

# Issuance of Records

## Description

Issuance of records, documenting various events or processes

## Required Documentation

- 1) An identification document such as passport or ID biometric card;
- 2) Presentation of data needed for the event or process requiring the record;
- 3) Submission of supporting documents for the release of the record, if necessary

## 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) Data verification of the event or process, for which the documentation with a record is required;
- 4) Issuance of record in two copies and checking with the person concerned;
- 5) A copy of the record is kept in the archives of the embassy or consulate.

## Service Fee and Deadline

20 EUR or equivalent amount in local currency

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 authenticity of the documents submitted by the citizen, documents are verified 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.