

Issuance of Statements

Description

Issuance of different statements before the consul

Required Documentation

- 1) An identification document such as passport or ID biometric card;
- 2) A copy of the text of the consular notary statement, signed by the person concerned;
- 3) Supporting documents, if required, to confirm the legal regularity of the declaration sought;

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 diplomatic or consular mission of the Republic of Albania;
- 3) Control of legal regularity of the statement content by the Consul;
- 4) Issuance of the statement;
- 6) A copy of the document is kept in the archives of the embassy or consulate, after the signature authenticity is confirmed and tax stamp is set;

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 legal regularity of the statement, data verification of its content is made through the Ministry of Foreign Affairs or the institution of the country that issued it.

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.