

List of documents confirming the existence of grounds that are the basis for the issuance of a permit for temporary residence in the territory of the Republic of Azerbaijan to foreigners and stateless persons

45.1.1 In case they are in close relationship with a citizen of the Republic of Azerbaijan

Relationship	Confirming documents	
father (mother)	1	a copy of a birth certificate of a foreigner or stateless person
	2	a copy of an identity card of a citizen of the Republic of Azerbaijan of the father (mother) of a foreigner or stateless person
	3	If there is a change of surname, a copy of the document confirming the change
husband (wife)	1	a copy of the marriage certificate of a foreigner or stateless person
	2	a copy of an identity card of a citizen of the Republic of Azerbaijan of the husband (wife) of a foreigner or stateless person
	3	If there is a change of surname, a copy of the document confirming the change
child	1	a copy of a birth certificate of a child of a foreigner or stateless person
	2	a copy of an identity card of a citizen of the Republic of Azerbaijan of the child of a foreigner or stateless person
	3	If there is a change of surname, a copy of the document confirming the change
brother (sister)	1	a copy of a birth certificate of a foreigner or stateless person
	2	a copy of a birth certificate of a brother (sister) of a foreigner or stateless person
	3	a copy of an identity card of a citizen of the Republic of Azerbaijan of the brother (sister) of a foreigner or stateless person
	4	If there is a change of surname, a copy of the document confirming the change
children of brother and sister	1	a copy of a birth certificate of a foreigner or stateless person
	2	a copy of a birth certificate of a brother (sister) of a foreigner or stateless person
	3	a copy of a birth certificate of a child of brother (sister) of a foreigner or stateless person

	4	a copy of an identity card of a citizen of the Republic of Azerbaijan of the child of brother (sister) of a foreigner or stateless person
	5	If there is a change of surname, a copy of the document confirming the change
grandfather (grandmother)	1	a copy of a birth certificate of a foreigner or stateless person
	2	a copy of a birth certificate of a father (mother) of a foreigner or stateless person
	3	a copy of an identity card of a citizen of the Republic of Azerbaijan of the grandfather (grandmother) of a foreigner or stateless person
	4	If there is a change of surname, a copy of the document confirming the change
father and mother of the grandfather (grandmother)	1	a copy of a birth certificate of a foreigner or stateless person
	2	a copy of a birth certificate of a father (mother) of a foreigner or stateless person
	3	a copy of a birth certificate of a grandfather (grandmother) of a foreigner or stateless person
	4	a copy of an identity card of a citizen of the Republic of Azerbaijan of the grandfather`s (grandmother`s) father (mother) of a foreigner or stateless person
	5	If there is a change of surname, a copy of the document confirming the change
grandchild	1	a copy of a birth certificate of a child of a foreigner or stateless person
	2	a copy of a birth certificate of a grandchild of a foreigner or stateless person
	3	a copy of an identity card of a citizen of the Republic of Azerbaijan of the grandchild of a foreigner or stateless person
	4	If there is a change of surname, a copy of the document confirming the change
parents of husband (wife)	1	a copy of the marriage certificate of a foreigner or stateless person
	2	a copy of a birth certificate of a husband (wife) of a foreigner or stateless person
	3	a copy of an identity card of a citizen of the Republic of Azerbaijan of a parent of husband (wife) of a foreigner or stateless person

	4	If there is a change of surname, a copy of the document confirming the change
brother (sister) of husband (wife)	1	a copy of the marriage certificate of a foreigner or stateless person
	2	a copy of a birth certificate of a husband (wife) of a foreigner or stateless person
	3	a copy of a birth certificate of a brother (sister) of husband (wife) of a foreigner or stateless person
	4	a copy of an identity card of a citizen of the Republic of Azerbaijan of a brother (sister) of husband (wife) of a foreigner or stateless person
	5	If there is a change of surname, a copy of the document confirming the change

Note 1: If marriage and birth certificates were issued by foreign state bodies, translated and notarized copies shall be submitted (during the extension of the TRP notarization of the birth certificate is not required). These documents submitted by the relevant state bodies of the CIS countries and the Republic of Turkey as provided in international treaties shall not be notarized if they are submitted together with the original document.

Note 2: In the absence of a birth certificate, a notarized copy of the court decision to establish the fact of close relationship with a citizen of the Republic of Azerbaijan can be submitted.

Note 3: Personal identification card of a citizen of the Republic of Azerbaijan under the age of 15 can be presented, instead of the identification card of children under the age of 15.

Note 4: If a close relative lives abroad and does not have an identity card, a passport of a citizen of the Republic of Azerbaijan can be presented.

Note 5: Regarding the issuance of temporary residence permit to foreigners and stateless persons on the grounds envisaged by Article 45.1.5 of the Migration Code, a notarized consent application of the close relative provided for in the Article, is required.

45.1.2 In case they invest at least 500 000 manats in the economy of the country

Type of investment	Confirming documents
1. cash, bank deposit	Relevant reference on availability of cash or deposit account in the banks of the Republic of Azerbaijan
2. loans, shares	Relevant document confirming the loan or the presence of shares
3. stock and other securities	Copies of stocks and other securities (notarized) and the relevant document confirming their value
4. movable and immovable property (buildings, facilities, equipment and other material assets)	Extract of real estate from the register; Real estate evaluation document issued by juridical and physical persons engaged in evaluation activities in accordance with the legislation of the Republic of Azerbaijan; Copies of relevant documents on the availability and value of devices, equipment and other material resources (notarized).

45.1.3 In case they possess real estate which is worth at least 100 000 manats in the territory of the Republic of Azerbaijan	
1. Extract of real estate from the register or other document (contract, financial statement, etc.)	
2. Real estate evaluation document issued by juridical and physical persons engaged in evaluation activities in accordance with the legislation of the Republic of Azerbaijan. Note: If it is confirmed that he/she possess a real estate on the territory of the Republic of Azerbaijan in the amount of 150,000 manats and more, then there is no need for re-evaluation of the property when applying for an extension of residence permit on that basis (within 1 year from the date of initial application) and only an extract from the state register can be submitted.	
45.1.3-1 In case they deposit money in the amount of at least 100.000 manats in the banks functioning in the Republic of Azerbaijan on the basis of a term deposit agreement.	Relevant reference on availability of funds in the amount of at least 100.000 manats in the banks functioning in the Republic of Azerbaijan on the basis of a term deposit agreement.
45.1.4 In case they are highly qualified specialists in the spheres of economy, industry, military, science, culture, sports, etc.	Official letter of the relevant central executive authority or <u>relevant legal entity</u> (ANAS, sports federations, etc.) stating that the foreigner or stateless person is a high-level specialist.
45.1.4-1. In case they are specialists envisaged by Article 64.0.8-1 of the Migration Code (Specialists included to the category (to highly qualified specialists in the field of shipbuilding or a person with vocational training in the relevant specialty and with at least one year of work experience in this field, invited by that resident and his contractor, a citizen of the Republic of Azerbaijan or a juridical person founded in the Republic of Azerbaijan) defined by relevant executive authority (President of the Republic of Azerbaijan) who have been invited by the citizens of the Republic of Azerbaijan or juridical persons established in the Republic of Azerbaijan for the purpose of doing works or rendering services in the activity spheres (on shipbuilding activities carried out by a resident of Garadagh Industrial Park established under the Decree №1255 dated June 3, 2015 of the President of the Republic of Azerbaijan and its contractor, a citizen of the Republic of Azerbaijan or a juridical person founded in the Republic of Azerbaijan) determined by the relevant executive authority (President of the Republic of Azerbaijan)	
1. Letter from a shipbuilding company;	
2. Certificate of state registration of the company in Garadagh Industrial park; (This document is not required during TRP extension);	
3. A letter from the company that runs the activities of the park (Shipyard);	
4. A copy of the employment contract;	
5. <u>Notarized copy of certificate (diploma);</u>	
6. Document confirming 1 year of work experience;	
7. A copy of the company's charter; (This document is not required during TRP extension)	
8. Extract from the company's tax register.	

45.1.4 In case they are family members of foreigners or stateless persons temporarily or permanently residing in the territory of the Republic of Azerbaijan

Relationship	Confirming documents	
wife (husband) of a foreigner or stateless person	1	a copy of the marriage certificate of a foreigner or stateless person
	2	a copy of the passport of the wife (husband) of a foreigner or stateless person
children under the age of 18	1	a copy of a birth certificate of a child under the age of 18 of a foreigner or stateless person
	2	A copy of the passport of the father (mother) of a child under 18 years of age
children who are 18, but incapable to work	1	a copy of a birth certificate of a child, who is 18, but incapable to work, of a foreigner or stateless person
	2	A copy of the passport of the father (mother) of a child who is 18, but incapable to work
	3	A copy of the relevant document on the incapacity of the child of a child who is 18, but incapable to work, of a foreigner or stateless person (notarized)
Dependent parents	1	a copy of a birth certificate of a child of a foreigner or stateless person
	2	a copy of the passport of the child of a foreigner or stateless person
	3	application of consent of the guardian
	4	a copy of the relevant document on the dependency of a foreigner or stateless person (notarized)

Note 1: If marriage and birth certificates are issued by foreign state bodies, translated and notarized copies shall be submitted. (These documents submitted by the relevant state bodies of the CIS countries and the Republic of Turkey as provided in international treaties shall not be notarized if they are submitted together with the original).

Note 2: In the absence of a birth certificate, a notarized copy of the court decision to establish the fact of close relationship with a foreigner or stateless person temporarily or permanently residing in the territory of the Republic of Azerbaijan can be submitted.

Note 3: If there is a change of surname, a copy of the document confirming the change.

Note 4: Regarding the issuance of temporary residence permit to foreigners and stateless persons on the grounds envisaged by Article 45.1.5 of the Migration Code, a notarized consent application of the family member provided for in the Article, is required.

Note 5: When receiving documents for issuance (extension) of temporary residence permit, only applications by the **persons incapable to work** (persons with disabilities, women over the age of 62 and men over the age of 67), **incapacitated persons** and **persons under patronage** are accepted

under the condition “dependent parents”.

Persons with disabilities are required to have a notarized copy of their disability certificate.

Women over the age of 62 and men over the age of 67 are required to submit a notarized application for assistance. *(In terms of ensuring citizens’ satisfaction and optimizing some procedures for receiving documents, the correctness of consent applications of the persons personally participating in the submission of documents are approved by the staff of the reception division (through expressing the will by that person) and the application is accepted for review. It is necessary to notarize the applications of consent of those who did not personally participate in the submission of documents). It is necessary to notarize the applications of consent of those who did not personally participate in the submission of documents).*

Incapacitated persons are required to submit a notarized copy of the court decision thereon.

Persons under patronage are required to submit a notarized copy of the relevant decision by the guardianship and trusteeship body thereon.

45.1.5 In case they hold positions of head or deputy head in the branch or representation of a foreign juridical person in the Republic of Azerbaijan:

head in the branch or representation	1	a copy of the regulation (charter) of the branch and representation (notarized)
	2	a copy of state registration certificate (notarized)
	3	a copy of the power of attorney issued by the company to the head of the branch or representation (notarized) (director's order, meeting`s decision)
deputy head in the branch or representation	1	a copy of the regulation of the branch and representation (notarized)
	2	a copy of the state registration certificate (notarized)
	3	a copy of the power of attorney issued by the company to the head of the branch or representation (notarized) (director's order, meeting`s decision)

45.1.5-1 In case they hold positions of head or deputy head of juridical person established in the Republic of Azerbaijan, the founder or at least one of the founders of which is a foreign juridical or physical person

1. a copy of the charter of the juridical person (notarized);

2. If appointed as the head- the decision of the founders;
If appointed as the deputy head– the order of director.

3. extract from the register (from Tax Service).

45.1.6 In case they engage in entrepreneurship activity in the Republic of Azerbaijan

If the employer is a	1	a copy of the charter (notarized)
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juridical person	2	a copy of state registration certificate (notarized) (TIN)
	3	copies of identity cards of 5 employees who are citizens of the Republic of Azerbaijan
	4	copy of employment contracts
	5	extract from the register (from Tax Service)
If the employer is an physical person	1	A copy of TIN (notarized)
	2	copies of identity cards of 5 employees who are citizens of the Republic of Azerbaijan
	3	copy of employment contracts
45.1.6-1 In cases envisaged by Articles 64.0.6, 64.0.6-1, 64.0.7, 64.0.9, 64.0.10, 64.0.11 and 64.0.17 of the Migration Code		
1. Military personnel and specialists invited for service or work in Armed Forces of the Republic of Azerbaijan and other armed units established pursuant to the legislation of the Republic of Azerbaijan - letter from the Ministry of Defense (named list);		
2. Employees of mass media accredited in the Republic of Azerbaijan - notarized copy of accreditation card.		
3. Seamen – notarized seaman identity document, relevant letter of the juridical person, documents of the company.		
4. Academic staff and lecturers invited to institutes of higher education for delivering lectures - letter on behalf of the rector.		
5. Art workers - letter from the inviting institution.		
6. Trainers and sportsmen invited to work in sport clubs registered at relevant executive authority (Ministry of Justice) – letter of the club, legal documents of the club (notarized); contract with the athlete.		
45.1.8 In case they obtain work permit to carry out paid labour activity on the territory of the Republic of Azerbaijan	A copy of the work permit form for paid labour activity on the territory of the Republic of Azerbaijan issued to a foreigner or stateless person	
45.1.9 In case they get full-time education at institutions of higher education and technical schools and in case they get education at secondary schools in the Republic of Azerbaijan		
education at institutions of higher education and technical schools	official letter of the rector of the higher and technical education institution (to SMS), list of students	
education at secondary schools	reference of the director of the secondary school	
45.1.10 In case they are	1. charter of a religious institution (notarized)	

engaged in professional religious activity at officially registered religious institutions	2. a copy of state registration certificate (notarized); 3. official letter of the State Committee on Religious Associations of the Republic of Azerbaijan.	
45.1.10-1 In case they are considered as a victim of human trafficking a document granting the right of temporary residence or stay is not required, the application of the body conducting human trafficking prosecution, shall be registered at the address of that body.		
45.1.10-2 In case they assist criminal prosecution authorities a document granting the right of temporary residence or stay is not required, the application of the body conducting human trafficking prosecution, shall be registered at the address of that body.		
45.1.11 In case there are grounds envisaged by the international agreements of the Republic of Azerbaijan		
For teachers of relevant educational institutions	1	a copy of the charter (notarized)
	2	a copy of state registration certificate (notarized)
	3	relevant certificate from the educational institution.