

Datasheet of the public service
“Consular legalization”

Service provider:

Ministry of Foreign Affairs and diplomatic missions of the Republic of Kazakhstan

Work schedule:

Monday to Friday inclusive, from 9:00 am to 06:30 pm with a lunch break from 01:00 pm to 02:30 pm, except weekends and holidays, according to the Labour legislation of the Republic of Kazakhstan.

Documents shall be accepted and the outcomes of public service delivery shall be issued from 9:00 am to 05:30 pm.

For service providers outside the Republic of Kazakhstan, documents shall be accepted from 9:30 am to 12:30 pm, and outcomes of public service delivery shall be issued from 04:00 pm to 05:00 pm. Wednesday is a non-visiting day.

Website:

<http://mfa.gov.kz>, web sites of diplomatic missions of the Republic of Kazakhstan

Organization accepting documents and issuing the outcomes of public service delivery:

Ministry of Foreign Affairs and diplomatic missions of the Republic of Kazakhstan

Format of public service delivery:

on paper

Public service delivery period:

not more than three (3) working days.

List of required documents:

1. for natural persons:

application in no particular order;

identity document of the service recipient (original and copy);

documents subject to consular legalization, both original and notarized copy;

original of a document proving payment of the consular fee;

2. for legal entities:

application in no particular order (submitted by an authorized person of the service recipient);

foundation documents of the service recipient (original and copy);

documents subject to consular legalization, both original and notarized copy;

proof of authority to act on behalf of the service recipient, in case the service recipient cannot appear in person;

original of a document proving payment of the consular fee.

Public service delivery outcome:

Consular legalization of the submitted document

Telephone number of the single contact center for public service delivery:

1414, 8 800 080 7777

* for more information please refer to the standard of public service