

## Issuance of simple proxies

### Description

The compilation of simple proxies by consuls for the Albanian citizens residing abroad

### Required Documentation

- 1) Identification document such as passport or ID biometric card;
- 2) Copy of the identity document of the authorized person;
- 3) Supporting documents which sufficiently justify the issuance of the consular act (e.g. pension book for proxies of pension withdrawal).

### Procedural Steps

- 1) Presentation of the citizen in person before the consul where the verification of his/her identity is made;
- 2) Submission of the original fee invoice that has been made into the account number of the diplomatic or consular representation of the Republic of Albania;
- 3) The Consul compiles the proxy in two original copies;
- 4) Reading of the proxy by the person concerned;
- 5) Signature of the proxy by the Consul and the person concerned;
- 6) One proxy is delivered to the person concerned;
- 7) The other proxy is kept in the archives of the embassy or consulate together with a copy of the authorization that has been delivered to the person concerned, with the tax stamp, as well as the supporting documents unified with the original by the Consul.

### Service fee and the deadline

20 Euro per page or the equivalent amount in the local currency

Proxy is compiled when the person concerned is present.

### Office

All the Diplomatic and Consular missions

### Notes

The validity of the authorization is limited to a year.

Consular posts perform acts in the quality of notary only for Albanian citizens residing in the jurisdiction covered by the diplomatic or consular mission.

In case of proxies not issued by consular posts, interested persons shall address local notaries. In order to be recognized by the authorities in Albania, local notary proxies must be legalized or apostilled, like any other foreign document.

Consular posts do not compile general proxies or proxies dealing with the transfer of ownership, movable property or real estate, for which their registration is expressly required by law.

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.