

On the Fees and Time Limits for Services Provided by the Legal Entity under Public Law called the Service Agency of the Ministry of Internal Affairs of Georgia

**Article 1 - Purpose of the Law**

The purpose of this Law is the legal regulation of the provision, by the Legal Entity under Public Law called the Service Agency of the Ministry of Internal Affairs of Georgia, of services related to permits, registration, experts, information and other services provided for under this Law, as well as the introduction of modern technologies in the above areas and the improvement of the quality of these services.

**Article 2 - Scope of the Law**

This Law defines the types, rates, payment rules and terms for services provided by the Legal Entity under Public Law called the Service Agency of the Ministry of Internal Affairs of Georgia.

**Article 3 - Definitions of terms**

The terms used in this Law have the following meanings:

- a) Legal Entity under Public Law called the Service Agency of the Ministry of Internal Affairs of Georgia ('the Agency') - a legal entity under public law established under this Law; the Minister of Internal Affairs shall approve its statute and appoint its head;
- b) fee - an obligatory payment established by this Law, including a value added tax, paid for the services provided by the Agency;
- c) services – the exercise by the Agency of powers provided for by Articles 6, 7 and 9-11<sup>1</sup> of this Law;
- d) expedited services – the provision of services based on a request from an interested person within a short period provided for under this Law;
- d<sup>1</sup>) territory of a structural unit of the Agency - a state-owned non-agricultural plot of land with a facility on it, owned by the Agency and/or transferred to it for temporary use, where the Agency's structural units or their divisions are located;
- e) weapon - as provided for under the legislation of Georgia:
  - e.a) a hunting rifled firearm (a carbine or a rifle);
  - e.b) a hunting smooth-bore firearm (a gun);
  - e.c) a combined hunting firearm (a rifled gun and a smooth-bore gun);
  - e.d) a short-barrel (including a scattergun) firearm (a pistol, a revolver);
  - e.e) a short-barrel sports firearm;
  - e.f) a long-barrel sports firearm;
  - e.g) a gas weapon (a pistol, a revolver);
  - e.h) weapons owned by persons defined in Article 9(2)(h-p) of the Law of Georgia on Weapons, in the course of the discharge of official duties and that are granted the status of a service weapon;
  - e.i) weapons owned by institutions defined in Article 9(2)(h-p) of the Law of Georgia on Weapons, which are transferred to users with the status of a service weapon;
  - e.j) hunting firearms, defined in Article 19(c<sup>1</sup>) of the Law of Georgia on Weapons owned by a legal person;
  - e.k) one unit of a hunting or sports air weapon defined in Article 19(1)(f) of the Law of Georgia on Weapons;
  - e.l) a hunting or sports air weapon defined in Article 12(3) of the Law of Georgia on Weapons;
- e<sup>1</sup>) interim weapon certificate - a document which, in the case of circumstances provided for by the legislation of Georgia, authorises a natural or legal person to move weapons owned (possessed) by them:
  - e<sup>1</sup>.a) with the objective of submitting them to the Agency for writing off (turning in) or for conducting ballistics tests;
  - e<sup>1</sup>.b) with the objective of moving, from the place of purchase to the place of keeping, weapons purchased with the right to keep;
  - e<sup>1</sup>.c) with the objective of moving temporarily, from the place of keeping to another place and returning to the place of keeping, registered weapons purchased with the right to keep;
  - e<sup>1</sup>.d) with the objective of submitting them to the Agency for technical inspection;
  - e<sup>1</sup>.e) in other cases provided for by the legislation of Georgia;
- e<sup>2</sup>) writing off weapons - in the case of the relinquishment of ownership (possession), with free of charge delivery to the Agency, by natural or legal persons, at their own request, of weapons owned (possessed) by them;
- e<sup>3</sup>) major elements of a weapon – a barrel, a cylinder, a bolt, a frame, and a barrel receiver;
- e<sup>4</sup>) additional major elements of a weapon - major elements of a weapon, which are registered separately from the weapon, and constitute the additional or auxiliary parts of a registered weapon;
- f) certificate on the legal status of a vehicle - a document which, according to the request of any interested person, contains the following:



- f.a) data collected, processed and stored by the Agency as a result of the registration or de-registration of a vehicle, its numbered unit, or the auxiliary equipment of an agricultural machine;
- f.b) information about existing title liens and/or legal encumbrances on a vehicle, its numbered unit, or the auxiliary equipment of an agricultural machine, as registered/recorded in the Information and Analytical Department of the Ministry of Internal Affairs of Georgia and/or in the database of the Agency;
- f.c) other data as provided for by the legislation of Georgia;
- g) certificate on the submission of a weapon on a commission basis - a document certifying the right of an interested person to submit, on a commission basis, a weapon to a person with a weapons trading licence;
- h) obligation of notification - in the case of any registered pledge on a vehicle, on its numbered unit, or the auxiliary equipment of an agricultural machine, where the pledge holder pays the price provided for by Article 6(p) of this Law, the Agency's obligation not to grant an application by an interested party for the registration or de-registration of the vehicle, its numbered unit, or the auxiliary equipment of an agricultural machine, for a period of seven working days, and to notify the pledge holder of these circumstances according to the established procedure;
- i) inspection act - a document drawn up by an authorised person of the Agency, which, after the visual comparison of the accompanying documents and the details of the vehicle, its numbered unit, or the auxiliary equipment of an agricultural machine, will reflect the data established by the legislation of Georgia;
- j) internal transit number plate - a temporary number plate for unregistered vehicles participating in traffic in the territory of Georgia. The procedure for issuing (assigning) and using internal transit number plates (except for the circumstances provided for by paragraph 17 of the **Note** to Article 6) shall be established by an Order of the Minister of Internal Affairs of Georgia;
- j<sup>1</sup>) long-term internal transit number plate - a multiple use internal transit number plate, which is issued for the term of 365 days;
- k) vehicle:
- k.a) a motor vehicle with an internal combustion engine, whose piston displacement volume is more than 50 cm<sup>3</sup>;
- k.b) a motor vehicle with an electric motor, whose maximum generated power is more than 4kW;
- k.c) a trailer, which is intended for haulage by a motor vehicle provided for by sub-paragraphs (k.a) and (k.b) of this paragraph;
- k.d) vehicles specified in sub-paragraphs (k.a-k.c) of this paragraph, either custom-built or altered (self-made);
- k<sup>1</sup>) de-registration of a vehicle or the auxiliary equipment of an agricultural machine – the termination of the registration of a vehicle or the auxiliary equipment of an agricultural machine on one of the following grounds:
- k<sup>1</sup>.a) taking a vehicle or the auxiliary equipment of an agricultural machine outside the state borders;
- k<sup>1</sup>.b) writing off a vehicle or the auxiliary equipment of an agricultural machine;
- k<sup>1</sup>.c) the expiry of the term of temporary registration of a vehicle or the auxiliary equipment of an agricultural machine;
- l) agricultural machine - a specialised wheeled or tracked motor vehicle which is intended for agricultural, melioration or forestry works, and for which the conveyance of passengers or the carriage of goods or the towing of vehicles intended for the conveyance of passengers or for the carriage of goods is deemed an additional function. A specialised vehicle which is made on the basis of a car shall not be deemed an agricultural machine;
- l<sup>1</sup>) specialised self-propelled vehicle - a wheeled or tracked motor vehicle whose design speed exceeds 6km/h but is less than 45km/h, and which is intended for the performance of road construction works. Specialised vehicles derived from passenger cars shall not be deemed specialised self-propelled vehicles;
- m) (deleted);
- n) affixing an identification number:
- n.a) affixing a vehicle identification number (VIN code) established and verified as a result of investigation by an authorised person on a vehicle whose vehicle identification number (VIN code) assigned by the factory-manufacturer is damaged and which is subject to obligatory registration under the procedure provided for by the legislation of Georgia. The procedure for affixing vehicle identification numbers shall be defined by an order of the Minister of Internal Affairs of Georgia;
- n.b) in the case of damage to the identification number of a weapon or its absence, the assignment of an identification number to the weapon under the procedure provided for by the Minister of Internal Affairs of Georgia;
- o) (deleted – 8.11.2011, No 5201);
- p) certificate on the legal status of a weapon - a document which, upon the request of any interested person, shall contain the following:
- p.a) the identification data on the weapon and/or its owner, collected, processed and stored as a result of the registration of weapons with the right of ownership or use by the Agency;
- p.b) information registered/recorded in the Information and Analytical Department of the Ministry of Internal Affairs of Georgia and/or in the database of the Agency about any existing title liens and/or legal encumbrances on the weapon;
- p.c) other data as provided for by the legislation of Georgia;
- p<sup>1</sup>) title lien - information registered/recorded on the basis of a notification received, in accordance with the procedure established by the legislation of Georgia, in electronic and/or tangible form, from a person exercising public authority, as



well as from any other authorised person defined by law, about the sequestration of an item or intangible asset, or limitation or other prohibition on the disposal of an item or intangible asset;

q) verification of the authenticity of signatures of the parties to a transaction involving the transfer of the title to a vehicle, its numbered unit and the auxiliary equipment of an agricultural machine - verification by an authorised employee of the Agency of the authenticity of signatures of the parties to the transaction involving the transfer of title to a vehicle, its numbered unit and the auxiliary equipment of an agricultural machine;

r) identification number label - a sticker containing the identification number established (identified) by an authorised person in the case of damage to and/or the destruction of the identification number assigned to the vehicle by the factory-manufacturer. The form and the procedure for issuing identification number labels shall be established by an order of the Minister of Internal Affairs of Georgia;

s) rights transfer card - a document that, under the procedure established by the Minister of Internal Affairs of Georgia, confirms the:

s.a) assignment by the owner of representation rights to a third party by way of the alienation of a vehicle;

s.b) the transfer of the title to a vehicle by the owner or its representative to the buyer;

s.c) the right of the buyer to register with the Agency a vehicle without the participation of the seller or its representative in the registration procedure;

s.d) the assignment of representation rights by the owner to a third party for the registration of the vehicle with the Agency;

s.e) other circumstances provided for by the legislation of Georgia;

t) technical inspection of weapons - in the case of circumstances provided for in Article 19(10) of the Law of Georgia on Weapons, visual inspection by the Agency of a short-barrel defence firearm and/or short-barrel rifled sports firearm owned by a permit applicant and comparison of the data with the registration records;

u) certificate of conviction - a document issued by the Agency, which, on the basis of the data registered/recorded in the Information and Analytical Department of the Ministry of Internal Affairs of Georgia, contains information about the conviction of the data subject under Articles 108, 109, 117 and 118, Article 126(1<sup>1</sup>) and (2), Articles 126<sup>1</sup>, 137-141, Article 142<sup>1</sup>(2) and (3), Article 142<sup>2</sup>-143<sup>2</sup>, 143<sup>3</sup>(3)(b) and (4) (in relation to offences envisaged by paragraph 3(b) of the same article), Articles 144-144<sup>3</sup>, 147, 151 and 155, Article 156(2), Article 160(2) and (3), Article 161(2), Article 162(2)(a) and (c), Articles 165, 166 and 171-172<sup>1</sup>, Article 177(3) and (4), Articles 178 and 179, Article 181(2) and (3), Article 187(2-4), Article 222(2), Article 222<sup>1</sup>(2) and (3), Articles 223-227, Article 227<sup>1</sup>(2-5), Article 227<sup>2</sup>, Article 227<sup>3</sup>(2-5), Articles 228, 229, 230-238<sup>1</sup>, 239, 250, 252, 253, 255<sup>1</sup>, 255<sup>2</sup>, 256, 257, 259<sup>2</sup> and 259<sup>5</sup>, Chapters XXXIII and XXXVII, Article 322<sup>1</sup>(2), Article 322<sup>2</sup>(2), Chapter XXXVIII (except for Article 331(1) and Article 331<sup>2</sup>), Article 332(3)(b), Article 333(3)(b), Article 335(2)(a), Article 344(2)(b), Article 344<sup>1</sup>(2)(c), (d) and (3), Article 345(2)(b), Articles 353 and 353<sup>1</sup>, Article 360(2), Article 365, Article 372(2-4), Articles 378, 378<sup>1</sup>, 379, 381<sup>1</sup>, 384 and 385, Article 386(2) and (3), Article 389(2), Articles 397 and 403 and Chapter XLVII of the Criminal Code of Georgia, indicating whether 4 years have passed after the removal or expungement of a conviction in the case of a less serious crime envisaged under the articles, paragraphs and/or sub-paragraphs of the Criminal Code of Georgia provided for in this paragraph, or 8 years in the case of a serious crime, or 12 years in the case of a particularly serious crime;

u<sup>1</sup>) a certificate of deprivation of rights - a document issued by the Agency, in which, based on the data registered / recorded in the Information-Analytical Department of the Ministry of Internal Affairs of Georgia, information on deprivation of rights based on the Law of Georgia on Combating Drug-Related Crime and / or the Law of Georgia on Combating Crime against Sexual Freedom and Inviolability, shall be reflected.

v) registration of leasing - the registration in the Agency of data on the leasing of a vehicle or of the auxiliary equipment of an agricultural machine, subject to a decision of the registration of leasing;

w) leasing certificate - a leasing certificate provided for by Article 580<sup>8</sup> of the Civil Code of Georgia.

*Law of Georgia No 5601 of 14 December 2007 - LHG I, No 47, 26.12.2007, Art. 403*

*Law of Georgia No 76 of 27 June 2008 - LHG I, No 12, 14.7.2008, Art. 98*

*Law of Georgia No 810 of 19 December 2008 - LHG I, No 40, 29.12.2008, Art. 270*

*Law of Georgia No 1543 of 17 July 2009 - LHG I, No 21, 3.8.2009, Art. 126*

*Law of Georgia No 3286 of 2 July 2010 - LHG I, No 38, 16.7.2010, Art. 229*

*Law of Georgia No 3806 of 12 November 2010 - LHG I, No 66, 3.12.2010, Art. 414*

*Law of Georgia No 4138 of 17 December 2010 - LHG I, No 76, 29.12.2010, Art. 511*

*Law of Georgia No 4685 of 17 May 2011 - website, 1.6.2011*

*Law of Georgia No 5201 of 8 November 2011 - website, 14.11.2011*

*Law of Georgia No 5959 of 27 March 2012 - website, 12.4.2012*

*Law of Georgia No 6058 of 24 April 2012 - website, 7.5.2012*

*Law of Georgia No 6250 of 22 May 2012 - website, 6.6.2012*

*Law of Georgia No 6503 of 19 June 2012 - website, 2.7.2012*

*Law of Georgia No 1831 24 December 2013 - website, 3.1.2014*



*Law of Georgia No 2590 of 30 July 2014 – website, 11.8.2014*

*Law of Georgia No 3703 of 12 June 2015 – website, 30.6.2015*

*Law of Georgia No 751 of 4 May 2017 – website, 24.5.2017*

*Law of Georgia No 1196 of 30 June 2017 – website, 14.7.2017*

*Law of Georgia No 5766 of 17 March 2020 – website, 23.3.2020*

#### **Article 4 - Functions and purpose of the Agency**

1. Within the scope of its authority, the functions of the Agency are:

- a) the registration, re-registration and writing off of weapons;
- b) the registration and re-registration of the major elements of weapons and additional major elements of weapons;
- c) the issuance of registration certificates for weapons, the issuance of interim weapon certificates, the conduct of ballistics tests of weapons and the maintenance of a weapons registry;
- d) the issuance of permits to natural persons to purchase short-barrel defence firearms or short smooth-bore sports firearms (with the right to keep);
- e) the issuance of permits to natural persons to purchase gas defence firearms, hunting firearms, long-barrel sports firearms, or short smooth-bore sports firearms (with the right to keep and carry);
- f) the issuance of permits for the purchase (with the right to keep and carry) of weapons to persons who, after the expiration of the term of duty, retain the right to carry weapons under the legislation of Georgia;
- g) the issuance of permits for the purchase of weapons (with the right to keep and carry) owned by persons specified in Article 9(2)(h-p) of the Law of Georgia on Weapons in the course of their official duty to grant weapons the status of a service weapon;
- h) the issuance of permits to users specified in Article 9(2)(h-p) of the Law of Georgia on Weapons to purchase weapons (with the right to carry) issued to them with the status of a service weapon;
- i) the registration of hunting firearms owned by legal persons specified in Article 19(1)(c<sup>1</sup>) of the Law of Georgia on Weapons;
- j) the registration of hunting and sports air weapons owned by natural and legal persons specified in Article 19(1)(f) of the Law of Georgia on Weapons;
- k) the registration of hunting and sports air weapons specified in Article 12(2) of the Law of Georgia on Weapons;
- l) the registration of the right of a natural person to carry a hunting or a sports air weapon;
- m) the issuance of a permit for a foreign national to take out of Georgia civilian firearms and/or gas weapons purchased in Georgia;
- n) the issuance of a permit for a foreign national to take out of or bring into Georgia hunting or sports firearms and/or ammunition;
- o) the issuance of a permit for sports institutions in the appropriate field to temporarily take out of or bring into Georgia sports and hunting firearms for participating in a sporting event abroad;
- p) the issuance of a permit to open a shooting gallery, shooting ground and trap shooting stations.
- q) the issuance of a permit for a Georgian national to take out of or bring into Georgia civilian firearms and/or gas weapons, their major elements and/or ammunition (except for transit and re-export);
- r) the issuance of permits to move/transport and transfer weapons and ammunition;
- s) the issuance of a certificate on the legal status of weapons and on the submission of a weapon on a commission basis;
- s<sup>1</sup>) in the circumstances specified by the legislation of Georgia, the conduct of an examination to check the knowledge of weapon circulation rules of an applicant for the issuance of a permit to purchase (with the right to keep and/or carry) a civilian defence short-barrel firearm and a gas weapons, a sports firearms or a hunting firearms;
- t) upon the request of a declarant, the completion of a customs declaration for a vehicle intended for a commodity transaction and/or the submission of information related to the use of a commodity transaction (documents) to the Legal Entity under Public Law of the Ministry of Finance of Georgia called the Revenues Service ('the Revenues Service');
- u) the registration and de-registration of vehicles, their numbered units and the auxiliary equipment of agricultural machines; the preparation/issuance of registration certificates, registration numbers (national number plate(s)), technical inspection certificates, and other types of registration signs (transit number, internal transit number plate, 'TEST' number, de-registration card, temporary certificate, etc.);
- v) the verification of authenticity of signatures of the parties to a transaction involving the transfer of title to a vehicle, its numbered unit or the auxiliary equipment of an agricultural machine;
- w) the expert examination of a vehicle and the preparation of the relevant act on expert examination;
- x) the inspection of a vehicle, its numbered units and the auxiliary equipment of an agricultural machine and preparation of the relevant inspection act;
- y) the affixing of an identification number, the making/issuance of identification number labels, and the assignment of a registration number;
- z) the issue of a rights transfer card;
- aa) in the case of circumstances envisaged by the legislation of Georgia, the determination of the maximum allowed mass (permissible weight) and/or unladen mass;



- bb) in the case of circumstances envisaged by the legislation of Georgia, the determination of the market value of weapons, vehicles and the auxiliary equipment of agricultural machines;
- cc) the registration of the right of pledge on a vehicle and the auxiliary equipment of an agricultural machine, the issuance of a pledge certificate, and the registration of an obligation of notification;
- cc<sup>1</sup>) the registration of leasing;
- cc<sup>2</sup>) the issuance of a leasing certificate;
- dd) the registration/recording of a title lien on a vehicle, its numbered units and the auxiliary equipment of an agricultural machine, as well as the cancellation of the said registration/records;
- ee) the granting, suspension or termination (cancellation) of a driver licence, as well as the restoration of a suspended or terminated (cancelled) driver licence;
- ff) the preparation/issuance of a vehicle driving licence, a tram driving licence and an international driving licence;
- ff<sup>1</sup>) the issuance of a certificate of deprivation of rights;
- gg) the issuance of a certificate of criminal record;
- gg<sup>1</sup>) the issuance of a certificate on the imposition of criminal liability;
- gg<sup>2</sup>) the issuance of a certificate on the crossing of the state border of Georgia;
- gg<sup>3</sup>) the issuance of a certificate on the declaration of a search for a missing person;
- gg<sup>4</sup>) the issuance of a certificate on the information stored in the database of the Ministry of Internal Affairs of Georgia;
- gg<sup>5</sup>) the issuance of a certificate on the legal status of a vehicle;
- gg<sup>6</sup>) the apostilisation, under the procedure established by the legislation of Georgia, of a document prepared/issued by the Agency or the legalisation and translation into a foreign language of a Georgian document subject to legalisation or apostilisation;
- [gg<sup>6</sup>) the apostilisation or legalisation, under the procedure established by the legislation of Georgia, of a document prepared/issued by the Agency or the translation into a foreign language of a Georgian document subject to apostilisation or legalisation. The procedure for the apostilisation or legalisation of a document shall be approved by the Government of Georgia;
- gg<sup>7</sup>) the issuance, under the procedure established by the legislation of Georgia, of a vehicle driving licence or registration certificate (and the replacement or restoration of a lost one) on the basis of a submission (uploading) on the website of the Agency of an electronic document by a citizen of Georgia staying in another state;
- gg<sup>8</sup>) the creation, dissemination (including by posting on a special website) and/or selling of electronic, video-, audio- and/or tangible training (teaching) or educational literature (or other publications) related to obtaining a vehicle driving licence;
- gg<sup>9</sup>) the issuance of a certificate of conviction;
- gg<sup>10</sup>) the provision of services and expedited services defined by this Law and other legislative and subordinate normative acts of Georgia and the exercise of other powers.
2. The objective of the Agency is to exercise its authority as provided for by the legislation of Georgia, to supervise the sphere falling within its authority, to introduce modern technologies, to improve services and to facilitate the development of the system of the Ministry of Internal Affairs of Georgia.
3. The Agency may collect, process, store and issue any data that are necessary for it to exercise its powers as granted under the legislation of Georgia.
4. The Agency shall be prohibited from collecting, processing, storing and issuing such personal data related to the religion, sexual identity and ethnicity of a person, or his/her political or ideological views.
5. The Agency shall have the right to certify the copies of legal acts or other documents issued by it, as well as the copies of registration or other documents held by it, if the content of the original document and that of the copy are identical. A copy of a document certified by the Agency is legally valid and verifies thereby that it is identical to the original document.
6. The Agency may create, disseminate (including by posting on a special website) and/or sell electronic, video-, audio- and/or tangible training (teaching) or educational literature (or other publications) related to obtaining a driver licence;
7. The selling price of the educational literature (or other publications) provided for in paragraph 6 of this article shall be determined by the Agency (except for the cases provided for by paragraph 1(ff) of this article).
8. When providing the services defined in paragraph 1(gg<sup>7</sup>) of this article, the Agency shall be authorised to provide the translation into Georgian of electronic documents submitted (uploaded) on the website of the Agency by a citizen of Georgia staying in another state; at the same time, documents translated in this way need not be certified in the manner prescribed by the legislation of Georgia in order for them to be admitted by the Agency.

*Law of Georgia No 5601 of 14 December 2007 - LHG I, No 47, 26.12.2007, Art. 410*

*Law of Georgia No 1543 of 17 July 2009 - LHG I, No 21, 3.8.2009, Art. 126*

*Law of Georgia No 3286 of 2 July 2010 - LHG I, No 38, 16.7.2010, Art. 229*

*Law of Georgia No 3806 of 12 November 2010 - LHG I, No 66, 3.12.2010, Art. 414*



*Law of Georgia No 4138 of 17 December 2010 – LHG I, No 76, 29.12.2010, Art. 511*  
*Law of Georgia No 5201 of 8 November 2011 – website, 14.11.2011*  
*Law of Georgia No 5959 of 27 March 2012 - website, 12.4.2012*  
*Law of Georgia No 6503 of 19 June 2012 - website, 2.7.2012*  
*Law of Georgia No 1831 of 24 December 2013 – website, 3.1.2014*  
*Law of Georgia No 3703 of 12 June 2015 – website, 30.6.2015*  
*Law of Georgia No 5024 of 27 April 2016 – website, 13.5.2016*  
*Law of Georgia No 1196 of 30 June 2017 – website, 14.7.2017*  
*Law of Georgia No 5766 of 17 March 2020 – website, 23.3.2020*

#### **Article 4<sup>1</sup> - Right of the Agency to use tangible and/or electronic documents**

In exercising its authority as provided for by Article 4 of this Law, the Agency may create, receive and store any documents (including archive materials) in tangible and/or electronic form, and make amendments or corrections to data, and prepare/issue any document and/or information that may have legal consequences, and use the Electronic Document Management System and the unified automated management tools.

*Law of Georgia No 810 of 19 December 2008- LHG I, No 40, 29.12.2008, Art. 270*  
*Law of Georgia No 4138 of 17 December 2010 – LHG I, No 76, 29.12.2010, Art. 511*  
*Law of Georgia No 661 of 21 April 2017 – website, 10.5.2017*

#### **Article 4<sup>2</sup> - Registration and de-registration of a vehicle, its numbered unit and the auxiliary equipment of an agricultural machine in the case of delay caused by a technical malfunction**

1. In the case of a technical malfunction and/or delay in the electronic communication during the submission by another authorised administrative body to (or recording by) the Agency, through a web service and/or any other electronic communication, of information about a title lien, legal encumbrance and/or registration in the Registry of Debtors, when the Agency cannot receive the above information and/or cannot verify it, the registration and de-registration of a vehicle, its numbered units and the auxiliary equipment of an agricultural machine may be delayed for not longer than 5 minutes, and if after the expiry of this period the technical malfunction has not been rectified and/or electronic communication has not been restored, the Agency shall, without additional verification, continue (perform) the registration procedure in accordance with this article.

2. In the case of the circumstances provided for in paragraph 1 of this article, when the basis for the registration or de-registration of a vehicle, its numbered unit or the auxiliary equipment of an agricultural machine, is the transfer of title thereto, the Agency shall perform the registration or de-registration only after the submission of a statement by the alienator about the absence of information related to any title lien, legal encumbrance and/or registration in the Registry of Debtors.

3. In the case of the circumstances provided for by paragraph 2 of this article, if the alienator fails to disclose any information known to him/her about a title lien, legal encumbrance and/or registration in the Registry of Debtors, the deceived buyer shall be entitled to apply to the court to have the transaction declared void.

4. The Agency or its employees may not be held liable for the registration or de-registration of a vehicle, its numbered unit and the auxiliary equipment of an agricultural machine, under the procedure provided for by this article.

*Law of Georgia No 3286 of 2 July 2010 – LHG I, No 38, 16.7.2010, Art. 229*  
*Law of Georgia No 1831 of 24 December 2013 – website, 3.1.2014*

#### **Article 4<sup>3</sup> - Submission by an interested person of documents provided for by the legislation of Georgia in electronic form for the provision of services**

1. Unless otherwise specified by the legislation of Georgia, the submission by an interested person of electronic documents defined by the legislation of Georgia for the provision of services shall be allowed in one of the following cases:

- a) an electronic application for the provision of services is certified by a qualified electronic signature and/or a qualified electronic seal of the interested person;
- b) the documents have been submitted electronically by an authorised person;
- c) in the case of the circumstances defined in Article 6(z<sup>1</sup>) of this Law, the documents required by the legislation of Georgia for applying to the Agency for services and for the provision by the Agency of services have been submitted electronically by the interested person through a person licensed to trade in authorised weapons;
- d) in other cases defined by the Minister of Internal Affairs of Georgia.

2. In the cases specified in paragraph 1 of this article, documents shall be submitted in an electronic form by uploading them to the website of the Agency. Documents submitted (uploaded) on the website of the Agency in electronic form shall be legally valid and considered to be reliable until the contrary is established.

3. In the cases defined by the legislation of Georgia, the Agency may require an interested person to:

- a) present in tangible form the documents (or their part) submitted (uploaded) electronically for the provision of services;



b) where so required by the legislation of Georgia, present in tangible form other documents apart from the ones submitted (uploaded) electronically for the provision of services.

4. In the cases defined by paragraph 3 of this article, the time limit specified by the legislation of Georgia for the provision of services shall be calculated from the moment of the complete submission by the interested person to the Agency of relevant documents both in electronic and tangible form.

5. The procedure for the electronic submission of documents required by the legislation of Georgia for the provision of services, as well as the procedure and conditions for providing services on the basis of electronically submitted (uploaded) documents, shall be defined by the Minister of Internal Affairs of Georgia.

6. The procedure and conditions for granting authorisation to a person and for providing services to an authorised person shall be established by the Minister of Internal Affairs of Georgia.

*Law of Georgia No 1831 of 24 December 2013 – website, 3.1.2014*

*Law of Georgia No 661 of 21 April 2017 – website, 10.5.2017*

### **Article 5 - Fees established for services provided by the Agency**

1. An interested person shall, within the time limits established by the legislation of Georgia, pay the fees defined by this Law for services provided by the Agency, and for the receipt of permits and/or registration services, the fees prescribed by the Law of Georgia on Registration Fees and the Law of Georgia on Licence and Permit Fees.

2. In the case of expedited services, an interested person shall, along with the fees provided for in paragraph 1 of this article, pay the relevant fee established for expedited services.

3. (Deleted – 8.11.2011, No 5201).

*Law of Georgia No 5610 of 14 December 2007 - LHG I, No 47, 26.12.2007, Art. 410*

*Law of Georgia No 5201 of 8 November 2011 – website, 14.11.2011*

### **Article 6 - Service fee rates**

The service fee rates shall be the following:

a) issuance of a vehicle driving licence or a tram driving licence (except for the cases defined in paragraph (ee) of this article and paragraph 9<sup>2</sup> of the Note to this article) - GEL 15;

a<sup>1</sup>) restoration of a lost vehicle driving licence or a lost tram driving licence - GEL 20;

b) admission to the exam for obtaining a vehicle driving licence (except for the cases defined in sub-paragraphs (b<sup>1</sup>) and (b<sup>2</sup>) and paragraph (bb) of this article) - GEL 40;

b<sup>1</sup>) initial admission of a student who has an electronic ID card (residency card) with the indication 'student' to the exam for obtaining a driving licence - GEL 15;

b<sup>2</sup>) one-time admission to a practical exam for obtaining the right (information code 78) to drive vehicles of 'B' or 'BE' category with automatic transmission - GEL 40;

b<sup>3</sup>) in the case of circumstances provided for by the legislation of Georgia, one-time admission of a permit applicant to the exam for checking the knowledge of weapons circulation rules for the issuance of a permit to purchase (with the right to keep and/or carry) a civil defence short-barrel firearm and/or gas weapon - GEL 20;

b<sup>4</sup>) one-time admission of a permit applicant to the exam for checking the knowledge of weapons circulation rules for the issuance of a permit to purchase (with the right to keep and/or carry) a sports firearm - GEL 20;

b<sup>5</sup>) one-time admission of a permit applicant to the exam for checking the knowledge of weapons circulation rules for the issuance of a permit to purchase (with the right to keep and carry) a hunting firearm - GEL 20;

c) issuance of an international driving licence - GEL 109;

d) issuance of a registration certificate of a vehicle (except for the cases defined by sub-paragraph(ff)) - GEL 35;

d<sup>1</sup>) issuance of a rights transfer card - GEL 25;

e) issuance of one pair of vehicle registration numbers (national number plate) (except for the cases provided for by sub-paragraphs (e<sup>1</sup>-e<sup>8</sup>) of this article), as well as the restoration of one pair of lost or damaged vehicle registration numbers (national number plate) (except for the cases defined by sub-paragraph (e<sup>8</sup>) of this article) - GEL 35;

e<sup>1</sup>) issuance of one pair of vehicle registration numbers (national number plate), where four Latin letters of the series are the same, and the combination of the digits of the number plate is:

e<sup>1</sup>.a) 111, 222, 333, 444, 555, 666, 777, 888 or 999 (e.g., AA-111-AA) – GEL 1 000;

e<sup>1</sup>.b) 001, 002, 003, 004, 005, 006, 007, 008 or 009 (e.g., BB-002-BB) – GEL 800;

e<sup>1</sup>.c) 100, 200, 300, 400, 500, 600, 700, 800 or 900 (e.g., CC-300-CC) – GEL 600;

e<sup>2</sup>) issuance of one pair of vehicle registration numbers (national number plate), where three out of the four Latin letters of the series are the same, and the combination of the digits on the number plate is:

e<sup>2</sup>.a) 111, 222, 333, 444, 555, 666, 777, 888 or 999 (e.g., GT-444-TT) – GEL 800;

e<sup>2</sup>.b) 001, 002, 003, 004, 005, 006, 007, 008 or 009 (e.g., YU-005-YY) – GEL 600;

e<sup>2</sup>.c) 100, 200, 300, 400, 500, 600, 700, 800 or 900 (e.g., WW-600-PW) – GEL 400;



e<sup>3</sup>) issuance of one pair of vehicle registration numbers (national number plate), where the combination of four Latin letters of the series consists of two different Latin letters having one and the same pair in the series, and the combination of the digits on the number plate is:

e<sup>3</sup>.a) 111, 222, 333, 444, 555, 666, 777, 888 or 999 (e.g., SO-777-SO) – GEL 800;

e<sup>3</sup>.b) 001, 002, 003, 004, 005, 006, 007, 008 or 009 (e.g., NN-008-MM) – GEL 600;

e<sup>3</sup>.c) 100, 200, 300, 400, 500, 600, 700, 800 or 900 (e.g., DF-900-FD) – GEL 400;

e<sup>4</sup>) issuance of one pair of vehicle registration numbers (national number plate), where only two letters out of four Latin letters of the series are the same (except as provided for by sub-paragraph (e<sup>3</sup>) of this article), and the combination of digits on the number plate is:

e<sup>4</sup>.a) 111, 222, 333, 444, 555, 666, 777, 888 or 999 (e.g., RR-111-PO) – GEL 700;

e<sup>4</sup>.b) 001, 002, 003, 004, 005, 006, 007, 008 or 009 (e.g., TU-002-KU) – GEL 500;

e<sup>4</sup>.c) 100, 200, 300, 400, 500, 600, 700, 800 or 900 (e.g., EI-300-LL) – GEL 300;

e<sup>5</sup>) issuance of one pair of vehicle registration numbers (national number plate), where all the four Latin letters of the series are different, and the combination of the digits of the number plate is:

e<sup>5</sup>.a) 111, 222, 333, 444, 555, 666, 777, 888 or 999 (e.g., NJ-444-HZ) – GEL 250;

e<sup>5</sup>.b) 001, 002, 003, 004, 005, 006, 007, 008 or 009 (e.g., VX-005-MW) – GEL 200;

e<sup>5</sup>.c) 100, 200, 300, 400, 500, 600, 700, 800 or 900 (e.g., QR-600-FD) – GEL 150;

e<sup>6</sup>) issuance of one pair of vehicle registration numbers (national number plate), which consists of the combination of a digit (digits) or a Latin letter (letters) and a digit (digits) (e.g. GIORGI 1) selected by an interested person – GEL 10 000;

e<sup>7</sup>) issuance of one pair of vehicle registration numbers (national number plate) (except as provided for by sub-paragraphs (e<sup>1</sup>–e<sup>6</sup>) of this article) whose series and number consist of the combination of Latin letters and digits selected by an interested person, if:

e<sup>7</sup>.a) all the four Latin letters of the series are the same, but the number consists of the combination of three digits (e.g., DD-707-DD) – GEL 450;

e<sup>7</sup>.b) only three out of the four Latin letters of the series are the same, and the number consists of the combination of three digits (e.g. FF-050-FG) – GEL 350;

e<sup>7</sup>.c) the combination of four Latin letters of the series consists of two different Latin letters of the same pair, and the number consists of the combination of three digits (e.g. DF-080-FD) – GEL 350;

e<sup>7</sup>.d) only two out of the four Latin letters of the series are the same (except as provided for by sub-paragraph (e<sup>7</sup>.c) of this article), and the number consists of the combination of three digits (e.g., DD-305-FS) – GEL 300;

e<sup>7</sup>.e) four Latin letters of the series are different, and the number consists of the combination of three digits (e.g., DX-040-WQ) – GEL 250;

e<sup>8</sup>) for the heads of diplomatic representations in Georgia, ambassadors, members of diplomatic personnel of diplomatic representations, officials of the consular staff of consular institutions or administrative, technical and service personnel of diplomatic representations:

e<sup>8</sup>.a) issuance of one pair of vehicle registration numbers (national number plate), as well as restoration of a lost or damaged registration number (national number plate) of this type – GEL 80 (exclusive of VAT);

e<sup>8</sup>.b) issuance of one registration number of a trailer (national number plate), as well as restoration of a lost or damaged registration number (national number plate) of this type – GEL 80 (exclusive of VAT);

e<sup>9</sup>) based on the request of an interested person, reservation for not longer than 2 calendar months of one pair of the desired vehicle registration numbers (national number plate), specified in sub-paragraphs (e<sup>1</sup>–e<sup>7</sup>) of this article, which is not in circulation - GEL 1,5 for one calendar day;

e<sup>10</sup>) based on the request of an interested person, reservation for not longer than 2 calendar months of one pair of the desired vehicle registration numbers (national number plate), specified in paragraph (e) of this article, which has become available - GEL 1.5 for one calendar day;

f) issuance of one pair of transit number plates - GEL 30;

g) issuance of one registration number (national number plate) of a motorcycle, trailer, agricultural machine or specialised self-propelled vehicle (except as provided for by sub-paragraphs (e<sup>8</sup>.b) and (g<sup>2</sup>–g<sup>4</sup>) of this article), as well as restoration of a lost or damaged registration number (national number plate) of a motorcycle, trailer, agricultural machine or specialised self-propelled vehicle (except as provided for by sub-paragraphs (e<sup>8</sup>.b) and (g<sup>4</sup>) of this article) - GEL 25;

g<sup>1</sup>) issuance of one pair of 'TEST' numbers - GEL 30;

g<sup>2</sup>) issuance of one registration number (national number plate) for a trailer, agricultural machine or specialised self-propelled vehicle whose:

g<sup>2</sup>.a) digit combination is 001, 002, 003, 004, 005, 006, 007, 008, 009, 100, 200, 300, 400, 500, 600, 700, 800, 900, 111, 222,



333, 444, 555, 666, 777, 888 or 999 – GEL 200;

g<sup>2</sup>.b) series and number consist of the combination of three Latin letters and three digits selected by an interested person - GEL 200;

g<sup>3</sup>) issuance of one registration number (national number plate) for a motorcycle whose:

g<sup>3</sup>.a) digit combination is 0001, 0002, 0003, 0004, 0005, 0006, 0007, 0008, 0009, 1000, 2000, 3000, 4000, 5000, 6000, 7000, 8000, 9000, 1111, 2222, 3333, 4444, 5555, 6666, 7777, 8888 or 9999 – GEL 300;

g<sup>3</sup>.b) series and number consist of the combination of two Latin letters and four digits selected by an interested person - GEL 300;

g<sup>4</sup>) issuance of one pair of motorcycle registration numbers (national number plate), as well as restoration of a lost or damaged registration number (national number plate) for the heads of diplomatic representations in Georgia, ambassadors, members of diplomatic personnel of diplomatic representations, officials of the consular staff of consular institutions or administrative, technical and service personnel of diplomatic representations - GEL 40 (exclusive of VAT);

h) transfer of registration of a vehicle trailer:

h.a) whose weight does not exceed 720 kilograms - GEL 25;

h.b) whose weight exceeds 720 kilograms - GEL 100;

h<sup>1</sup>) in the case of the circumstances defined by an order of the Minister of Internal Affairs of Georgia, determination of the maximum allowed mass (permissible weight) and/or unladen mass for one unit of vehicle - GEL 50;

i) (deleted);

j) (deleted - 24.12.2013, No 1831);

j<sup>1</sup>) in the case of the circumstances defined by an order of the Minister of Internal Affairs of Georgia, affixing on a vehicle and/or its numbered unit a registration number assigned by the Agency - GEL 50;

k) registration of one unit of firearm, re-registration of firearms or writing off of firearms - GEL 30;

k<sup>1</sup>) registration, re-registration or writing off of one unit of an additional major element of a firearm - GEL 10;

k<sup>2</sup>) (deleted - 24.12.2013, No 1831);

k<sup>3</sup>) (deleted - 24.12.2013, No 1831);

k<sup>4</sup>) (deleted - 24.12.2013, No 1831);

k<sup>5</sup>) (deleted - 24.12.2013, No 1831);

k<sup>6</sup>) (deleted - 24.12.2013, No 1831);

l) issuance of a weapon registration certificate of established form or a document confirming the writing off of a weapon - GEL 15;

l<sup>1</sup>) fee for services relating to the issuance of a permit to bring into or take out of Georgia one unit of hunting or sports firearm by a foreign national - GEL 10, and for each unit of ammunition (cartridge) - GEL 0,1;

l<sup>2</sup>) fee for services relating to the issuance of a permit to Georgian nationals to bring into or take out of Georgia civilian firearms and/or gas weapons, their major elements and/or ammunition (except for transit and re-export): for one unit of weapon or one unit of major element of a weapon - GEL 10, and for each unit of ammunition (cartridge) - GEL 0,1;

l<sup>3</sup>) fee for services relating to the issuance of a permit to a foreign national to take out of Georgia one unit of civilian firearm and/or gas weapon purchased in Georgia - GEL 10;

l<sup>4</sup>) preparation of an identification number label - GEL 50;

l<sup>5</sup>) (deleted - 24.12.2013, No 1831);

l<sup>6</sup>) (deleted - 24.12.2013, No 1831);

l<sup>7</sup>) (deleted - 24.12.2013, No 1831);

m) issuance of an interim weapon certificate (except as provided for by sub-paragraph (m<sup>1</sup>) of this article) - GEL 10;

m<sup>1</sup>) in the case of the circumstances defined in Article 3(e<sup>1</sup>.d) of this Law, issuance of an interim weapon certificate - GEL 20;

n) issuance of a certificate on the submission of firearms on a commission basis - GEL 10;

n<sup>1</sup>) issuance of a certificate on the crossing of the state border of Georgia - GEL 20;

n<sup>2</sup>) issuance of a certificate on the declaration of a search for a missing person - GEL 20;

n<sup>3</sup>) issuance by the Agency, in accordance with the procedure established by the legislation of Georgia, of a certificate on the information kept in the database of the Ministry of Internal Affairs of Georgia, unless another fee is established for this document by this Law - GEL 20;

n<sup>4</sup>) issuance of a certificate on the imposition of criminal liability - GEL 20;

o) registration of the right of pledge on one unit of vehicle or one unit of the auxiliary equipment of an agricultural machine - GEL 50;

p) registration of an obligation of notification - GEL 15;

q) issuance of a certificate on the legal status of a vehicle - GEL 20;



- q) transfer to an authorised enterprise, on the basis of contractual relations, of data processed by the Agency as a result of the exercise of the authority assigned to it and/or other data defined by the legislation of Georgia - the service fee defined by the relevant contract;
- r) expert examination of one unit of vehicle and the drawing up of a relevant act (except as provided for in sub-paragraphs (u<sup>1</sup>) and (v<sup>1</sup>) of this article) – GEL 20;
- s) ballistics test of a firearm - GEL 20;
- s<sup>1</sup>) upon the request of a permit applicant, performance of a technical inspection at the place of storage (one address) of a defence short-barrel and/or short rifled sports firearms - GEL 50;
- t) internal transit number plate - use for one full day - GEL 1;
- t<sup>1</sup>) long-term internal transit number plate - GEL 450;
- u) based on the request of an interested person, inspection of one unit of vehicle or one unit of the auxiliary equipment of an agricultural machine outside the territory of the structural unit of the Agency, with or without the drawing up of a relevant act - GEL 20;
- u<sup>1</sup>) based on the request of an interested person, expert examination of one unit of vehicle outside the territory of the structural unit of the Agency, with the drawing up of a relevant act -GEL 40;
- u<sup>2</sup>) affixing an identification number - GEL 50;
- u<sup>3</sup>) de-registration of one unit of vehicle or one unit of the auxiliary equipment of an agricultural machine - GEL 20;
- u<sup>4</sup>) issuance of a certificate on the legal status of a weapon - GEL 20;
- v) based on the request of an interested person, performance of actions (except for actions provided for by paragraph (u) and sub-paragraph (u<sup>1</sup>) of this article) defined by the legislation of Georgia by an authorised person outside the territory of the structural unit of the Agency in connection with the registration or de-registration of one unit of vehicle or one unit of the auxiliary equipment of an agricultural machine - GEL 50;
- v<sup>1</sup>) based on the request of an interested person, expert examination of one unit of vehicle outside the territory of the structural unit of the Agency, without the drawing up of a relevant act - GEL 20;
- w) issuance of a technical inspection certificate - GEL 10;
- x) issuance of a certificate certifying the issuance of a driving licence - GEL 20;
- y) under the procedure provided for by the legislation of Georgia, completion of a customs declaration or issuance of a registration certificate by the Agency for vehicles intended for a commodity transaction and/or submission of information (documents) related to the use of a commodity transaction to the Revenues Service and to the Ministry of Internal Affairs of Georgia and/or entry of the relevant information in the automated database - GEL 30;
- y<sup>1</sup>) completion of a vehicle registration certificate (except for re-export) for one unit of a vehicle - GEL 20;
- z) issuance of a pledge certificate for one unit of pledged vehicle or one unit of the pledged auxiliary equipment of an agricultural machine - GEL 50;
- z<sup>1</sup>) application by an interested person to the Agency for the provision of services, and submission, in an electronic form, of documents defined by the legislation of Georgia for the provision of services through a person licensed to trade in authorised weapons - GEL 20;
- aa) verification of the authenticity of signatures of parties to a transaction on the transfer of one unit of a vehicle or one unit of its numbered unit or one unit of the auxiliary equipment of an agricultural machine – GEL 30;
- aa<sup>1</sup>) apostilisation or legalisation of a document prepared/issued by the Agency under the procedure provided for by the legislation of Georgia - GEL 20;
- aa<sup>2</sup>) fee for the translation from Georgian into a foreign language of one page (or up to one page) of a document that is subject to legalisation or apostilisation – GEL 20;
- aa<sup>3</sup>) in providing the services defined by paragraphs (ee) and (ff) of this article, translation from a foreign language into the Georgian language of one page (or up to one page) of an electronic document submitted (uploaded) to the website of the Agency - GEL 20;
- bb) within the term of validity of a positive assessment of the driving theory test for obtaining a vehicle driving licence, pre-term admission of a person to an additional exam, but not later than 6 days after the receipt of a negative assessment at the practice test - GEL 30;
- cc) based on the request of an interested person, preparation of a copy of a document issued by another authorised person related to the provision of services by the Agency and verification of its identity with the original, which, according to the legislation of Georgia, must be kept in the case files - one document GEL 5;
- dd) issuance of a certified copy of one document kept in the archives of the Agency - GEL 5;
- ee) issuance of a vehicle driving licence (replacement or restoration of a lost one) according to the procedure established by the legislation of Georgia on the basis of an electronic document submitted (uploaded) to the website of the Agency by a citizen of Georgia staying in another state - GEL 35;
- ff) issuance of a vehicle registration certificate (replacement or restoration of a lost one) according to the procedure established by the legislation of Georgia on the basis of an electronic document submitted (uploaded) to the website of the Agency by a citizen of Georgia staying in another state - GEL 55;



gg) one-time use of a vehicle driving licence mock theory test - GEL 2;

hh) registration of leasing – GEL 50;

ii) issuance of a leasing certificate – GEL 50.

**Note:**

1. In the cases provided for by sub-paragraph (e<sup>6</sup>) of this article, the combination of Latin letters and digits should not be similar to the combination of Latin letters and digits of registration numbers (national number plate) defined by paragraphs (e) and (g) and sub-paragraphs (e<sup>5</sup>), (e<sup>7</sup>), (e<sup>8</sup>), and (g<sup>2</sup>–g<sup>4</sup>) of this article, as well as internal transit number plates, transit numbers and "TEST" numbers. The total sum of digits or digits and Latin letters existing in the combination of the series and number of the vehicle registration numbers (national number plates) provided for by sub-paragraph (e<sup>6</sup>) of this article shall not exceed eight units, at the same time, the combination shall not contain an appeal, the name of an administrative body (abbreviation) or obscenity, and it shall not offend or contradict national dignity, religion, traditions or moral standards.

1<sup>1</sup>. In the case of the replacement by a person of a vehicle registration number (national number plate) used by him/her and provided for by sub-paragraphs (e<sup>1</sup>–e<sup>7</sup>) of this article with a vehicle registration number (national number plate) also provided for by sub-paragraphs (e<sup>1</sup>–e<sup>7</sup>), the fee for the issuance of one pair of new vehicle registration numbers (national number plate) shall be:

a) GEL 35, if the fee established for the issuance of a new vehicle registration number (national number plate) is equal to or less than the fee established, on the day of application, for the issuance of the vehicle registration number (national number plate) to be replaced;

b) the difference between the fee established for the issuance of a new vehicle registration number (national number plate) and the fee established for the issuance of the vehicle registration number (national number plate) to be replaced, provided the fee established for the issuance of a new vehicle registration number (national number plate) is more than the fee established, on the day of application, for the issuance of the vehicle registration number (national number plate) to be replaced.

1<sup>2</sup>. In the case of the transfer, upon the request of a natural person, of a vehicle registration number (national number plate) used by him/her and provided for by sub-paragraphs (e<sup>1</sup>–e<sup>7</sup>) of this article to the registered vehicle of the spouse, parent or child of this person, the fee for the issuance of one pair of vehicle registration numbers (national number plate) is - GEL 35.

1<sup>3</sup>. In the cases provided for by paragraph 1<sup>1</sup> of the Note to this article, after the issuance of a new vehicle registration number (national number plate) the person shall lose all rights to the replaced vehicle registration number (national number plate).

1<sup>4</sup>. In the cases provided for by paragraph 1<sup>2</sup> of the Note to this article, after the transfer of a vehicle registration number (national number plate) to the registered vehicle of the spouse, parent or child, the person shall lose all rights to the replaced vehicle registration number (national number plate).

2. In cases provided for by sub-paragraphs (e<sup>6</sup>), (e<sup>7</sup>), (g<sup>2</sup>.b) and (g<sup>3</sup>.b) of this article, the interested person may select only such combination of Latin letters and digits of the series and numbers of a vehicle registration number (national number plate) that is not in circulation at the moment of the request.

3. The Agency shall be authorised not to prepare vehicle registration numbers (national number plates) provided for by sub-paragraphs (e<sup>1</sup>–e<sup>7</sup>), (g<sup>2</sup>) and (g<sup>3</sup>) of this article until their issuance to the relevant vehicles under the established procedure.

3<sup>1</sup>. The procedure for the Agency to issue operative number plates to operational-investigative bodies and the amount of the fee for issuing operative number plates shall be defined by an order of the Minister of Internal Affairs of Georgia.

3<sup>2</sup>. For the purposes of this Law, the following vehicle registration numbers (national number plates) shall be deemed to be out of circulation:

a) those that at the moment of request are not printed serially for their subsequent issuance;

b) those that at the moment of the request are not issued to the registered (or temporarily registered) vehicle;

c) those that at the moment of request are not reserved under sub-paragraph (e<sup>9</sup>) of this article by an interested person;

d) those that at the moment of request are not kept in the Agency by virtue of a request of another interested person under sub-paragraph (e<sup>10</sup>) of this article;

e) those that at the moment of request are not kept in the Agency by virtue of a request of another interested person under sub-paragraph (3<sup>4</sup>) of the Note to this article;

f) those that at the moment of request have not been transferred by the Agency to an operative-investigative body as an operative number plate;

g) those that at the moment of request are subject to restrictions relating to the issuance of registration numbers (national number plate) for vehicles due to circumstances provided for by the legislation of Georgia.

3<sup>3</sup>. The issuance of registration numbers (national number plates) for vehicles and trailers owned by the EU Monitoring Mission in Georgia, as well as the issuance of transport registration certificates reflecting the issuance of these registration



numbers (national number plate), shall be carried out free of charge.

3<sup>4</sup>. In the case of a change of registration number (national number plate), the revocation of the registration of a vehicle, and in the case of any changes to registration, where Georgian legislation requires the submission of the registration number (national number plate) to the Agency, the registration numbers (national number plate) provided for in paragraphs (e) and (g) and sub-paragraphs (e<sup>8</sup>) and (g<sup>2</sup>-g<sup>4</sup>) of this article shall be submitted by the authorised person to the Agency. At the same time, the Agency shall:

a) keep the registration number (national number plate) provided for by sub-paragraphs (e<sup>1</sup>-e<sup>5</sup>), (e<sup>7</sup>), (g<sup>2</sup>) and (g<sup>3</sup>) of this article for not longer than 7 months, and, if within this period the vehicle owner or user specified in the registration data at the moment of the submission of the registration number (national number plate) or his/her heir/legal successor (or cessionary, in the case of an organisation) makes a request which is valid under the legislation of Georgia, issue the registration number (national number plate) to the vehicle registered in the name of that person;

b) keep a vehicle registration number (national number plate) provided for by sub-paragraph (e<sup>6</sup>) of this article, and, if the owner or user of the vehicle specified in the registration data at the moment of the submission of the registration number (national number plate) or their heir/legal successor (or cessionary, in the case of an organisation) makes a request which is valid under the legislation of Georgia, issue the registration number (national number plate) to the vehicle registered in the name of that person.

3<sup>5</sup>. The obligations provided for by sub-paragraph 3<sup>4</sup>(a) and (b) of this article shall not arise for the Agency if at the moment of the submission of the registration number (national number plate) the owner or user of the vehicle specified in the registration data or his/her heir/legal successor (or cessionary, in the case of an organisation) refuses in writing to exercise the right granted to him/her.

4. The Agency may demand that an interested person ensure the movement of the authorised person for the provision of services provided for by paragraphs (u) and (v) and sub-paragraphs (s<sup>1</sup>) and (u<sup>1</sup>) of this article.

5. The Agency may refuse to provide services defined by paragraphs (u) and (v) and sub-paragraph (u<sup>1</sup>) of this article if the distance to the place indicated by the interested person exceeds reasonable limits.

5<sup>1</sup>. The Agency may refuse to provide services defined by sub-paragraph (s<sup>1</sup>) of this article if the distance to the place of storage of the relevant defence short-barrel firearm and/or short rifled sports firearm exceeds reasonable limits.

6. For violation of the term defined for the use of internal transit number plates, the person concerned shall pay GEL 5 for each overdue day, but not more than GEL 500, and in the case of losing the internal transit number plate, an additional GEL 30.

7. The fee for services provided for by paragraphs (u) and (v) and sub-paragraphs (u<sup>1</sup>) and (v<sup>1</sup>) of this article shall be reduced by GEL 10 in the case of more than five vehicles and/or items of auxiliary equipment of an agricultural machine (except as provided for by paragraph 15 of the Note to this article) located at one address and owned or used by the same person.

8. For services provided for in paragraph (v) of this article, besides the established fee, the interested person shall pay the relevant fee defined by the legislation of Georgia for the registration of the vehicle or for making changes to the registration data.

9. For the restoration of a lost vehicle driving licence or a lost tram driving licence, besides the fee defined by this Law for the issuance of the said licences, the interested person shall additionally pay the fee defined by sub-paragraph (a<sup>1</sup>) of this article.

9<sup>1</sup>. The fee for admission to the exam for obtaining a vehicle driving licence defined by paragraph (b) of this article comprises:

a) the one-time admission of a person to a theory test, where only the theory test is required to obtain a driving licence for the relevant vehicle category or subcategory;

b) the one-time admission of a person to a practical driving test, where only the practical test is required to obtain a driving licence for the relevant vehicle category or subcategory (except for the cases defined by sub-paragraphs (b<sup>1</sup>), (b<sup>2</sup>) and paragraph (bb) of this article);

c) if, in order to obtain a driving licence for the relevant vehicle category or subcategory it is mandatory to pass both the theory and practical tests, the one-time admission of a person to the theory test, and in the case of a positive assessment, the admission of the same person to the practical test according to the number of times and the procedure defined by the Minister of Internal Affairs of Georgia (except for the cases provided for by sub-paragraphs (b<sup>1</sup>), (b<sup>2</sup>) and (z<sup>1</sup>) of this article).

9<sup>2</sup>. The fee for the admission to the test for obtaining a vehicle driving licence defined by sub-paragraph (b<sup>1</sup>) of this article comprises:

a) first, the one-time admission to a theory test of a student with no driving licence, whose electronic ID (residence) card is marked 'student', and in the case of a positive assessment, admission to the practical test according to the number of times and procedure defined by the Minister of Internal Affairs of Georgia (except for the cases provided for by paragraphs (b) and (bb) and sub-paragraph (b<sup>2</sup>) of this article);



b) where a student holding an electronic ID (residence) card marked with 'student' receives a positive assessment in both the theory and practical tests as specified in sub-paragraph (a) of this paragraph, the issuance of a driving licence.

9<sup>3</sup>. It shall be prohibited to provide services defined in paragraph (bb) of this article more than once during one calendar day.

9<sup>4</sup>. The list of services that an interested person may receive under the procedure defined in sub-paragraph (z<sup>1</sup>) of this article shall be drawn up by the Minister of Internal Affairs of Georgia.

10. In providing the services defined by sub-paragraphs (e<sup>9</sup>) and (e<sup>10</sup>) of this article, registration numbers (a national number plate) shall be issued according to the general procedure. If within the period requested by an interested person no legal grounds arise with respect to such person for the issuance of the registration number (a national number plate) under the established procedure, the Agency shall, from the day following the expiration of this period, be released from the obligation to reserve/store the registration number (a national number plate) and the paid fee shall not be refunded to the payer.

11. The owner of a long-term transit provided for by sub-paragraph (t<sup>1</sup>) of this article may assign it, at his/her own discretion, only to a temporarily unregistered vehicle owned by him/her, for the period defined for the obligatory registration of vehicles under the legislation of Georgia.

12. The list of the data that may be transferred to an authorised enterprise during the provision of services defined by sub-paragraph (q<sup>1</sup>) of this article, and the conditions for transferring these data, shall be defined by the Minister of Internal Affairs of Georgia.

13. If the total number of vehicles and items of auxiliary equipment of agricultural machines registered in the name of a natural person and reflected in one certificate on the legal status of vehicles exceeds five units, the interested person shall, along with the fee provided for in paragraph (q) of this article, additionally pay GEL 5 for the receipt of information on each subsequent vehicle and item of auxiliary equipment of an agricultural machine above five units.

13<sup>1</sup>. If the total number of vehicles and items of auxiliary equipment of agricultural machines registered in the name of a legal person and reflected in one certificate on the legal status of vehicles exceeds five units, the interested person shall, along with the fee provided for in paragraph (q) of this article, additionally pay GEL 80.

14. In the case provided for by paragraph (cc) of this article, a copy of a document prepared by the Agency, whose identity with the original has been verified, shall be kept in the records and shall have legal force and the original document shall be returned to the interested person.

15. During the expert examination of a vehicle that is intended for sale, or that is transferred to the State or is subject to forced disposal, the Agency shall, along with other data, additionally define the market value of the vehicle.

16. The Agency shall issue an internal transit number plate (except for a long-term internal transit number plate) for a period requested by the interested person, but not longer than 90 calendar days.

17. In the case of the circumstances provided for by the legislation of Georgia, in agreement with the Agency, a transit number plate and/or internal transit number plate may be issued (assigned) by the Revenues Service and/or an authorised body of the Ministry of Internal Affairs of Georgia to a vehicle intended for a commodity transaction. In the case of circumstances provided for by this paragraph, the procedure for issuing (assigning) a transit number plate and internal transit number plate shall be defined by a joint decree of the Minister of Internal Affairs of Georgia and the Minister of Finance of Georgia.

18. In the case of the issuance (assignment) of an internal transit number plate to a vehicle by an authorised body of the Revenues Service and/or of the Ministry of Internal Affairs of Georgia, the period of the use of an internal transit number plate shall continue up to the moment of the origination of an obligation to perform a commodity transaction, but not longer than 90 calendar days.

19. The circumstances when an authorised person may perform an inspection of a vehicle or the auxiliary equipment of an agricultural machine, or an expert examination of a vehicle, without drawing up an inspection act or a relevant act, shall be defined by the order of the Minister of Internal Affairs of Georgia.

20. The procedure and conditions for determining the maximum allowed mass (permissible weight) and/or unladen mass of a vehicle shall be defined by the Minister of Internal Affairs.

21. The procedure and conditions for issuing the documents provided for by sub-paragraphs (n<sup>1</sup>) and (n<sup>2</sup>) of this article shall be defined by the Minister of Internal Affairs of Georgia.

22. The list information to be released under sub-paragraph (n<sup>3</sup>) of this article and the procedure for its release shall be defined by the Minister of Internal Affairs of Georgia.

23. A certificate on the imposition of criminal liability shall be issued according to the procedure established by the Minister of Internal Affairs of Georgia.

23<sup>1</sup>. A certificate of conviction shall be issued under the procedure approved by the Minister of Internal Affairs of Georgia.

23<sup>2</sup>. The conditions for the registration of leasing, the form of a leasing certificate and the procedure for the issuance of leasing certificates shall be approved by the Minister of Internal Affairs of Georgia.

24. Services provided by the Agency outside the boundaries of its structural units, which are provided on the basis of an



order of the Director of the Agency, shall be deemed to be services provided in the territory of the structural unit of the Agency.

*Law of Georgia No 5610 of 14 December 2007 - LHG I, No 47, 26.12.2007, Art. 410*

*Law of Georgia No 76 of 27 June 2008 - LHG I, No 12, 14.7.2008, Art. 98*

*Law of Georgia No 810 of 19 December 2008 - LHG I, No 40, 29.12.2008, Art. 270*

*Law of Georgia No 1543 of 17 July 2009 - LHG I, No 21, 3.8.2009, Art. 126*

*Law of Georgia No 3286 of 2 July 2010 - LHG I, No 38, 16.7.2010, Art. 229*

*Law of Georgia No 3806 of 12 November 2010 - LHG I, No 66, 3.12.2010, Art. 414*

*Law of Georgia No 4138 of 17 December 2010 - LHG I, No 76 29.12.2010, Art. 511*

*Law of Georgia No 4685 of 17 May 2011 - website, 1.6.2011*

*Law of Georgia No 5201 of 8 November 2011 - website, 14.11.2011*

*Law of Georgia No 5959 of 27 March 2012 - website, 12.4.2012*

*Law of Georgia No 6058 of 24 April 2012 - website, 7.5.2012*

*Law of Georgia No 6250 of 22 May 2012 - website, 6.6.2012*

*Law of Georgia No 6503 of 19 June 2012 - website, 2.7.2012*

*Law of Georgia No 1831 of 24 December 2013 - website 3.1.2014*

*Law of Georgia No 2590 of 30 July 2014 - website, 11.8.2014*

*Law of Georgia No 3703 of 12 June 2015 - website, 30.6.2015*

*Law of Georgia No 1196 of 30 June 2017 - website, 14.7.2017*

### **Article 7 – Time limits for the provision of services by the Agency**

The following time limits shall be established for services delivered by the Agency:

a) issuance of a vehicle driving licence or a tram driving licence (including, replacement or restoration of a lost one) - 7 working days;

a<sup>1</sup>) (deleted - 24.12.2013, No 1831);

b) issuance of an international driving licence - 7 working days;

b<sup>1</sup>) issuance of a certificate on the issuance of a driving licence - 5 working days;

b<sup>2</sup>) issuance of a pledge certificate - 5 working days;

b<sup>3</sup>) verification of the authenticity of signatures of the parties to a transaction for the transfer of title to one unit of vehicle or one unit of its numbered unit or one unit of auxiliary equipment of an agricultural machine - 2 working days;

c) registration or de-registration of one unit of vehicle, its numbered unit or the auxiliary equipment of an agricultural machine - 1 working day (except for the case defined by paragraph 1 of the Note to this article);

c<sup>1</sup>) in the case of circumstances provided for by the legislation of Georgia, determination of the maximum permissible mass (allowable weight) and/or determination of the unladen mass of one unit of vehicle - 2 working days;

d) (deleted - 24.12.2013, No 1831);

e) issuance and registration of a permit for the purchase (keep and/or carry) of weapons, re-registration of weapons or writing off of weapons with the issuance of a certificate of the established sample on the registration, re-registration or writing off of weapons - 1 working day;

e<sup>1</sup>) issuance of an interim weapon certificate - 1 working day;

e<sup>2</sup>) registration, re-registration or writing off of one unit of additional major element of a weapon - 1 working day;

e<sup>3</sup>) (deleted - 24.12.2013, No 1831);

f) issuance of a certificate on the submission of a weapon on a commission basis - 7 working days;

g) registration or cancellation of registration of the right of pledge on a vehicle or the auxiliary equipment of an agricultural machine - 5 working days, and registration or cancellation of registration of tax lien - 1 working day after the receipt of a notification from an authorised person;

h) obligation of notification - one working day;

i) issuance of a certificate on the legal status of a vehicle - 5 working days;

j) issuance of a certificate of criminal record - 5 working days;

j<sup>1</sup>) issuance of a certificate as specified in Article 6(n<sup>1</sup>-n<sup>3</sup>) - 5 working days;

j<sup>2</sup>) issuance of a certificate of conviction - 5 working days;

j<sup>3</sup>) issuance of a certificate of deprivation of rights - 5 working days;

k) expert examination of a vehicle - 45 minutes;

l) ballistics tests of weapons - 10 working days;

l<sup>1</sup>) issuance of a certificate on the legal status of weapons - 5 working days;

m) total period for the issuance of permits defined by this Law - 8 working days;

n) transfer in electronic form of information obtained, processed and stored as a result of registration of one unit of motor vehicle and/or identification data on its owner to the authorised user, commercial banks, microfinance organisations, insurance organisations and financial institutions - one working day;



- o) apostilisation or legalisation of documents prepared/issued by the Agency - 5 working days after the submission of an application;
- p) based on the notification received from a person exercising public authority in accordance with the legislation of Georgia, recording of information regarding any seizure, restriction and prohibition of the right to dispose, as well as regarding the prohibition of registration (except for the circumstances provided for in paragraph 2 of the Note to this article) - not later than 2 working days after receipt of the notification;
- q) registration or cancellation of the registration of leasing – 5 working days;
- r) issuance of a leasing certificate – 5 working days.

**Note:**

1. If there is an obligation of notification, the registration or de-registration of a vehicle pledged by the Agency, its numbered unit or the auxiliary equipment of a pledged agricultural machine shall be performed on the 8th working day after the receipt of the application (this period may be reduced in the case of submission to the Agency of the written consent of the pledge holder).
2. After the receipt by the Agency, under the procedure provided for by the legislation of Georgia, of a notification about the transfer of title to a vehicle or the auxiliary equipment of an agricultural machine on the basis of a rights transfer card, the time limits and conditions for the registration/recording of title liens and legal encumbrances shall be defined by an order of the Minister of Internal Affairs of Georgia.

*Law of Georgia No 5610 of 14 December 2007 - LHG I, No 47, 26.12.2007, Art. 410*

*Law of Georgia No 76 of 27 June 2008 - LHG I, No 12, 14.7.2008, Art. 98*

*Law of Georgia No 810 of 19 December 2008 – LHG I, No 40, 29.12.2008, Art. 270*

*Law of Georgia No 1543 of 17 July 2009 – LHG I, No 21, 3.8.2009, Art. 126*

*Law of Georgia No 3286 of 2 July 2010 – LHG I, No 38, 16.7.2010, Art. 229*

*Law of Georgia No 5201 of 8 November 2011 – website, 14.11.2011*

*Law of Georgia No 6058 of 24 April 2012 - website, 7.5.2012*

*Law of Georgia No 1831 of 24 December 2013 - website 3.1.2014*

*Law of Georgia No 3703 of 12 June 2015 – website, 30.6.2015*

*Law of Georgia No 1196 of 30 June 2017 – website, 14.7.2017*

*Law of Georgia No 5766 of 17 March 2020 – website, 23.3.2020*

**Article 8 - Exemption from the payment of fees established for the services of the Agency**

The following shall be exempt from the payment of fees established for the services of the Agency:

- a) at the time of the issuance of a registration number (national number plate) by the Agency under the procedure laid down in sub-paragraphs (a) and (b) of paragraph 3<sup>4</sup> of the Note to Article 6 of this Law, the owner or user of the vehicle or their heir/legal successor (or cessionary, in the case of an organisation) specified in the registration data at the moment of the submission of the registration number (national number plate) - from the payment of a fee established for the issuance of the relevant registration number (national number plate) defined by Article 6 of this Law;
- b) the Government of Georgia, the bodies of the Autonomous Republic of Abkhazia, the Autonomous Republic of Ajara and local self-government agencies, legal entities under public law, state subordinate institutions, as well as private enforcement officers - from the fees defined by paragraphs (q) and (gg) and sub-paragraph (u<sup>4</sup>) of Article 6 of this Law, as well as by paragraphs 13 and 13<sup>1</sup> of the Note to the same article;
- c) a natural person who received weapons as an award; a member of the Parliament of Georgia; retired reserve senior and higher officers of the Ministry of Internal Affairs of Georgia and the Ministry of defence of Georgia, and of the Georgian Intelligence Service and the Special State Protection Service of Georgia; retired employees of the Prosecution system of Georgia, who have been granted a special title of justice adviser or state justice adviser; retired judges - when using services provided for by Article 6(k) of this Law;
- d) a tax authority - when registering a tax lien envisaged by the Tax Code of Georgia, when using services defined by Article 7(g) of this Law;
- e) in the case of the provision to the Agency of the materials for preparing registration numbers (national number plates) - the Ministry of Defence of Georgia, when using services defined by Article 6 (e-e<sup>5</sup>) and (e<sup>7</sup>) of this Law;
- f) a person who, based on a decision of the Minister of Internal Affairs of Georgia or the Director of the Agency, received the product obtained as a result of service in the form of a souvenir, gift or sample;
- g) a 17 year-old person who does not have a driving licence - for one-time admission to the vehicle driving theory test for the first time, and in the case of a positive assessment, for the admission to the practical test according to the number of times and procedure defined by the Minister of Internal Affairs of Georgia, when using the services provided for by Article 6(b) of this Law.

**Note:** Other terms of exemption from the payment of the fees prescribed by this Law may be established by an order of the Minister of Internal Affairs of Georgia.

*Law of Georgia No 5610 of 14 December 2007 - LHG I, No 47, 26.12.2007, Art. 410*

*Law of Georgia No 810 of 19 December 2008- LHG I, No 40, 29.12.2008, Art. 270*



*Law of Georgia No 2993 of 27 April 2010 –LHG I, No 24, 10.5.2010, Art. 158*

*Law of Georgia No 3286 of 2 July 2010 – LHG I, No 38, 16.7.2010, Art. 229*

*Law of Georgia No 4138 of 17 December 2010 – LHG I, No 76 29.12.2010, Art. 511*

*Law of Georgia No 4688 of 17 May 2011 - website, 1.6.2011*

*Law of Georgia No 1831 of 24 December 2013 - website 3.1.2014*

*Law of Georgia No 2590 of 30 July 2014 – website, 11.8.2014*

#### **Article 9 - Fees established for the issuance of a permit to move/transport and transfer ammunition**

The following service fees shall be established for the issuance of a permit on the 8<sup>th</sup> working day after the submission of an application for the movement/transportation and transfer of ammunition:

- a) for one unit of ammunition (a cartridge of smooth-bore weapons ) - GEL 0,01;
- b) for one unit of ammunition (a cartridge of rifled weapons) - GEL 0,03;
- c) for one kilogram of ammunition (gunpowder) - GEL 0,9.

#### **Note:**

1. The fee provided for by paragraph (a) of this article shall be paid in the case of movement/transportation or transfer of at least 300 cartridges.
2. The fee provided for by paragraph (b) of this article shall be paid in the case of movement/transportation or transfer of at least 50 cartridges.
3. The fee provided for by paragraph (c) of this article shall be paid in the case of movement/transportation or transfer of at least one kilogram of gunpowder.

*Law of Georgia No 5942 of 19 March 2008 – LHG I, No 8, 28.3.2008, Art. 49*

*Law of Georgia No 3286 of 2 July 2010 – LHG I, No 38, 16.7.2010, Art. 229*

#### **Article 10 - Service fee rates and time limits for expedited permit and/or registration services for one unit**

1. (Deleted - 24.12.2013, No 1831).

1<sup>1</sup>. (Deleted - 24.12.2013, No1831).

1<sup>2</sup>. (Deleted - 24.12.2013, No1831).

1<sup>3</sup>. (Deleted - 24.12.2013, No1831).

2. (Deleted).

3. The fees for an expedited service within 4 working days after the submission of an application for a permit for the movement/transportation or transfer of weapons and ammunition shall be:

- a) for one unit of weapon - GEL 70;
- b) for one unit of ammunition (a cartridge of smooth-bore weapons) - GEL 0,04;
- c) for one unit of ammunition (a cartridge of rifled weapons) - GEL 0,06;
- d) for one kilogram of ammunition (gunpowder) - GEL 1.

4. The fee for an expedited service within 4 working days after the submission of an application by a Georgian national for the issuance of a permit to bring into or take out of Georgia (except for transit and re-export) civilian firearms and/or gas weapons, their major elements and/or ammunition (except for transit and re-export) - for one unit of weapon or one unit of its major element shall be - GEL 40, and for one unit of ammunition (cartridge) - GEL 0,1.

4<sup>1</sup>. The fee for an expedited service within 4 working days after the submission by a foreign national of an application for the issuance of a permit to bring into or take out of Georgia (except for transit and re-export) hunting or sports firearms and/or ammunition - for one unit of weapon shall be GEL 40, and for one unit of ammunition (cartridge) - GEL 0,1.

4<sup>2</sup>. The fee for an expedited service within 4 working days after the submission of an application by a foreign national for the issuance of a permit to take out of Georgia one unit of civilian firearms and/or gas weapons purchased in Georgia shall be GEL 40.

5. The fee for the issuance of a permit to open a shooting gallery, shooting ground and/or trap shooting station shall be:

- a) for an expedited service within 10 working days - GEL 350;
- b) for an expedited service within 5 working days - GEL 500.

6. (Deleted - 30.7.2014, No 2590).

6<sup>1</sup>. From the day of the submission of an application for the issuance of a certificate on the submission of a weapon on a commission basis:

- a) for an expedited service within 3 working days - GEL 20;
- b) for an expedited service within 1 working day - GEL 50.

7. The fee for an expedited registration of one unit of a vehicle outside the territory of the structural unit of the Agency within 3 working hours after the submission of the application is GEL 80.

8. (Deleted - 30.7.2014, No 2590).

9. The fee for an expedited service for the issuance of a vehicle driving licence or a tram driving licence on the day of the passage of the exam is GEL 50.

10. Based on an agreement with the Agency, the delivery of a vehicle driving licence or a tram driving licence to the



address of the interested person within the territory of Georgia is GEL 10.

**Note:** Saturdays and Sundays shall not be considered as working days indicated in this Law, as well as holidays and days off defined by the Labour Code of Georgia.

*Law of Georgia No76 of 27 June 2008 - LHG I, No 12, 14.7.2008, Art. 98*

*Law of Georgia No 810 of 19 December 2008 – LHG I, No 40, 29.12.2008, Art. 270*

*Law of Georgia No 1543 of 17 July 2009 – LHG I, No 21, 3.8.2009, Art. 126*

*Law of Georgia No 3286 of 2 July 2010 – LHG I, No 38, 16.7.2010, Art. 229*

*Law of Georgia No 5201 of 8 November 2011 – website, 14.11.2011*

*Law of Georgia No 6058 of 24 April 2012 - website, 7.5.2012*

*Law of Georgia No 1831 of 24 December 2013 - website 3.1.2014*

*Law of Georgia No 2590 of 30 July 2014 – website, 11.8.2014*

#### **Article 11 - Rates and time limits for the provision of expedited information services**

1. The fee for expedited services for the issuance of a certificate of criminal record:

- a) for an expedited service within 3 working days - GEL 15;
- b) for an expedited service within 1 working day - GEL 25.

1<sup>1</sup>. The fee for expedited services for the issuance of a certificate of conviction:

- a) for an expedited service within 3 working days - GEL 15;
- b) for an expedited service within 1 working day - GEL 25.

1<sup>2</sup>. From applying for the issuance of a certificate of deprivation of rights:

- a) the fee for the expedited service for issuance within three working days - GEL 15;
- b) the fee for the expedited service for one working day - 25 GEL.

2. The fee for expedited services for the issuance of a certificate on the legal status of a vehicle:

- a) for an expedited service within 3 working days - GEL 15;
- b) within 1 working day after the submission of an application- GEL 40;
- c) within 3 working hours after the submission of an application - GEL 80.

3. The fee for expedited services for the issuance of a certificate on the legal status of a weapon:

- a) for an expedited service within 3 working days - GEL 15;
- b) within 1 working day after the submission of an application- GEL 40;
- c) within 3 working hours after the submission of an application - GEL 80.

4. The fee for expedited services for the issuance of a certificate on the crossing of the state border of Georgia:

- a) for an expedited service within 3 working days - GEL 15;
- b) for an expedited service within 1 working day - GEL 25.

5. The fee for expedited services for the issuance of a certificate on the declaration of search for a missing person:

- a) for an expedited service within 3 working days - GEL 15;
- b) for an expedited service within 1 working day - GEL 25.

6. The fee for expedited services for the issuance of a certificate on the imposition of criminal liability:

- a) for an expedited service within 3 working days - GEL 15;
- b) for an expedited service within 1 working day - GEL 25.

7. The fee for expedited services for the issuance of a certificate on the information stored in the database of the Ministry of Internal Affairs of Georgia under the procedure established by the legislation of Georgia (unless this article sets other fees for expedited services therefore):

- a) for an expedited service within 3 working days - GEL 15;
- b) for an expedited service within 1 working day - GEL 25.

*Law of Georgia No 810 of 19 December 2008- LHG I, No 40, 29.12.2008, Art. 270*

*Law of Georgia No 1831 of 24 December 2013 – website, 3.1.2014*

*Law of Georgia No 3703 of 12 June 2015 – website, 30.6.2015*

*Law of Georgia No 5766 of 17 March 2020 – website, 23.3.2020*

#### **Article 11<sup>1</sup> - Application for services by an interested person to the Agency through the Public Service Hall**

1. An interested person may apply to the Agency through the Public Service Hall for the following services:

- a) issuance of a vehicle driving licence or a tram driving licence (including, replacement or restoration of a lost one);
- b) restoration of a lost or damaged vehicle registration certificate (only if the last registration of the vehicle was performed after 1 February 2007);
- c) issuance of a permit to a foreign national to take out of Georgia civilian firearms and/or gas weapons purchased in Georgia;
- d) issuance of a permit to a foreign national to take out of or bring into Georgia hunting or sports firearms and/or ammunition;
- e) issuance of a permit to a Georgian national to take out of or bring into Georgia civilian firearms and/or gas weapons,



- their major elements and/or ammunition (except for transit and re-export);
- f) issuance of a permit to move/transport and transfer weapons and ammunition;
- g) issuance of a permit to sports institutions of the appropriate field to temporarily take out of or bring into Georgia sports and hunting firearms for participating in a sporting event abroad;
- h) issuance of a certificate of criminal record;
- h<sup>1</sup>) issuance of a certificate of conviction;
- h<sup>2</sup>) issuance of a certificate of a certificate of deprivation of rights;
- i) issuance of a certificate on the issuance of a driving licence;
- j) issuance of a certificate on the legal status of a vehicle;
- k) issuance of a certificate on the legal status of weapons;
- l) issuance of a certificate on the crossing of the state border of Georgia;
- m) issuance of a certificate on the declaration of a search for a missing person;
- n) provision of expedited services defined by this Law for services provided for by sub-paragraphs (c–f), (h), (j) and (k) of this paragraph;
- o) provision of other services defined by a joint decree of the Minister of Internal Affairs of Georgia and the Minister of Justice of Georgia.

2. In the case provided for in paragraph 1 of this article, the application of an interested person shall be accompanied by documents defined by the legislation of Georgia for the receipt of the relevant services.

3. Where an interested person applies to the Agency through the Public Service Hall for the provision of services, the relevant authorised persons of the Public Service Hall shall ensure:

- a) the provision of information to the interested person about the procedures defined by the legislation of Georgia and the documents to be submitted for the requested services;
- b) the identification of the applicant and receipt of documents submitted by him/her;
- c) the transmission to the Agency, in electronic or tangible form, of the documents submitted to the Public Service Hall by the interested person for the provision of a service;
- d) the provision of information to the interested person about the additional documents required by the Agency for the provision of services and in the case of the submission of these documents by the interested person, the transmission of these documents to the Agency according to the procedure defined by sub-paragraph (c) of this paragraph;
- e) the receipt of documents prepared and issued in electronic and/or tangible form as a result of the provision of services or the refusal to provide services by the Agency, their delivery to the Public Service Hall and handing to the interested person under the established procedure;
- f) the exercise of other rights defined by the legislation of Georgia and the performance of other obligations.

4. Where an interested person applies to the Agency for the provision of regular or expedited services through the Public Service Hall, the time actually spent by the Public Service Hall on the procedures specified in paragraph 3(c–e) of this article shall not be taken into account when calculating the time limit established by this Law for the provision of regular or expedited services.

5. In providing the services defined by this article, 5% of the fee paid by the interested person shall be transferred to the Public Service Hall as remuneration. The terms and frequency of the payment of the remuneration shall be defined by an agreement between the Agency and the Public Service Hall. The remuneration designated for the Public Service Hall shall comprise all payments (VAT inclusive) defined by the legislation of Georgia.

6. The procedure and conditions for providing the services defined by this article shall be laid down by this Law and a joint order of the Minister of Internal Affairs of Georgia and the Minister of Justice of Georgia.

*Law of Georgia No 6250 of 22 May 2012 - website, 6.6.2012*

*Law of Georgia No 1831 of 24 December 2013 - website 3.1.2014*

*Law of Georgia No 3703 of 12 June 2015 – website, 30.6.2015*

*Law of Georgia No 5766 of 17 March 2020 – website, 23.3.2020*

## **Article 12 - Procedure and conditions for the payment of fees**

1. In order to receive the services and expedited services defined by the legislation of Georgia, an interested person shall pay the fees established for relevant services and expedited services.

2. Except as provided for in the Note to this article, the fees for services and expedited services defined by this Law shall be paid in advance, prior to the provision of the relevant service, by cash or cashless payment.

3. The fees shall be transferred to the account of the Agency.

### **Note:**

1. Persons performing state procurement in accordance with the Law of Georgia on Public Procurement may, in agreement with the Agency, pay the fees for services and expedited services defined by this Law after the provision of the relevant services, but not later than within the term agreed upon by the parties.

2. Based on contractual relations with the Agency, legal entities shall have the right to pay the fees for services and expedited services defined by this Law after the provision of the relevant services, but not later than the term agreed upon by the parties.



3. With the consent of the Agency, the fees defined by paragraphs 13 and 13<sup>1</sup> of the Note to Article 6 of this Law may be paid by an interested person after the preparation of a certificate on the legal status of the vehicle, prior to its issuance.

4. In the case of circumstances defined by paragraph 17 of the Note to Article 6 of this Law, the owner of the vehicle (the owner of the goods) may pay the fee established by this Law for the use of an internal transit number plate prior to the expiration of the term defined for the use of internal transit number plates, at the time of registration of the goods. The fee for the use of an internal transit number plate, for losing an internal transit number plate, and for exceeding the term for the use of internal transit number plates, shall be calculated according to the legislation of Georgia.

5. In calculating the service delivery time limits, the time spent by the Agency on requesting documents or additional information from other authorised persons, as well as the time spent by the interested person for the submission of a document or information to the Agency, shall not be taken into account.

*Law of Georgia No 5610 of 14 December 2007 - LHG I, No 47, 26.12.2007, Art. 410*

*Law of Georgia No 4138 of 17 December 2010 – LHG I, No 76, 29.12.2010, Art. 511*

*Law of Georgia No 4685 of 17 May 2011 - website, 1.6.2011*

*Law of Georgia No 1831 of 24 December 2013 - website 3.1.2014*

### **Article 13 - Procedure for refunding paid fees**

1. A paid fee shall be fully or partially refunded to an interested person if:

- a) the person demanded the refund of the paid fee before the submission of an application for the provision of the relevant service and/or expedited service;
- b) the fee was paid in excess of the rate defined by this Law. In this case, the difference between the paid amount and the rate defined by this Law shall be refunded;
- c) the person paid the fee, but he/she is exempt from the payment of the fee according to this Law;
- d) the expedited service has not been provided for reasons beyond the control of the interested person. In this case, the difference between the fee for the expedited service and the fee for the non-expedited service shall be refunded;
- e) a person requested the provision of such services that do not fall within the authority of the Agency;
- f) the Agency refused to provide the service on relevant legal grounds.

2. A fee shall be refunded within 14 working days after an interested person submits a request. The request shall be submitted not later than within 1 month after the payment of the fee. The fee shall not be refunded after the expiry of this period. The extension of this time limit or the restoration of the missed time limit shall be prohibited.

*Law of Georgia No 1831 of 24 December 2013 - website 3.1.2014*

### **Article 13<sup>1</sup> - Registration/recording of a title lien on a vehicle or the auxiliary equipment of an agricultural machine and cancellation of such registration/recording**

1. The registration/recording of a title lien on a vehicle or the auxiliary equipment of an agricultural machine based on a notification received in electronic and/or tangible form from a person exercising public authority, as well as from any other authorised person defined by law, shall be performed not later than 2 working days after the receipt of the notification.

2. A title lien shall not be registered/recorded, and the registered/recorded title lien shall not have legal force, and it shall not prevent the registration and de-registration of a vehicle, its numbered unit or the auxiliary equipment of an agricultural machine, if:

- a) at the moment of the receipt of the notification about the registration/recording of a title lien the vehicle or the auxiliary equipment of an agricultural machine is not registered in the name of the subject defined by the relevant document;
- b) at the moment of the receipt of the notification about the registration/recording of a title lien the vehicle or the auxiliary equipment of an agricultural machine is not registered in the Agency;
- c) the subject or object of the title lien cannot be fully identified;
- d) the document that was the basis for the registration/recording of the title lien is not kept in the Agency;
- e) the title lien is being registered/recorded on the basis of an act of an unauthorised person or body;
- f) the title lien is being registered/recorded after the vehicle or the auxiliary equipment of an agricultural machine has been recorded as the property of another person.

*Law of Georgia No 6503 of 19 June 2012 - website, 2.7.2012*

*Law of Georgia No 1831 of 24 December 2013 – website, 3.1.2014*

### **Article 14 - Transitional provisions**

1. By 1 February 1 2007, the Ministry of Internal Affairs of Georgia shall ensure:

- a) the preparation and approval of the statute of the legal entity under public law called the Service Agency of the Ministry of Internal Affairs of Georgia;
- b) the appointment of the head of the Agency;
- c) the preparation of normative acts necessary for the operation of the Agency and the implementation of other required



measures.

2. According to the requirements of this Law, the Ministry of Internal Affairs of Georgia shall:

a) by 31 December 2007, ensure:

a.a) the issuance of the normative acts necessary for the operation of the Agency and the performance of other activities;

a.b) the determination of the procedure for affixing an identification number;

b) by 31 January 2008, ensure the reorganisation of the legal entity under public law called the Courier Service of the Ministry of Internal Affairs of Georgia as a structural service unit of the Agency.

2<sup>1</sup>. By 1 November 2017, the Minister of Internal Affairs of Georgia shall approve the conditions for the registration of leasing, the form of a leasing certificate, and the procedure for the issuance of leasing certificates.

3. By 31 January 2008, the Ministry of Economic Development of Georgia shall ensure, under the procedure provided for by the legislation, the transfer of the relevant property to the Agency.

4. For the purposes of this Law:

a) a vehicle registration number of old design means national number plates provided for by sub-paragraphs (e.a–e.j) and (e.l–e.n) of Article 6 as worded in this Law as of 31 August 2014;

b) a vehicle registration number of new design means vehicle registration numbers (national number plates) provided for by Article 6(e–e<sup>5</sup>) and (e<sup>7</sup>) as worded in this Law as of 1 September 2014;

c) a registration number of a trailer, agricultural machine or specialised self-propelled vehicle of old design means national number plates (except for the national number plates of motorcycles) defined by Article 6(g) and (g<sup>2</sup>) as worded in this Law as of 31 August 2014;

d) a registration number of a trailer, agricultural machine or specialised self-propelled vehicle of new design means registration numbers (national number plates) defined by Article 6(g<sup>2</sup>) as worded in this Law as of 1 September 2014;

e) a motorcycle registration number of old design means motorcycle national number plates provided for by Article 6(g) as worded in this Law as of 31 August 2014;

f) a motorcycle registration number of new design means motorcycle registration number (national number plate) provided for by Article 6(g) as worded in this Law as of 1 September 2014.

5. When replacing an old design vehicle registration number with a new design registration number, the fee for the issuance of one pair of a new design registration number shall be:

a) GEL 35, if the fee for the issuance of a new design vehicle registration number is equal to or less than the fee defined for the issuance of the old design vehicle registration number to be replaced;

b) the difference between the fee defined for the issuance of a new design vehicle registration number and the fee established for the issuance of the old design vehicle registration number to be replaced, provided that the fee defined for the issuance of a new design vehicle registration number exceeds the fee defined for the issuance of an old design vehicle registration number.

6. When replacing an old design vehicle registration number of a trailer, agricultural machine or specialised self-propelled vehicle with a new design vehicle registration number, the fee for the issuance of one new design registration number of a trailer, agricultural machine or specialised self-propelled vehicle shall be GEL 25.

7. When replacing an old design registration number of a motorcycle with a new design registration number, the fee for the issuance of one pair of new design motorcycle registration numbers shall be GEL 25.

8. The combination of the series and/or numbers of the national number plate of a vehicle defined by Article 6(e.k) as worded in this Law as of 1 September 2014 shall retain legal force, regardless of whether it complies with the requirements defined for the series and numbers of new design vehicle registration numbers (national number plates) defined by Article 6(e<sup>6</sup>) of this Law.

9. Except for the cases defined by the Minister of Internal Affairs of Georgia, the old design registration number of a vehicle, the old design registration number of a trailer, agricultural machine and specialised self-propelled vehicle, and the old design registration number of a motorcycle, shall be valid until 1 September 2020.

10. The procedure and additional terms for replacing old design registration numbers (national number plates) with new design registration numbers (national number plates) and the issuance of new design registration numbers (national number plates), shall be defined by the Minister of Internal Affairs of Georgia before 1 September 2014.

11. In the case of the reservation by an interested person of a desired vehicle registration number (national number plate) under the procedure defined by Article 6(e<sup>9</sup>) of this Law before 1 September 2014, the calculation of the term specified by the reservation shall start from the day when the reservation was requested. In such case, the reserved number may be issued not later than within the reservation term and not earlier than on 1 September 2014.

*Law of Georgia No 5610 of 14 December 2007 - LHG I, No 47, 26.12.2007, Art. 410*

*Law of Georgia No 2590 of 30 July 2014 – website, 11.8.2014*

*Law of Georgia No 1196 of 30 June 2017 – website, 14.7.2017*

## **Article 15 - Final provisions**

1. This Law, except for Article 14, shall enter into force on 1 February 2007.

2. Article 14 of this Law shall enter into force upon promulgation.



3. Edict No 611 of 27 December 2004 of the President of Georgia on the Establishment of the Courier Service - the Legal Entity under Public Law of the Ministry of Internal Affairs of Georgia, shall be repealed from 1 January 2008.  
*Law of Georgia No 5610 of 14 December 2007 - LHG I, No 47, 26.12.2007, Art. 410*

**President of Georgia**  
**Tbilisi**  
**29 December 2006**  
**No 4308- ოს**

**M. Saakashvili**

