

## **RE: Obtaining National ID Card (Tazkera)**

### 1. What are the modalities for obtaining a Tazkira?

Tazkira is the official name of National ID card in Afghanistan. Currently there are two types of Tazkiras issued by the Afghanistan Government. The paper based manual Tazkira and electronic Tazkira. The issuance of electronic Tazkira is started since 2017, but still the paper base Tazkira is also issued.

Both of above two types of Tazkiras are issued in presence of the applicant. Tazkira is not issued in absence of the subject person, and can't be obtained by a representative, attorney or relatives. Although some parts of process can be completed by the representative, attorney or relatives, but attendance in person, is required in some stages.

An Afghan can apply for a paper base Tazkira both in and out of the country, but need to be in Afghanistan for application and issuance of electronic Tazkira.

### 2. How does adult citizen who lived outside Afghanistan for most of their lives and who never had a Tazkira obtain one on return?

The citizens who live out of Afghanistan and didn't receive a Tazkira at all or lost one, shall take appointment and visit the nearest Afghanistan consulate and apply for Tazkira. The applicant is required to provide a copy of Tazkira of either father or siblings. The consulate will complete and refer the application package of the applicant to Department Population Statistics and a representative will be introduced by applicant in the application form in the consulate. The original application form is required to be posted to Afghanistan and submitted to the Department Population Statistics in person by the representative. After some internal process in the Department Population Statistics, they will issue the Tazkira within 1-3 months.

### 3. Is it necessary to return to your home-province?

If the applicant is in Afghanistan, he/she can either apply for Tazkira in his/her home-province or in the Central Tazkira Offices in capital Kabul. The applicants are encouraged to get their Tazkiras from their home-province, but if the access to home-province is not possible, Tazkira is issued in Kabul. In most cases, where the applicant is from the central and peaceful provinces, it is required to return to home-province and obtain a Tazkira.

4. Do you need witnesses for a Tazkira? if yes, how many do you need?

Witnesses are not required for process of Tazkira, however the confirmation of two people who are public servants (government employees) are needed, to certify and guarantee the identity of applicant.

The other choice for certification is, that two local people, who knows the applicant in person, such as neighbors certify the identity of the applicant. Later the local representative certifies the identity of the certifiers and the local municipality certifies the approval of local representative.

5. Is it possible to duplicate a Tazkira after losing the old one?

Yes, it is possible to obtain a duplicate of the lost or destroyed Tazkira.

- If you are in possession of the (lost) Tazkira number?

If the applicant has number of the lost Tazkira, it would ease the process, the Tazkira number in the paper base Tazkiras mean the number of volume, page and registry. It is not referred to the serial number printed in the first page or top part of the Tazkira.

The electronic Tazkira number is a 13-digits number and all information could be extracted from the system with this number and it is sufficient to easily locate the records of applicant with this number.

- If you do not have the (lost) Tazkira) number?

If the Tazkira number is not with the applicant, still it is possible to find the records of applicant through the Tazkira numbers (number of volume, page and registry) of either father or siblings, and obtain a duplicate Tazkira based on information of father or siblings Tazkiras.

- Would you need witnesses? If yes, how many and whom?

Witnesses are not required for obtaining a duplicate Tazkira, however the confirmation of two people who are public servants (government employees) are needed, to certify and guarantee the identity of applicant. The other choice for certification is, that two local people, who knows the applicant in person, such as neighbors certify the identity of the applicant. Later the local representative certifies the identity of the certifiers and the local municipality certifies the approval of local representative.

- Can female members of the family be eligible to be a witness in such cases?

Witnesses are not required. however, if the female members of the family are public servants (government employees), they can certify and guarantee the identity of applicant

- Is it necessary to be physically present when obtaining the duplicate?

Yes, if the applicant is in Afghanistan, his/her physical presence is required. if he/she is not present, she/he is required to file the application in one of the Afghanistan consulates abroad and need to visit the consulate in person to file the application. Further process of the Tazkira in Afghanistan is done by the representative, who is appointed by the applicant in the application form.