

## Law of Georgia

# 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 - a mandatory payment established by this Law for the provision of services by the Agency;
- c) services - the exercise of powers specified in Articles 4<sup>3</sup>, 6, 7 and 9-11<sup>2</sup> of this Law by the Agency. The basis for initiating administrative procedures necessary for the provision of services by the Agency shall be the request of the interested person, the presentation of a card certifying the transfer of rights (the rights transfer card) and/or other circumstances specified by the legislation of Georgia, which oblige the Agency to issue a relevant individual administrative-legal act. The procedures and conditions for the provision of services by the Agency shall be determined by the Minister of Internal Affairs of Georgia;
- d) expedited services - the provision of services based on a request from an interested person within a period provided for by Article (6)(bb)(bb<sup>1</sup>) and Article 10 or Article 11 of 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;
  - 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-o<sup>1</sup>) 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-o<sup>1</sup>) 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) civilian weapons or hunting or sports air weapons released for civilian circulation, owned by a legal entity/individual entrepreneur holding a permit to open a closed and/or semi-closed shooting gallery, shooting ground and/or trap shooting station, as determined by Article 19(1) (f) of the Law of Georgia on Weapons, from which shooting is permitted on the territory of a closed and/or semi-closed shooting gallery, shooting ground and/or trap shooting station in accordance with the ordinance of the Government of Georgia and the permit for opening a closed and/or semi-closed shooting gallery, shooting ground and/or trap shooting station;
  - e.k<sup>1</sup>) hunting and sports weapon, hunting and sports air weapon permitted for civil circulation, as provided for by Article 19 (1)(g) of the Law of Georgia on Weapons, belonging to a national sports federation/organisation of a shooting sport recognised by the Ministry of Culture and Sports Georgia in accordance with the procedure established by the legislation of Georgia and/or its member legal entity/individual entrepreneur (which has opened a closed and/or semi-closed shooting gallery, shooting ground and/or trap shooting station in accordance with the procedure established by the legislation of Georgia), as well as to a national sports organisation recognised in the same manner (one of the fields of activity of which is shooting sport);



- 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:
- e<sup>1</sup>.a) with the objective of submitting them to the Agency for writing off (turning in) or for conducting ballistics tests, or for the purpose of handing over/transferring to an authorised state body, and the weapon submitted for ballistic testing - for returning to the storage location;
- e<sup>1</sup>.b) with the objective of moving, from the place of purchase to the place of keeping;
- 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;
- e<sup>1</sup>.d) with the objective of submitting weapons registered with the right of keeping to the Agency for technical inspection;
- e<sup>1</sup>.e) with the objective of delivering weapons registered with the right to keep from the place of storage to a person with a weapon repair licence and returning it to the place of keeping;
- e<sup>1</sup>.f) with the objective of delivering weapons registered with the right to keep and a cartridge intended for this portable weapon from the place of keeping of the weapon to a closed and/or semi-closed shooting gallery, shooting ground and/or trap shooting station and/or returning it to the place of keeping;
- e<sup>1</sup>.g) weapon in other cases provided for by the legislation of Georgia;
- e<sup>1</sup>.h) ammunition in the cases specified 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;
- f<sup>1</sup>) the first stage of the practical exam - a practical exam for obtaining the driving licence of a vehicle, which shall be held in an indoor arena or on a racetrack in accordance with the procedure established by the order of the Minister of Internal Affairs of Georgia;
- f<sup>2</sup>) the second stage of the practical exam - a practical exam for obtaining the driving licence of a vehicle, which is conducted in real traffic conditions in accordance with the procedure established by the order of the Minister of Internal Affairs 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 vehicles. 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>) (deleted – 21.7.2022, No 1658;
- k) a vehicle - subject to registration under the legislation of Georgia:
- k.a) a motor vehicle;
- k.b) a trailer, which is intended for haulage by a motor vehicle provided;
- k.c) sports vehicle;
- 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, or of signatures of the persons who have been granted the representative authority by such parties - 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 or of signatures of the persons who have been granted the representative authority by such parties;

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 (rights card) - a document that, under the legislation of Georgia, confirms:

s.a) the transfer by an interested person of the ownership or use rights to a vehicle, auxiliary equipment or tools of the agricultural machinery to another person;

s.b) the acquisition by an interested person of the ownership or use rights to a vehicle, auxiliary equipment or tools of the agricultural machinery;

s.c) the granting of representative authority by an interested person to another person for the purpose of participating in the administrative procedure necessary for the provision of services by the Agency and in connection with the transaction provided for by the transaction determined by Article 6(aa) of this Law;

s.c<sup>1</sup>) the transfer of the right to sell or purchase the vehicle by the owner or purchaser to a third party (intermediary);

s.d) the origination of the basis for initiating administrative procedures necessary for the provision of services by the Agency and/or the obligation to issue a relevant individual administrative-legal act, if the origination of this basis and/or obligation by means of a rights transfer card (rights card) is provided for by a normative act of the Minister of Internal Affairs 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 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 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 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*

*Law of Georgia No 77 of 5 January 2021 – website, 6.1.2021*

*Law of Georgia No 1012 of 16 November 2021 – website, 22.11.2021*

*Law of Georgia No 1658 of 21 June 2022 – website, 30.6.2022*

*Law of Georgia No 3104 of 31 May 2023 – website, 13.6.2023*

*Law of Georgia No 3880 of 30 November 2023 – website, 15.12.2023*

#### **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 – barrel 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-barrel 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<sup>1</sup>) 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<sup>1</sup>) 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 civilian weapons or weapons released for civilian circulation, owned by a legal entity/individual entrepreneur holding a permit to open a closed and/or semi-closed shooting gallery, shooting ground and/or trap shooting station, as determined by Article 19(1) (f) of the Law of Georgia on Weapons, from which shooting is permitted on the territory of a closed and/or semi-closed shooting gallery, shooting ground and/or trap shooting station in accordance with the ordinance of the Government of Georgia and the permit for opening a closed and/or semi-closed shooting gallery, shooting ground and/or trap shooting station;
- j<sup>1</sup>) registration of hunting and sports weapon, hunting and sports air weapon permitted for civil circulation, as provided for by Article 19 (1)(g) of the Law of Georgia on Weapons, belonging to a national sports federation/organisation of a shooting sport recognised by the Ministry of Culture and Sports of Georgia in accordance with the procedure established by the legislation of Georgia and/or its member legal entity/individual entrepreneur (which has opened a closed and/or semi-closed shooting gallery, shooting ground and/or trap shooting station in accordance with the procedure established by the legislation of Georgia), as well as to a national sports organisation recognised in the same manner (one of the fields of activity of which is shooting sport);
- 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 closed and/or semi-closed 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/or 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 and of signatures of persons who have been granted the representative authority by such parties;
- 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 registration of a change therein and/or cancellation of the pledge registration, registration/recording of changes therein



and/or cancellation of said registration/recording;

cc<sup>1</sup>) the registration of leasing, the registration of a change therein and/or cancellation of 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.

3<sup>1</sup>. The Agency shall be authorised to conduct audio and video monitoring and recording of both the first and second stages of the practical test for the purposes of obtaining a driving licence for a vehicle (including for the purpose of assessing the interested person). The Agency is obliged to place an appropriate warning sign in a visible place in order to inform the data subject about the implementation of the aforementioned audio and video monitoring.

3<sup>2</sup>. In accordance with paragraph 3<sup>1</sup> of this article, an interested person shall view the archived audio and video materials in the Agency in accordance with the procedure established by the Minister of Internal Affairs of Georgia, and the transfer of the said material or its copy to the interested person shall be permitted only on the basis of a court decision.

3<sup>3</sup>. A normative act of the Minister of Internal Affairs of Georgia may determine the content of an application of an interested person for the provision of services that differs from that provided for by the General Administrative Code 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*

*Law of Georgia No 1012 of 16 November 2021 - website, 22.11.2021*

*Law of Georgia No 3104 of 31 May 2023 - website, 13.6.2023*

*Law of Georgia No 3880 of 30 November 2023 - website, 15.12.2023*

#### **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. The Agency shall be authorised to receive an electronic copy of an electronic document or material document submitted by an interested person if at least one of the following circumstances exists:

a) communication between the interested person and the authorised person of the Agency is carried out through direct visual contact, and the identification and confirmation of the identity of the interested person can be carried out using special software and/or information available in the relevant electronic database and/or in accordance with other



- procedures established by the Minister of Internal Affairs of Georgia;
- b) the document is confirmed by a qualified electronic signature and/or a qualified electronic stamp;
- c) the document is submitted by or through an authorised interested person;
- d) there is another circumstance provided for by the legislation of Georgia.

2. In the case specified in paragraph 1 of this article, an electronic document or an electronic copy of a material document may be submitted to the Agency via an electronic communication medium (mobile application, website, etc.) or other technical means. The document submitted to the Agency shall have legal force and shall be considered veracious until proven otherwise. The Minister of Internal Affairs of Georgia shall establish the procedures for the submission, acceptance and use of an electronic document or an electronic copy of a material document for the purpose of providing services by the Agency.

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.

5<sup>1</sup>. The Agency shall be authorised to carry out the registration, authorisation, identification and verification of an interested person as an authorised person, in accordance with the procedure established by the Minister of Internal Affairs of Georgia, remotely, through electronic communication means and/or by having the interested person appear at the Agency's structural unit, with direct visual contact with him/her. The Agency shall be authorised to use the information available in the relevant electronic database for the purpose of registration, authorisation, identification and verification of the interested person as an authorised person, as well as to process data about the interested person (including, with the consent of the data subject, to process biometric data) by taking photographs, making audio monitoring and/or audio and video monitoring.

6. The procedures for the registration, authorisation, identification and verification of an interested person as an authorised person, as well as the procedures for the submission of information and documentation necessary for the provision of services to the Agency by the authorised person, and the procedures for the provision of services by the Agency to the authorised person shall be determined 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*

*Law of Georgia No 1012 of 16 November 2021 – website, 22.11.2021*

## **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 case defined in paragraph (ee) of 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>6</sup>), (b<sup>7</sup>), (bb) and (bb<sup>1</sup>) of this article) - GEL 40;

b<sup>1</sup>) (deleted – 16.11.2021, No 1012);

b<sup>2</sup>) (deleted – 16.11.2021, No 1012);

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;
- b<sup>6</sup>) one-time admission to the second stage of the practical exam for obtaining a vehicle driving licence of category 'B' or 'BE' (except for the case specified in sub-paragraph (bb<sup>1</sup>) of this article) – GEL 90;
- b<sup>7</sup>) one-time admission to the second stage of the practical exam (except for the case specified in sub-paragraphs (b<sup>6</sup>) and (bb<sup>1</sup>) of this article) – GEL 150;
- 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) of this article) - GEL 100;
- 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 80, or re-production and issuance of one pair of registration numbers (national number plates) in the presence of circumstances provided for in sub-paragraphs (a) or (b) of paragraph 3<sup>4</sup> of the Note to the same 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.d</sup>) only two out of the four Latin letters of the series are the same (except as provided for by sub-paragraph (e<sup>7.c</sup>) of this article), and the number consists of the combination of three digits (e.g., DD-305-FS) – GEL 300;

e<sup>7.e</sup>) 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.a</sup>) issuance of one pair of vehicle registration number (national number plate), as well as restoration of one pair of a lost or damaged registration number (national number plate) of this type – GEL 80;

e<sup>8.b</sup>) 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;

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 50;

g) issuance of a single registration number (national number plate) for a motorcycle, quadricycle, tricycle, moped, light quadricycle, trailer, agricultural machine, specialised self-propelled vehicle (except as provided for by sub-paragraphs (e<sup>8.b</sup>) and (g<sup>2</sup>–g<sup>4</sup>) of this article), also, restoration of a lost or damaged registration number (national number plate) of a motorcycle, quadricycle, tricycle, moped, light quadricycle, trailer, agricultural machine, specialised self-propelled vehicle (except as provided for by sub-paragraphs (e<sup>8.b</sup>) and (g<sup>4</sup>) of this article), or in the presence of circumstances provided for by sub-paragraph (c) of paragraph 3<sup>4</sup> of the Note to the same article, re-production and issuance of a single registration number (national number plate) for a motorcycle, quadricycle, tricycle, moped, light quadricycle, trailer, agricultural machine, specialised self-propelled vehicle - 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.a</sup>) 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.b</sup>) 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, quadricycle, tricycle, moped, light quadricycle whose:

g<sup>3.a</sup>) 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.b</sup>) 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 registration number (national number plate) for a motorcycle, quadricycle, tricycle, moped, light quadricycle intended for heads of diplomatic missions, ambassadors, members of the diplomatic staff of diplomatic missions in Georgia, consular officials of the staff of consular institutions or administrative-technical and service personnel of diplomatic missions, or restoration of one lost or damaged registration number (national number plate) of this type - GEL 40;

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;

j<sup>2</sup>) upon the request of an interested person, affixing a registration number assigned by the Agency to a single vehicle or/and its numbered aggregate outside the territory of the Agency's structural unit – GEL 100;

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>) and (m<sup>2</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) or (e<sup>1</sup>.e) of this Law, issuance of an interim weapon certificate - GEL 20;
- m<sup>2</sup>) issuance of a temporary weapon certificate for the purpose specified in Article 3(e<sup>1</sup>.f) of this Law – GEL 30, for two weapons simultaneously – GEL 50, for more than two weapons simultaneously – GEL 100;
- n) issuance of a certificate on the submission of firearms on a commission basis - GEL 20;
- n<sup>1</sup>) issuance of a certificate on the crossing of the state border of Georgia - GEL 30;
- n<sup>2</sup>) issuance of a certificate on the declaration of a search for a missing person - GEL 30;
- 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 30;
- n<sup>4</sup>) issuance of a certificate on the imposition of criminal liability - GEL 30;
- o) registration of the right of pledge on one unit of vehicle or one unit of the auxiliary equipment of an agricultural machine, or registration of a change therein - GEL 50;
- p) registration of an obligation of notification - GEL 15;
- q) issuance of a certificate on the legal status of a vehicle - GEL 30;
- q<sup>1</sup>) 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 or one unit of the auxiliary equipment of an agricultural machine 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 30;
- r<sup>1</sup>) expert examination of one unit of vehicle or one unit of the auxiliary equipment of an agricultural machine intended for sale, which has been transferred to state ownership or subject to compulsory disposal, and the drawing up of a relevant act – 40 GEL;
- r<sup>2</sup>) inspection of one unit of vehicle or one unit of the auxiliary equipment of an agricultural machine (except for the case provided for in sub-paragraph (u) of this article) with or without drawing up a relevant act – 20 GEL;
- 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-barrel sports firearms - GEL 50;
- t) issuing an internal transit number plate – GEL 50;
- t<sup>1</sup>) (deleted – 21.7.2022, No1658);
- 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 60;
- u<sup>1</sup>) based on the request of an interested person, expert examination 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 (except for the case provided for by sub-paragraph (r<sup>1</sup>) of this article), with the drawing up of a relevant act - GEL 60;
- 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;
- u<sup>5</sup>) upon request of an interested person, affixing the identification number of one vehicle outside the territory of the Agency's structural unit - GEL 100;
- v) upon the request of an interested person, the receipt of an application/joint application required for the registration or deregistration of one unit of vehicle or one unit of the auxiliary equipment of an agricultural machine by an authorised person of the Agency and/or the conduct of the relevant administrative procedure in full or in part and/or handing over the registration signs outside the territory of the structural unit of the Agency - GEL 50;
- v<sup>1</sup>) upon the request of an interested person, expert examination 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, without the drawing up of a relevant act - GEL 30;
- 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 50;
- y<sup>1</sup>) completion of a vehicle registration certificate (except for re-export) for one unit of a vehicle - GEL 30;
- 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 though 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 or of signatures of persons who have been granted the representative authority by the said parties - 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 an interested person to the first stage of the practical exam (expedited service) in accordance with the procedures established by the Minister of Internal Affairs of Georgia - GEL 30;
- bb<sup>1</sup>) pre-term admission (expedited service) of an interested person to the second stage of the practical exam within the validity period of a positive assessment received at the first stage of the practical exam, in accordance with the procedures established by the Minister of Internal Affairs of Georgia - GEL 160;
- 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 places at the website of the Agency - GEL 2;
- hh) registration of leasing or registration of changes therein - GEL 50;
- ii) issuance of a leasing certificate - GEL 50;
- jj) issuance of a criminal record certificate - GEL 20;
- kk) issuance of a certificate of conviction of a person - GEL 20;
- ll) issuance of a certificate of deprivation of rights - GEL 20.



**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>. (Deleted – 31.5.2023, No3104).

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>. (Deleted – 31.5.2023, No3104).

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 in accordance with the legislation of Georgia the submission of the registration number (national number plate) to the Agency is obligatory, the registration numbers (national number plate) provided for in paragraphs (e-e<sup>8</sup>), (g) and sub-paragraphs (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 is obliged to:

a) in relation to a registration number (national number plate) provided for by sub-paragraphs (e<sup>1</sup>-e<sup>5</sup>) or (e<sup>7</sup>) of this article:

a.a) destroy it after it is handed over to it, but not earlier than 1 working day, in accordance with the procedure established by the legislation of Georgia;

a.b) re-produce and issue a registration number (national number plate) with the combination of digits and Latin letters similar to the above mentioned registration number (national number plate) in the presence of circumstances specified by the legislation of Georgia for the registered vehicle owner or user specified in the registration data at the moment of the onset of obligation to submit the registration number (national number plate), or for his/her heir/legal successor (or cessionary, in the case of an organisation) no later than 365 calendar days from the date of the onset of the aforementioned obligation.



b) in relation to a registration number (national number plate) provided for by sub-paragraph (e<sup>6</sup>) of this article:

b.a) destroy it after it is handed over to it, but not earlier than 1 working day, in accordance with the procedure established by the legislation of Georgia;

b.b) re-produce and issue a registration number (national number plate) with the combination of digits and/or Latin letters similar to the above mentioned registration number (national number plate) in the presence of circumstances specified by the legislation of Georgia for the registered vehicle owner or user specified in the registration data at the moment of the onset of obligation to submit the registration number (national number plate), or for his/her heir/legal successor (or cessionary, in the case of an organisation);

c) in relation to a registration number (national number plate) provided for by sub-paragraphs (g<sup>2</sup>) or (g<sup>3</sup>) of this article:

c.a) destroy it after it is handed over to it, but not earlier than 1 working day, in accordance with the procedure established by the legislation of Georgia;

c.b) re-produce and issue a registration number (national number plate) with the combination of digits and Latin letters similar to the above mentioned registration number (national number plate) in the presence of circumstances specified by the legislation of Georgia for the registered vehicle owner or user specified in the registration data at the moment of the onset of obligation to submit the registration number (national number plate), or for his/her heir/legal successor (or cessionary, in the case of an organisation) no later than 365 calendar days from the date of the onset of the aforementioned obligation;

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 -barrel sports firearm exceeds reasonable limits.

5<sup>2</sup>. A person shall pay GEL 30 in the case of loss of one or one pair of internal transit or transit numbers.

6.(Deleted – 21.7.2022, No 1658).

6<sup>1</sup>. The procedures for the issuance, filling out, submission, use and cancellation of the rights transfer card (rights card), as well as the provision of services on the basis of the rights transfer card (rights card), shall be determined and the form of the rights transfer card (rights card) shall be approved by the Minister of Internal Affairs of Georgia

7. In the case of more than five vehicles and/or items of auxiliary equipment of an agricultural machine located at one address and owned or used by the same person:

a) the relevant fee for services provided for by sub-paragraph (u) of this article shall be reduced by GEL 45;

b) the relevant fee for services provided for by sub-paragraph (u<sup>1</sup>) of this article shall be reduced by GEL 30;

c) the relevant fee for services provided for by sub-paragraph (v<sup>1</sup>) of this article shall be reduced by GEL 15;

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) if, in order to obtain a vehicle driving licence of the relevant category or subcategory, it is mandatory to pass only the theory test for the vehicle driving licence - the one-time admission of a person to a theory test;

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 (bb) and (bb<sup>1</sup>) 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 an interested person to the theory test, and in the case of successfully passing the test, 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 (bb) and (bb<sup>1</sup>) of this article).

9<sup>2</sup>. (Deleted – 16.11.2021, No 1012).

9<sup>3</sup>. It shall be prohibited to provide services defined in paragraph (bb) and (bb<sup>1</sup>) 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.

9<sup>5</sup>. The results of the first stage of the theory and/or practical test and/or the second stage of the practical test for obtaining the driving licence may be appealed within 3 working days. The period shall be run from the date of notification of the results of the said tests to the interested person.

9<sup>6</sup>. In the case of receiving a negative assessment at both the first and second stages of the practical test for obtaining the driving licence, the interested person shall be admitted to the next practical test for obtaining the driving licence for the same category/subcategory of vehicle no earlier than the 7th calendar day after receiving the negative assessment, in accordance with the procedure established by the Minister of Internal Affairs of Georgia, except for the use of services provided for by sub-paragraphs (bb) and (bb<sup>1</sup>) of this article.

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. (Deleted – 21.7.2022, No 1658).

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. In the cases provided for by the legislation of Georgia, during the expert examination of a vehicle that is intended for the commodity transaction, 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 and/or customs value of the vehicle.

16. The Agency shall issue an internal transit number plate for a period of not more than 90 calendar days.

17. A transit number plate and/or internal transit number plate may be issued (assigned), in agreement with the Agency, by the Revenues Service and/or an authorised body determined by the legislation of Georgia, to a vehicle intended for a commodity transaction. The procedure for issuing (assigning) a transit number plate and internal transit number plate by persons determined by this paragraph 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.

25. The rules and conditions for the movement of weapons on the basis of a temporary weapon certificate, the form of a temporary weapon certificate and the procedure for its issuance shall be approved by 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 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*

*Law of Georgia No 77 of 5 January 2021 - website, 6.1.2021*

*Law of Georgia No 1012 of 16 November 2021 - website, 22.11.2021*

*Law of Georgia No 1658 of 21 June 2022 - website, 30.6.2022*

*Law of Georgia No 2386 of 15 December 2022 - website, 23.12.2022*

*Law of Georgia No 3104 of 31 May 2023 - website, 13.6.2023*

#### **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 or of signatures of the persons who have been granted the representative authority by the said parties - 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);

d<sup>1</sup>) registration of one unit of weapon for which a permit is not issued, re-registration or writing-off of such weapon by issuing a certificate confirming the registration, re-registration, or writing-off of weapons of the established type - 10 working days

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 of a pledge on a vehicle or auxiliary equipment of an agricultural vehicle, registration of a change therein or cancellation of the registration of a pledge – 5 working days, and registration of a tax lien, registration of a change



- therein or cancellation of the registration of a tax lien – 1 working day from the receipt of the relevant notification from the 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 - 3 working days;
- j<sup>1</sup>) issuance of a certificate as specified in Article 6(n<sup>1</sup>-n<sup>4</sup>) - 3 working days;
- j<sup>2</sup>) issuance of a certificate of conviction - 3 working days;
- j<sup>3</sup>) issuance of a certificate of deprivation of rights - 3 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, micro banks, microfinance organisations, insurance organisations and financial institutions - 1 working day;
- o) apostilisation or legalisation of documents prepared/issued by the Agency - 5 working days after the submission of an application;
- p) registration, change in registration or cancellation of registration of a right restriction on an item or intangible property benefit (except for the circumstances specified in paragraph 2 of the Note to this article) based on a notification received from a person exercising public authority or another authorised person - no later than 2 working days from the receipt of the said notification;
- q) registration of leasing, registration of changes thereto or cancellation of the registration of leasing – 5 working days;
- r) issuance of a leasing certificate – 5 working days;
- s) issuance of a permit to open a closed and/or semi-closed shooting gallery, shooting ground and/or trap shooting station – 60 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 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 No1831 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*

*Law of Georgia No 1012 of 16 November 2021 – website, 22.11.2021*

*Law of Georgia No 1658 of 21 June 2022 – website, 30.6.2022*

*Law of Georgia No 2618 of 22 February 2023 – website, 10.3.2023*

*Law of Georgia No 3104 of 31 May 2023 – website, 13.6.2023*

**Article 8 – Full or partial exemption from the payment of fees established for the services of the Agency**

1. The following shall be exempt from the payment of fees established for the services of the Agency:
  - a) when reissuing a registration number (national number plate) in accordance with the procedures established by Article 6(3<sup>4</sup>) of this Law, the owner or user of the vehicle or their heir/legal successor (or cessionary, in the case of an organisation) determined by the registration data at the time of the submission of the registration number (national number plate) shall be exempt from:
    - a.a) the payment of a fee established for the issuance of the relevant registration number (national number plate) defined by Article 6(e<sup>1</sup>-e<sup>7</sup>) or (g<sup>2</sup>) or (g<sup>3</sup>) of this Law;
    - a.b) the payment of a fee established for the issuance of the relevant registration number (national number plate) defined



- by Article 6(e) or (g) of this Law, if the registration number (national number plate) submitted to the Agency is reissued on the same day of submission and the registration number (national number plate) does not need to be re-produced;
- b) the Government of Georgia, the bodies of the Autonomous Republic of Abkhazia, the Autonomous Republic of Ajara and municipality bodies, 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;
- c<sup>1</sup>) a natural person, when using the services provided for by Article 6(k)(l) and (s) of this Law in accordance with the procedures established by Article 35<sup>2</sup>(1)(2) of the Law of Georgia on Weapons;
- 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 with 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 18 year-old person who does not have a driving licence:
- g.a.) 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, if passing the first stage of the practical exam is mandatory for granting the right to drive a vehicle of the relevant category/subcategory;
- g.b.) in the case of one-time admission to the second stage of the practical exam, when using the services provided for by sub-paragraph (b<sup>6</sup>) of Article 6 of this Law, if the person exempted from paying the fee for the Agency's services in accordance with the procedure established by sub-paragraph (g.a.) of this paragraph successfully passed the first stage of the practical exam the first time and passing the second stage of the practical exam is mandatory for granting the driving licence for a vehicle of the relevant category/subcategory;
- h) an interested person who does not have a driving licence, when using the services provided for by Article 6 (b) of this Law in the case of one-time admission to the first stage of the test for obtaining the driving licence for a vehicle of 'AM' category.

2. A person who does not have a driving licence for a vehicle, according to the Unified Database of Socially Vulnerable Families, has a rating score of 70,000 or less than 70,000 shall be exempt from paying 50% of the fee charged for the services of the Agency:

- a) 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, if passing the first stage of the practical exam is mandatory for granting the right to drive a vehicle of the relevant category/subcategory;
- b) in the case of one-time admission to the second stage of the practical exam, when using the services provided for by sub-paragraph (b<sup>6</sup>) of Article 6 of this Law, if the person exempted from paying the fee for the Agency's services in accordance with the procedure established by sub-paragraph (g.a.) of this paragraph successfully passed the first stage of the practical exam the first time and passing the second stage of the practical exam is mandatory for granting the driving licence for a vehicle of the relevant category/subcategory.

2<sup>1</sup>. A data subject who, in accordance with the Unified Database of Socially Vulnerable Families, has a rating score of 70,000 or less than 70,000 shall be exempted from paying the fee established by Article 6 (jj), (kk) (ll) for the provision of services within the term established by Article 7 (j), (j<sup>2</sup>) and (j<sup>3</sup>) of this Law.

3. For the purpose of confirming the rating score provided for by paragraphs 2 and 2<sup>1</sup> of this article, the Agency shall be authorised to request from the relevant authority the data on the person's registration in the Unified Database of Socially Vulnerable Families and the number of rating points, and to process the relevant personal data.

4. Other conditions for full or partial exemption from payment of fees established by this Law may be determined by the order of the Minister of Internal Affairs of Georgia.

**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*  
*Law of Georgia No 6960 of 15 July 2020 – website, 28.7.2020*  
*Law of Georgia No 1012 of 16 November 2021 – website, 22.11.2021*  
*Law of Georgia No 1658 of 21 June 2022 – website, 30.6.2022*  
*Law of Georgia No 3104 of 31 May 2023 – website, 13.6.2023*

#### **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 expedited service fee for issuing a permit to open a shooting gallery, shooting ground and/or trap shooting station within 30 working days of submitting the application shall be GEL 350.

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.



9<sup>1</sup>. The expedited service fee for issuing a vehicle driver's license or a tram driving license within 1 business day shall be GEL 40.

10. The fee for delivering a document/product created by the Agency as a result of providing services to an interested person under this Law outside the Agency's structural unit, within the territory of Georgia, to the address indicated by the interested person shall be GEL 10.

11. From the filing of an application for registration of a pledge or a change therein:

- a) the expedited service fee for implementation of services within 3 business days shall be GEL 50;
- b) the expedited service fee for implementation of services within 1 business day shall be GEL 100.

12. From the filing of an application for registration of leasing or registration of changes thereto:

- a) the expedited service fee for implementation of services within 3 business days shall be GEL 50;
- b) the expedited service fee for implementation of services within 1 business day shall be GEL 100.

13. The expedited service fee for apostille certification of a document prepared/issued by the Agency within 1 business day of submitting the application shall be GEL 30.

14. The expedited service fee for issuing a pledge certificate for one unit of pledged vehicle or for one unit of auxiliary technical equipment of a pledged agricultural machine within 1 business day shall be GEL 50.

**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*

*Law of Georgia No 1012 of 16 November 2021 - website, 22.11.2021*

*Law of Georgia No 1658 of 21 June 2022 - website, 30.6.2022*

*Law of Georgia No 3104 of 31 May 2023 - website, 13.6.2023*

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

1. The expedited service fee for issuing a certificate of criminal record within 1 business day of submitting the application shall be GEL 20.

1<sup>1</sup>. The expedited service fee for issuing a certificate of conviction within 1 business day of submitting the application shall be GEL 20.

1<sup>2</sup>. The expedited service fee for issuing a certificate of deprivation of rights within 1 business day of submitting the application shall be GEL 20

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 expedited service fee for issuing a certificate of crossing the state border of Georgia within 1 working day of submitting the application shall be GEL 20.

5. The expedited service fee for issuing a certificate on the declaration of search for a missing person within 1 working day of submitting the application shall be GEL 20.

6. The expedited service fee for issuing a certificate on the imposition of criminal liability within 1 working day of submitting the application shall be GEL 20.

7. The expedited service fee for issuing a certificate on the information determined by Article 6 (n<sup>3</sup>) of this Law within 1 working day of submitting the application shall be GEL 20.

8. From the date of submission of the application for the issuance of the said certificate of issuance of a driving license:

- a) the expedited service fee for issuance within 3 business days shall be GEL 20;
- b) the expedited service fee for issuance within 1 business day shall be GEL 50.

*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 determined 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 determined by an agreement between the Agency and the Public Service Hall. The remuneration designated for the Public Service Hall shall comprise all payments determined 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 11<sup>2</sup> - Application for services by an interested person to the Agency through the Unified Service Center of the Patrol Police Department of the Ministry of Internal Affairs of Georgia**

1. An interested person may apply to the Agency through the Unified Service Center of the Patrol Police Department of the Ministry of Internal Affairs of Georgia (the Center) for providing services. The Minister of Internal Affairs of Georgia shall determine the procedures for applying to the Agency for the provision of services through the Center and for the provision of services by the Agency.

*Law of Georgia No 1012 of 16 November 2021 – website, 22.11.2021*

## **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.

[ 1. Persons performing public 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 service, but not later than within the term agreed upon by the parties. *(Shall enter into force from 1 January 2027)*]

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.

6. In addition to the cases provided for by paragraphs 1-3 of this Note, other circumstances may be additionally determined by order of the Minister of Internal Affairs of Georgia for exemption from the obligation to pay in advance (before the provision of services) the fees established for the provision of services and expedited services.

*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*

*Law of Georgia No 1658 of 21 June 2022 – website, 30.6.2022*

*Law of Georgia No 2568 of 9 February 2023 – website, 27.2.2023*

*Law of Georgia No 4414 of 5 September 2024 – website, 23.9.2024*

## **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 for refund.



**Article 13<sup>1</sup> - Registration/recording of a title lien on a vehicle or the auxiliary equipment of an agricultural machine, registration/recording of changes therein 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 or registration/recording of changes therein 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 or the change therein shall not be registered/recorded, and the registered/recorded title lien or the changes therein 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 and the changes thereto, 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 or the changes thereto, 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 or the changes thereto is not kept in the Agency;

e) the title lien or the changes thereto is being registered/recorded on the basis of an act of an unauthorised person or body;

f) the title lien or the changes thereto 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*

*Law of Georgia No 1012 of 16 November 2021 – website, 22.11.2021*

**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 31 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 31 March 2021.

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*

*Law of Georgia No 6734 of 2 July 2020 – website, 7.7.2020*

## **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– 66**

**M. Saakashvili**

