

## Issuance of document extracts

### Description

Issuing with the request of the interested persons, extracts of original documents issued by the Albanian authorities or national authorities

### Required Documentation

- 1) An identification document such as passport or identity biometric card;
- 2) The original document, from which data will be taken to issue the extract;

### Procedural Steps

- 1) Presentation of the citizen in person before the consul where the verification of his identity is made.
- 2) Submission of the original fee invoice that has been made into the account number of diplomatic or consular mission of the Republic of Albania;
- 3) The Consul verifies the regularity of the document;
- 4) The Consul verifies the regularity of the issuance of the document and the data within it, if necessary;
- 5) Issuance of extract with the required data from the interested persons;
- 6) A copy of the document, after the signature authenticity is confirmed and tax stamp is set, is kept in the archives of the embassy or consulate;

### Service Fee and Deadline

20 EUR or equivalent in local currency charges

Issuance is compiled when the person concerned is present.

### Office

All the diplomatic and consular missions

### Notes

In cases when the consul is not convinced of the legal regularity of the statement, data verification of its content is made through the Ministry of Foreign Affairs.

In countries with no Albanian embassy or consulate, the persons concerned address local notaries. In order to be recognized by the authorities in Albania, local notary attestations must be legalized or apostilled, like any other foreign document.