting false information under Article 491

The Code of the Republic of Kazakhstan "On administrative offences" shall be imposed administrative recovery. I hereby agree to the use of the information constituting secret protected by the law contained in information systems

Applicant's signature _____

" ____ " ____ 20.

Form

In _____

(name of the foreign office
Republic of Kazakhstan)

from _____

(name, patronymic (if any),
name of the applicant)

resident at:

phone number

Application for a certificate of marital capacity

Please issue (send) a certificate of marital capacity.

I hereby inform you of the following information:

Last name _____

Name of the _____

Patronymic (if specified in identification documents) _____

He -not married. Married to _____

(to be emphasized) (full name (if specified in the documents,
IDs) spouse)

The marriage shall be terminated _____ on the basis of _____
(date, month, year) _____

(place of registration - district, city, region, country,
registration authority or court)

The document shall be necessary in connection with the _____

— (indicate the reason)

To the country _____

The verification must be carried out in the Republic of Kazakhstan in the IS registry
office

from the age of sixteen. Alerted to

In case of the reporting of false information in accordance with Article 491 of the Code
Republic of Kazakhstan "On administrative offenses"

administrative penalty shall be imposed. Agree to use
information constituting a secret protected by the law, contained in
in information systems

Service recipient's signature _____

" ____ " _____ 20.

Annex 18
to the Rules for provision
of the state service in the field
of state registration of civil acts
states abroad

Form

Certificate of birth

Citizen _____

(last name, first name, patronymic (if specified in the identity documents))

Born _____

(date of birth: date, month, year)

Place of birth:

Republic of _____

region _____

city (village) _____

district of _____

what is recorded in the birth registration book _____

on the day of the _____ month of _____ for No. _____

IIN _____

(if any)

Parents:

Father: _____

(last name, first name, patronymic (if specified in the identity documents))

Nationality _____

Citizenship _____

Mother: _____

(last name, first name, patronymic (if specified in the identity documents))

Nationality _____

Citizenship _____

Issued birth certificate No. ____ dated " ____ " ____ (day) (month) (year)

repeated birth certificate No. ____ of " ____ " ____ (when issued)

(date) (month) (year)

Note *

Reason for making changes, additions, corrections to the act record,
issuance of a second birth certificate

(if any, indicate the cause or reason)

A note shall be filled in if the information is not personal
and family secrecy, as well as that stated in the statement. Information containing
that the adopters shall not be the parents of the adopted
the child shall be indicated only with the consent of the adoptive parent (s).

Place of state registration

(name of the registration authority)

Place of issue _____

(name of the registration authority)

Seal
Official of the registering authority
Form

Certificate of marriage (matrimony)

Citizen of _____
(last name, first name, patronymic (if specified in the identity documents)
before marriage (marriage)

Born _____
(date of birth: date, month, year)

Place of birth:

country _____

region _____

city (village) _____

district of _____

Citizenship _____

Nationality _____

and a citizen _____

(last name, first name, patronymic (if specified in the identity documents)
before marriage (matrimony)

Born _____

(date of birth: date, month, year)

Place of birth:

country _____

region _____

city (village) _____

district of _____

Citizenship _____

Nationality _____

entered into marriage (marriage), as in the book of registration of acts on marriage
(matrimony) _____ the date of the _____ month of _____

entry for No. _____

After marriage (matrimony), surnames shall be assigned:

Spouse

spouse _____

Date of issue of marriage certificate:

_____ the day of the _____ month of _____

Number of the issued certificate of marriage (matrimony)

Note * Basis of Amendment, Amendment, Amendment to the Certificate recording, issuing a second certificate of marriage (matrimony)

(if any, indicate the cause or reason)

Place of state registration of marriage (matrimony
(name of the registration authority):

* Note: to be filled in if there is a mark on divorce (marriage):

The above marriage (matrimony) shall be dissolved according to the record or decision
Court No. _____ of the _____ day of the _____ month of _____

(the court issued a court decision on the termination of marriage (matrimony) or the name
of the registration authority)

Seal

Official of the registering authority
form

Certificate of divorce (marriage)

Marriage (matrimony) between a citizen

(last name, first name, patronymic (if specified in the identity documents))

(date of birth: date, month, year)

Place of birth:

country _____

region _____

city (village) _____

district of _____

Citizenship _____

Nationality _____

and a citizen _____

(last name, first name, patronymic (if specified in the identity documents))

(date of birth: date, month, year)

Place of birth:

Republic of _____

region _____

city (village) _____

district of _____

Citizenship _____

Nationality _____

dissolved, as described in the divorce registration book

(matrimony): _____ the day of the _____ month of _____

Recorded No. _____

The basis for state registration of divorce (marriage) shall be:

Date of termination of marriage (matrimony): " _____ " _____

Date of entry into force of the court decision on divorce (marriage):

" _____ " _____

To be filled in upon state registration of divorce (marriage)

on the basis of a court decision on the dissolution of marriage issued before 10.12.2019.

After the dissolution of the marriage (matrimony), the following names have been assigned:

To him _____

Her _____

The certificate has been issued to a citizen _____

(last name, first name, patronymic (if specified in the identity documents))

Note * Basis of amendment, addition to the certificate

recording, issuing a second certificate of divorce (marriage)

(if any, indicate the cause or reason)

Name of the registering authority that issued the document:

Date of issue of divorce certificate (marriage):

_____ the day of the _____ month of _____

Divorce certificate number (matrimony)

seal

Official of the registration authority

form

Death certificate

Citizen _____

(last name, first name, patronymic (if specified in the identity documents))

Born _____

(date of birth: date, month, year)

Place of birth:

country _____

region _____

city (village) _____

district of _____

The age of the deceased _____

Date of death: _____ of the _____ month of _____

Place of death:

Republic of _____

region _____

city (village) _____

district of _____

what is in the death registration book on the _____ of the _____ month of _____

recorded for No. _____

Note * Basis of amendment, addition to the certificate

recording, issuing a second death certificate

(if any, indicate the cause or reason)

Name of the registering authority that issued the document:

Date of issue of death certificate: _____ of the _____ month of _____

Death certificate number

seal

Official of the registering authority

Form

to be provided
to the competent authorities
of a foreign state

Certificate of marital capacity

" _____ " _____ 20, No. _____

Given _____

(last name, first name, patronymic (if specified in the identity documents))

(date, month, year of birth)

In relation to his (her) registration of the record of the marriage certificate

(matrimony) has not be made. The inspection has been carried out in the Republic of
Kazakhstan

in IS registry office from the age of sixteen since _____
to _____. (specify period) (specify period)

If the record of the act of marriage (matrimony) has been previously registered,
Specify the date of verification from the date of termination of marriage (matrimony).

The certificate is valid for six months from the date of its issuance.

Official of the registering authority

(Full name (if specified in the identity documents))

Seal

_____ (signature)