

*This is an unofficial translation*

**Approved  
by the decree of the President  
of Turkmenistan  
21 February (Baydag) 2003, No 6135**

**REGULATIONS  
on the order of collection of Turkmenistan consular fees**

**I. General Provisions**

1. These Regulations shall regulate the order of collection of consular fees in Turkmenistan and establish the rates of the indicated fees.

2. The consular fees (hereinafter – the fees) shall be collected from the legal entities and natural persons of Turkmenistan and of foreign countries, as well as from stateless persons in their interests for consular procedures and for issue of legal documents. The fees shall be collected by the Department of the Consular Services of the Ministry of Foreign Affairs of Turkmenistan, by Consular Departments in velayats and at the International Airport named after Saparmurat Turkmenbashy the Great, by diplomatic representatives and consular departments of Turkmenistan abroad.

3. The fees shall be collected in accordance with the laws of Turkmenistan, decrees of the President of Turkmenistan, Mejlis of Turkmenistan and the Cabinet of Ministers of Turkmenistan, international treaties to which Turkmenistan is a party and by these Regulations.

4. These Regulations shall determine conditions of collecting fees and rates of fees for all legal entities and natural persons of Turkmenistan and foreign countries. The fees are collected from foreign persons and stateless persons holding a residential permit in Turkmenistan at the same rate as from the citizens of Turkmenistan.

Collection of fees from the applicant shall be executed before implementation of the consular procedures.

In individual cases the payment period may shall be determined by the institution which collects them. In case of failure to pay or a delay of payment the office implementing consular procedures may reject the application or postpone its actions.

5. In exceptional cases the Ministry of Foreign Affairs of Turkmenistan, as well as the leaders of diplomatic representatives and consular services in Turkmenistan in coordination with the Ministry of Foreign Affairs of Turkmenistan shall have the right to reduce the rates of fees or waive them altogether for individual persons according to their application, or applications of legal entities and natural persons of Turkmenistan, the Ministries of Foreign Affairs of foreign countries, diplomatic representatives and consular services of foreign countries and international organizations and on the basis of the programs of stay of foreign delegations, approved by the Cabinet of Ministers of Turkmenistan or the Ministry of Foreign Affairs of Turkmenistan.

In case of waiver of fees an adequate remark shall be made in the log of consular procedures.

6. For invalids of all groups, veterans of the Great Patriotic War and persons equated to them from among the citizens of Turkmenistan and foreign citizens and stateless persons, permanently residing in Turkmenistan, the rates of fees for consular procedures shall be reduced by 50%.

7. The fees are not collected:

- a) for issuing of a diplomatic passport for citizens of Turkmenistan;
- b) in case of an international treaty or an agreement on a waiver of consular fees to which Turkmenistan and the country of stay are a party;
- c) on terms of reciprocity for issuing of visas to the foreign citizens holding diplomatic or official passports;
- d) on terms of reciprocity the following persons may be waived the fees: foreigners who have no means of living, subject to deportation, released from prison, those who have lost money and documents on the basis of supporting documents (references), issued by the competent authorities;
- e) in cases provided by the decrees and statements of the President of Turkmenistan and the Cabinet of Ministers of Turkmenistan.

8. For the purpose of observance of the principle of reciprocity while collecting fees from foreign natural and legal entities for consular procedures and issue of documents of the juridical importance, the rates of such fees shall be regulated taking into consideration the fees collected for similar consular procedures by the diplomatic representatives and consular services of foreign countries from the natural persons and legal entities of Turkmenistan.

Their rates shall be determined by the Cabinet of Ministers of Turkmenistan upon a notion by the Ministry of Foreign Affairs of Turkmenistan and the Ministry of Economy and Finance of Turkmenistan.

9. Actual expenses, connected with implementing of consular procedures are subject to reimbursement in accordance with the rates developed and approved by the Ministry of Economy and Finance of Turkmenistan and the Ministry of Foreign Affairs of Turkmenistan.

The actual expenses shall include the material expenses occurring while implementing consular procedures including postal, telephone, telegraph, transport, stationery and other overhead charges.

Sums, collected on the account of the actual expenses, shall not be included in the sums of fees.

10. The means collected for implementing consular procedures (fees and sums, collected on account of reimbursement of actual expenses) shall be collected in the established order on the accounts of the Ministry of Foreign Affairs and its departments in velayats and on the accounts of diplomatic representatives and consular services of Turkmenistan abroad.

The managers of the consular services shall bear responsibility for adequate collection of fees, and for the timeliness of placing the sums of fees on the accounts of the Ministry of Foreign Affairs of Turkmenistan, diplomatic representatives and consular services of Turkmenistan abroad.

Transfer of the monetary means on these accounts shall be implemented in order, determined by the standard acts of Turkmenistan.

11. Consular procedures shall be implemented during 10 calendar days from the moment of receipt of documents at the office. For expedited performance of services

during 3 working days and for implementing of consular procedures in free time, on weekends and holidays the rate of fees shall be increased by 100%.

12. For implementing consular procedures on the place of residence of the applicant the fees shall double. The applicant shall compensate actual expenses, connected with implementation of consular procedures by the consul, including payment for stay at the hotel and travel expenses.

13. The receipt ticket is the primary document and the order form of the strict accounting, its form is agreed with the Ministry of Economy and Finance of Turkmenistan.

The receipt ticket is validated in two copies. One copy is issued directly to the applicant, another is left in the office, where this receipt-ticket was validated.

14. The rates of fees in these Regulations shall be indicated:

- for natural persons and legal entities of Turkmenistan while processing documents on the territory of Turkmenistan – in parts of the minimum salary approved in Turkmenistan;
- for natural persons and legal entities of Turkmenistan and for foreign citizens and stateless persons, holding a residential permit in Turkmenistan while processing documents abroad – in the US dollars;
- for natural persons and legal entities of foreign countries – in the US dollars.

Collection of fees by diplomatic representatives and consular services of Turkmenistan abroad from the applicant and compensation of actual expenses shall be processed in the currency of the country of stay or any other hard currency with transfer according to the adequate state US dollar exchange rate on the day of processing.

The consular procedures for foreign citizens and stateless persons, processing a residential permit in Turkmenistan, shall be implemented if they hold the confirming documents from the relevant authorities in manat at the exchange rate of the Central Bank of Turkmenistan on the day of processing.

## **II. Fees for processing of documents for citizens of Turkmenistan and for foreign citizens and stateless persons, permanently residing in Turkmenistan**

15. Processing of documents for travel abroad for the citizens of Turkmenistan, for foreign citizens and stateless persons, permanently residing in Turkmenistan, on business, for private matters, for study, for medical treatment, for tourism and for permanent residence shall be implemented in parts of the approved minimal salary in Turkmenistan:

- a) acceptance and registration of an application for processing exit documents – 0.1;
- b) inclusion or exclusion of children into or from the exit documents – 0.2 per each child;
- c) processing of exit visa:
  - multiple:
    - 6 months – 1.0;
    - one year – 2.0;
    - 2 years – 4.0;
  - single:
    - 6 months – 0.5
    - one year – 1.0;

- 2 years – 2.0;
- d) processing of “M” visa – 0.7;
  - e) processing of “A” certificate – 0.7;
  - f) processing and sending of a note to a diplomatic representative or the consular office of a foreign state regarding issuing of a visa – 0.2;
  - g) additional application to a diplomatic representative or a consular office of a foreign state regarding acceleration of issuing of the visa – 0.2;
  - h) the primary issue or change of the official passport of Turkmenistan -0.2.

16) Processing of documents of the citizens of Turkmenistan for the simplified crossing of the Turkmen-Iran border (rates of fees are indicated in parts of the approved minimal salary in Turkmenistan):

- a) acceptance and registration of the applications for processing of documents -0.1;
- b) initial issuing or exchange of the loose leaf – 0.3;
- c) processing and extension of the term of the trip – 0.15 per each child;
- d) extension of the term of the loose leaf – 0.2;
- e) processing of permit documents for driving in private transportation – 0.2;

17. Processing of return certificates by the diplomatic representatives and consular offices of Turkmenistan abroad in case of loss of passport by a citizen of Turkmenistan – 15 US dollars.

### **III. Fees for processing entry documents for foreign citizens and stateless persons**

18. Processing of visas:

- a) single entry:
 

up to 10 days	20 US dollars;
up to 20 days	30 US dollars;
up to 1 month	40 US dollars;
for each subsequent month	30 US dollars;
- b) multiple entry:
 

up to 1 month	60 US dollars;
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- c) extension:
 

standard visas:	
up to 10 days	20 US dollars;
up to 20 days	30 US dollars;
up to 1 month	40 US dollars;
for each subsequent month	30 US dollars;
multiple entry visas:	
up to 1 month	60 US dollars;
for each subsequent month	40 US dollars;
- d) transit visa 20 US dollars;
- e) at the international airport named after Saparmurat Turkmenbashy the Great 50 US dollars.

19) Processing:

- of applications of foreign citizens for entry into Turkmenistan for permanent residence – 30 US dollars;
- permit for entry into Turkmenistan for permanent residence – 50 US dollars;
- permit for foreign citizens for an additional visit of the point of arrival in Turkmenistan and exit from it – 20 US dollars;

- making some adjustments in visas of foreign citizens or carry over of previously processed visa from the old passport into the new one – 15 US dollars.

20. Extension of the term of stay for the citizens of Iran, who have arrived to Turkmenistan with the loose leafs:

- up to 10 days – 20 US dollars;
- up to 20 days – 40 US dollars;
- up to 30 days – 60 US dollars.

21. For foreign citizens and stateless persons, entering Turkmenistan with members of their family, which are included into their passport, the fees shall be collected from each member of the family, including children in the following order:

- children up to 7 years old shall be exempted from fees;
- for children from 7 to 16 years old the rates of fees shall be reduced by 50%;
- other members of the family shall pay the fees in full.

#### **IV. Fees for processing of invitation to Turkmenistan for foreign citizens and stateless persons**

22. Processing of invitations for foreign citizens and stateless persons on the basis of applications:

- of institutions, organizations, enterprises and firms of Turkmenistan per each foreign citizen or stateless person listed in the document – 0.7 \*;
- of enterprises, representatives of foreign firms and organizations, operating on the territory of Turkmenistan – 20 US dollars.

23. Processing of invitations of foreign citizens and stateless persons with their children and private persons (the rates of fees are indicated in parts of approved minimal salary in Turkmenistan):

- a) acceptance and registration of applications – 0.1;
- b) applications by citizens of Turkmenistan – 0.7;
- c) applications by foreign citizens holding a residential permit – 0.7;
- d) applications by stateless persons, holding a residential permit – 0.7;
- e) for inclusion of children into the invitation – 0.3 per each child.

#### **V. Fees for processing applications for citizenship**

24. Processing applications	
for citizenship of Turkmenistan	100 US dollars;
for withdrawal from the	
citizenship of Turkmenistan	50 US dollars;
for reinstatement	
in the citizenship of Turkmenistan	75 US dollars;

Processing:

of joint parents' applications	
for their choice of citizenship	50 US dollars;
of documents for their children	
confirming their citizenship of Turkmenistan	25 US dollars.

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\* In parts of the approved minimal salary in Turkmenistan

## **VI. Fees for processing and issuing of passport of citizens of Turkmenistan and citizens of Turkmenistan permanently residing abroad**

25. For processing and issuing of passport of a citizen of Turkmenistan or citizens of Turkmenistan permanently residing abroad, the following fees shall be collected:

- a) for acceptance and registration of applications on issues of processing and issuing a passport of citizen of Turkmenistan – 10 US dollars;
- b) for processing and issuing of passport upon reaching the age of 16 years old – 10 US dollars;
- c) for processing and issuing a passport in exchange for an old passport – 25 US dollars;
- d) for processing and issuing a passport as a result of its loss or damage caused to it – 50 US dollars;
- e) for processing and issuing a passport to persons released from penitentiary institutions – free of charge.

For damage to passport and its loss a fine of 20 US dollars shall be applied.

## **VII. Fees for processing and issuing of a residential permit in Turkmenistan for foreign citizens and stateless persons, permanently residing abroad**

26. For processing and issuing residential permits in Turkmenistan for foreign citizens and stateless persons the following fees shall be collected:

- a) for acceptance and registration of applications on the issues of processing and issuing of a residential permit – 10 US dollars;
- b) for processing and issuing of a residential permit – 50 US dollars;
- c) for processing and issuing of a duplicate of a residential permit – 80 US dollars.

## **VIII. Fees for processing documents of civilian registration**

27. Consideration of an application for marriage – 10 US dollars.

Registration of marriage and issuing of the marriage certificate – 20 US dollars.

Submission of information about marriage to a registry office (if necessary), including submission of appropriate documents – 10 US dollars.

28. Divorce in the out-of-court order and issuing of a document to that effect – 100 US dollars.

Registration of a divorce with persons, acknowledged in the order established by the law to be missing or incapable due to their mental illness or imbecility, or with the persons convicted for committing a crime with deprivation of liberty for the term not less than 3 years and in cases of mutual consent to the divorce by the spouses not having under age children – 10 US dollars.

29. Registration of the birth of the child and issue of the birth certificate – 30 US dollars.

30. Processing of documents concerning the change of surname, name or patronymic name, except for cases connected with marriage, registration of affiliation or adoption – 50 US dollars.

31. Issue of duplicates of birth, marriage or death certificates – 20 US dollars.

## IX. Fees for requiring documents

32. For each document:

- the volume of which does not exceed 5 pages of printed text 5 US dollars shall be collected;
- the volume of which exceeds 5 pages for each subsequent page additional 2 US dollars shall be collected;

The fee shall not be returned to applicant if the document or the information concerning him was not found.

If a certified document was submitted the consular office the fee for its certification shall not be collected.

## X. Fees for certification and notarial certification of documents

33. The fees for each document shall be collected in the following amounts:

from legal entities of Turkmenistan	0.7 **
from citizen of Turkmenistan	0.3 ***;
from foreign citizens	
and stateless persons permanently residing	
on the territory of Turkmenistan	0.3 ****;
from the legal entities	
of foreign countries	15 US dollars;
from foreign citizens	10 US dollars;

34. For notarially certified powers of attorney:

a) for the right to use and dispose of the property (including means of transportation) and to carry out credit operations:

from the legal entities of Turkmenistan	30 US dollars;
from the natural persons of Turkmenistan	10 US dollars;
from the legal entities of foreign countries	50 US dollars;
from foreign natural persons	20 US dollars;

b) for receipt of money from persons and institutions by postal order and in banks, parcels, letters and so on, disposal of the account and for certifying the power of attorney, transferred in order of re-trusting:

from the legal entities of Turkmenistan	10 US dollars;
from the natural persons of Turkmenistan	5 US dollars;
from the legal entities of foreign countries	15 US dollars;
from foreign natural persons	10 US dollars;

c) for other rights determined by the applicant

from the legal entities of Turkmenistan	10 US dollars;
from the natural persons of Turkmenistan	5 US dollars;
from the legal entities of foreign countries	15 US dollars;
from foreign natural persons	10 US dollars;

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\*\* In parts of the approved minimal salary in Turkmenistan  
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35. For notarial certification:

- a) of agreements subject to evaluation – 5 % of the sum, indicated in the agreement, but not less than 10 US dollars;
- b) agreements about presenting of means of transportation to children, spouses, parents – 3 % of the actual value of the gift;  
for other citizens – 5 % of the actual value of the gift;
- c) agreements on division of property, bail and other agreements, not subject to evaluation:
  - from the natural persons 10 US dollars
  - if one of the parties is a legal entity 50 US dollars
- d) agreements and transactions of the property leasing – 5% of the sum indicated in the document, but no less than 10 US dollars.

36. For authentication of signature:

- from the legal entities of Turkmenistan 10 US dollars;
- from the natural persons of Turkmenistan 5 US dollars;
- from the legal entities of foreign countries 20 US dollars;
- from foreign natural persons 10 US dollars.

37. For authentication of copies:

- a) of documents and extracts from them (one page):
  - from the legal entities of Turkmenistan 10 US dollars;
  - from the natural persons of Turkmenistan 5 US dollars;
  - from the legal entities of foreign countries 20 US dollars;
  - from foreign natural persons 15 US dollars
- b) of photocopies:
  - from the legal entities of Turkmenistan 5 US dollars;
  - from the natural persons of Turkmenistan 3 US dollars;
  - from the legal entities of foreign countries 20 US dollars;
  - from foreign natural persons 10 US dollars.

38. For issuing extracts and copies of documents, available in files of diplomatic representatives and consular offices of Turkmenistan abroad (per page):

- from the legal entities of Turkmenistan 10 US dollars;
- from the natural persons of Turkmenistan 5 US dollars;
- from the legal entities of foreign countries 15 US dollars;
- from foreign natural persons 10 US dollars.

39. Translation with notarial authentication (per page):

- from foreign languages into Turkmen 10 US dollars
- from foreign languages into foreign languages 30 US dollars
- from Turkmen into Russian 20 US dollars
- from Russian into Turkmen 15 US dollars
- from Russian into foreign languages 10 US dollars

40. Authentication of accuracy of translation carried out without participation of the consular office (per page) 10 US dollars;

- 41. For re-writing of documents 5 US dollars.



42. For processing documents certifying purchase of means of transportation, the fee of 1 % of their assessed value, set by the shop but no less than 100 US dollars shall be set.

## XI. Fees for conducting custodial, hereditary and other property deals

43. Preparation of the act of assignment of the guardian 10 US dollars.  
Confirming of the report about managing of property under guardianship – 1 % of the sum.

44. Drawing up of the inventory of the inherited property and undertaking of measures for protection of such property – 1 % of the sum, but no less than 15 US dollars.

Comparison of the property against the provided inventory – 1 % of its value but no less than 10 US dollars;

Heirs cover expenses for leasing premises, security guards, transportation costs, travel expenses, postal, stationery and other expenses for protection of the inherited property.

45. The notarial certification of the will 20 US dollars.  
Including some changes and addenda into the will on request of the testator – 5 US dollars.

46. For issuing of the certificate about the right on the heritage-at-law according to the will – 1 % of the cost of the inherited property shall be collected at the moment of disclosure of the inheritance.

47. Selling of goods or some other property from the public auction – 3 % of the proceeds but no less than 20 US dollars.

48. Release of found or unclaimed property – 1 % of its cost no less than 20 US dollars.

49. Storing in the consular office:  
of package of documents 5 US dollars per month;  
of a will 10 US dollars per month;  
of money, securities and other valuables (except for the inheritance) – 0.1 % of its sum or its value per month.

The fees are collected in advance for the estimated period of storing.  
At the time of acceptance money, securities and other valuables for storage for the period exceeding 6 months the fees are collected in advance for 6 months.

50. Acceptance for storing for the term up to 6 months for transfer of ownership of property the cost of which is:

to 100 US dollars	5 US dollars a month;
in excess of 100 US dollars	10 US dollars per month;

## **XII. Fees for consular services for ships and aircrafts**

51. Consular procedures in regard of fishing and merchant ships and aircrafts, and military means of transportation of Turkmenistan shall be implemented free of charge, except for procedures, provided for in the articles 52-57 of these Regulations.

52. Lodging a note of protest 25 US dollars.

53. Issuing:  
of certificates on loading and unloading of a ship, sailing under a foreign flag and a certification of other cargo paperwork – 50 US dollars;  
of temporary certificate of the right to sail under the flag of Turkmenistan or of the right of ownership of the ship – 100 US dollars.

54. Extension of validity period of vessel documents and processing of the vessel logs – 20 US dollars.

55. Certification authenticity of sanitary certificates, various references, applications and issuing of cargo certificate inclusion into or exclusion from the vessel log of members of vessel crew – 20 US dollars.

56. Inclusion of additional pages into the vessel role or the log – 15 US dollars.

57. Drawing up a report about the ship rescue, which was wrecked or hijacked – 25 US dollars.