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**MINISTER OF THE INTERIOR OF THE REPUBLIC OF LITHUANIA
MINISTER OF FOREIGN AFFAIRS OF THE REPUBLIC OF LITHUANIA
ORDER**

**ON THE APPROVAL OF THE DESCRIPTION OF THE PROCEDURE FOR ISSUANCE OF
PERSONAL IDENTITY CARDS AND PASSPORTS**

19 March 2015, No. 1V-200 / V-62

Vilnius

Acting in accordance with Article 6(1), 6(3) and 6(9) and Article 7(5) of the Law on Personal Identity Cards and Passports of the Republic of Lithuania, and Article 25(2) of the Law on Consular Statute of the Republic of Lithuania, and having regard to Regulation (EU) No. 910/2014 of the European Parliament and of the Council on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC (OJ 2014 L 257, p. 73),

w e h e r e b y a p p r o v e the Description of the procedure for the issuance of identification cards and passports (attached).

Minister of the Interior

Saulius Skvernelis

Minister of National Defence
substituting the Minister for the Foreign Affairs

APPROVED

Letter No. (6.2E) V4-190 of 9 March 2015

Office of the Chief Archivist of Lithuania

APPROVED

Order No. IV-200V-62 of 19 March 2015 of the Minister of the Internal Affairs of the Republic of Lithuania and the Minister of Foreign Affairs of the Republic of Lithuania
(Version of Order No. 1V-574/V-195 of 25 June 2019 of the Minister of the Internal Affairs of the Republic of Lithuania and the Minister of Foreign Affairs of the Republic of Lithuania)

**ON THE APPROVAL OF THE DESCRIPTION OF THE PROCEDURE FOR ISSUANCE OF
PERSONAL IDENTITY CARDS AND PASSPORTS**

SECTION I

GENERAL PROVISIONS

1. The Description of the procedure for issuance personal identity cards and passports (hereinafter – the Description) regulates the procedure for submission of documents regarding the issuing or replacement of a personal identity card and a passport to the Migration Department under the Ministry of the Interior of the Republic of Lithuania (hereinafter – Migration Department), diplomatic representations and consular offices of the Republic of Lithuania, the procedure for completing an application for issuance (replacement) of the personal identity card (Annex 1a), and the application to issue (replace) the passport (Annex 1b) (hereinafter – an application to issue the identity document), the acceptance of documents regarding the issuance and replacement of the personal identity card and the passport, the examination of the applications to issue the identity document, the examination of the applications to issue identity documents, and passing the decision to issue or replace a personal identity card or the passport of a citizen of the Republic of Lithuania (hereinafter – the citizen), the procedure for the transfer of the order for the issuance of the personal identity card or the passport to the identity document issuance centre under the Ministry of the Interior of the Republic of Lithuania (hereinafter – the Identity document issuance centre), the procedure for sending the issued personal identity cards, the envelope with the data (password) for activating the contact electronic media of the issued personal identity card (hereinafter – envelope with a password), and passports to the institution placing the order, and the procedure for checking received consignment, the procedure for serving a personal identity card or a passport, and their validity, procedure for destruction of invalid personal identity cards and passports, the procedure for reporting a loss of a personal identity card or a passport, declaration as invalid of a passport or a passport of a citizen of the Republic of Lithuania, the peculiarities of the issuance or replacement of a personal identity card or a passport in an emergency procedure, the issuance and replacement of a personal identity card or a passport at a consular office, or for a citizen who serves in the Republic of Lithuania a detention, term imprisonment or life imprisonment term (hereinafter – a convict), or for a citizen who based on a court ruling in the Republic of Lithuania is subject to forced medical measures in a mental health institution (hereinafter – a citizen in a health care institution).
2. A personal identity card and a passport are issued and replaced in accordance with the Law on Identity Personal Cards and Passports of the Republic of Lithuania and the present Description. The concepts used for the purpose of the present Description correspond to the concepts used in the Law on Higher Education and Research of the Republic of Lithuania.
3. A personal identity card and a passport are issued to the person who is a citizen of the Republic of Lithuania according to the Law on Citizenship of the Republic of Lithuania.

4. Migration Department issue personal identity cards and passports within the term set forth in Article 6(2) of the Law on Personal Identity Cards and Passports (hereinafter – in general procedure), or in urgent procedure. Consular offices shall issue personal identity cards and passports in a general procedure only.

5. A personal identity card shall by electronic means record the data indicated in Article 5(1) of the Law on Personal Identity Cards and Passports, the facial image of the citizen and prints of two fingers, a certificate of personal identification in electronic space and a qualified certificate (hereinafter – certificates).

The procedure for creating, managing, validity, suspension, withdrawal, termination or renewal of validity of certificates shall be set forth by the Director of the Identity Documents Personalisation Centre.

A passport shall by electronic means record the data specified in Article 5(1) and 5(2) of the Law on Personal Identity Cards and Passports, an image of the citizen and prints of two fingers. The nationality of the passport holder may be entered in the passport if so requested in writing by the citizen concerned.

6. To a citizen residing in the Republic of Lithuania the personal identity card and the passport shall be issued or replaced by the Migration Department. The Director of the Migration Department determines the structural units of the Migration Department, where documents for issuing (replacing) a personal identity card or passport are accepted (hereinafter – branch of Migration Department).

A citizen is considered residing in the Republic of Lithuania if he has declared his place of residence in the Republic of Lithuania or included in the records of persons not declaring a place of residence, or have not declared their place of residence, or included in the records of persons not declaring a place of residence but actually living in the Republic of Lithuania.

7. A citizen living abroad, also a citizen that according to the Law on the Declaration of the Place of Residence is not considered to have changed his place of residence shall be issued the personal identity card or the passport by a consular offices in accordance with the procedure referred to in Article 25(2) of the Law on Consular Statute of the Republic of Lithuania.

In case a citizen residing in a foreign State has arrived to the Republic of Lithuania his personal identity card or the passport shall be issued by the Migration Department.

A citizen shall be considered residing abroad if the entry in the Register of Residents of the Republic of Lithuania indicates that the place of residence of the citizen is a foreign State. In case the person has not declared his departure to a foreign State, but actually the person resides in a foreign State, he may submit an application to be issued a personal identity document, and the documents regarding the issue or replacement of the personal identity card or the passport to the consular offices if he at the same time declares a change in his place of residence according to the Law on the Declaration of the Place of Residence.

8. The Migration Department and the Consular offices operate with the identity document issuance system directly (connection mode), except the cases referred to in the Description.

9. For the issuance of the personal identity card or the passport the citizen shall be charged a fee in the amount set forth by the State (hereinafter – a stamp duty), or a consular fee in the amount set forth by the Government of the Republic of Lithuania for the issuing, replacement of the personal identity card or the passport, or the acceptance and the transfer of the documents related to the issuance or the replacement of the personal identity card or the passport (hereinafter – consular fee), provided the citizen is not exempted from the payment of the stamp duty or the consular fee according to the Law on Fees and Charges and the Law on Consular Fees. In case a citizen is exempted from the payment of stamp duty or the consular fee, the citizen shall submit the documents supporting his exemption from stamp duty or the consular fee.

SECTION II

SUBMISSION OF DOCUMENTS REGARDING THE ISSUING OR REPLACEMENT OF PERSONAL IDENTITY CARDS AND PASSPORTS

10. The documents regarding the issuance or replacement of a personal identity card or a passport shall be submitted to the Migration Department or a consular office by a citizen in person, except the cases referred to in Items 12-16 of the Description.

11. A person applying regarding the issuance or replacement of the personal identity card or the passport shall submit the following documents:

11.1. an application to issue the personal identity document (Annex 1a and 1b);

11.2. a document certifying his identity and citizenship;

11.2.1. the personal identity card or the passport, if the citizen applies to have the passport replaced;

11.2.2. the personal identity card, if the card has been issued to the citizen, and the citizen lost his passport, or the passport has expired or no passport has been issued to him;

11.2.3. the passport, provided the passport was issued to the citizen, and the personal identity card has been lost or has expired or has not been issued to the citizen;

11.2.4. the passport of the citizen of the Republic of Lithuania, if the citizen applies to have the passport replaced;

11.3. expired later than within 1 year – a document certifying the acquisition (non-acquisition) of the foreign nationality at the place of residence or the consent of the Migration Department to apply to the competent authorities of that foreign state, or the citizen has not acquired the foreign nationality;

11.4. in case a foreign citizen acquires the citizenship of the Republic of Lithuania – a valid passport of a foreign citizen or a corresponding travel document, a certificate on retaining the citizenship of the Republic of Lithuania, a document supporting the right to restore the citizenship of the Republic of Lithuania or a certificate certifying his Lithuanian origin, a document granting and supporting the right of the foreign citizen to reside in Lithuania, a document of a stateless person, a travel document of a refugee or a foreigner's passport, if such documents had been issued to him.

11.5. in case there are no technical capacities to read a citizen's face image by biometric data registration equipment, or a citizen prefers that his face image is read from a picture, the documents regarding the issuance or replacement of the personal identity card or the passport for a person under one year of age are submitted by his legal representative, when the citizen under one year of age does not arrive to the Migration Department or a consular office – two identical pictures of the citizen appropriate to his age and compliant with the requirements for pictures for an identity document approved by Order No. 569 of 6 December 2002 of the Minister for the Interior 'Regarding the approval of the requirements for pictures intended for personal documents' (hereinafter – requirements for pictures intended for personal documents) (with the name(-s) and surname(-s) clearly written on the back side of the picture);

11.6. in case a person resides in a foreign State and prefers that the relevant consular post sends the personal identity card, the envelope with the passport or the passport by a registered postal consignment or another secure means – a free form application regarding the sending of the personal identity card, the envelope with the passport or the passport, indicating the address at which he prefers the personal identity card, the envelope with the passport or the passport to be delivered (the costs of mailing the personal identity card, the envelope with the passport or the passport shall be covered by the citizen), and shall confirm in writing that having received the personal identity card, the envelope with the passport or the passport within five calendar days from the date of the receipt of the personal identity card, the envelope with the passport or

the passport shall notify the consular office of the receipt of the personal identity card, the envelope with the password or the passport.

11.7. in case a citizen applies regarding the issuance of the personal identity card or the passport instead of a lost document certifying the person's identity and citizenship, and does not submit the personal identity card or the passport, or the person's appearance has changed and that raises doubts regarding the person's data or the identity – another document in his possession specifying the person's name, surname, date of birth with the personal code and the picture (face image). In case no such document is submitted in order to ascertain the person's identity an authorized civil servant from the Migration Department, or an employed person (hereinafter – employee), or a consular officer, or an authorized employee of a consular office may request the person to submit in writing the personal data of his next of kin (parents, brothers and sisters) and provide additional data proving the person's identity, or specify the data already submitted;

11.8. in case the personal identity card or the passport are issued or replaced in an urgent procedure, or when the stamp duty has been paid by another person – the receipt of the stamp duty payment (in case the stamp duty is paid by another person, a completed extended payment instruction form is submitted, indicating the name, surname and the personal identification number of the person on behalf of whom the payment is made) with a bank stamp or the receipt (hereinafter – the receipt), or the documents certifying the person's exemption from the stamp duty;

11.9. upon a request of an authorized civil servant or employee from the Migration Department, or a consular officer, or an authorized employee of a consular office, other documents, if necessary:

11.9.1. in case a citizen was not issued the documents referred to in Sub-Items 11.2 and 11.4, and the Register of Residents does not contain sufficient data about the citizen that are required to fill in lines 1–6 of the application to issue the personal data – his birth certificate or an excerpt from the record of the birth deed;

11.9.2. in case a citizen was issued the child's travel document, and the documents referred to in Sub-Items 11.2 and 11.4 of the Description have not been issued – that document;

11.9.3. in case the Register of Residents does not have the data on the citizenship of the Republic of Lithuania – the documents certifying the acquisition of the citizenship of the Republic of Lithuania;

11.9.4. in case a citizen who according to the Law on the Declaration of the Place of Residence is not considered to have changed his place of residence applies to a consular office regarding the issuance of the personal identity card or the passport – a document certifying the circumstances referred to in the Law on the Declaration of the Place of Residence.

12. A citizen who has attained the age of 16 years shall file an application to issue an identity documents, and the documents for the issuance of the personal identity card or the passport. In case no document certifying person's identity and citizenship had been previously issued to the person, and he has not attained the age of 18, in order to certify the person's identity, the person shall arrive to the Migration Department or the Consular office accompanied by one of his parents (foster parents) (hereinafter – the parents) who shall produce the document certifying their identity, or the guardian (custodian) or a representative of a social care institution and produce a document certifying appointment as guardian (custodian) or representation, and the document certifying the identity. An entry on the name, surname and the data of the relevant identity document shall be made in line 16 of the printed application to issue (replace) the personal identity card, or line 15 of the application to issue the passport; the person certifying the identity shall sign the entry. In case none of the parents, or the guardian (custodian), or a representative of the social care institution arrive to the Migration Department or a consular office to certify the identity of a person under 18 years of age, an inspection referred to in Sub-Item 27.3 of the present Description shall be performed.

13. An application to issue an identity document and other documents referred to in Item 11 of the Description regarding the issuance of the personal identity card or the passport for a citizen under 16 years of age, shall be filed by one of the parents or the guardian (custodian), or a representative of the social care institution. In case the parents of a child are divorced, the application to issue an identity document and other documents shall be submitted by one of the parents with whom the child's place of residence has been established, or subject that parent's written consent the documents may be submitted by the other parent. The signature of the parent who has issued the written consent shall be authenticated by a notary or in an equivalent manner, except in the cases when the consent is drawn up by a civil servant or employee of the Migration Department or a consular officer or employee authorized by the consular office.

In case a citizen under 16 years of age has not been issued a document certifying his identity and citizenship, the data of the parent or guardian who has certified the identity shall be entered in line 16 of the printed application to issue (replace) the personal identity card, and line 15 of the application to issue the passport. The person certifying the identity of the person shall sign.

14. When an application to issue the identity document for a person aged 1–16, the person must be present himself. When submitting the documents regarding the issuance or replacement of the personal identity card or the passport for a citizen less than one year of age, the person concerned does not have to arrive to the Migration Department or the consular office.

15. In case none of the parents, or the guardian (custodian), or a representative of the social care institution submits an application of a person under 16 years of age to issue the identity document and other documents referred to in Item 11 of the Description, then the personal identity card or the passport shall be issued to the person or replaced with an intermediation of the State Children' Rights Protection Institution or a foreign public institution responsible for the protection of the child's rights. The intermediation document of the State Children' Rights Protection Institution or a foreign public institution responsible for the protection of the child's rights shall indicate the reasons for which none of the parents or the guardian were not able to submit the application to issue the identity document, or other documents referred to in Item 11 of the Description, and specify the person representing the interests of the child. Having submitted his identity document, the person shall submit an application to issue an identity document and other documents referred to in Item 11 of the Description.

16. A person who is incapacitated in a particular area shall apply regarding the issuance or replacement of the personal identity card or the passport through his guardian (custodian) or another legal representative.

17. The identity and the signature of the person who because of his incapacity in a particular area or disability cannot himself submit the documents regarding the issuance or replacement of the personal identity card or the passport shall be certified, the application to issue the identity document and other documents shall be accepted and the biometric data read by an authorized civil servant or employee of the Migration Department or a consular officer, an authorized employee of a consular office (subject to the technical capacities and the local conditions) at the citizen's residence, in the manner set forth in the *Description of the procedure for the registration of the applications to issue, replace and record identity documents, formation of the orders to issue personal documents, and the data on the validity of personal data* approved by Order No. 1-26 of 12 June 2009 of the Director of the Identity Documents Personalisation Centre 'Regarding the approval of the Description of the procedure for the registration of the applications to issue, replace and record identity documents, formation of the orders to issue personal documents, and the data on the validity of personal data, and the invalidation of certain legal acts' (hereinafter – the Description of the procedure for the registration of applications).

In case a consular officer or an authorized employee of a consular office is not in a position to arrive to the citizen or the local condition are not proper for the action, the person's identity may be in writing certified by a public authority of the Republic of Lithuania, or a foreign State or a person authorized thereby.

18. The documents for the issuance of a personal identity card or a passport shall not be accepted if they are submitted not in conformity of the requirements of the present SECTION.

19. The institutions referred to in Item 10 of the Description may accept the application to issue the identity document and the documents regarding the issue of the personal identity card or the passport, together with the documents regarding the citizenship of the Republic of Lithuania of a person the question of the Lithuanian citizenship in respect of whom has not yet been resolved according to the Law on Citizenship, provided the data of the person (name (-s), surname (-s), date of birth, place of birth, personal identification number, gender) are recorded in the Register of Residents, or if the application for the issue of a personal document is submitted to the consular office with the documents concerning the registration of birth in Lithuania. The application to issue the identity document shall be considered accepted and shall be placed for examination only after the issue of the Lithuanian citizenship is resolved by the Migration Department.

20. In case a decision is passed that the person is not a citizen of the Republic of Lithuania, the person shall be notified thereof in writing not later than within five working days from the decision date, and the original copies of the documents regarding the issuance of the personal identity card or the passport, and the pictures (if such have been submitted) and the paid consular fee shall be returned to the person concerned.

SECTION III

COMPLETION OF THE APPLICATIONS TO ISSUE THE IDENTITY DOCUMENT, AND ACCEPTANCE OF DOCUMENTS REGARDING THE ISSUANCE OR REPLACEMENT OF THE PERSONAL IDENTITY CARD AND THE PASSPORT

21. Provided it is possible to operate in the mode of online connection to the identity document issuance system lines 1–7a of the application to issue (replace) the personal identity card, and lines 1–6, 6a and 7a of the application to issue (replace) the passport are completed automatically with the data from the Register of Residents.

22. If the consular office does not have the technical capability to operate in the mode of online connection to the identity document issuance system and/or is unable to print an application for an identity document with completed lines 1–6 of the application for an identity document issuance (e.g. when a citizen's data to be printed on a personal identity card or passport does not match his data in the Register of Residents and such data will have to be adjusted, amended or such data is not in the Register of Residents), then a paper application form to issue (replace) the personal identity document is completed: lines 1–6, 7b and 10 of the application for a personal document are completed in by the applicant and 8, 9, 11 and the application form to issue (replace) the personal identity card 16 line or application form to issue (replace) the passport 15 line shall be completed by a consular officer or an employee authorized by the consular office in the manner prescribed.

23. If a citizen residing in a foreign State has lost a document confirming his identity and nationality, a consular officer or an employee authorized by a consular office who has accepted notice of the loss of a document confirming his identity and nationality, if it is possible to operate in the mode of online connection to the identity document issuance system, shall register it in the identity document issuance system and enters the data concerning the validity of the identity document and nationality in the identity document issuance system in accordance with the procedure laid down in Item 82. If it is not technically possible to operate in the mode of online connection to the identity document issuance system, he shall forward this notice to the Migration Department by e-mail (scanned) no later than the next working day after the receipt of this notice.

24. In case the Register of Residents does not contain any data about the citizen or the citizen submits the documents certifying the change of his name(-s), surname(-s), gender, date of birth, place of birth or the

assigning of a new personal identity number to the citizen, and it is discovered that the data do not coincide with the data contained in the Register of Residents, or in case the Register of Residents does not contain any data on the person's nationality when the person requests that his nationality is entered in his passport, the documents on the issuance or replacement of the personal identity card or the passport shall be accepted at the Migration Department (except the case referred to in Sub-Item 11.9.1. of the Description) only after the data are entered, supplemented or amended in the Register of Residents.

In such a case, the consular office shall accept the application for the issue of a personal identity card and other documents in connection with the issue or replacement of a personal identity card or passport and shall forward to the Register of Residents Registrar a copy of the name, surname, gender, date of birth.

25. The authorized civil servant or employee of the Migration Department or the consular officer, or an employee authorized by the consular office accepting the documents regarding the issuance or replacement of the personal identity card or the passport shall:

25.1. assess whether or not the document certifying the person's identity and citizenship actually belongs to the citizen that submitted the document, or has any traits of forgery (for instance, the person's picture (facial image) or the data have been changed in the personal identity card or the passport, or any entries have been changed, pages have been sewn anew forged, etc.). In case an authorized civil servant or employee of the Migration Department or a consular officer, or an employee authorized by the consular office have any doubts regarding the authenticity of the submitted document certifying the person's identity and citizenship, the picture (facial image), the signature, the data in the submitted document are cross-checked with the facial image, signature and the data in the Register of Residents (if available), or with the picture (facial image), signature and the data in the application to issue the identity document on the basis of which the identity document or the document certifying the citizenship had been issued. In case having completed such cross-checking, there are still doubts regarding the authenticity of the document, the document shall be taken from the person and transferred to an institution carrying out criminal investigations, and in the case the document is taken in a consular office, it is transferred to the Migration Department. Having determined that the provided document certifying the person's identity and citizenship is forged, an announcement shall be made by the Migration Department in the identity document issuance system that the document is invalid, and the document shall be immediately submitted to the institution carrying out a pre-trial investigation.

25.2. ascertain the identity of the person to whom the personal identity card and the passport have been issued:

25.2.1. cross-check the person's appearance with the facial image in the Register of Residents (if available) and the submitted documents;

25.2.2. if it is technically possible, verify his fingerprints with those recorded in his personal identity card or passport;

25.2.3. cross-check the data entered in the documents submitted by the person with the data on the person in the Register of Residents;

25.3. make an entry in line 16 of the printed application to issue (replace) the personal identity card, or line 15 of the application to issue the passport to the effect that the personal data and the identity have been checked, indicate own name(-s), surname and the sign, in case it has been determined that the appearance of the person matches his facial image in the Register of Residents and the submitted documents, and the data entered in the submitted documents and the application match the data entered in the Register of Residents, and there are no doubts regarding the personal data and the identity.

25.4. make copies of the document certifying the person's identity and citizenship, or the documents referred to in Sub-Item 11.4 of the Description, in case the Register of Residents does not have a facial image

or the signature of the citizen, or in case there are any doubts regarding the personal data and/or the person's identity. Furthermore, copies of the other documents referred to in the Sub-Item 11.7 of the Description shall be made. The originals of the documents regarding the issuance of the personal identity card or the passport shall be returned to the person who had submitted the application to issue the personal documents and other documents regarding the issuance and replacement of the personal identity card or the passport. In case the person's identity is not confirmed, the application to issue an identity document shall be accepted and the actions referred to in Item 27 of the Description shall be performed.

25.5. In the procedure set forth in the Description of the procedure to register applications:

25.5.1. record the application to issue the identity document in the identity documents issuance system.

25.5.2. mark in the display form of the application to issue an identity document the document issued or replaced (personal identity card or the passport), whether the document is issued (replaced) in a general or urgent procedure (if the application for an identity document issuance is submitted to the Migration Department), and indicate the code for the reason to issue or replace the personal identity card or the passport according to the reasons for issuing or replacing personal identity cards or passports set forth in the Description of the procedure for the registration of applications;

25.5.3. mark in the display form of the application to issue (replace) the passport a respective field (corresponds to line 6b), in case the citizen requests that his nationality is entered in the passport;

25.5.4. mark in the display form of the application to issue the identity document (corresponds to line 8 of the application to issue a personal identity document) indicating whether the document referred to in Sub-Item 11.2 or 11.4 of the Description of the procedure for the issuance or replacement of the identity document has been submitted or lost, and enter the number of the submitted or lost document, its issue date, expiry date of the submitted or lost document, the name of the institution issuing the document, in case the citizen who has submitted the application to the Migration Department prefers to be issued a temporary certificate (the form and the procedure for its issue shall be set forth by the Minister of the Internal Affairs), it shall be necessary to mark the respective field in line 8 of the application to issue the identity document;

25.5.5. mark the respective field of the display form of the application to issue the identity document (corresponds to line 9 of the application to issue the personal document), indicating whether or not the duty stamp or the consular fee has been paid. In case the personal identity card or the passport are issued or replaced in an urgent procedure, or in case the stamp duty or the consular fee for the issuance or replacement of the personal identity card or the passport was issued by another person, the data to be entered include the number of the receipt of the payment of the stamp duty or the consular fee, the date and the amount of the paid stamp duty or the consular fee. In case the personal identity card or the passport is issued, replaced in a general procedure, and the citizen who himself has paid the stamp duty or the consular fee for the issue of the personal identity card or the passport has not produced the receipt, the authorized civil servant or employee of the Migration Department shall check the data about the paid stamp duty in the information system of the State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania (hereinafter – the information system of the State Tax Inspectorate), and a consular officer or an employee authorized by the consular office shall check the payment of the consular fee in the statement of the bank account of the consular office, and shall indicate the amount and the payment date of the stamp duty or the consular fee. In case the personal identity card or the passport is issued, replaced in a general procedure, and the citizen produced the receipt, entries shall be made on the number of the receipt of the payment of the stamp duty or the consular fee, and the amount of the stamp duty or the fee. In case the citizen is exempted from the payment of the stamp duty or the consular fee according to the Law on Fees and Charges and the Law on Consular Fees, indicate the number of the document supporting the exemption from the payment of the stamp duty or the fee, the issue date and the name of the institution issuing the receipt. In case at the time of the submission of the application to issue to identity document it is not possible to check whether the stamp duty

or the consular fee has been paid, the marking that the duty or the fee has been paid may be made later, after the decision regarding the issuance or replacement of the personal identity card or the passport is issued;

25.5.6. indicate in the comment line of the display form of the application to issue the identity document (corresponds to line 16 of the application to issue (replace) the personal identity card, or line 15 of the application to issue the passport) the data of the other documents that were required to be submitted in connection with the application to issue the personal identity card or the passport, and indicate the data and the documents certifying the person's identity that have been submitted by the citizen, and in what way the person was identified;

25.5.7. in the comment line of the display form of the application to issue the identity document (corresponds to line 16 of the application to issue (replace) the personal identity card, or line 15 of the application to issue the passport) indicate the data of the documents certifying acquisition of citizenship of the Republic of Lithuania, if such documents have been submitted;

25.5.8. in the comment line of the display form of the application to issue the identity document (corresponds to line 16 of the application to issue (replace) the personal identity card, or line 15 of the application to issue the passport) the consular officer or an employee authorized by the consular office shall mark in what way the personal identity card or the passport shall be collected – by arriving to the to the consular office or by registered mail;

25.5.9. scan the facial image of the citizen. In case the citizen has submitted his picture, the facial image shall be created on the basis of the picture;

25.5.10. scan the prints of the two fingers (indices) of the right and the left right of a person beyond 12 years of age. In case the left or the right index finger is injured, is missing or the value of the ISO/IES 19794-4 image ranges from 0 to 25, then the prints of the same hand's big and the unnamed fingers shall be made if their ISO/IES 19794-4 value is higher. In case the quality of the prints of all fingers on one hand is inadequate in terms of the relevant quality value, a print of the finger whose value is the highest shall be scanned. In case because of the permanent disability of a person it is not possible to scan any prints of the fingers on one hand, scans of two fingers of the other hand shall be made in the sequence for scanning prints as set forth in this Sub-Item. A comment to the effect that the prints of the indices could not be scanned, that no finger prints of one hand could be scanned, or that because of the permanent disability of the person it is not possible to scan any of his finger prints shall be entered in the comment line of the display form of the application to issue the identity document (corresponds to line 16 of the application to issue (replace) the personal identity card, or line 15 of the application to issue the passport), specifying the reasons for not being able to scan the finger prints. In that case the personal identity card or the passport shall be issued without the finger prints recorded by electronic means in the personal identity card or the passport, and shall be valid for a period indicated in Sub-Items 63.2–64.4 and 64.2–64.3 of the Description.

In case the fingerprints of a person may not be scanned temporarily, the person shall be issued the personal identity card or the passport without the finger prints recorded by electronic means in the personal identity card or the passport that shall be valid for 12 months. The comment line of the display form of the application to issue the identity document (corresponds to line 16 of the application to issue (replace) the personal identity card, or line 15 of the application to issue the passport) indicates the reasons why the fingerprints were not scanned and that the person shall be issued the personal identity card or the passport without the finger prints which shall be valid for 12 months.

In case the person refuses to provide his finger prints in the cases where according to the requirements of the present Description the finger prints must be scanner, the personal identity card or the passport shall not be issued;

25.5.11. ask a citizen above 14 years of age in the presence of an authorized civil servant or employee of the Migration Department or the consular officer, or an employee authorized by the consular office sign, with a special pen, in the integrated biometric data registration device, and in the application to issue the identity document. In case the personal identity card or the passport is issued to a person under 14 years of age, or where because of the legal incapacity or physical disability in a particular area the person is not able to sign, a dash shall be made in the space intended for the person's signature, and the reason for which the person is not able to sign shall be indicated in line 16 of the printed application to issue (replace) the identity document or line 15 of the application to issue (replace) the passport.

25.5.12. print the application to issue the identity document;

25.5.13. enter the residence address in line 7 of the application to issue (replace) the personal identity card, or line 7a of the application to issue (replace) the passport, and mark the field 'Included in the records of persons without a place of residence', if the person has not declared his place of residence, but is included in the records of persons not declaring a place of residence';

25.5.14. enter the residence address in line 7 of the application to issue (replace) the personal identity card, or line 7a of the application to issue (replace) the passport, and mark the field 'The residence place is not declared', if the person has not declared his place of residence, is not included in the records of persons not declaring a place of residence, and does not have a valid identity and citizenship document;

25.5.15. enter the residence address in a foreign state in line 7b of the application to issue the (replace) the identity document, and mark the field 'Declared departure to a foreign state', if the person is residing in a foreign state;

25.5.16. enter the contact data of the person in the comment line of the display form of the application to issue the identity document (corresponds to line 16 of the application to issue (replace) the personal identity card, or line 15 of the application to issue the passport) (electronic mail address, telephone No., etc.) whereby it is possible to contact the person should any doubts arise regarding their data or identity;

25.6. enter the in line 15 of the application to issue (replace) the passport requested to be replaced, indicate the page of the passport to be marked as invalid, and the reason for which the page should not be marked, in case the passport submitted for the issuance or replacement of a new passport, or the passport where in the case referred to in Sub-Item 54.3 of the Description the passport must be marked as invalid contains a valid visa of a foreign State or the permit to reside in a foreign State, and the citizen requests that the page containing the foreign visa or the permit to reside in a foreign State is not marked as invalid;

25.7. request the citizen to check the data included in the application to issue identity document. Having checked the data, the citizen shall mark the respective field in line 10 of the application to issue the identity documents, indicate the date and sign the application, and where in the cases referred to Items 13, 15–16 of the Description the application to issue the identity document has been submitted by another person, the citizen shall indicate its name, surname, the personal identity number and the date of birth. In case the citizen prefers that the issued personal identity card or the passport is collected by another person, the citizen shall enter a request in line 16 of the application to issue (replace) the personal identity card, or line 15 of the application to issue (replace) the passport, or shall submit a written application specifying the name, surname, personal identity number or the date of birth of the person whom the citizen authorises to collect the issued personal identity card or the passport, and shall sign it. The citizen shall also sign in line 6b of the application to issues (replace the passport) if he requests that his nationality is entered in the passport.

25.8. produce to a person older than 14 years of age on behalf of whom the application to issue (replace) the personal identity card was filed a document specifying the terms and conditions for drawing up and processing certificates;

25.9. enter in line 16 of the application to issue (replace) the identity document or line 15 of the application to issue (replace) the passport the name, surname and the data of identity document of the person who has certified the identity and the pictures of a citizen under one year of age (when the latter does not arrive to the Migration Department or the consular office). Issue to the person who has submitted an application to issue the identity document and the documents regarding the issuance or replacement of the personal identity card or the passport for a person under one year of age to certify by his signature the identity of the person and confirm that the pictures submitted are actually of the person concerned in line 16 of the application to issue (replace) the identity document or in line 15 of the application to issue (replace) the passport.

25.10. confirm the identity of the citizen to whom the personal identity card or the passport is issued, also the signature, and/or the identity and/or the signature of the person who has submitted the application to issue the identity document, by marking the respective fields in line 11 of the application to issue the identity document, by entering his position, name(-s), surname, the date and signing the application.

26. Having established that a search of a citizen in the Republic of Lithuania has been published in the identity document issuance system, a civil servant or employee of the Migration Department or consular officer, or an employee authorized by the consular office shall immediately send a notice to the police at a pre-agreed e-mail address. The notice sent shall be marked in line 16 of the application to issue (replace) the personal identity card or in line 15 of the application to issue (replace) the passport.

SECTION IV

EXAMINATION OF THE APPLICATION TO ISSUE THE IDENTITY DOCUMENT AND PASSING THE DECISION TO ISSUE OR REPLACE THE PERSONAL IDENTITY CARD AND THE PASSPORT

27. Where having performed the actions referred to in Sub-Items 25.2 the identity of the person is still not confirmed, the authorized civil servant or employee from Migration Department accepting the application to issue the identity document, and the documents for the issuance or replacement of the personal identity document and the passport shall perform an additional inspection regarding the data and the identity of the person:

27.1. shall cross-check the picture (facial image) and the signature with the picture (facial image) and the signature in the application to issue the identity document on the basis of which the lost identity and citizenship document, that is being replaced, had been issued previously. In case the document being replaced had been issued by a consular office, the application to issue a copy of the application to issue the identity document shall be without delay sent to the consular office that issued this document or the Diplomatic Archive of the Administrative Department of the Ministry of Foreign Affairs of the Republic of Lithuania (hereinafter – the Diplomatic Archive) (in case the application to issue the identity document has been transferred to the Archive for storage in the manner set forth in Item 119 of the Description). Having received the application, a consular office or the Diplomatic Archive shall without delay, but not later than on the next working day send a copy of the application to issue the identity document to the Migration Department;

27.2. shall apply to other public and local authorities and institutions, as well as the institutions of foreign States, regarding the receipt of the data or document, if such data or documents are required to check the person's data and/or the identity;

27.3. when the data available are not sufficient to identify a person, shall carry out an identification procedure, for the purpose of which the picture (facial image) of the person to be identified together with pictures (facial images) of at least three persons looking similar to him are submitted for identification to at least two close relatives of that person, or persons who have lived (are living), have worked (are working)

with him, or the persons that used to know (know) him. After the identification procedure of a person is completed, a free-form personal identification protocol shall be drawn up

27.4. shall cross-check the facial image and the signature in the received copies of the application to issue the identity document or the application to issue (replace) the document authorising or confirming a foreigner's right to reside in the Republic of Lithuania referred to in Sub-Items 27.1-27.2 of the Description with the picture (facial image) and the signature in the accepted application to issue the identity document and the submitted personal document, and the data of the entry in line 16 of the application to issue (replace) the personal identity card, or line 15 of the application to issue (replace) the passport that were received for the purpose of checking the data and identifying the person.

28. Having completed the additional checking referred to in Item 27, and provided there are no doubts regarding the person's data or identity, the authorized civil servant from the Migration Department that accepted the application to issue the identity document and the documents for the issuance or replacement of the personal identity card or the passport, and if the application for the issue of identity documents and documents for the issue or replacement of a personal identity card or passport has been accepted by an employee authorized by the Migration Department, another civil servant authorized by the Migration Department appointed by the Director of the Migration Department, shall make an entry in line 16 of the application to issue (replace) the personal identity card, or line 15 of the application to issue (replace) the passport to the effect that the person's data and identity have been verified, and shall indicate his name, surname and position, and sign the document.

29. In case the personal identity card or the passport is issued instead of a lost identity or citizenship document, the authorized civil servant or employee of the Migration Department shall check whether or not the Register of Suspected, Accused and Convicted Persons has any information on a supervisory measure – seizure of the documents – imposed upon the person.

30. In case the application to issue the identity document does not contain a marking on the payment of the stamp duty (consular fee), except in the cases when the citizen is exempted from the payment of the stamp duty or the consular fee according to the Law on Fees and Charges and the Law on Consular Fees, the information system of the State Tax Inspectorate or the statement of the bank account of the consular office are checked whether or not the stamp duty (consular fee) has been paid, and a respective mark is made in line 9 of the application to issue the identity document.

31. Provided there are no doubts regarding the person's data or identity, having ascertained that the stamp duty has been paid the civil servant from the Migration Department indicated in Item 28 of the Description, and in the case of consular officer, that has ascertained that the consular fee has been paid, shall mark in line 12 of the application to issue the identity document that the decision regarding the issuance or replacement of the personal identity card or the passport has been passed, and shall indicate their name(-s), surname and the date of passing the decision, shall sign the document and affix the seal of the State of Lithuania or the seal of the Migration Department.

32. In case the personal identity card or the passport is issued (replaced) to a citizen up to 16 years of age by the Migration Department with an intermediation of the State children's rights protection institution, or a foreign State institution responsible for the protection of children's rights, the decision regarding the issue or replacement of the personal identity card or the passport shall be taken by the Director of the Migration Department, or a civil servant authorized by him.

33. In case the civil servant of the Migration Department or the consular officer has reasons to believe that the person's personal identity card or the passport, or another identity or citizenship document submitted in relation to the issuance or replacement of the personal identity card or the passport had been issued to the person illegally or wrongfully, an inspection shall be carried out according to the requirements of Items 75–

77 of the Description to establish the circumstances related to the issue of the identity and citizenship documents, the consular officer shall immediately forward the accepted application to issue an identity document and documents to issue and replace a personal identity card or a passport to the Migration Department or the Consular Department (if the personal identity card or passport was issued by a consular office). The person applying for the issue of an identity document shall be informed immediately in writing.

34. In case having completed the inspection referred to in Items 75–77 of the Decision a decision is taken that the personal identification card or the passport, or another identity and citizenship document issued to the person had been issued illegally and wrongfully, and the new personal identity card or the passport cannot be issued to the person, the person concerned shall be notified of that within no later than five working days in writing, and the original documents and the pictures (if such have been provided) submitted by the person in relation to the application to issue the personal identity card shall be returned to the person concerned.

35. In case certain circumstances become known because of which the personal identity card or the passport cannot be issued or replaced, the Migration Department shall within no longer than five working days draw up a decision based on the relevant legal acts and the factual circumstances not to issue or replace the personal identity card or the passport and shall send or deliver an authenticated copy of such decision to the citizen. The originals of the documents and the pictures (if such were submitted) shall be returned to the citizen. In case the application to issue the identity document was registered in the identity document issuance system, and the decision was passed not to issue the personal identity card or the passport, an entry on the reason(-s) to refuse to issue or replace the personal identity card shall be entered in the ‘Comments’ section of the Register of the applications to issue (replace) the personal identity card or the passport.

36. When a consular officer or an employee authorized by a consular office has accepted an application to issue an identity document and documents to issue or replace a personal identity card or passport and it has been determined that the data of the citizen indicated in the application for the issue of a personal document do not match or is not included in the Register of Residents or if the citizen's face is not included in the Register of Residents (except when issuing the first document confirming identity and citizenship of the citizen and the decision on citizenship of the Republic of Lithuania has been taken) or that the facial image does not match the face, or when a person over the age of 14, does not provide a valid personal identity card or passport after losing his document confirming identity and nationality, or in other cases where the citizen's personal data and identity is in doubt or suspicions that a person may be subject to supervisory measure – seizure of the documents, consular officer or employee authorized by the consular office consults with the Migration Department.

Consultations on the issue or replacement of a personal identity card or passport are carried out through the identity document issuance system, and if there is no technical possibility to send a request for consultation through the identity document issuance system, this request is sent to the Migration Department by pre-agreed e-mail. A consular officer or an employee authorized by the consular office shall forward to the Migration Department digital copies of the request for consultation, the application for the issue of an identity document and the issue or replacement no later than the working day following receipt of the documents for the issue of a personal identity card and/or passport.

The Migration Department, having carried out the verification and evaluation of the information available, shall, within 5 working days of the receipt of the request for consultation, submit to the consular office a recommendation on the issue of an identity document.

The Migration Department may extend the deadline for replying to a consultation request up to 7 working days and in exceptional cases up to 20 working days.

SECTION V

**TRANSFER OF THE ORDER TO ISSUE A PERSONAL IDENTITY CARD AND A PASSPORT,
SENDING OF PERSONAL IDENTITY CARDS AND PASSPORTS ISSUED IN THE IDENTITY
DOCUMENTS PERSONALISATION CENTRE TO THE INSTITUTION PLACING THE ORDER
AND THE INSPECTION OF THE RECEIVED PARCEL**

37. When a civil servant authorized by the Migration Department or a consular officer takes a decision to issue or replace a personal identity card or a passport, a civil servant or employee of the Migration Department or a consular officer, or an employee authorized by the consular office shall create an order regarding the issue of the personal identity card or the passport in the manner set forth in the Procedure for registration of applications regarding the issue of the personal identity card or the passport, and shall be transferred to the Identity Documents Personalisation Centre.

38. The Identity Documents Personalisation Centre shall send the issued personal identity cards, the envelopes with a password, or the passports with a supporting letter to the branch of Migration Department service that had submitted the order for the issue of the personal identity card or the passport, or to the consular office through the Ministry of Foreign Affairs.

39. Issued personal identity cards or passports obtained from the Identity Documents Personalisation Centre shall be forwarded by the Ministry of Foreign Affairs in a secure manner to the consular office that requested the issue of the personal identity cards or passports.

40. If the consular office referred to in Item 39 of the Description does not receive, within an unreasonably long period of time, personal identity cards or passports issued by the Ministry of Foreign Affairs, the consular officer or an employee authorized by the consular office shall immediately inform the Ministry of Foreign Affairs and, contact the representatives of the diplomatic mail forwarding company. If the personal identity cards or passports issued by diplomatic mail are not found within the time limits laid down in the contract with the diplomatic mail forwarding undertaking, the consular officer or an employee authorized by the consular office shall immediately inform the Ministry of Foreign Affairs in writing of the disappearance of the issued personal identity cards or passports as well as the Identity Documents Personalisation Centre. Issue of new personal identity cards or passports shall be decided by the authority issuing the missing personal identity cards or passports

41. Having received from the Identity Documents Personalisation Centre the issued personal identity cards, the envelopes with a password or the passports shall be, in the presence of no less than two authorized civil servants or employees of the Migration Department and working according to an employment contract (hereinafter – the employee), or two employees of the consular office, checked whether the packaging has been damaged by opening the packaging, the personal identity cards or the passports shall be counted, the numbers of the personal identity cards or the passports are cross-checked with the numbers indicated in the supporting letter, also checking whether all the envelopes with the passports as indicated in the supporting letter have been actually received. Provided the number of received envelopes with the password, the numbers of personal identity cards or the passports corresponds with the numbers indicated in the supporting letter, the authorized civil servants or the employees of the Migration Department, or the consular office employees that checked the packaging shall note that in the supporting letter, indicating his position, name(-s), surname, date, and shall sign the document. The parcels must be checked no later than on the next working day from the receipt of the parcel at the Migration Department or consular office.

42. A civil servant or employee authorized by the Migration Department or a consular officer or an employee authorized by the consular office shall complete line 13 of the application to issue an identity document, indicating the number, date of issue and expiry of the personal identity card or passport issued to the citizen.

43. Having established that the packaging of the personal identity cards is damaged, or some personal identity cards are missing, the packaging of the envelopes with the password or of the passports has been damaged, or some passports are missing, a civil servant or employee authorized by the Migration Department shall without delay notify the Director of the Migration Department, and the Identity Documents Personalisation Centre, and a consular office shall notify the Ministry of Foreign Affairs and the Identity Documents Personalisation Centre.

44. Within five working days from establishing the damage of the packaging of personal identity cards or the shortage of personal identity cards or the envelopes with the password, or the damage of the packaging of passports, or the shortage of passports, an inspection shall be carried out at the instruction of the Director of the Migration Department or of the consular office and completed by drawing up a report. A copy of the report shall be submitted to the Identity Documents Personalisation Centre by the Migration Department and the consular office, and in case the damage of packaging of the personal identity cards or the shortage of the envelopes with the password, or the damage of the packaging of passports or the shortage of passwords have been established by the consular office, it shall submit a notice to the Ministry of Foreign Affairs. The institution that drew up the report regarding the established shortage of the personal identity cards, envelopes with the password or the passports shall make an announcement in the identity document issuance system, that the personal identity card or the passport has been lost. A decision is passed regarding the issuance of the new personal identity card or the passport by the Migration Department or a consular office.

SECTION VI

SERVICE OF THE PERSONAL IDENTITY CARD AND THE PASSPORT, THEIR VALIDITY

45. The person shall in person arrive at a branch of Migration Department or consular post to collect their personal identity card or the passport to which they had submitted an application to issue or replace the identity document, except in the cases referred to in Items 46–49 and 112 of the Description, and the cases when the personal identity card or the passport is sent by a registered postal consignment or another secure means. When collecting the personal identity card, a person starting from 14 years of age shall in relation to the personal identity card be served an envelope with the password. In case the personal identity card is collected by a person referred to Item 46, 48 or 49 of the Description without the participation of the person concerned, or the person referred to in Item 47, or the personal identity card is served to a citizen younger than 14 years of age, or in the case referred to in the second paragraph of Item 53, the envelope with the password shall not be served, but in the manner set forth in SECTION VIII sent to be destroyed to the Identity Documents Personalisation Centre.

46. The personal identity card or the passport may be also collected by an authorized person of the citizen, another legitimate representative, or a person indicated in the written application to issue the identity document submitted by the citizen to the Migration Department or the consular office, having produced his identity and citizenship document. When in relation to submitting an application to issue the identity document the person does not indicate in line 16 of the application to issue (replace) the personal identity card or line 5 of the application to issue (replace) the passport did not indicate the person authorized to collect the issued personal identity card or the passport, having arrived to collect the personal identity card or the passport the authorized person shall produce a Power of Attorney drawn up in the manner set forth by legal acts, or inform the authorized civil servant or employee of the Migration Department or the consular officer, or an employee authorized by a consular office of the power of attorney drawn up by information technology tools held in the Register of Powers of Attorney managed by the Central Mortgage Office. The data of the submitted Power of Attorney and the identity document shall be entered in line 16 of the application to issue the personal identity document or line 15 of the application to issue (replace) the passport. In case the Power of Attorney has been drawn up by information technology means, the entry shall be made on the date of

verification in the Register of the Powers of Attorney, the name(-s), surname and the signature of the authorized civil servant or employee of the Migration Service or the consular officer, or an employee authorized by a consular office or checking the documents in the Register.

47. The personal identity card or the passport of a person incapacitated in a particular area shall be collected by their guardian (custodian), or another legitimate representative by producing the identity document, the document certifying the appointment of the person as the guardian, or the documents supporting the appointment of the person by another legitimate representative. The data of the submitted documents shall be entered in line 16 of the application to issue (replace) the personal identity document or line 15 of the application to issue (replace) the passport.

48. The personal identity card or the passport of a person under 16 years of age shall be, and the personal identity card or the passport of a person of 16 to 18 years of age may be collected by one of the parents, the guardian (custodian), or the person indicated in Item 46 of the Description, or a person representing the interests of the child and indicated in the intermediation document issued by the State children's rights protection institution, or a foreign public authority responsible for the protection of children's rights. The data of the submitted documents shall be entered in line 16 of the application to issue (replace) the personal identity document or line 15 of the application to issue (replace) the passport.

49. Where the parents of the child are divorced the personal identity card or the passport of a citizen up to 16 years of age shall be, and the personal identity card of a person aged from 16 to 18 may be collected by the parent, producing his personal identity card, with whom the child's place of residence has been established, or, the other parent subject to written consent of the former, or the authorized person referred to in Item 46 of the Description. The data of the submitted documents shall be entered in line 16 of the application to issue the personal identity card or line 15 of the application to issue (replace) the passport.

50. At a request of a citizen residing in a foreign State a consular office may send to him the personal identity card, the envelope with the password or the passport by a registered mail consignment or other secure means. A consular officer or an authorized employee of a consular office shall send a personal identity card, envelope containing a password or passport only after confirmation that the costs of transmitting the personal identity card, envelope with password or passport have been paid.

Along with the personal identity card, envelope with password or passport, the consular office shall inform the citizen that within 5 calendar days of receipt of the personal identity card, envelope with password or passport, the citizen must send (by e-mail, fax or mail) the receipt of a personal identity card, an envelope with a password or a passport, so that the identity document or passport can be marked on the identity document issuance system and the certificates are activated. Citizens older than 14 years of age shall in the written notice on the receipt of the envelope with the password certify that the citizen had familiarised themselves with and agrees to the terms and conditions of creating and processing of certificates, and indicate the date. The information notice shall include a warning that the envelope with the password shall be sent to the citizen only having received a written notice of the citizen on the receipt of the personal identity card. Next to the stored application to issue the identity document or its copy the consular office shall keep the confirmation issued by the company forwarding the personal identity card, the envelope with the password or the passport to the effect that the consular office had delivered to it the personal identity card, the envelope with the password or the password.

51. When collecting the personal identity card or the passport (except the case referred to in the first paragraph of Item 50 of the Description) the person shall be required to produce the documents referred to in Sub-Items 11.2, 11.4 and 11.9.2, which the person concerned had produced for the purpose of issuing or replacing the personal identity card. In case a temporary certificate has been issued to the citizen the certificate shall be produced when collecting the personal identity card or the passport.

If the document referred to in Item 11.2.2, 11.2.3 or 11.4 of the Description is not to be marked as invalid under Item 54.3 of the Description, the person specified in Items 46-49 of the Description may take a personal identity card or passport without submitting a document indicated in Item 11.2.2, 11.2.3, as well as 11.4 of the Description.

The personal identity card or the passport being replaced do not have to be produced when collecting the new personal identity card or the passport, when the documents are invalidated as expired.

52. Where in relation of collecting personal identity card or the passport the person does not produce the personal identity card or the passport being replaced because he has lost the documents, and in the manner referred to in Sub-Item 54.3 of the Description must be marked as invalid, or the personal identity card or the passport were sent to the person by a registered postal consignment or another secure means, and the documents are marked in the identity document issuance system as not returned.

53. When collecting the personal identity card or the passport in a Migration Department or the consular office, the citizen shall sign in lines 14 and 5 of the application to issue (replace) the personal identity card, or line 14 of the application to issue (replace) the passport, thus confirming the receipt of the personal identity card and the envelope with the password, or the passport, indicate the date at which the documents were collected, also, before collecting the envelope with the password – confirm that the person had familiarised with and agrees to the terms and procedures for drawing up and processing of the certificate, and the person referred in Items 46-49 of the Description shall sign in line 14 of the application to be issued the identity document, and indicate their personal identity number or the date of birth. If because of their physical disability the person cannot sign, instead of the signature a dash shall be entered in lines 14 and 15 of the application to issue (replace) the personal identity card, or line 14 of the application to issue (replace) the passport, indicating the date of serving the personal identity card or the passport, and the reason for which the citizen does not sign in line 16 of the application to issue (replace) the personal identity card or line 15 of the application to issue (replace) the passport.

In case the citizen refuses to sign in line 15 of the application to issue the personal identity card, the envelope with the password shall not be served to him.

When the personal identity card or the passport is sent by a registered postal consignment or another secure means, the requirements of the first paragraph of this Item do not have to be complied with.

Having received a written notice of a citizen to the effect that the citizen has been served the envelope with the password, the consular officer or an authorized employee of a consular office shall active the certificates in the identity documents issuance system, and when entering the name, surname, the date and signing in line 15 of the application to issue (replace) the personal identity card, shall indicate that the envelope with the password has been received, and the certificates have been activated in the identity document issuance system.

54. The authorized civil servant or employee of the Migration Department or the consular officer or an authorized employee of a consular office in relation to serving the issued personal identity card or the passport shall:

54.1. cross-check the facial image of the citizen with the image in the personal identity card or the passport, or the image provided in the document referred to in Sub-Items 11.2 or 11.4 of the Description, and, if the citizen collects his personal identity card or passport himself, cross-checks the facial image with his appearance.

54.2. if it is technically possible, cross-checks the fingerprints of the citizen with the fingerprints recorded on the issued personal identity card or passport and in the Register of Residents;

54.3. cross-check the data in the personal identity card or the passport with the data recorded in the Register of Residents;

54.4. mark as invalidated the personal identity card or the passport submitted to be replaced, or the passport of a citizen of the Republic of Lithuania submitted requesting the issuance of the personal identity card or the passport except in the case referred to in Sub-Item 25.6 of the Description, also a temporary certificate, a child's travel document (if such documents have been issued), in the cases referred to in Sub-Item 11.4 – the certificate on the retaining the citizenship of the Republic of Lithuania, the certificate on the right to restore the citizenship of the Republic of Lithuania, the certificate of the Lithuanian origin, the document granting or certifying the right of a foreigner to reside in the Republic of Lithuania, or the document of a stateless person or a refugee issued to a foreigner by the Republic of Lithuania, the passport of a foreigner or the personal identity card, in case the passport is issued to a citizen of replaced in view of the changes of his personal data (name(s), surname, gender, date of birth or the personal identification number). The identity or citizenship document marked as invalid shall be returned to the citizen concerned, or the person collecting the person's personal identity card or the passport as indicated in Items 46–49 of the Description. In case the person collecting the personal identity card or the passport refuses to collect the invalid identity or citizenship document, the invalid document shall be destroyed. The invalidated certificate on the retaining the citizenship of the Republic of Lithuania, the certificate on the right to restore the citizenship of the Republic of Lithuania, the certificate of the Lithuanian origin, the document granting or certifying the right of a foreigner to reside in the Republic of Lithuania, or the document of a stateless person or a refugee issued to a foreigner by the Republic of Lithuania, the passport of a foreigner or the personal identity card shall be handled in accordance with the procedure laid down by the legislation governing the issue of these documents;

54.5. mark in the identity document issuance system that the personal identity card or the passport has been collected. Indicate in line 14 of the application to issue (replace) the identity document, and line 15 of the application to issue (replace) the personal identity card indicate the date of the entry in the identity document issuance system that the citizen has collected the personal identity card, the envelope with the password or the passport, also his name and surname, and sign the documents. The personal identity card or the passport shall come into force as of the entry in the identity document issuance system that the personal identity card or the passport has been collected;

55. The citizen or another person referred to in Items 46–49 of the Description collecting the personal identity card or the passport at the Migration Department or a consular office shall with a special document scanning equipment check the data entered by electronic means in the personal identification card or the passport.

56. In case it is established that the relevant data have not been by electronic means entered in the personal identity card or the passport, or that the data entered do not match the data of the person concerned, a relevant notice shall be immediately communicated to the Identity Documents Personalisation Centre. Having clarified the reasons for such irregularity, the Migration Department or consular office takes the decision regarding the issuance of the new personal identity card or the passport to the citizen. A personal identity card or a passport in which the data have not been entered or entered but do not match the data of the citizen, shall be immediately returned to the Identity Documents Personalisation Centre.

57. If the consular office issuing the personal identity card or passport to a citizen residing in a foreign State sends this personal identity card or passport by registered post or by other secure means, in line 16 of the application to issue (replace) the identity document, and line 15 of the application to issue (replace) the personal identity card indicate the date of dispatch of the personal identity card or passport, method of sending and date of receipt of the citizen's written notice of receipt of the personal identity card or passport.

58. Where within 1 month from the dispatch of the personal identity card or the passport the consular office does not receive a written notice on the receipt of the personal identity card or the passport, the consular office shall apply to the company that dispatched the personal identity card or the passport inquiring whether the personal identity card or the passport has been delivered to the citizen.

If the citizen does not collect his personal identity card or passport within 1 year from the date of issue of his personal identity card or passport, his personal identity card or passport shall be written off in the identity documents issuance system, this invalid document shall be destroyed.

After the dispatching company informs that the personal identity card or the passport has been served, the consular office shall contact the citizen and shall repeatedly request to inform by a written notice of the receipt of the personal identity card or the passport. If, after contacting the citizen, he does not inform by written notice of receipt of the personal identity card or passport or informs that he has not received the personal identity card or passport, within 3 months of the contact, the consular office shall, if it is technically possible, publish in the identity documents issuance system that the personal identity card or passport has disappeared. If the forwarding company informs that the citizen's personal identity card or passport has been served and the consular office fails to contact the citizen within 3 months of receiving this information, the consular office shall declare in the identity documents issuance system that the personal identity card or passport has disappeared.

59. If the consular office does not have the technical means to indicate in the identity documents issuance system that the citizen has collected his personal identity card or passport, the consular office shall immediately, upon receipt of written notice from the citizen concerning receipt of a personal identity card or passport, send a scanned notice of the delivery of the personal identity card or passport to the Migration Department to the pre-agreed e-mail address (Annex 2).

60. A notice on the service of the personal identity card or the passport shall indicate the name(-s), surname, personal identification number, personal identity card or passport number of the person who collected or accepted the personal identity card or the passport, the date of the service or receipt of the personal identity card or the passport. If the personal identity card or passport is not presented at the time of collecting personal identity card or passport because it has been lost and has to be marked as invalid, or if the personal identity card or passport has been sent to the citizen by registered mail or other secure means, it must be specified in the notice of service of the personal identity card or passport sent to the Migration Department. If the citizen refuses to take his document confirming his identity and nationality, this shall be indicated in the notice sent to the Migration Department regarding the service of an identity card or passport.

61. The Migration Department shall immediately indicate in the identity documents issuance system that the personal identity card or passport has been withdrawn upon receipt of the notice of the consular office about the delivery of a personal identity card or passport. From then on, personal identity card or passport becomes valid.

62. The consular office shall describe the returned personal identity cards, passports or passports of a citizen of the Republic of Lithuania referred to in Item 95 of the Description, as well as child's travel documents submitted to the consular office, and in accordance with the procedure set forth in Item 94 of the Description, transfers to the Identity Documents Personalisation Centre for destruction. The certificate confirming the retention of the right to citizenship of the Republic of Lithuania, the certificate confirming the right to restore citizenship of the Republic of Lithuania or the certificate of Lithuanian origin shall be forwarded by diplomatic mail or other secure means to the Migration Department. It shall be accompanied by a cover letter stating the name(s), surname of the person to whom the document has been issued, the title and number of the document being transferred and the reason for their transfer.

63. A personal identity card shall be valid:

- 63.1. for 2 years where issued to a citizen under 5 years of age;
- 63.2. for 5 years where issued to a citizen of 5 to 16 years of age;
- 63.3. for 10 years where issued to a citizen of 16 to 75 years of age;
- 63.4. for 20 years where issued to a citizen over 75 years of age;
- 63.5. 12 months when temporarily it is not possible to read the fingerprints of the citizen.
- 64. The passport shall be valid:
 - 64.1. for 2 years where issued to a citizen under 5 years of age;
 - 64.2. for 5 years where issued to a citizen of 5 to 16 years of age;
 - 64.3. for 10 years where issued to a citizen over 16 years of age;
 - 64.4. 12 months when temporarily it is not possible to read the fingerprints of the citizen.

SECTION VII

NOTIFICATION OF A LOSS OF THE PERSONAL IDENTITY AND CITIZENSHIP DOCUMENT, DECLARATION OF A LOST PERSONAL IDENTITY CARD AND CITIZENSHIP DOCUMENT INVALID

65. A citizen who has lost the personal identity card, the passport or the passport of the citizen of the Republic of Lithuania shall file a report on the loss of their identity or citizenship (Annex 3) and submit the document in person to any Regional Chief Police Commissariat, Migration Department, and to the relevant consular office in case the citizen is located abroad. The citizen may submit a report on the loss of the identity and citizenship document also by electronic means by logging in to the Information System of Public Services related to issuance, consultation, provision of personal and other documents to citizens of the Republic of Lithuania and aliens (EPIS) (hereinafter – the electronic services information system).
66. The notice on the loss of the identity and the citizenship document shall specify the data of the lost personal identity card, the passport or the passport of the citizen of the Republic of Lithuania (if the person is aware of them), and the circumstances related to the loss of the documents. The notice personally filed on the loss of the identity and the citizenship document shall specify the name(-s), surname of the civil servant from the Regional Chief Police Commissariat, the consular office, or the authorized employee of the consular office, or the authorized civil servant or the employee from the Migration Department who has accepted the notice, also the relevant date and the signature.
67. The notice on the loss of the identity and the citizenship document completed and filed in the electronic services information system shall be automatically forwarded to the Migration Department.
68. Upon receipt of a personal identity document and citizenship loss notice submitted in the citizen's electronic services information system, a public servant or employee authorized by the Migration Department shall immediately enter data on the personal identity card, passport or Lithuanian citizen's passport invalidity into the identity documents issuance system and notes in the citizen's electronic services information system that the lost personal identity card, passport, or Lithuanian citizen's passport has been declared invalid.
69. No later than on the next working day from the date of the receipt of the personally filed notice on the loss of the identity and citizenship document the officer of the Regional Chief Police Commissariat shall forward the notice or send by electronic mail (scanned) to the Migration Department. Having received the notice on the loss of the identity and citizenship document submitted in the electronic services information

system by the citizen, and automatically forwarded to the Police electronic service system, the authorized police officer shall without delay enter the data on the invalidity. An authorized civil servant, or an employee of the Migration Department or a consular officer, or an authorized employee of consular office, shall immediately register the received notice personally filed to the Migration Department, the Regional Chief Police Commissariat or the consular office on the data on the invalidated personal identity card, the passport and the passport of the Republic of Lithuania in the identity document issuance system in the manner set forth in Item 82 of the Description.

SECTION VIII

INVALIDITY OF THE PERSONAL IDENTITY CARD AND THE PASSPORT, AND THE DESTRUCTION OF INVALIDATED PERSONAL IDENTITY CARD AND THE PASSPORT

70. The personal identity card and the pass shall be declared invalid in the cases set forth in Article 7(1) of the Law on the Personal Identity Card and the Passport.

71. The passport of a deceased person shall be returned to the Migration Department, the consular office or the health care institution that established the fact of death. The personal identity card and the passport returned to the health care institution shall be forwarded to the Migration Department. The supporting letter shall specify the number and the date of the citizen's death.

72. Having received the personal identity card or the passport an authorized civil servant or an employee of the Migration Department or a consular officer, or an authorized employee of a consular office shall check in the Register of Residents the data about the deceased person and the identity and the citizenship documents issued to him, cross-check the facial image in the personal identity card or the passport with the facial image in the Register of Residents, and in case the technical capacities are not available the civil servant or the employee shall cross-check with the picture in the application to issue the personal document, mark, using a special device, the personal identity card and/or the passport, as invalid, and declare in the identity document issuance system that the documents have been returned, and shall send the personal identity card or the passport to the Identity Documents Personalisation Centre in the manner set forth in Item 94 of the Description. In case the personal identity card and/or the passport of a deceased person have not been returned, a respective entry shall be made in the identity document issuance system.

73. In case the personal identity card and/or the passport had not been served to the person because of their death, the personal identity card and/or the passport shall be destroyed. An announcement shall be made in the identity document issuance system that the personal identity card or the passport had been returned.

74. The personal identity card and the passport shall be declared in the identity document issuance system invalid, if:

74.1. the documents have belonged to a person who has lost the citizenship of the Republic of Lithuania;

74.2. certain circumstances have come to light owing to which the documents could not have been issued; The circumstances are considered to have come to light when a decision has been taken that the personal identity card and/or the passport have been issued illegally or wrongfully, and therefore should be seized from the person;

74.3. the documents have been lost;

74.4. the documents have been forged;

74.5. the documents were changed when the citizen had changed his name(-s), surname, gender, date of birth, the place of birth in the passport, or the citizen has been assigned a new personal identification number;

- 74.6. the documents are no longer fit for use;
- 74.7. the passport has been replaced having used all the pages designated for visas;
- 74.8. the documents are replaced because of any inaccurate entries therein;
- 74.9. the documents have been replaced at a request of the citizen;
- 74.10. the citizen has failed to claim them within one year from the day of its issuance;
- 74.11. the person has been issued a personal identity card with changed personal data.
- 74.12. the person has been issued a passport with changed personal data.

75. In case there is a reason to believe that the identity and citizenship document has been issued to the person illegally or wrongfully, the institution that has issued the documents shall initiate an inspection to determine the circumstances related to the issuance of the identity and citizenship document (in case the identity and the citizenship document has been issued by the Migration Department, the inspection for the purpose of determining the circumstances shall be performed by the civil servant authorized by the Director of Migration Department, and in case the document was issued by a consular office, the inspection shall be carried out by the civil servant authorized by the Consular Department).

76. In the cases referred to in Item 75 of the Description the inspection shall be carried, and the report on the legality of the issue of the identity and citizenship document shall be drawn up within one month from the receipt of the application to issue the identity document, and the documents regarding the issuance (replacement) of the passport, or other request, statement, inquiry or report on the basis of the examination of which the inspection was initiated. This term may be extended at a well-grounded application of a civil servant of the Migration Department or civil servant authorized by the Consular Department, but for no longer than one month. The report regarding the legality of the issuance of the identity and citizenship document shall be approved by the authorized civil servant of the Migration Department, when he is not the same civil servant who drew up the report, or the Director of the Consular Department or a civil servant authorized thereby. The approval marking shall contain a stamp with the coat-of-arms of Lithuania or the seal of the Department of Migration Department. The report shall be recorded in the identity documents issuance system. The report drawn up by the civil servant authorized by the Migration Department on the legality of the issuance of identity and citizenship document together with inspection material is sent to the Director of the Migration Department, and the report drawn up by the civil servant authorized by the Consular Department on the legality of the issuance of identity and citizenship document together with inspection material is sent to the Minister of Foreign Affairs of the Republic of Lithuania not later than within 3 working days from the date of approval of the report.

77. The report on the legality of the issuance of the identity and citizenship document and the inspection material shall be examined and the decision regarding the legality of the issuance of the identity and citizenship document shall be passed within one month from the approval of the report. In case for the purpose of passing the relevant decision, additional data or documents are required, the term shall commence as of the date of the receipt of the additional data and documents at the Migration Department or at the Ministry of Foreign Affairs.

78. The decision regarding the legality of the issuance of the identity and citizenship document shall be taken by the Director of the Migration Department, or a civil servant authorized thereby, and the decision regarding the legality of the issuance of the identity and citizenship document issued by the consular office shall be taken by the Minister for Foreign Affairs or a public servant authorized thereby. The decision shall be recorded in the identity documents issuance system. The decision shall be within five working days after it has been taken be notified to the person to whom the document was issued, provided their place of residence is known.

79. The Migration Department and the Ministry for Foreign Affairs compiles personal files regarding the legality of the issuance of the identity and citizenship documents.

80. A person in respect of which having issued the personal identity card and/or the passport certain circumstances became known due to which such documents could not be issued, also a person who has lost his Lithuanian citizenship shall return the personal identity card and the passport to the Migration Department or the consular office.

81. Having received a notice on the decision regarding the loss by a person of the Lithuanian citizenship, and upon taking the decision that the personal identity card or the passport had been issued illegally and wrongfully, the civil servant authorized or an employee of the Migration Department shall enter the data on the invalidity of the documents referred to in Sub-Items 74.1–74.2 of the Description to the identity documents issuance system. In case the person does not return an invalid personal identity card or the passport, an announcement shall be entered in the identity documents issuance system to the effect that the personal identity card or the passport has not been returned. In case such personal identity card or the passport has been returned later, an amendment shall be entered in the identity documents issuance system to the effect that the personal identity card or the passport has been returned.

The personal identity card or the passport referred to in Sub-items 74.1–74.2 of the Description shall be invalid as of the effective date of the decision regarding the loss of the Lithuanian citizenship, or the decision that the personal identity card or the passport had been issued illegally or wrongfully.

82. The data on the invalidity of the personal identity card or the passport referred to in Item 74.3 of the Description shall be entered to the identity document issuance system by the authorized civil servant or an employee of the Migration Department or the consular officer, or an authorized employee of consular office, provided the required technical capacities are in place, no later than on the next working day from the receipt of the information on the loss of the document certifying the citizenship of the Republic of Lithuania. Having declared that the lost personal identity card or the passport are invalid, the notice on the loss of the identity and citizenship document indicates the date of the entry of the notice in the identity document issuance system. The personal identity card or the passport referred to in Sub-Item 74.3 of the Description shall be considered invalid as of the date of the entry of the data of invalidity of the personal identity card or the passport in the identity document issuance system.

83. A found personal identity card, a passport or a passport of a citizen of the Republic of Lithuania shall be immediately returned to the Migration Department, and a personal identity card or passport found in a foreign State shall be immediately delivered to a consular office.

84. The institution to which a found personal identity card or a passport has been returned shall check in the Register of Residents whether the found personal identity card or the passport are valid, and shall carry out a cross-checking referred to in Item 85 of the Description.

In case the Migration Department or consular office determined that a found personal identity card and/or a passport are invalid (their validity expired, etc.), the personal identity card and/or the passport shall be sent to be destroyed in the manner set forth in Item 94 of the Description.

In case it has been established that a found personal identity card and/or a passport of a citizen of the Republic of Lithuania who declared his place of residence in the Republic of Lithuania are valid and can be returned to the holder of the documents, the documents shall be transferred to the branch of Migration Department of the declared place of residence.

If it is established that the personal identity card and/or passport of the citizen declaring his residence in the Republic of Lithuania, which was found abroad, is valid and can be returned to the citizen, they shall be forwarded to the Vilnius branch of the Migration Department.

In the place of residence of the citizen as entered in the Register of Residents is a foreign State, the found personal identity card and/or a passport shall be stored in the consular office for the period set forth in this Item if the found personal identity card or the passport have been transferred to the consular office.

In case the citizen has not declared his place of residence, or his place of residence is not known, a personal identity card and/or a passport found in the Republic of Lithuania shall be delivered to the branch of Migration Department that had issued the personal identity card or the passport, or to the Vilnius branch of Migration Department, in case the personal identity card or the passport has been issued by the consular office.

A personal identity card and/or passport of a citizen who has not declared his place of residence and his place of residence is not known, found in a foreign State and transferred to the consular office, is forwarded to the Vilnius branch of the Migration Department.

Any found personal identity cards and/or the passports shall be stored for three months from the receipt of such documents at the Migration Department or at the consular office. Having established the residence address of the holder of the personal identity card or the passport, the holder shall be informed in writing that his personal identity card and/or the passport has been found, and that they can arrive to have the documents collected.

If the citizen whose personal identity card or the passport has been found has not applied regarding the recovery of his identity documents for three months from the date of the receipt of the personal identity card or the passport at the Migration Department or consular office, a civil servant or employee authorized by the Migration Department or a consular officer or an authorized employee of consular office shall declare in the identity documents issuance system, that a personal identity card or passport has been found and that the personal identity card or passport has been returned.

85. The data and the facial image in the found personal identity card or the passport shall be cross-checked with the data about the citizen and their facial image in the Register of Residents, and in case the Register of Residents does not have a facial image of the person concerned, the data and the facial image shall be cross-checked with the data and the facial image in the application to issue the identity document, or the copy of the application to issue the identity document that had been provided by the institution that issued the personal identity card or the passport.

The receipt of a found personal identity card or a passport shall be noted in the identity documents issuance system comment line (corresponds to line 16 of the application to issue (replace) the personal identity card, or line 15 of the application to issue (replace) the passport).

86. The data on the invalidity of the personal identity card or a passport referred to in Sub-Item 74.4 of the Description shall be entered in the identity documents issuance system by an authorized civil servant or an employee of the Migration Department, as soon as they receive the information about an established forgery of the personal identity card or the passport, or when establish that a personal identity card or a passport that has been found, received from other institutions was forged. In case having received the information about established forgery of a personal identity card or a passport, the forged personal identity card or the passport are not produced, or the forgery of a personal identity card or the passport is established having received from other public authorities or foreign institutions, an entry shall be made in the identity documents issuance system that the personal identity card or the passport are not valid, and that the personal identity card or the passport have not been returned to the Migration Department. The fact that a personal identity card or a passport are forged shall be noted in the identity document issuance system also in the cases when the identity document issuance system messages that the personal identity card or the passport are invalid for other reasons. The personal identity card or the passport referred to in Sub-Item 74.4 shall be considered invalid as of the date of the entry of the data on the invalidity of the personal identity card or the passport in the

identity documents issuance system, unless it has been announced that personal identity card or the passport are invalid, or the personal identity card or the passport are invalid for other reasons.

87. The consular office shall in writing notify the Migration Department of the fact of forgery of the personal identity card or the passport and shall deliver to it the forged personal identity card or the passport.

88. The Migration Department shall by an official message notify the Head of the respective Regional Chief Police Commissariat of the identified cases of forging the personal identity cards or passports to facilitate a decision regarding a pre-trial investigation, an attach to the message the forged personal identity card or the passport. In case the forged personal identity card and/or the passport is returned to the Migration Department, or in case for objective reasons such personal identity card or the passport has not been delivered for conducting an investigation, such personal identity card and the passport shall be dispatched and accompanied with a separate supporting letter to the Identity Documents Personalisation Centre to be destroyed.

89. In the cases referred to in Sub-Items 74.5–74.9 of the Description the personal identity card and/or the passport are declared invalidated as of the date of the entry in the document issuance system that the citizen has been issued a new personal identity card or the passport. In the cases referred to in Sub-Items 74.6 and 74.8 of the Description, if a citizen prefers to be issued a new personal identity card and/or the passport, and in the case referred to in Sub-Items 74.11–74.12 the personal identity card or the passport are date of an entry in the document issuance system that the citizen has been issued a new personal identity card or the passport.

90. The data on the invalidity of the personal identity card or the passport referred to in Sub-Item 74.10 shall be entered in the identity passport issuance system by a civil servant or an employee of the Migration Department, or by a consular officer, or an authorized employee of consular office having ascertained that the citizen has not collected the personal identity card or the passport for one year since their issuance. An entry to the effect that the personal identity card or the passport that has not been collected for one year since the issuance of the personal identity card or the passport are invalid shall be made in line 16 of the application to issue (replace) the personal identity card or line 15 of the application to issue (replace) the passport. That personal identity card, the envelope with the password or the passport shall be sent to be destroyed to the Identity Documents Personalisation Centre.

91. The data on the invalidity or validity of the personal identity card or the passport shall be entered in the identity document issuance system, also on the return or non-return of an invalid personal identity card or a passport in the procedure defined in the Procedure for registration of applications.

92. The provisions of the present SECTION, except Sub-Items 74.10–74.12 and Item 94 shall be applied to passports of citizens of the Republic of Lithuania. In case a passport of a citizen of the Republic of Lithuania is not valid because of death of the citizen, it has been announced that the passport is invalid because it has been recognised as issued illegally, the passport belongs to a person who has lost their citizenship of the Republic of Lithuania, or it has been established that the passport of the Republic of Lithuania is forged, that shall be noted in the ‘Official notes’ section of the application to issue (replace) the passport of a citizen of the Republic of Lithuania.

93. The invalid personal identity cards and the passports shall be destroyed, if:

93.1. the documents belonged to a person who has lost the citizenship of the Republic of Lithuania;

93.2. certain circumstances have come to light owing to which the documents could not have been issued;

93.3. the documents were declared invalid for the reasons referred to in Sub-Items 74.5–74.7, 74.7, 74.11–74.12 of the Description, or upon the expiry of validity of the personal identity card or the passport, and the person refused to collect the invalid personal identity card or the passport;

- 93.4. the documents are replaced because of any inaccurate entries therein;
- 93.5. the citizen has failed to claim them within one year from the day of their issuance;
- 93.6. the documents are forged and there are no reasons for which the documents cannot be destroyed;
- 93.7. the documents are of a deceased person;
- 93.8. the documents have been found and they had been declared invalid;
- 93.9. the documents have been declared invalid because the citizen had changed the personal data and preferred not to receive any new personal identity card or the passport, and refused to collect the personal identity card or the passport marked as invalid.
94. The invalidated personal identity cards and the passports indicated in Item 93 of the Description shall be no less frequently than once per month sent to the Identity Documents Personalisation Centre to be destroyed by the Migration Department or consular office. The supporting letters of the invalidated personal identity cards and passports sent to the Identity Documents Personalisation Centre shall specify the number of the personal identity card or the passport being sent, the name(-s) and surname of the person to whom the personal identity card or the passport has been issued.
95. Furthermore, the following shall be sent to the Identity Documents Personalisation Centre for destroying in the manner set forth in Item 94 of the Description:
- 95.1. the passport of a citizen of the Republic of Lithuania, and a child's travel document if they were replaced by a personal identity card or the passport, and the citizen refused to collect the invalidated passport of the citizen of the Republic of Lithuania, or the child's travel document;
- 95.2. a personal identity card if declared invalid because after a change in the citizen's data, the citizen was issued or replaced their passport, and refused to collect the invalidated personal identity card with unchanged personal identity data;
- 95.3. a passport if declared invalid because after a change in the citizen's data, the citizen was issued or replaced their personal identity card, and refused to collect the invalidated passport with unchanged personal identity data;
- 95.4. the document certifying a foreigner's right to reside in the Republic of Lithuania, and a travel document of a stateless person issued to an alien by the Republic of Lithuania, or a foreigner's passport, when these documents according to the requirements of Sub-Item 11.4 of the Description were submitted for the purpose of issuing the personal identity card or the passport;
- 95.5. the envelopes with the password have not been served to the citizens.
96. The certificate on the retaining the citizenship of the Republic of Lithuania, the certificate on the right to restore the citizenship of the Republic of Lithuania, the certificate of the Lithuanian origin shall be sent to be destroyed to the Migration Department, when the documents according to the requirements referred to in Sub-Items 11.4 of the Description were submitted for the purpose of issuing the personal identity card or the passport.

SECTION IX

ISSUANCE AND REPLACEMENT OF A THE PERSONAL IDENTITY CARD AND PASSPORT IN AN URGENT PROCEDURE

97. The Migration Department issues and replaces personal identity cards and passports in an urgent procedure. In relation to issuance or replacement of personal identity cards and passport the provisions of other Sections of the Description shall apply to the extent not defined in this Section.

98. At a request of a citizen the personal identity card or the passport shall be issued or replaced in an urgent procedure in five working days or in one working day (no later than on the next working day, provided the application to issue the personal document is submitted to the Migration Department before 12:00 noon) from the receipt of the application to issue the identity document, and other documents referred to in Item 11 of the Description at the Migration Department. Civil servant or employee authorized by the Migration Department, having accepted a citizen's application to issue or replace the personal identity document in an urgent procedure, shall indicate in a field of line 10 of the application to issue the identity document the exact time of the submission of the application to issue the identity document, i.e. hour and minutes. The term of the issue or replacement of a personal identity card in an urgent procedure shall start as of the date (hour) of accepting the application.

99. The personal identity shall not be issued or changed in an urgent procedure where:

99.1. a citizen has lost the document certifying his Lithuanian citizenship which according to the requirements of Item 11.2 of this Description must be submitted for the purpose of obtaining or changing the personal identity card, except in the case indicated in Item 100 of this Description;

99.2. there are doubts concerning the authenticity of the personal data, his identity or the document certifying the Lithuanian citizenship of the person;

99.3. it becomes known that the issue of the citizenship of the person has not been resolved in accordance with the Law on Citizenship of the Republic of Lithuania, or it has been determined that the issue of the Lithuanian citizenship has been resolved violating the Law on Citizenship and other laws of the Republic of Lithuania;

99.4. the person's name(s) or last name, date of birth, place of birth, personal identification number have changed, and it has been determined that the data have not been changed in the Register of Residents, or the Register of Residents does not contain any data about that citizen;

99.5. the person is serving the sentence of imprisonment, termed detention or a life sentence, or according to the ruling of the court the citizen is subjected to forced medical measures in a mental health institution.

99.6. due to his disability the citizen is not able to arrive to the Migration Department himself and an authorized civil servant or employee of the Migration Department has to visit the citizen in person in order to ascertain his identity and scan the person's biometric data by a mobile biometric data registration device.

100. In case a citizen has lost his identity and citizenship document but there is a possibility to carry out urgent inspection referred to in Item 27 of the Description regarding the data and the identity, and to make sure that the citizen has not been subjected to supervisory measure – seizure of the documents, the civil servant authorized by the Migration Department, having completed the aforementioned actions and declaring the lost personal identity card or passport as invalid, takes a decision on the issue of a personal identity card or passport in an urgent procedure.

SECTION X

ISSUANCE OF THE PERSONAL IDENTITY CARD OR THE PASSPORT TO A CONVICT, OR A PERSON IN A HEALTH CARE INSTITUTION

101. In relation to issuance or replacement of personal identity cards and passports to a convicted person or a citizen in a health care institution the provisions of the other Chapters of the Description shall apply to the extent not defined in this Section.

102. A personal identity card or passport shall be issued and replaced to a convict or a person in a health care institution and who is unable to come to submit documents for the issue or replacement of a personal identity card or passport due to his medical condition by a Division of the Migration Department supervising the territory in which the institution executing the detention or imprisonment punishment (hereinafter – the place of imprisonment) or the health care institution is located.

103. A civil servant or employee of a Division of the Migration Department supervising the territory in which the place of imprisonment or the health care institution is located shall visit the institutions concerned as needed having agreed with the place of imprisonment or the health care institution.

104. The place of imprisonment or the health care institution shall within no later than five working days in advance before the scheduled visit to the place of imprisonment or the health care institution of a Division of the Migration Department supervising the territory by e-mail submit to the Division of the Migration Department the following data of the persons requesting their personal identity cards or the passports to be issued or replaced: name(s), surname, personal identification number or date of birth if the citizen requests the issue of a personal identity card or passport in lieu of a lost identity document or document confirming nationality.

105. Having received the data referred to in Item 104 the civil servant or an employee of the Division of the Migration Department supervising the territory in which the place of imprisonment or the health care institution is located, shall check the data of the convicted person or a citizen in a health care institution in the Register of Residents, in the manner set forth by the procedure for the registration of applications shall transfer the data of such persons from the Register of Residents to the mobile biometric data registration device, and shall go to the place of imprisonment or the health care institution to scan the person's biometric data.

106. The convicted person or a citizen in a health care institution shall submit the documents to an authorized civil servant of the Migration Department personally in the presence of an officer of the place of imprisonment or an officer or an authorized employee of the health care institution.

107. When issuing or replacing a personal identity card or passport by submitting the documents referred to in Sub-Items 11.2–11.4, 11.7 and 11.9 of this Description, copies of such documents shall be submitted. The submitted documents, after the data are checked, are returned and the copies are certified according to the document preparation requirements established by the Chief Archivist of Lithuania.

108. Having accepted the submitted documents, the civil servant or employee of the Division of the Migration Department supervising the territory in which the place of imprisonment or the health care institution is located, shall repeatedly check, after returning to the Division, the data entered in the documents of a convicted person or a person in the health care institution, also his facial image and the signature with the data, signature (is available) and the facial image (if available) in the Register of Residents, and in the manner set forth in the Description of the procedure for the registration of applications, print the application to issue the identity document with completed lines 1–9 and 16 of the application to issue (replace) the personal identity cars, and lines 1–9 and 15 of the application to issue (replace) the passport, the facial image of the citizen (when the citizen does not provide a picture), and the signature (when the citizen is required to sign in the manner set forth in this Description)

109. Having printed the application to issue the identity document the civil servant or employee of the Division of the Migration Department supervising the territory in which the place of imprisonment or the health care institution is located shall visit the place of imprisonment or the health care institution and ask

the convicted person or the person in the health care institution to sign in line 10 of the application to issue the identity document.

110. A civil servant or employee of the Division of the Migration Department supervising the territory in which the place of imprisonment or the health care institution is located shall authenticate by their signature the identity and the signature of the convicted person or the citizen in the health care institution, and indicate their name, surname, position and the date in line 11 of the application to issue identity document.

The code(-s) of the reason for the issuance (replacement) of the personal identity card or the passport according to the reasons for the issuance and replacement of identity documents shall be entered in a specifically marked place of the application to issue identity document.

111. In the cases where a citizen has not declared his place of residence, or has declared his place of residence or has been included in the records of persons without a place of residence in a territory supervised by another Division of the Migration Department, the actual place of the citizen shall be entered in line 16 of the application to issue (replace) the personal identity card or line 15 of the application to issue (replace) the passport, i.e. the name and the address of the place of imprisonment or the health care institution.

112. The issued personal identity card and the envelope with the password, or the passport shall be served to a convicted person or a citizen in the health care institution by an authorized civil servant or employee of the Migration Department in the place of imprisonment or the health care institution.

113. Having served the personal identity card and the envelope with the password, or the passport to the convicted person or a citizen in the health care institution and having returned to the Division of the Migration Department, the authorized civil servant or employee of the Migration Department shall without delay fulfil the requirements referred to in Sub-Items 54.4 of the present Description.

114. In case a convicted person or a citizen in the health care institution is released from the place of conviction or the health care institution before they were issued the personal identity card or the passport, an officer or an authorized employee of the place of imprisonment or the health care institution shall immediately inform by e-mail the Division of the Migration Department supervising the territory in which the place of imprisonment or the health care institution is located.

115. A convicted person or a citizen in the health care institution released from the place of conviction or the health care institution before they were issued the personal identity card or the passport, shall arrive to collect the documents to the Division of the Migration Department supervising the territory in which the place of imprisonment or the health care institution is located

116. A citizen who is under arrest, term of imprisonment or life imprisonment in a foreign State or is subject to compulsory medical treatment in a foreign mental health institution by court order, or when a citizen staying in a foreign State's health care (e.g. inpatient, nursing) or other institution is unable to come by himself for the purpose of obtaining an identity card or passport but needs to obtain or replace an identity card or passport, the provisions of Item 17 of the Description shall apply.

SECTION XI

FINAL PROVISIONS

117. The notices on the loss of an identity and citizenship document, the documents on the intermediation of the State Children's Rights Protection institution or a foreign State institution responsible for the protection of children's rights, the documents of representation and their copies, powers of attorney and their copies, documents of verification the personal data and identity, the supporting letters of the personal identity cards or passports received from the Identity Documents Personalisation Centre, the supporting letters of

invalid personal identity cards and passports transferred to be destroyed to the Identity Documents Personalisation Centre, the supporting letters of personal identity cards and passports, as well as other documents related to the issuance or replacement of the personal identity card or the passports, and their copies shall be filed according to the corporate documentation plan. Copies of the documents related to the issuance or replacement of the personal identity card or the passports must be certified in accordance with the document preparation requirements set by the Lithuanian Chief Archivist, unless original copies of the documents are attached.

118. The numbers for the registration of the applications to issue identity documents at the Migration Department or consular offices shall be started from No. 1 every year. The documents registers indicated in the Description may be stored in a computer media.

119. The applications to issue identity documents shall be stored at the Migration Department or the consular office at which the persona identity cars or the passport was issued filed in folders and card filed in an alphabetic order (according to surnames, or according to surnames and issue years). The consular office shall once per year, in the manner set forth by the Document management and accounting rules approved by Order No. V-118 of 4 July 2011 'On the approval of the rules on document management and accounting', transfer the application to issue identity documents to the Diplomatic Archive for storing.

120. The right to use the applications to issue identity documents (when replying to inquiries, making copies, carrying out inspections regarding the person's data or identity, and other necessary cases) shall be granted only to the civil servants, employees of the Migration Department, or consular officers or authorized employees of consular office or civil servants and employees of the Ministry of Foreign Affairs when carrying out their statutory functions.

121. It shall be prohibited to take an application to issue the identity document from the premises of the institution that issued the personal identity card or the passport, except the cases set forth by laws of the Republic of Lithuania. The applications to issue the identity documents and their copies may be issued to other State and municipal institutions in the manner set forth by laws. The entries on the date and to whom the application to issue the identity document was submitted or its copy sent shall be made in line 16 of the application to issue (replace) the personal identity card or line 15 of the application to issue (replace) the passport. In case an application was submitted to take an application to issue the identity document from the premises of the relevant institution, a certified copy of the application shall be retained in the folder or the card-file.

122. The applications to issue (replace) a passport of a citizen of the republic of Lithuania are stored and used, and their copies shall be submitted according to the requirements of Items 119 and 121 of the Description. The 'Official notes' section of the application to issue (replace) the passport of the Republic of Lithuania shall indicate to whom and when the document was submitted, or its copy sent.

123. The issued personal identity cards, the envelopes with the password or the passports received from the Identity Document Personalisation Centre but not collected by citizens, other invalid documents referred to in Item 95 of the Description shall be stored in locked strong boxes at the Migration Department, the consular office or the Ministry of Foreign Affairs (metal cabinets), or specially equipped premises (with security alert system, bars on the windows). The responsibility for the accounting and safe-keeping of such documents lies with the authorized civil servant or the employee of the Migration Department, a consular officer or authorized employee of consular office, or a civil servant or employee of the ministry of Foreign Affairs. In case of a change of an authorized civil servant or an employee of the Migration Department, consular officer or an authorized employee of consular office, or a civil servant or employee of the Ministry of Foreign Affairs, a statement on transfer and acceptance of the personal identity cards issued, but not collected by citizens and stored in the Migration Department, consular office or the Ministry of Foreign Affairs, or of the personal identity cards or passports that were not dispatched by the ministry of Foreign Affairs to consular

offices, and the invalid documents referred to in Items 95 and 107 of the Description; the statement on the transfer and acceptance shall be approved by the Head of the Division of the Migration Department or a civil servant acting as the Head of the Division of the Migration Department, the head of the consular office, or an authorized civil servant or employee of the Ministry of Foreign Affairs.

124. The inspection referred to in Item 41 of the Description shall be performed by an authorized civil servant or employee of the Migration Department, or a consular officer, or an authorized employee of consular office, in the back-offices of the Migration Department or the consular office.

125. Having established that any document referred to in Item 123 of the Description stored at the Migration Department, consular office or the Ministry of Foreign Affairs is missing, such document shall be declared lost in the identity document issuance system. A loss of a document referred to in Item 123 of the Description in the Division of the Migration Department shall be immediately reported to the Director of the Migration Department, a loss of documents at a consular office shall be reported in writing to the Migration Department and the Ministry of Foreign Affairs, a loss of a document at the Ministry of Foreign Affairs shall be reported to the Migration Department. In case of a loss of a personal identity card or the passport a written report shall be sent to the Identity Documents Personalisation Centre. An inspection shall be carried out regarding a loss of a document and completed by drawing up of a report. A copy of the report shall be submitted to the Migration Department and/or the Ministry of Foreign Affairs, and a loss of a personal identity card or a passport shall be reported to the Identity Documents Personalisation Centre.

126. The access to the premises storing the documents referred to in Items 119 and 123 of the Description and not intended to serve persons at the Migration Department, a consular offices and the Ministry of Foreign Affairs is granted only to the civil servants or employees of the Migration Department issuing the personal identity cards or the passports, consular officers or authorized employees of consular offices, or the civil servants or employees of the Ministry of Foreign Affairs, also officers, civil servants or employees of other public and local governance authorities and institutions.

127. The applications to issue the identity document, the sewn up original application to issue the identity document and the printed scanned application, and the registers of such applications shall be retained for 15 years. Personal files regarding the legality of the issuance of identity and citizenship documents, the registers of the decisions and conclusions on the legality of the issuance of identity and citizenship documents, the supporting letters of the personal identity cards or the passports issued by the Identity Documents Personalisation Centre, and the supporting letters of invalid documents transferred to the Identity Documents Personalisation Centre to be destroyed, the supporting letters of the applications to issue the identity documents transferred by consular offices to the Ministry of Foreign Affairs, the statement on the transfer-acceptance of applications to issue the identity document shall be retained for 10 years. The notices on the loss of an identity and citizenship document and the register of such notices shall be retained for one year. Other documents regarding the issuance, replacement, submission or invalidity of a personal identity card or the passport shall be retained for 5 years.

(Prašymo forma)

Asmens tapatybės kortelės ir pasų išdavimo tvarkos aprašo 1a priedas

PRAŠYMAS IŠDUOTI (PAKEISTI) ASMENS TAPATYBĖS KORTELĘ		Migracijos departamentas / konsulinė įstaiga	[] [] [] [] [] []			
<input type="checkbox"/> Bendra tvarka	<input type="checkbox"/> Per 1 d. d.	<input type="checkbox"/> Per 5 d. d.	Gauta (data)	Nr. (reg. Nr.)		
Veido atvaizdo (nuotraukos) vieta		Piliečio parašas		Nuskaityti pirštų atspaudai S D B N		
				Kairė:	[] [] [] []	
				Dešinė:	[] [] [] []	
				Išdavimo (keitimo) priežastis (-ys)		
				[] [] [] [] [] []		
1. Asmens kodas		2. Lytis <input type="checkbox"/> Vyr. <input type="checkbox"/> Mot.				
3. Vardas (-ai)						
4. Pavardė						
5. Gimimo data			6. Gimimo vieta			
7a. Gyvenamosios vietos adresas Lietuvos Respublikoje			<input type="checkbox"/> Gyvenamoji vieta deklarauta		7b. Gyvenamosios vietos adresas užsienio valstybėje	
Savivaldybė / Miestas			<input type="checkbox"/> (trauktas) neturinčių gyvenamosios vietos asmenų apskaitą			
Seniūnija / Kaimas			<input type="checkbox"/> Gyvenamoji vieta nedeclaruota			
Gatvė			<input type="checkbox"/> Deklaravęs švykimą užsienio valstybėje			
Namų Nr.	Korpuso Nr.	Buto Nr.				
8. Paveiktas (paraštas) asmens tapatybės patvirtinantis dokumentas						
<input type="checkbox"/> Asmens tapatybės kortelė		<input type="checkbox"/> Pasas	<input type="checkbox"/> Lietuvos Respublikos piliečio pasas	<input type="checkbox"/> Gimimo liudijimas	<input type="checkbox"/> Teisę užsieniečiui gyventi Lietuvos Respublikoje patvirtinantis dokumentas	<input type="checkbox"/> Užsienio valstybės išduotas asmens dokumentas
Nr.		Išdavimo data			Galioja (-o) iki	
Išdavė						
9. Viesnybos rinkėjas / konsulinė mokestis						
<input type="checkbox"/> Sumokėta		<input type="checkbox"/> Ateidamas nuo valstybės rinkėjas / konsulinio mokesčio		Dokumento, patvirtinančio atleidimą nuo valstybės rinkėjas / konsulinio mokesčio, duomenys		
Suma		Kvito Nr.	Pavadinimas		Nr.	
Data		Išdavė		Išdavimo data		
Asmuo, nepažeisęs apie kitos valstybės pilietybės įgijimą, atsako įstatymų nustatyta tvarka. Asmens tapatybės kortelė, neatsimta per 1 metus, sunaikinama. Patvirtinu, kad pateikti duomenys yra teisingi						
10. Prašymus patikrinti						
<input type="checkbox"/> Asmeniškai		<input type="checkbox"/> Vieno iš tėvų (tėvių)		<input type="checkbox"/> Gorbėjo (rūpintojo)	<input type="checkbox"/> Kito teisėto atstovo	
Asmens kodas		Vardas		Pavardė		
Data		Parašas				
11. Tapatybės patvirtinimas						
Tvirtinu piliečio, kuriam išduodama asmens tapatybės kortelė			Tvirtinu prašymą pateikusių asmenų			
<input type="checkbox"/> Tapatybę		<input type="checkbox"/> Veido atvaizdą	<input type="checkbox"/> Parašą	<input type="checkbox"/> Tapatybę	<input type="checkbox"/> Parašą	
Pareigos			A. V.		Data	
Vardas ir pavardė					Parašas	

(Teinys)

12. Sprendimas	<input type="checkbox"/> Išduoti <input type="checkbox"/> Pakartoti					
	Pareigų pavadinimas, A.V. vardas ir pavardė					
	Data	Parasas				
13. Išrašyta asmens tapatybės kortelė	Nr.	Išrašymo data	Galioja iki			
14. Asmens tapatybės kortelė gavaui:	<input type="checkbox"/> Asmeniška	<input type="checkbox"/> Vienas iš tėvų	<input type="checkbox"/> Globėjas (rūpintojas)	<input type="checkbox"/> Įgaliotas asmuo	<input type="checkbox"/> Kitas teisėtas atstovas	<input type="checkbox"/> Asmens dokumentų išrašymo sistemoje pažymėta, kad asmens tapatybės kortelė atsiimta
Asmens kodas	Vardas	Pavardė	Vardas			
Data	Parasas	Pavardė	Data			
			Parasas			
15. Su sertifikatu sudarymo ir tvarkymo sąlygomis susipažinau ir sutinku	Asmens tapatybės kortelės kontaktinės elektroninės laikmenos aktyvavimo duomenis (slaptažodį) gavau		<input type="checkbox"/> Asmens tapatybės kortelės kontaktinės elektroninės laikmenos aktyvavimo duomenys (slaptažodis) gauti, asmens dokumentų išrašymo sistemoje sertifikatai aktyvuoti			
Parasas	Vardas	Vardas				
Data	Pavardė	Pavardė				
	Parasas	Data	Data			
			Parasas			
16. Pastabos						

(Prašymo forma)

Asmens tapatybės kortelės ir paso išdavimo tvarkos aprašo 1b priedas

PRAŠYMAS IŠDUOTI (PAKEISTI) PASĄ		Migracijos departamentas / konsulinė įstaiga	[] [] [] [] [] [] []				
<input type="checkbox"/> Bendra tvarka	<input type="checkbox"/> Per 1 d. d.	<input type="checkbox"/> Per 5 d. d.	Gauta	Nr.		[] [] [] [] [] []	
			(data)	[] [] [] [] [] []		[] [] [] [] [] []	
Veido atvaizdo (nuotraukos) vieta			Piliečio parašas		Nuskaityti pirštų atspaudai: S D B N Kairė: [] [] [] [] Dešinė: [] [] [] [] Išdavimo (keitimo) priežastis (-ys) [] [] [] [] [] []		
1. Asmens kodas			2. Lytis <input type="checkbox"/> Vyr. <input type="checkbox"/> Mot.				
3. Vardas (-ai)							
4. Pavardė							
5. Gimimo data			6. Gimimo vieta				
6a. Tautybė			7b. Gyvenamosios vietos adresas užsienio valstybėje				
<input type="checkbox"/> Prašau pase įrašyti tautybę			Parašas				
7a. Gyvenamosios vietos adresas Lietuvos Respublikoje			<input type="checkbox"/> Gyvenamoji vieta deklaruota				
Savivaldybė / Miestas			<input type="checkbox"/> Įtrauktas į neturinčių gyvenamosios vietos asmenų apskaitą				
Seniūnija / Kaimas			<input type="checkbox"/> Gyvenamoji vieta nedeclaruota				
Gatvė			<input type="checkbox"/> Deklaravęs švykimą užsienio valstybę				
Namų Nr.			Kopuso Nr.		Būto Nr.		
8. Pasas (jei turite asmens tapatybės kortelę ir pasą) arba dokumentas	<input type="checkbox"/> Asmens tapatybės kortelė		<input type="checkbox"/> Pasas		<input type="checkbox"/> Lietuvos Respublikos piliečio pasas		
	<input type="checkbox"/> Lietuvos Respublikos piliečio pasas		<input type="checkbox"/> Gimimo liudijimas		<input type="checkbox"/> Teisę užsieniečiui gyventi Lietuvos Respublikoje patvirtinantis dokumentas		
	<input type="checkbox"/> Uždienio valstybės išduotas asmens dokumentas		Nr.		Išdavimo data		
Išdavė		[] [] [] [] [] []		Gatvė (-ų) ir [] [] [] [] [] []			
9. Valstybės mokesčiai / konsulinis mokestis	<input type="checkbox"/> Prarastas asmens tapatybės kortelė		<input type="checkbox"/> Prarastas pasas		<input type="checkbox"/> Prarastas Lietuvos Respublikos piliečio pasas		
	<input type="checkbox"/> Prarastas teisę užsieniečiui gyventi Lietuvos Respublikoje patvirtinantis dokumentas		<input type="checkbox"/> Pagėdauja gauti laikiną pažymėjimą		Dokumento, patvirtinančio atleidimą nuo valstybės rinkliavos / konsulinio mokesčio, duomenys		
	Suma		Kvito Nr.		Pavedinimas		
Data		Išdavė		Nr.			
[] [] [] [] [] []		[] [] [] [] [] []		[] [] [] [] [] []			
Asmuo, nepranešęs apie kitos valstybės pilietybės įgijimą, atsako įstatymų nustatyta tvarka. Pasas, neatsimtas per 1 metus, sunaikinamas. Patvirtinu, kad pateikti duomenys yra teisingi.							
10. Prašymas pateiktas	<input type="checkbox"/> Asmeniškai		<input type="checkbox"/> Vieno iš tėvų (tėvių)		<input type="checkbox"/> Globėjo (pūpintojo)		
	<input type="checkbox"/> Kito teisėto atstovo		Asmens kodas		Vardas		
	Data		[] [] [] [] [] []		Pavardė		
[] [] [] [] [] []		[] [] [] [] [] []		Parašas			
11. Tapatybės patvirtinimas	Tvirtinu piliečio, kuriam išduodamas pasas			Tvirtinu prašymą pateikusio asmens			
	<input type="checkbox"/> Tapatybę			<input type="checkbox"/> Tapatybę			
	<input type="checkbox"/> Veido atvaizdą			<input type="checkbox"/> Parašą			
Parašas			A. V.		Data		
[] [] [] [] [] []			[] [] [] [] [] []		[] [] [] [] [] []		
Mestas ir pavardė			Parašas				
[] [] [] [] [] []			[] [] [] [] [] []				

(Tęsinys)

12. Sprendimas	<input type="checkbox"/> Išduot <input type="checkbox"/> Pakeist					
	Pareigų pavadinimas, A.V., vardas ir pavardė					
	Data		Parašas			
13. Išrašytas pasas	Nr.	Išrašymo data	Galioti iki			
14. Pasą gavau:	<input type="checkbox"/> Asmeniškai	<input type="checkbox"/> Vėris & lėvų (lėvių)	<input type="checkbox"/> Globėjas (tūpiniojas)	<input type="checkbox"/> Galiojantis asmuo	<input type="checkbox"/> Kitas teisėtai atsikvėręs	<input type="checkbox"/> Asmens dokumentų išrašymo sistemoje pažymėtas, kad pasas atsiimtas
Asmens kodas	Vardas		Pavardė	Vardas		
Data	Parašas		Pavardė			
				Data		
				Parašas		
15. Pastabos						

(Form of a report on the servicing of the personal identity card or the passport)

(name of the diplomatic representation and consular office of the Republic of Lithuania)

(data of the diplomatic representation and consular office)

To the Migration Department under
the Ministry of the Interior of the Republic of Lithuania

REPORT ON THE SERVICING THE PERSONAL IDENTITY CARD OR THE PASSPORT

No. _____

(date)

Please be advised that _____ the following personal identity cards or passports were
(date)
collected /received:

No.	Number of the personal identity card or the passport	Name, surname and the personal identification number of the person to whom the personal identity card or the passport was issued	The personal identity card or the passport collected / received by: (indicate whether the personal identity card or the passport was collected in person, received by mail or by other means; in case the person's identity card or the passport was collected by one of the parents, a guardian (custodian), or an authorized person, indicate the name, surname and personal identity number of the person who collected the personal identity card or the passport).	The name and the number of the submitted document that has to be marked as invalid (if this document has not been submitted, indicate whether the citizen collected the invalid document, or refused to collect it).

(position) L. S.

(signature)

(name and surname)

(Form of a report on a loss of an identity and citizenship document)

(Name of the institution)
Received

No. _____

(name (s) and surname)

(residence address)

(addressee)

**REPORT
ON A LOSS OF THE IDENTITY AND CITIZENSHIP DOCUMENT**

(date)

I hereby report, that the document referred below has been lost

(name of the identity and citizenship document)

No. _____, issued _____
(issuance date and the name of the issuing institution)

The document has been lost _____
(date and circumstances)

The identity and citizenship document contained the following data:

name(s) _____, surname _____

personal identification number _____, date of birth _____

I hereby request to declare the lost identity and citizenship document to be invalid.

Should the lost identity and citizenship document be found, I undertake to immediately return it to the Division of the Migration Department under the Ministry of the Interior of the Republic of Lithuania authorized by the Director of the Migration Department or the consular office of the Republic of Lithuania.

(signature) [name, surname]

The report accepted by:

(position)

(signature)

(name, surname)

(date)

The lost identity and citizenship document declared invalid in the identity document issuance system

Amendments:

1.

Ministry of the Interior of the Republic of Lithuania, Ministry of Foreign Affairs of the Republic of Lithuania, Order No. [1V-988/V-268](#), 07-12-2015, published TAR 17-12-2015, i. c. 2015-19904

Regarding the amendment to Order No. 1V-200V-62 of 19 March 2015 of the Minister for the Interior and the Minister for Foreign Affairs 'On the approval of the Description of the procedure for issuance, replacement, invalidation and destruction of personal identity cards and passports'

2.

Ministry of the Interior of the Republic of Lithuania, Ministry of Foreign Affairs of the Republic of Lithuania, Order No. [1V-861/V-310](#), 25-11-2016, published TAR 29-11-2016, i. c. 2016-27705

Regarding the amendment to Order No. 1V-200V-62 of 19 March 2015 of the Minister for the Interior and the Minister for Foreign Affairs 'On the approval of the Description of the procedure for issuance, replacement, invalidation and destruction of personal identity cards and passports'

3.

Ministry of the Interior of the Republic of Lithuania, Ministry of Foreign Affairs of the Republic of Lithuania, Order No. [1V-574/V-195](#), 25/06/2019, published TAR 27/06/2019, i. c. 2019-10281

Regarding the amendment to Order 1V-200/V-62 No. of 19 March 2015 of the Minister for the Interior and the Minister for Foreign Affairs 'On the approval of the Description of the procedure for issuance, replacement, invalidation and destruction of personal identity cards and passports'