



**Ad-Hoc Query on the mode of issuing the identity documents and residence permits**

**Requested by the BG EMN NCP on 23<sup>th</sup> April 2014**

**Reply requested by 13<sup>th</sup> May 2014**

**Responses from Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, United Kingdom plus Norway (21 in Total)**

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**1. Background Information**

In connection with the forthcoming selection of the mode of issuing of the identity documents and residence permits in Republic of Bulgaria, we would like to know how the other Member States issue their identity documents and residence permits – which is the competent authority, is it centralized or done in some personalization centers and how it is regulated legally.

Due to the urgency of the query, we need your feedback and would very much appreciate your responses to the questions by the 13<sup>th</sup> of May 2014.

**2. Responses<sup>1</sup>**

		Wider Dissemination? <sup>2</sup>	Questions
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<sup>1</sup> If possible at time of making the request, the Requesting EMN NCP should add their response(s) to the query. Otherwise, this should be done at the time of making the compilation.

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			<ol style="list-style-type: none"> <li>1. Which authority issues the identity documents and residence permits?</li> <li>2. Which system do you use for issuing identity documents – centralized or decentralized?</li> <li>3. If it is centralized, please describe the physical location of the personalization process (printing of the personal data and photo)? For instance : printing house (state/private), proper personalization center, other (please indicate).</li> <li>4. If the personalization is not done in proper center, please indicate the legislation which settles this activity (if possible, please indicate the internet site where the normative documents can be found).</li> </ol>
	<b>Austria</b>	<b>No</b>	This EMN NCP has provided a response to the requesting EMN NCP. However, they have requested that it is not disseminated further.
	<b>Belgium</b>	<b>No</b>	This EMN NCP has provided a response to the requesting EMN NCP. However, they have requested that it is not disseminated further.
	<b>Bulgaria</b>	<b>Yes</b>	<ol style="list-style-type: none"> <li>1. The identity documents and residence permits in Republic of Bulgaria are issued by the Ministry of Interior.</li> <li>2. Identity and residence documents are issued decentralized in the republic of Bulgaria – in 30 personalization centers.</li> <li>3. Not applicable. The personalization is decentralized in our own personalization centers.</li> <li>4. Not applicable. The personalization is decentralized in our own personalization centers.</li> </ol>
	<b>Croatia</b>	<b>Yes</b>	
	<b>Cyprus</b>	<b>Yes</b>	
	<b>Czech Republic</b>	<b>Yes</b>	
	<b>Denmark</b>	<b>Yes</b>	
	<b>Estonia</b>	<b>Yes</b>	<ol style="list-style-type: none"> <li>1. According to Identity Documents Act in Estonia the Police and Border Guard Board issue following documents: <ol style="list-style-type: none"> <li>1) an identity card; a digital identity card; a residence permit card;</li> <li>2) an Estonian citizen's passport;</li> <li>3) an alien's passport;</li> <li>4) a temporary travel document;</li> <li>5) a travel document for a refugee;</li> </ol> </li> </ol>

<sup>2</sup> A default "Yes" is given for your response to be circulated further (e.g. to other EMN NCPs and their national network members). A "No" should be added here if you do not wish your response to be disseminated beyond other EMN NCPs. In case of "No" and wider dissemination beyond other EMN NCPs, then for the Compilation for Wider Dissemination the response should be removed and the following statement should be added in the relevant response box: "This EMN NCP has provided a response to the requesting EMN NCP. However, they have requested that it is not disseminated further."

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			<p>6) a seafarer's discharge book;          7) a certificate of record of service on ships.          2.-3. Yes, this system is centralized, documents are issued by the Police and Border Guard Board (PBGB), which have many offices around the country. All documents are printed by PBGB, who have a contract with one printing company.</p> <p>4.N/A</p>
	<b>Finland</b>	<b>Yes</b>	<p>1. The Police issues identity documents, as well as extensions to residence permits and the registrations of EU-citizens. The Finnish Immigration Service issues all other residence permits.</p> <p>2. The above-mentioned authorities issue the mentioned identity documents and residence permits upon application. The applications can be submitted to a police station (identity documents and residence permit extension and EU-registrations) or to the Finnish Immigration Service (first residence permits by e-application or to the Finnish Embassies/Missions abroad who transfer the applications for a residence permit to be processed by the Finnish Immigration Service). Regarding centralized or decentralized, it is a question of interpretation; the task is centralized to the two authorities, who have their separate responsibilities.</p> <p>3. The applications are processed either by the police or the Finnish Immigration Service, but the identity cards and the residence permit cards, which include biometric data are then produced by a private company called Gemalto Oy (<a href="http://www.gemalto.fi/index.php?id=2&amp;L=1">http://www.gemalto.fi/index.php?id=2&amp;L=1</a>) upon request by the authorities.</p> <p>4. The legislation that governs the issuing of identity documents (cards) and residence permits (cards) are the Act on the Identity Card (829/1999) and the Alien's Act (301/2004, 33§ a and b, 34§). Currently there are no English translations available online.</p>
	<b>France</b>	<b>Yes</b>	<p>1. Residence permits are issued by the prefectures (decentralized authorities of the State). These documents provide right of residence and constitute proof of identity on French territory.</p> <p>2. Applications for residence permits are processed through a national data-processing system (AGDREF) which is used by all the prefectures.</p> <p>3. The personalization process is carried out by a national printing company. The State is the sole shareholder of this commercial enterprise, which has the status of a limited company.</p> <p>4. Not applicable.</p>
	<b>Germany</b>	<b>Yes</b>	<p>1. The regional foreigner and passport offices are responsible for issuing residence permits and identity documents.</p> <p>2. Identity and residence documents are issued decentrally in Germany – around 600 foreigner authorities in the 16 Federal States.</p> <p>3. Not applicable.</p> <p>4. Not applicable.</p>
	<b>Greece</b>	<b>Yes</b>	<p>1. The National Passport Center of Hellenic Police Headquarters is the relevant Authority for the issuance of Greek passports. As far as the residence permits is concerned, the Decentralized Authorities of the Hellenic Ministry of Interior at regional level are responsible</p>

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			<p>for issuing the residence permits according to the migration legislation (Law 3386/2005). <u>Recently a migration codification has been adopted by law (Law 4251/2014) and will enter into force in June 2014. However this new codification, does not affect the procedure for the issuance of residence permits, which still remains decentralized.</u> Finally, as far as the identity card is concerned, the issuance is in the competence of the local police departments.</p> <p>2. Passports are issued centralized. For the residence permits the system is mainly decentralized (authorities at a regional level). Concerning the identity cards, the system is also decentralized (local police departments).</p> <p>3. The personalization process for passports (application approval, printing of the personal data and photo, quality control) takes place in the premises of the above mentioned Division (National Passport Center-N.P.C.). As for the identity cards, the personalization procedure is located in decentralize level (police departments).</p> <p>4. Not applicable for passports. As far as residence permits, the active legislation is Law 3386/2005 (<a href="http://www.ypes.gr/en/Generalsecretariat_PopulationSC/Laws/">http://www.ypes.gr/en/Generalsecretariat_PopulationSC/Laws/</a>), according to which residence permits are issued in the form of a sticker. In the next few months (as some technical issues that are at a final stage of implementation are still pending), residence permits are to be issued in a form of a separate document (residence permit card). Then, the personalisation of the residence permits will take place in the National Passport Center.</p>
	<b>Hungary</b>	<b>Yes</b>	<ol style="list-style-type: none"> <li>1. In Hungary, identity documents are issued by the Central Office for Administrative and Electronic Public Services and resident permits are issued by the Office of Immigration and Nationality.</li> <li>2. Identity and residence documents are issued in a centralized way in Hungary.</li> <li>3. The physical location of the personalization process (printing of the personal data and photo) is the state printing house.</li> <li>4. Not applicable.</li> </ol>
	<b>Ireland</b>	<b>Yes</b>	
	<b>Italy</b>	<b>Yes</b>	<ol style="list-style-type: none"> <li>1. The <b>residence permits</b> in Italy are issued <b>by the Ministry of Interior</b>. Specifically, as a measure of police, the <b>residence permits</b> are issued by the Police Headquarters (Ministry of the Interior) of the province in which foreigner is at present. The permits <b>can be requested</b>: at the Police Headquarters (<b>Ministry of the Interior</b>) of the province in which foreigner is at present, even if someone enters to Italy with a residence permit issued in another country of the European Union; at the 42 <b>Municipalities</b>, which provide this service (n.); at the “<b>Patronati</b>” (institutions offering advice and social assistance to workers); at the <b>Immigration Desk</b> set up in every Italian province at the <b>Prefettura</b>; and at the <b>Post Offices</b>, where the TCN receive the kit containing the application form (see <a href="http://www.poliziadistato.it/articolo/view/10717/">http://www.poliziadistato.it/articolo/view/10717/</a>).</li> </ol> <p>The <b>identity documents</b> are issued by the Municipality of residence.</p> <ol style="list-style-type: none"> <li>2. Decentralized - In order to obtain an <b>identity document</b>, the foreigner have to go to the Municipality of residence and produce: valid passport, a valid residence permit or application for the renewal, and 3 identical photographs. In Italy there are 8.057 Municipalities.</li> </ol>

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			<p>3. Not applicable. The personalization is decentralized in our Police Headquarters.</p> <p>4. Not applicable. The personalization is decentralized in our Police Headquarters.</p>
	<b>Latvia</b>	<b>Yes</b>	<p>1. Identity documents and residence permits are issued by the Office of Citizenship and Migration Affairs (OCMA) of the Ministry of Interior of the Republic of Latvia.</p> <p>2. All identity documents and residence permits are personalized centrally in one personalization centre.</p> <p>3. Personalization centre is located in Riga, it is state owned and operated by OCMA.</p> <p>4. Not applicable.</p>
	<b>Lithuania</b>	<b>Yes</b>	<p>1. The identity documents and residence permits in Republic of Bulgaria are issued by the Ministry of Interior.</p> <p>2. Identity and residence documents are issued decentralized in the republic of Bulgaria – in 30 personalization centers.</p> <p>3. Not applicable. The personalization is decentralized in our own personalization centers.</p> <p>4. Not applicable. The personalization is decentralized in our own personalization centers.</p>
	<b>Luxembourg</b>	<b>Yes</b>	<p>1. In Luxembourg the identity cards for Luxemburgish nationals are issued by the municipalities. The residence permits for third country nationals are issued by the Directorate of Immigration of the Ministry of Foreign and European Affairs.</p> <p>2. As mentioned in question 1, the identity cards are issued by each municipality so the system is decentralized. In regards to residence permits the system is centralized at the Directorate of Immigration.</p> <p>3. In regards to identity cards, at the moment the applicant must fill an application and joint to it a current picture with a 45 x 35 mm dimension and must present either his/her birth certificate, passport or family record book. The applicant must pay 4 euros. With the entrance into force on 1 July 2014 of the Law of 19 June 2013 published in Mémorial A-n° 107 of 25 June 2013, the identity card system will be changed to a credit card format with a chip in which the biometrical data will be saved (smart card technology). They will continue to be issued by the municipalities but there will be a centralized database of the identity cards at the national level. The production of the identity cards will be the responsibility of the Centre des Technologies de l'Information de l'Etat (Centre of information technologies of the State). In regards to residence permit the biometrical data (fingerprints and picture) are taken in the Directorate of Immigration.</p> <p>4. N/A</p>
	<b>Malta</b>	<b>Yes</b>	
	<b>Netherlands</b>	<b>Yes</b>	<p>1. Residence permits are issued by the Immigration and Naturalisation Service (IND). The IND is part of the Ministry of Security and Justice (Ministerie van Veiligheid en Justitie) and is responsible for implementation of the Netherlands' immigration policy. The Service assesses entrance applications (e.g. for family reunification or work in the Netherlands). It also deals with residence permits for foreign nationals residing in the Netherlands, requests for asylum and/or naturalisation.</p> <p>From 1 February 2014, residence permits must include a readable chip containing passport photo and two fingerprints.</p> <p>Identity documents are issued by the municipal authority where the applicant is registered. If the applicant lives abroad, he can apply at a</p>

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			<p>Dutch embassy or consulate.</p> <p>2. Identity documents are issued centralized in the Netherlands by a high-technology company.</p> <p>3. Identity documents are issued by the municipal authority where the applicant is registered. If the applicant lives abroad, he can apply at a Dutch embassy or consulate. The municipal authority/Dutch embassy or consulate will send the application electronically to the high-technology company. When the documents are personalized, they will be send to the municipality where the applicant can get the document.</p> <p>4. -</p>
	<b>Poland</b>	<b>Yes</b>	
	<b>Portugal</b>	<b>Yes</b>	<ol style="list-style-type: none"> <li>1. In Portugal the identity documents for foreigner citizens and residence permits are issued by the Ministry of Internal Affairs through Immigration and Borders Service.</li> <li>2. In Portugal the system for issuing the documents is decentralized. The immigration and Borders Service have decentralized services (Regional Directorates and Regional Delegations).</li> <li>3. Not applicable.</li> <li>4. Not applicable.</li> </ol>
	<b>Romania</b>	<b>Yes</b>	<ol style="list-style-type: none"> <li>1. <b>Which authority issues the identity documents and residence permits?</b> The identity documents for aliens (residence permits) and EU citizens and their family members (residence cards and registration certificates) are issued by the General Inspectorate for Immigration within Ministry of Internal Affairs (according to the persons' place of residence).</li> <li>2. <b>Which system do you use for issuing identity documents – centralized or decentralized?</b> The identity documents for aliens (residence permits) and EU citizens and their family members (residence cards and registration certificates) are issued, decentralized, by the territorial units of the General Inspectorate for Immigration within Ministry of Internal Affairs (according to the persons' place of residence).</li> <li>3. <b>If it is centralized, please describe the physical location of the personalization process (printing of the personal data and photo)? For instance : printing house (state/private), proper personalization center, other (please indicate).</b> Personalization/production of the identity documents is done centralized, as follows: - Residence permits – the National Unique Center for Electronic Passport Personalization of the General Directorate for Passport within Ministry of Internal Affairs (<a href="http://www.pasapoarte.mai.gov.ro/ENGLEZA/index_en.htm">www.pasapoarte.mai.gov.ro/ENGLEZA/index_en.htm</a>); - Residence cards for UE citizens and their family members – the Directorate for Persons Record and Database Management within Ministry of Internal Affairs (<a href="http://www.depabd.mai.gov.ro/index_eng.html">www.depabd.mai.gov.ro/index_eng.html</a>); - Registration certificates - the territorial units of the General Inspectorate for Immigration within Ministry of Internal Affairs - according to the persons' place of residence (<a href="http://www.ori.mai.gov.ro/home/index/en">www.ori.mai.gov.ro/home/index/en</a>).</li> <li>4. <b>If the personalozation is not done in proper center, please indicate the legislation which settles this activity (if possible, please indicate the internet site where the normative documents can be found).</b></li> </ol>

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			<b>Important notice: When answering the questions, difference between “issue” and “personalization/production” was done.</b>
	<b>Slovak Republic</b>	<b>Yes</b>	<ol style="list-style-type: none"> <li>1. In the territory of the Slovak Republic, identification documents for foreigners (residence permit and Alien’s passport) are issued based on the application submitted at the respective Alien Police department. Production of the documents takes place in the personalization centre which operates under the Ministry of Interior of the Slovak Republic.</li> <li>2. Slovak Republic has a centralized system of issuance of these documents.</li> <li>3. The whole process (printing of personal data and photographs) takes place in the state personalization centre of the Slovak Republic.</li> <li>4. N.A.</li> </ol>
	<b>Slovenia</b>	<b>Yes</b>	
	<b>Spain</b>	<b>Yes</b>	<ol style="list-style-type: none"> <li>1. National Police</li> <li>2. Decentralized, in Police Stations and Immigration Offices.</li> <li>3. –</li> <li>4. Personalization takes place directly in Police Stations and Immigration Offices. More information in: <a href="http://www.policia.es/documentacion/documentacion.html">http://www.policia.es/documentacion/documentacion.html</a> or <a href="http://www.empleo.gob.es/es/sec_emi/areas/inmigracion/index.htm">http://www.empleo.gob.es/es/sec_emi/areas/inmigracion/index.htm</a></li> </ol>
	<b>Sweden</b>	<b>Yes</b>	<ol style="list-style-type: none"> <li>1. It is the Swedish Migration Board that issues residence permits to third country nationals. It is the Swedish Tax Authority that issues identity documents to persons residing in Sweden.</li> <li>2. Centralized</li> <li>3. Photo and biometrics and personal data is collected at the embassies or at the Swedish Migration Board’s offices in Sweden and sent electronically to a private printing house that issues all of Sweden’s residence permits, passports and visa stickers under a joint contract with the Swedish national police board, the Migration Board and the foreign office. (the Tax authority has a separate contract for the identity cards).</li> <li>4. N/A</li> </ol>
	<b>United Kingdom</b>	<b>Yes</b>	<ol style="list-style-type: none"> <li>1. In the UK identity documents and residence permits are issued by the Home Office.</li> <li>2. Centralised</li> <li>3. The residence permits are printed by our Driver and Vehicle Licensing Agency (DVLA) in Swansea. The DVLA is an Agency of the Department of Transport. The residence permits are then couriered to successful applicants using a private delivery firm.</li> <li>4. Not applicable.</li> </ol>
	<b>Norway</b>	<b>Yes</b>	<ol style="list-style-type: none"> <li>1. Which authority issues the identity documents and residence permits? The Norwegian Directorate of Immigration (UDI) is responsible for processing applications for residence permits, but the police at the local level have the authority to make decisions in some cases. In some cases, the applications are processed by Norwegian embassies or General Consulates abroad. The actual permanent residence permit card (a sort of Norwegian “Green Card”), is issued by the police at the local level. When it comes to identification documents, normally the UDI processes applications for travel documents and temporary</li> </ol>

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			<p>refugee passports for refugees, however the police also have the authority to make decisions in these matters. The actual travel documents are issued by the police at the local level.</p> <p>2. Which system do you use for issuing identity documents – centralized or decentralized? The computer related systems and the register are located in a central office, while the local police stations are equipped to issue residence permits and travel documents.</p> <p>3. If it is centralized, please describe the physical location of the personalization process (printing of the personal data and photo)? For instance : printing house (state/private), proper personalization center, other (please indicate). N/A</p> <p>4. If the personalization is not done in proper center, please indicate the legislation which settles this activity (if possible, please indicate the internet site where the normative documents can be found). N/A</p>
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