**State Enterprise Electronic Interoperability Center "Tunduk" under the State Committee of Information Technology and Communications of the Kyrgyz Republic**

**Outcomes of the Inventory of Certificates Issued and Requested by the State Bodies and Local Self-Government Authorities**

To systematize work on the development and implementation of information systems of the State and Municipal bodies, identify priority areas for automation and prevent citizens from providing certificates from one State body to another, the State Enterprise “Electronic Interoperability Center”, under the State Committee for Information Technologies and Communications of the Kyrgyz Republic (hereinafter - SE “EIC”) in June 2018, initiated an inventory process of all requested by and provided to Government bodies certificates from legal entities and individuals.

A letters with a Table template to complete were sent to all State and Municipal bodies on behalf of the Deputy Head of the Government Office of the Kyrgyz Republic E.B. Busurmankulov, dated July 10, 2018 No. 18-2488.

On October 31, 2018, the First Vice Prime Minister of the Kyrgyz Republic K.A. Boronov held a meeting with the Heads of Ministries, State Committees and Administrative Departments, where the result of preliminary survey of certificates issued and requested by the Government Bodies was presented. The outcome of this survey was sent to the Ministries and Departments for recommendations and comments. At the same time, SE “EIC” was instructed to conduct a secondary inventory of certificates, reviewing additional information provided by the Government bodies.

Due to the fact that the certificates are a paper medium of information issued by one and delivered to another State body by citizen, their analysis will lead to an exact description of information interaction between State bodies within the framework of rendered public services.

SE “EIC” analyzed the number and content of the requested and provided certificates and revealed that in some cases, Government agency require a certificate, issued by the same agency, in other cases, officials, in order to provide a certificate, require a citizen to bring a number of other certificates. These are the reasons for corruption risks and ineffective system of interaction between the State and citizens.

Moreover, such citizens' documents as Passport, Birth Certificate, Certificate of Education, etc. are also intended to be certificates issued by the State authorities with longer terms of use and protected against forgery.

The application forms (questionnaires) were sent to **54 Government agencies**.

Completed application forms were received from **32 Government agencies** (Appendix 1). According to the responses received, 17 Government agencies do not provide any Certificates. (Appendix 2).

Three Government agencies did not provide any response (Appendix 3).

An analysis of the questionnaires (on provided certificates) received made it possible to determine the number of documents requested and time required to issue a certificate. In addition, in order to simplify the receipt of a certificate by citizens and processing for civil servants, a list of documents required to obtain a certificate that should be automated was determined. This made it possible to assess and make proposals on elimination the requirement of certificates through automation and database creation.

The survey demonstrated the following results:

* **32** Governmental agencies issue **161** certificates to citizens;
* **187** certificates are requested by **27** State bodies from citizens;
* to receive **161** certificates, citizens need to provide various documents **517** times;
* to receive **161** certificates, citizens need to bring **188** documents;
* **36 issued** certificates can be automated after the Plan for the implementation of priority databases.
* **92 requested** certificates could be automated after the Plan for the implementation of priority database.

By comparing the data on certificates requested and provided by Government bodies, it became possible to systematize the following information:

* which database and for what Government body should be developed;
* which Government body should be connected to the database of another State body;
* which Government agency and what type of information should transmit via automated system;
* which Government agency and what type of information should receive via automated system;

Since this analysis was compiled strictly according to the information provided by State and municipal authorities, there is a risk that some certificates were not included in the analysis.

At the same time, the analysis already allows to determine the most demanded of automation areas.

The result of the certificates/documents inventory is a Table ("Work Flow Chart ") of the interaction of priority databases and Government bodies.

**According to the results of the study, the following activities were proposed for implementation:**

1. At the next stage, analyze the licensing and permitting activities of the State and municipal bodies in order to identify areas for automation and reengineering (changes for the purpose of simplification) of internal procedures of these institutions.
2. According to the Plan for Certificate Automation, State and municipal authorities should carry out preparatory work on connection to the priority databases in advance in order to avoid further requests of certificates from citizens.

Eliminate the issuance of paper-based certificates, fall under the purview of one State bodies for submission to another State or municipal body, which are possible to transmit through the Electronic Interoperability System “Tunduk” (hereinafter – EIS “Tunduk”).

1. To exclude from Normative Legal Acts norms on the provision of paper-based certificates to individuals and legal entities, by requiring State and municipal bodies to receive information through interagency data exchange via EIS “Tunduk”, both under current legislation and further development and expertise of draft regulatory legal acts.
2. State bodies, rendering paid services, should connect to the State payment gateway to avoid requesting a payment receipts and provide citizens with the opportunity to pay for certificates by using mobile "wallets", e-payment systems, etc.
3. The Ministry of Justice of the Kyrgyz Republic should begin to develop and implement an electronic Notary System for verification of the Power of Attorney validity and obtain an information by proxy through EIS “Tunduk”.
4. To consider the introduction of an E-Employment Records Book platform to automate the processes of pensions accounting, employment, social contributions, etc.
5. To consider the implementation of a universal database platform for Government agencies.
6. To begin work on databases integration of the Government agencies connected to EIS “Tunduk” with a Portal of State Electronic Services for the purpose of State services automation.
7. To make proposals on the development and implementation of a Unified Identification and Authorization System of citizens and civil servants.

**Appendix 1. Number of Certificates Issued by Each State Body**

Present table indicates number of certificates issued to citizens, according to which it is possible to determine the priority areas for automation to eliminate requests of certificates from citizens.

In total, **32 Government agencies are issuing 161 certificates**.

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| **№** | **State Body** | **Number of issued certificates** |
|  | State Registration Service under the Government of the Kyrgyz Republic | 34 |
|  | Ministry of Health of the Kyrgyz Republic | 16 |
|  | State Inspectorate for Ecological and Technical Safety under the Government of the Kyrgyz Republic | 13 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | 9 |
|  | State Committee of Information Technology and Communications of the Kyrgyz Republic | 7 |
|  | State Tax Service of the Kyrgyz Republic | 7 |
|  | State Committee for Defense Affairs of the Kyrgyz Republic | 6 |
|  | Judicial Department under the Supreme Court of the Kyrgyz Republic | 6 |
|  | Social Fund of the Kyrgyz Republic | 5 |
|  | Ministry of Economy of the Kyrgyz Republic | 5 |
|  | Bishkek City Mayor's Office | 4 |
|  | Ministry of Agriculture, Food Industry and Land Reclamation of the Kyrgyz Republic | 4 |
|  | State Commission on Religious Affairs of the Kyrgyz Republic | 4 |
|  | State Service of Intellectual Property and Innovation of the Kyrgyz Republic | 4 |
|  | Ministry of Culture, Information and Tourism of the Kyrgyz Republic | 4 |
|  | State Agency for Environmental Protection and Forestry of the Kyrgyz Republic | 4 |
|  | State Committee for National Security of the Kyrgyz Republic | 3 |
|  | Ministry of Justice of the Kyrgyz Republic | 3 |
|  | Prosecutor General's Office of the Kyrgyz Republic | 3 |
|  | State Agency of Antimonopoly Regulation under the Government of the Kyrgyz Republic | 2 |
|  | Higher Attestation Commission of the Kyrgyz Republic | 2 |
|  | Ministry of Education and Science of the Kyrgyz Republic | 2 |
|  | Ministry of the Interior of the Kyrgyz Republic | 2 |
|  | National Statistics Committee of the Kyrgyz Republic | 2 |
|  | Ministry of Emergency Situations of the Kyrgyz Republic | 2 |
|  | Open Joint-Stock Company “National Energy Holding Company” | 2 |
|  | State Service for the Execution of Punishment under the Government of the Kyrgyz Republic | 1 |
|  | Mandatory Health Insurance Fund under the Government of the Kyrgyz Republic | 1 |
|  | National Commission on State Language of the Kyrgyz Republic | 1 |
|  | National Academy of Sciences of the Kyrgyz Republic | 1 |
|  | State Agency for Youth, Physical Culture and Sports under the Government of the Kyrgyz Republic | 1 |
|  | Ministry of Finance of the Kyrgyz Republic | 1 |

**Appendix 2. State Bodies that Do Not Provide or Request Certificates**

Present Table is developed based on information provided by the State bodies, according to which they do not provide nor request any certificates from citizens when rendering services and performing State functions.

In total, 17 State authorities do not provide or request certificates.

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| **№** | **State Body** |
|  | Central Electoral Commission for Elections and Referenda of the Kyrgyz Republic |
|  | Constitutional Chamber of the Supreme Court of the Kyrgyz Republic |
|  | State Forensic Expert Service under the Government of the Kyrgyz Republic |
|  | **State Service for Combating Economic Crime under the KR Government** |
|  | State Agency for Local Self-Government and Inter-Ethnic Relations under the Government of the Kyrgyz Republic |
|  | State Committee for Industry, Energy and Subsoil Use of the Kyrgyz Republic |
|  | State Material Reserves Fund under the Government of the Kyrgyz Republic |
|  | State Property Management Fund under the Government of the Kyrgyz Republic |
|  | Accounts Chamber of the Kyrgyz Republic |
|  | State Migration Service under the Government of the Kyrgyz Republic |
|  | State Financial Intelligence Service under the Government of the Kyrgyz Republic |
|  | National Bank of the Kyrgyz Republic |
|  | State Agency for Regulation of the Fuel and Energy Complex under the Government of the Kyrgyz Republic |
|  | State Personnel Service of the Kyrgyz Republic |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic |
|  | Ministry of Transport and Roads of the Kyrgyz Republic |
|  | State Border Guard Service under the Government of the Kyrgyz Republic |

**Appendix 3. State Bodies that did not Response to the Questionnaires**

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| **№** | **State Body** |
|  | State Agency for Architecture, Construction, Housing and Communal Services under the Government of the Kyrgyz Republic |
|  | State Inspectorate for Environmental and Technical Safety under the Government of the Kyrgyz Republic |
|  | Investment Promotion and Protection Agency of the Kyrgyz Republic. |

**Appendix 4. Number of Requested Certificates**

Present Table indicates level of need for information interaction with other Government bodies. In total, 187 requested certificates.

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| **№** | **State Body** | **Number of Requested Certificates** |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | 39 |
|  | Social Fund of the Kyrgyz Republic | 28 |
|  | State Material Reserves Fund under the Government of the Kyrgyz Republic | 14 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | 23 |
|  | State Registration Service under the Government of the Kyrgyz Republic | 11 |
|  | National Bank of the Kyrgyz Republic | 10 |
|  | State Customs Service under the Government of the Kyrgyz Republic | 7 |
|  | State Commission on Religious Affairs of the Kyrgyz Republic | 5 |
|  | Bishkek City Mayor's Office | 4 |
|  | Ministry of Justice of the Kyrgyz Republic | 8 |
|  | Open Joint-Stock Company “National Energy Holding Company” | 4 |
|  | Ministry of Transport and Roads of the Kyrgyz Republic | 3 |
|  | Judicial Department under the Supreme Court of the Kyrgyz Republic | 3 |
|  | State Service of Intellectual Property and Innovation of the Kyrgyz Republic | 3 |
|  | National Academy of Sciences of the Kyrgyz Republic | 3 |
|  | Higher Attestation Commission of the Kyrgyz Republic | 4 |
|  | State Agency for Youth, Physical Culture and Sports under the Government of the Kyrgyz Republic | 3 |
|  | State Personnel Service of the Kyrgyz Republic | 2 |
|  | State Agency for Regulation of the Fuel and Energy Complex under the Government of the Kyrgyz Republic | 2 |
|  | Ministry of Finance of the Kyrgyz Republic | 2 |
|  | State Committee for Industry, Energy and Subsoil Use of the Kyrgyz Republic | 1 |
|  | State Property Management Fund under the Government of the Kyrgyz Republic | 1 |
|  | Ministry of Economy of the Kyrgyz Republic | 1 |
|  | State Service for Financial Market Regulation and Supervision under the Government of the Kyrgyz Republic | 1 |
|  | State Enterprise “Single Window Center for Foreign Trade” under the Ministry of Economy of the Kyrgyz Republic | 3 |
|  | Precious Metals Department under the Ministry of Finance of the Kyrgyz Republic | 1 |
|  | Ministry of Culture, Information and Tourism of the Kyrgyz Republic | 1 |

**Appendix 5. Number of Documents Requested for Each Certificate**

According to this Table, another document (e.g. ID card) or another certificate should be provided to obtain the required certificate, and this demonstrates the bureaucracy of the process itself.

In total, documents must be submitted **517 times**.

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|  | **State Body** | **Name of Certificates** | **Number of Documents** |
|  | State Agency for Anti-Monopoly Regulation under the Government of the Kyrgyz Republic | Certificate of employment | 1 |
|  | State Agency for Anti-Monopoly Regulation under the Government of the Kyrgyz Republic | Salary certificate | 1 |
|  | Bishkek City Mayor's Office | Certificate of absence of rental payment arrears on the land plot and no objection to the transfer of rights to third parties or as a pledge. | 5 |
|  | Bishkek City Mayor's Office | Certificate of the balance of premises | 3 |
|  | Bishkek City Mayor's Office | Certificate of the balance of premises (in an expeditious manner) | 1 |
|  | Bishkek City Mayor's Office | Certificate of family composition at the time of privatization | 7 |
|  | State Committee for National Security of the Kyrgyz Republic | Archival letter of verification and copies of documents | 2 |
|  | State Committee for National Security of the Kyrgyz Republic | Written responses | 2 |
|  | State Committee for National Security of the Kyrgyz Republic | Archival letter of verification | 1 |
|  | Ministry of Agriculture, Food Industry and Land Reclamation of the Kyrgyz Republic | Duplicates of fishing tickets, fishing logbook | 1 |
|  | Ministry of Agriculture, Food Industry and Land Reclamation of the Kyrgyz Republic | Information for amateur and sport fishing in water bodies and its areas | 1 |
|  | Ministry of Agriculture, Food Industry and Land Reclamation of the Kyrgyz Republic | License for the production and circulation of ethyl alcohol | 5 |
|  | Ministry of Agriculture, Food Industry and Land Reclamation of the Kyrgyz Republic | license for the production and turnover (storage for production or distribution, wholesale and retail sale) of alcohol products | 9 |
|  | State Tax Service under the Government of the Kyrgyz Republic | Tax registration certificate (for account opening) | 1 |
|  | State Tax Service under the Government of the Kyrgyz Republic | Tax registration certificate (for import of EAEU goods) | 1 |
|  | State Tax Service under the Government of the Kyrgyz Republic | Tax registration certificate of an individual (for designation a monthly allowance to low-income families) | 1 |
|  | State Tax Service under the Government of the Kyrgyz Republic | Certificate of taxpayer tax registration (confirmation of residence in the Kyrgyz Republic) | 1 |
|  | State Tax Service under the Government of the Kyrgyz Republic | Certificate of no arrears in tax (public procurement) | 1 |
|  | State Tax Service under the Government of the Kyrgyz Republic | Certificate of no arrears in tax (bank loan) | 1 |
|  | State Tax Service under the Government of the Kyrgyz Republic | Certificate of no arrears in tax (termination of registration of a legal entity) | 1 |
|  | State Defense Committee of the Kyrgyz Republic | Military registration certificate | 4 |
|  | State Defense Committee of the Kyrgyz Republic | Certificate of participation in the Chernobyl NPP accident response | 3 |
|  | State Defense Committee of the Kyrgyz Republic | certificate of international duty fulfilment in the DRA | 4 |
|  | State Defense Committee of the Kyrgyz Republic | Active service certificate (The Great Patriotic War) | 3 |
|  | State Defense Committee of the Kyrgyz Republic | Certificate on provision of pension from SDC | 3 |
|  | State Defense Committee of the Kyrgyz Republic | issue of military tickets to reserve officers, privates and sergeants | 2 |
|  | Ministry of Justice of the Kyrgyz Republic | Statement from Unified State Register of Claims on movable property | 1 |
|  | Ministry of Justice of the Kyrgyz Republic | Statement from Unified State Register of mass media | 1 |
|  | Ministry of Justice of the Kyrgyz Republic | Statement from the unified State register of legal entities, branches | 1 |
|  | State Service for the Execution of Punishment under the Government of the Kyrgyz Republic | Duplicate of Certificate of release | 2 |
|  | Judicial Department under the Supreme Court of the Kyrgyz Republic | Certificate of income, Social Fund contributions and income tax | 1 |
|  | Judicial Department under the Supreme Court of the Kyrgyz Republic | certificate for obtaining a visa, benefits, mortgages | 1 |
|  | Judicial Department under the Supreme Court of the Kyrgyz Republic | certificate of employment and salary | 1 |
|  | Judicial Department under the Supreme Court of the Kyrgyz Republic | Vehicle and other fixed asset value certificate | 1 |
|  | Judicial Department under the Supreme Court of the Kyrgyz Republic | Employment confirmation letter | 4 |
|  | Judicial Department under the Supreme Court of the Kyrgyz Republic | Certificate of receipt and non-receipt of alimony on the basis of a writ of execution | 1 |
|  | State Commission on Religious Affairs under the President of the Kyrgyz Republic | Certificate of registration of religious educational institutions | 10 |
|  | State Commission on Religious Affairs under the President of the Kyrgyz Republic | Certificate of registration of a religious organization | 5 |
|  | State Commission on Religious Affairs under the President of the Kyrgyz Republic | Missionary registration certificate | 3 |
|  | State Commission on Religious Affairs under the President of the Kyrgyz Republic | Mission registration certificate | 7 |
|  | Ministry of Education and Science of the Kyrgyz Republic | Certificate to confirm the level and content of education of persons trained in foreign institutions | 5 |
|  | Ministry of Education and Science of the Kyrgyz Republic | Certificate of authenticity of a document on secondary, higher, and vocational education issued in the Kyrgyz Republic | 3 |
|  | Ministry of the Interior of the Kyrgyz Republic | Certificate of criminal record in the territory of the Kyrgyz Republic | 1 |
|  | Ministry of the Interior of the Kyrgyz Republic | Information on criminal prosecution | 1 |
|  | State Service for Intellectual Property and Innovation under the Government of the Kyrgyz Republic | Certificate of current regulatory and technical documentation | 2 |
|  | State Service for Intellectual Property and Innovation under the Government of the Kyrgyz Republic | Statement from the State Registers of Intellectual Property | 1 |
|  | State Service for Intellectual Property and Innovation under the Government of the Kyrgyz Republic | Trademark registration information letter | 1 |
|  | State Service for Intellectual Property and Innovation under the Government of the Kyrgyz Republic | Information on the registration of the author and his works in the State Service for Intellectual Property and Innovation | 5 |
|  | Ministry of Finance of the Kyrgyz Republic | Certificate confirming successful completion of course on public Procurement in the training center of the MOF KR |  |
|  | Social Fund of the Kyrgyz Republic | Certificate of absence of arrears on social contributions | 1 |
|  | Social Fund of the Kyrgyz Republic | Notice of registration in the SF | 1 |
|  | Social Fund of the Kyrgyz Republic | Statement from the personal insurance account of the insured person | 2 |
|  | Social Fund of the Kyrgyz Republic | Certificate of receipt of a pension | 1 |
|  | Social Fund of the Kyrgyz Republic | Retirement benefit Statement | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of the presence or absence of arrest or encumbrance on vehicles | 2 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of presence or absence of driver’s license information | 2 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Statement from Unified State Register of rights to immovable property | 2 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of previously registered rights to immovable property | 2 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of non-ownership of immovable property | 2 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of registered rights to immovable property | 2 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Information on the technical parameters of immovable property | 2 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Statistics on the real eState market | 2 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Graphical data of real eState object | 2 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Real eState market analysis | 2 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Letter of experience | 2 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of salary | 4 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of confirmation of study | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of renaming of settlements | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of allocation of land for the construction of a residential building | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of allocation of apartment | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate confirming property and inheritance rights | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of National Awards | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of victims of mass repressions, rehabilitation and evacuation | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of confirmation of residence in the territory of the republic | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of renaming cities, villages, etc. | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of confirmation of personal facts | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Execution of inquiries for property rights for legal entities, law firms, lawyers | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Execution of thematic inquiries | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Address reference | 2 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Lost and found department | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of acceptance of documents for conferment of KR citizenship and withdrawal from KR citizenship | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of conferment of KR citizenship and withdrawal from KR citizenship | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of citizenship or non-citizenship of the Kyrgyz Republic | 5 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of Kyrgyz Republic citizenship of minor children | 3 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of acceptance of documents for obtaining a residence permit for foreign citizens and Stateless persons | 1 |
|  | State Registration Service under the Government of the Kyrgyz Republic | issuance of a registration card to foreign citizens and Stateless persons | 5 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of marriageability | 4 |
|  | State Registration Service under the Government of the Kyrgyz Republic | Certificate of absence of birth records | 6 |
|  | Mandatory Health Insurance Fund under the Government of the Kyrgyz Republic | Certificate of compulsory medical insurance status | 1 |
|  | National Statistics Committee of the Kyrgyz Republic | Provision of statistical information | 1 |
|  | National Statistics Committee of the Kyrgyz Republic | User information and reference service | 1 |
|  | Ministry of Health of the Kyrgyz Republic | Certificate of substance abuse registration | 2 |
|  | Ministry of Health of the Kyrgyz Republic | Certificate for obtaining a driver’s license for submission to the State Traffic Safety Inspectorate of the MOI, form No. 083-u (record of narcologist) | 1 |
|  | Ministry of Health of the Kyrgyz Republic | Mental health certificate | 1 |
|  | Ministry of Health of the Kyrgyz Republic | Certificate for obtaining a driver’s license for submission to the State Traffic Safety Inspectorate of the MOI, form No. 083-u (record of a psychiatrist) | 2 |
|  | Ministry of Health of the Kyrgyz Republic | Medical certificate form No. 086 / U | 3 |
|  | Ministry of Health of the Kyrgyz Republic | Medical certificate to the State Traffic Safety Inspectorate of the MOI, 083/u | 2 |
|  | Ministry of Health of the Kyrgyz Republic | Medical certificate of incapacity for work | 3 |
|  | Ministry of Health of the Kyrgyz Republic | Temporary disability leave of a student, vocational school student; of illness, quarantine and other reasons for the absence of a child attending school, No. 095 /u | 3 |
|  | Ministry of Health of the Kyrgyz Republic | Certificate of confirmation that product belongs to medicines | 4 |
|  | Ministry of Health of the Kyrgyz Republic | License for medical practice | 20 |
|  | Ministry of Health of the Kyrgyz Republic | License for pharmaceutical practice | 12 |
|  | Ministry of Health of the Kyrgyz Republic | Certificate of registration | 7 |
|  | Ministry of Health of the Kyrgyz Republic | Declaration of conformance | 9 |
|  | Ministry of Health of the Kyrgyz Republic | Sanitary and epidemiological inspection report for the right to work with ionizing radiation source | 8 |
|  | Ministry of Health of the Kyrgyz Republic | Sanitary and epidemiological inspection report on compliance with the sanitary rules for performing work with biological substances, biological microbiological organisms and their toxins | 6 |
|  | Ministry of Health of the Kyrgyz Republic | Certificate of contact with infectious disease patients | 2 |
|  | Ministry of Emergency Situations of the Kyrgyz Republic | Hydrometeorological, meteorological, agro-meteorological information | 1 |
|  | Ministry of Emergency Situations of the Kyrgyz Republic | Certificate of the cause of the fire | 1 |
|  | Ministry of Economy of the Kyrgyz Republic | Certificate of Accreditation | 4 |
|  | National Commission on State Language of the Kyrgyz Republic | Information letter on proficiency level of the State language | 1 |
|  | Open Joint-Stock Company “National Energy Holding Company” | Certificate of employment | 4 |
|  | Open Joint-Stock Company “National Energy Holding Company” | Certificate of salary | 4 |
|  | National Academy of Sciences of the Kyrgyz Republic | Certificate of postgraduate / doctoral studies of NAS KR | 1 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | Certificate of registration as unemployed | 1 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | Certificate of the medical and social expert commission | 7 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | Certificate of registration as a job seeker | 3 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | Certificate of unemployment status | 7 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | Certificate of unemployed status with payment of PSW (paid social work) wages | 2 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | Certificate of unemployment status with unemployment benefits | 2 |
|  | Ministry of Economy of the Kyrgyz Republic | Certificate of residence | 1 |
|  | Ministry of Economy of the Kyrgyz Republic | Certificate of salary | 4 |
|  | Ministry of Economy of the Kyrgyz Republic | Certificate of employment | 4 |
|  | Ministry of Economy of the Kyrgyz Republic | Certificate on the absence of a legal entity and an individual entrepreneur in the monitoring of enterprises declared bankrupt | 1 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | Information about whether a person is a recipient of a monthly social allowance | 1 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | Information on received PWD status | 1 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | Report on adults and children in form 7 and 7D | 1 |
|  | Prosecutor General's Office of the Kyrgyz Republic | Certificate of employment | 4 |
|  | Prosecutor General's Office of the Kyrgyz Republic | Letter of experience | 2 |
|  | Prosecutor General's Office of the Kyrgyz Republic | Certificate of rehabilitation | 1 |
|  | State Agency for Environmental Protection and Forestry of the Kyrgyz Republic | State hunting certificate | 5 |
|  | State Agency for Environmental Protection and Forestry of the Kyrgyz Republic | Permission to import, export of objects of flora and fauna | 2 |
|  | State Agency for Environmental Protection and Forestry of the Kyrgyz Republic | Permission to seize of flora objects | 4 |
|  | State Agency for Environmental Protection and Forestry of the Kyrgyz Republic | Expert opinion on import and export of goods | 1 |
|  | State Agency for Youth, Physical Culture and Sports under the Government of the Kyrgyz Republic | Certificate of the availability of athletic titles and categories | 1 |
|  | State Inspectorate for Veterinary and Phytosanitary Safety under the Government of the Kyrgyz Republic | Veterinary certificate Form 1 | 8 |
|  | State Inspectorate for Veterinary and Phytosanitary Safety under the Government of the Kyrgyz Republic | Veterinary certificate Form 2 | 8 |
|  | State Inspectorate for Veterinary and Phytosanitary Safety under the Government of the Kyrgyz Republic | Veterinary certificate Form 3 | 8 |
|  | State Inspectorate for Veterinary and Phytosanitary Safety under the Government of the Kyrgyz Republic | Veterinary certificate for the EAEU Form 1 EAEU | 8 |
|  | State Inspectorate for Veterinary and Phytosanitary Safety under the Government of the Kyrgyz Republic | Veterinary certificate for the EAEU Form 2 | 9 |
|  | State Inspectorate for Veterinary and Phytosanitary Safety under the Government of the Kyrgyz Republic | Veterinary certificate for the EAEU Form 3 | 8 |
|  | State Inspectorate for Veterinary and Phytosanitary Safety under the Government of the Kyrgyz Republic | Veterinary certificate for the EAEU Form 4 | 9 |
|  | State Inspectorate for Veterinary and Phytosanitary Safety under the Government of the Kyrgyz Republic | Veterinary certificate for 3 countries form 5a | 4 |
|  | State Inspectorate for Veterinary and Phytosanitary Safety under the Government of the Kyrgyz Republic | Veterinary certificate for 3 countries form 5b | 4 |
|  | State Inspectorate for Veterinary and Phytosanitary Safety under the Government of the Kyrgyz Republic | Veterinary certificate for 3 countries form 5с | 4 |
|  | State Inspectorate for Veterinary and Phytosanitary Safety under the Government of the Kyrgyz Republic | Veterinary certificate for 3 countries form 5d | 4 |
|  | State Inspectorate for Veterinary and Phytosanitary Safety under the Government of the Kyrgyz Republic | Veterinary certificate for 3 countries form 5e | 4 |
|  | State Inspectorate for Veterinary and Phytosanitary Safety under the Government of the Kyrgyz Republic | Veterinary certificate for 3 countries form 5f | 4 |
|  | State Committee of Information Technology and Communications of the Kyrgyz Republic | Certificate of employment | 5 |
|  | State Committee of Information Technology and Communications of the Kyrgyz Republic | Certificate of salary | 5 |
|  | State Committee of Information Technology and Communications of the Kyrgyz Republic | RF spectrum license | 5 |
|  | State Committee of Information Technology and Communications of the Kyrgyz Republic | Telecommunications license | 5 |
|  | State Committee of Information Technology and Communications of the Kyrgyz Republic | Data transfer license | 5 |
|  | State Committee of Information Technology and Communications of the Kyrgyz Republic | Postal license | 5 |
|  | State Committee of Information Technology and Communications of the Kyrgyz Republic | Frequency-assignment license | 7 |
|  | Ministry of Culture, Information and Tourism of the Kyrgyz Republic | Permission to place a TV and radio channel in the analogue broadcasting and digital broadcasting package, regardless of the technology used | 10 |
|  | Ministry of Culture, Information and Tourism of the Kyrgyz Republic | Certificate of State registration for the opening and installation of cinema and video equipment | 1 |
|  | Ministry of Culture, Information and Tourism of the Kyrgyz Republic | State registration certificate of cinema-video films for public demonstration on the territory of the Kyrgyz Republic | 1 |
|  | Ministry of Culture, Information and Tourism of the Kyrgyz Republic | Certificate of export of cultural value items | 1 |

**Appendix 6. Number of Certificates per Each Document**

Present table shows the number of times documents are used when Government agencies are issuing certificates. At the same time, information interaction would eliminate the need for Government authorities to request notarization of documents’ copies.

In total, Government agencies request **188 documents.**

Based on analysis of this table, we can draw the following conclusions:

1. A citizen’s passport is an identity document upon receipt of a certificate;
2. A power of attorney is required for public authorities when acting in the absence of the applicant or legal representative. In this regard, the introduction of an Electronic Notary system will greatly facilitate citizens' access to the service. It is necessary to make a proposal to the Ministry of Justice of the Kyrgyz Republic to speed up the introduction of Electronic Notary;
3. It is important to accelerate the implementation and widespread use of the State payment gateway to eliminate the payment receipt;
4. It is necessary to introduce an electronic employment records book platform to automate the processes of calculating pensions, employment, social contributions, etc.

|  |  |  |
| --- | --- | --- |
|  | **Document required to obtain the certificate** | **Number of certificates** |
|  | Passport | 71 |
|  | Power of Attorney | 13 |
|  | Birth Certificate | 13 |
|  | Payment slip | 10 |
|  | Educational degree | 8 |
|  | Certificate of State registration | 15 |
|  | Certificate of registration | 8 |
|  | Alien's passport | 6 |
|  | Employment records book | 7 |
|  | Statement from the unified State register of rights to immovable property | 4 |
|  | Notarized list of founders | 4 |
|  | Personal data sheet | 4 |
|  | Statement from the unified State register of legal entities, branches | 3 |
|  | Local municipal Statement of residence | 3 |
|  | Military registration card | 7 |
|  | Marriage certificate | 3 |
|  | List of scientific and educational works | 3 |
|  | Copy of document confirming license fee | 7 |
|  | Copy of the document confirming the payment of charter capital | 2 |
|  | Minutes of the founding meeting | 2 |
|  | Written request | 2 |
|  | Photograph | 2 |
|  | Residence permit | 2 |
|  | Thesis work | 3 |
|  | Certificate from the State Tax Service under the Government of the Kyrgyz Republic on land tax payment | 1 |
|  | Copy of the Order | 1 |
|  | Copy of the application for privatization of an apartment or residential building | 1 |
|  | Biographical details of person | 1 |
|  | Documents confirming the degree of relation | 1 |
|  | For residence permit, permanent residence and obtaining a diplomatic and official passport | 1 |
|  | Instruction on citizens' inquiries | 1 |
|  | By citizens' inquiries | 1 |
|  | Tax registration certificate (for opening an account) | 1 |
|  | copies of documents confirming the availability of POS-terminals | 1 |
|  | Family Composition Certificate | 1 |
|  | Archival letter of verification | 2 |
|  | Charter of Educational Institution | 1 |
|  | Teaching programme | 1 |
|  | Conclusive Statement from the Department of Disease Prevention and State Sanitary and Epidemiological Surveillance of the Ministry of Health of the Kyrgyz Republic | 1 |
|  | Fire safety certificate | 1 |
|  | Permission of the LSG | 1 |
|  | Confirmation letter of the availability of financial resources | 1 |
|  | Quality indicator of teachers | 1 |
|  | Information on religious denomination | 1 |
|  | documents confirming the location | 1 |
|  | Referral from parent organization on a missionary stay | 1 |
|  | Mission status | 1 |
|  | Mission staff information | 1 |
|  | Extract from the register or other document certifying that the religious center is a legal entity under the legislation of a foreign State | 1 |
|  | Document confirming the location of a foreign organization mission | 1 |
|  | Notarized translation of an education certificate | 1 |
|  | Documents submitted for expertize | 1 |
|  | Application by an educational institution where further education is planned | 1 |
|  | Archival letter of verification from an educational organization | 1 |
|  | Death certificate | 1 |
|  | Social security certificate | 1 |
|  | Motor vehicle registration certificate | 1 |
|  | Driver's license | 1 |
|  | Autobiography | 1 |
|  | Proof of permanent residence | 1 |
|  | Birth certificate | 13 |
|  | Work permit | 1 |
|  | Employment contract or registration certificate of an individual entrepreneur | 1 |
|  | Birth verification letter issued by a medical institution | 1 |
|  | Regulation on conformity assessment body | 1 |
|  | Quality and procedures manual | 1 |
|  | Passport of conformity assessment body | 1 |
|  | Certificate from lost and found department of the MOI | 1 |
|  | Certificate of temporary residence | 1 |
|  | Medical certificate № 083 | 1 |
|  | Ambulatory medical record | 1 |
|  | STS certificate of entrepreneurial activity | 1 |
|  | Statement from the Social Fund | 1 |
|  | Certificate of land allotment | 1 |
|  | Certificate from the LSG about the actual place of residence | 1 |
|  | Certificate of presence/absence on registration with Drug Rehabilitation Center | 1 |
|  | Certificate of presence/absence on registration in the psycho-neurological dispensary | 1 |
|  | Certificate of no criminal record in the territory of the Kyrgyz Republic | 1 |
|  | Tax registration certificate | 2 |
|  | Evidence of title | 1 |
|  | Attendance list | 1 |
|  | CIF Outpatient Electronic Database | 2 |
|  | Photos premises, plant and equipment | 2 |
|  | Training certificates for the last 5 years | 1 |
|  | Certificate on PhD Candidacy Examinations | 1 |
|  | Technical certificate | 1 |
|  | Technological documents | 2 |
|  | Pathogen pattern | 1 |
|  | Dissertation Council shorthand report of the sitting | 1 |
|  | Standard operation procedure | 1 |
|  | Certificate of conferment of a higher degree | 1 |
|  | Certificate of conferment of academic title | 1 |
|  | Certificate of no arrears | 2 |
|  | List of medical workers (for entrepreneurs and legal entities) | 1 |
|  | Certificate of conformity | 1 |
|  | Certificate of a voluntary certification system for compliance with national, international and interState standards | 1 |
|  | Certificate of State registration (Ministry of Justice of the Kyrgyz Republic and the State Tax Service under the Government of the Kyrgyz Republic) | 1 |
|  | Information on the main thematic focus of the radio channel | 1 |
|  | Information about the content of GMOs | 1 |
|  | Information on the effect of products on the human body | 1 |
|  | Biosafety Manual | 1 |
|  | Test results | 1 |
|  | Register of EAEU Enterprises | 2 |
|  | Registration ID card | 1 |
|  | Cash register card | 1 |
|  | Registration ID card in the Social Fund of the Kyrgyz Republic | 2 |
|  | Export license | 6 |
|  | Test protocol for food product samples | 1 |
|  | Test protocol for testing laboratories of authorized bodies | 1 |
|  | Pre-defense protocol | 1 |
|  | Protocol of licensed examination of the object DDP&ME | 1 |
|  | Minutes of meeting of the academic council | 1 |
|  | Minutes of meeting of the counting commission | 1 |
|  | Design documentation for premises | 1 |
|  | Order on hiring pharmaceutical workers | 1 |
|  | Manufacturer's written notice that the product meets the requirements of the documents | 1 |
|  | list of equipment, apparatus and tools necessary for the implementation of the declared activities | 1 |
|  | Formal enquiry | 4 |
|  | Reviews of official opponents | 1 |
|  | Lead organization review | 1 |
|  | Published works in original | 1 |
|  | Sample of consumer packaging label | 1 |
|  | Notarized copies: graduation certificate of a medical school, a copy of a specialist certificate, a copy of ownership tittle or a rental agreement for the premises, a copy of the technical passport for the premises | 1 |
|  | Consignment note | 7 |
|  | Metrological report on medical equipment | 1 |
|  | Ambulatory medical record 025/у | 1 |
|  | License of the Ministry of Health of the Kyrgyz Republic to pharmaceutical or medical practice | 1 |
|  | License | 1 |
|  | Laboratory report | 13 |
|  | Copy of personnel arrangements | 1 |
|  | Copy of invoice | 1 |
|  | Copy of the certificate of conformity for the production quality management system | 1 |
|  | Copy of the registration certificate of a TV and radio channel as a mass media for TV and radio organizations | 1 |
|  | Copy of the State registration certificate for a legal entity and an individual entrepreneur | 5 |
|  | Copy of the State registration certificate for a legal entity/ certificate of incorporation | 1 |
|  | copy of the programming concept of the TV and radio channel | 1 |
|  | copy of the license agreement for broadcasting a foreign TV and radio channel in the Kyrgyz Republic | 1 |
|  | Copy of telecommunication license | 1 |
|  | Copy of identity document for individuals | 6 |
|  | Copy of the document certifying the payment for the application processing and issuing the permit | 1 |
|  | Copy of the document on the results of radio frequencies selection, including information on the analysis of electromagnetic compatibility, conclusion on the international, interagency coordination and radio monitoring results, according to the cards of operational and technical data | 1 |
|  | Copy of the document on the appointment of the Head | 1 |
|  | Copy of the contract between importer and exporter | 1 |
|  | Copies of labels (packages) for products certified by the applicant | 1 |
|  | Copies of Clinical Residency Certificate for physicians | 1 |
|  | Copies of the documents used to manufacture the products | 1 |
|  | Copies of documents envisaged by the Regulations on licensing of certain types of activity approved by the Government of the Kyrgyz Republic | 3 |
|  | Copies of documents envisaged by the Regulation on use of the radio frequency spectrum approved by the Government of the Kyrgyz Republic | 1 |
|  | Payment slip of license fee | 2 |
|  | Specialist Qualification Certificate | 1 |
|  | Child's record 112/u | 2 |
|  | Group A staff information (training and education, qualifications) | 1 |
|  | Order for assignment to group A | 1 |
|  | Order on appointment of responsible radiation safety officer | 1 |
|  | protocol of dosimetry monitoring of workplaces, beyond fixed-site protection | 1 |
|  | PRM data | 1 |
|  | RS training Logs | 1 |
|  | ID number | 3 |
|  | ID card to obtain the academic title | 1 |
|  | Application for Permit on the form in accordance with Appendix 1 of the Regulation on the issue of permission to place a TV and radio channel in analog broadcasting and (or) in a digital broadcast package regardless of the technologies used, approved by the Government of the Kyrgyz Republic on October 30, 2017, No. 719 | 1 |
|  | Application | 16 |
|  | Medical Statement of psychiatrist and narcologist | 1 |
|  | Expert committee report of the dissertation council | 1 |
|  | Report of the organization where dissertation was accomplished | 1 |
|  | Medical Statement of psychiatrist and narcologist | 1 |
|  | Production facility documents | 1 |
|  | Sanitary and Epidemiological Supervision Center document on compliance of premises and buildings with sanitary requirements | 1 |
|  | Document on fire safety, sanitary safety, technical safety | 1 |
|  | Manufacturer's document on controlled products | 1 |
|  | Medical waste disposal agreement | 1 |
|  | Agreement | 7 |
|  | Power of attorney of the broadcasting organization for obtaining permission to the licensor | 1 |
|  | In order to obtain a license to certificate of temporary disability leave (sick leave), PME, NGMI necessary to go through a cycle of expertise on temporary incapacity to work at KSMR&PD | 1 |
|  | For foreigners - licenses in accordance with the same procedure, subject to nostrification of the diploma | 1 |
|  | Data on premises, personnel, equipment | 1 |
|  | Letter of guarantee on the official letterhead of the organization | 1 |
|  | extract from the minutes of the meeting of the Academic Council on the approval of the topic of the dissertation | 1 |
|  | extract from the minutes of the meeting of the Academic Council | 1 |
|  | Veterinary certificate of form № 3а | 1 |
|  | Veterinary certificate of form № 3 | 2 |
|  | Veterinary certificate of form № 2а | 4 |
|  | Veterinary certificate of form № 2 | 3 |
|  | Veterinary certificate of form № 1а | 2 |
|  | Veterinary certificate of form № 1 | 1 |
|  | Public service standard model | 1 |
|  | Certificate of sanitary and epidemiological inspection report | 1 |
|  | Sampling certificate for production on the territory of the EAEU | 1 |
|  | Certificate of veterinary and sanitary inspection | 13 |

**Appendix 7. Certificates and Priority Databases**

Present Table shows the period for automating the sources of certificates, which will enable State agencies to request and receive them automatically. However, State body requesting information must have an appropriate information service for requesting and receiving data.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **State Body** | **Name of Certificate** | **Database** | **Implementation Date** |
|  | State Tax Service under the Government of the Kyrgyz Republic | tax registration certificate (for opening an account) | Information on the furnishing of data on the TIN | 09.30.2018 |
|  | State Tax Service under the Government of the Kyrgyz Republic | tax registration certificate (for import of EAEU goods) | Information on the furnishing of data on the TIN | 09.30.2018 |
|  | State Tax Service under the Government of the Kyrgyz Republic | tax registration certificate of an individual (for entitlement to a monthly allowance to low-income families) | Information on the furnishing of data on the TIN | 09.30.2018 |
|  | State Tax Service under the Government of the Kyrgyz Republic | tax registration certificate of the taxpayer (on confirmation of residence in the Kyrgyz Republic) | Information on the furnishing of data on the TIN | 09.30.2018 |
|  | State Tax Service under the Government of the Kyrgyz Republic | certificate of no arrears in tax payments of the taxpayer (public procurement) | Information on tax debt recognized by the taxpayer | 09.30.2018 |
|  | State Tax Service under the Government of the Kyrgyz Republic | certificate of no arrears in tax payments of the taxpayer (bank loan) | Information on tax debt recognized by the taxpayer | 09.30.2018 |
|  | State Tax Service under the Government of the Kyrgyz Republic | certificate of no arrears in tax payments of the taxpayer (termination of registration of a legal entity) | Information on tax debt recognized by the taxpayer | 09.30.2018 |
|  | Ministry of Justice of the Kyrgyz Republic | Statement from the unified State register of legal entities, branches | Providing information on a legal entity, branch (representative office) | 12.31.2018 |
|  | Ministry of Justice of the Kyrgyz Republic | Statement from the unified State register of rights to claims for movable property | Information on the registration of the right to claim for the performance of obligations (under agreement) in relation to movable property | 09.30.2018 |
|  | State Service for the Execution of Punishment under the Government of the Kyrgyz Republic | certificate of release duplicate | Information on persons released from detention facilities/places of deprivation of liberty | 05.31.2019 |
|  | Ministry of Education and Science of the Kyrgyz Republic | certificate of authenticity of secondary, higher vocational education documents issued in KR | Information on higher and secondary vocational education diplomas, complete and incomplete secondary education issued in the Kyrgyz Republic | 02.28.2019 |
|  | Ministry of Education and Science of the Kyrgyz Republic | certificate confirming the level and content of education of persons studying in foreign educational institutions |  |  |
|  | State Service of Intellectual Property and Innovation under the Government of the Kyrgyz Republic | certificate of current regulatory and technical documentation | Information on validity of scientific and technical documentation | 03.31.2019 |
|  | State Service of Intellectual Property and Innovation under the Government of the Kyrgyz Republic | trademark registration information letter | Information on the national trademark database | 02.28.2019 |
|  | State Service of Intellectual Property and Innovation under the Government of the Kyrgyz Republic | information on the registration of the author and his works in the State Service for Intellectual Property and Innovation | Information on validity of scientific and technical documentation | 03.31.2019 |
|  | State Service of Intellectual Property and Innovation under the Government of the Kyrgyz Republic | extract from State registers of intellectual property | Information on validity of scientific and technical documentation | 03.31.2019 |
|  | Social Fund of the Kyrgyz Republic | certificate of no arrears in insurance contributions | Information on arrears in insurance contributions | 12.31.2018 |
|  | Social Fund of the Kyrgyz Republic | certificate of receipt of a pension | Information on the recipient of the pension | 01.31.2019 |
|  | Social Fund of the Kyrgyz Republic | Retirement Benefit Statement | Information on the recipient of the pension | 01.31.2019 |
|  | Social Fund of the Kyrgyz Republic | notification of registration with the Social Fund of the Kyrgyz Republic | Information on the status of the payer of insurance contributions (notification to the payer) | 01.31.2019 |
|  | Social Fund of the Kyrgyz Republic | personal insurance account Statement | Information from the estimated Statement of State social insurance funds | 07.01.2019 |
|  | State Registration Service under the Government of the Kyrgyz Republic | certificate on the presence or absence of information about the arrest or encumbrance of the vehicles | Vehicle information (since 1996 ) | 10.31.2018 |
|  | State Registration Service under the Government of the Kyrgyz Republic | extract from the unified State register of rights to immovable property | Information on immovable property (since 2012) | 03.31.2019 |
|  | State Registration Service under the Government of the Kyrgyz Republic | certificate of previously registered rights to immovable property | Information on immovable property (since 2012) | 03.31.2019 |
|  | State Registration Service under the Government of the Kyrgyz Republic | certificate of non-ownership of immovable property | Information on immovable property (since 2012) | 03.31.2019 |
|  | State Registration Service under the Government of the Kyrgyz Republic | certificate of previously registered rights to immovable property | Information on immovable property (since 2012) | 03.31.2019 |
|  | State Registration Service under the Government of the Kyrgyz Republic | information on the technical parameters of immovable property | Information on immovable property (since 2012) | 03.31.2019 |
|  | State Registration Service under the Government of the Kyrgyz Republic | graphic data of the property | Information on immovable property (since 2012) | 03.31.2019 |
|  | State Registration Service under the Government of the Kyrgyz Republic | certificate of acceptance of documents for conferment of citizenship and withdrawal from citizenship of the Kyrgyz Republic | Providing information on the PIN (since 1996) | 09.30.2018 |
|  | State Registration Service under the Government of the Kyrgyz Republic | issuance of a registration card to foreign citizens and Stateless persons | Information on registered foreign citizens (since 2017) | 11.30.2018 |
|  | State Registration Service under the Government of the Kyrgyz Republic | certificate of absence of birth records | Information on registration of the birth of a child (since 2015) | 30.09.2018 |
|  | State Registration Service under the Government of the Kyrgyz Republic | address reference | Information from the Address and Reference Bureau (ARB) (place of residence) - address of registration (since 1990) | 10.31.2018 |
|  | Mandatory Health Insurance Fund under the Government of the Kyrgyz Republic | certificate of mandatory medical insurance/MHI/ status | Information on MHI | 10.30.2018 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | information on the recipients of the monthly social benefits MSB | Providing information on the recipients of benefits | 09.30.2018 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | information on persons received PWD status | Information on PWD | 06.30.2019 |
|  | State Agency for Youth, Physical Culture and Sports under the Government of the Kyrgyz Republic | certificate of the availability of sports titles | Providing information on the availability of sports titles | 05.30.2019 |

**Appendix 8. Relation of Inquiries and Basic Information Resources**

According to present Table, State or municipal authorities requesting information will be able to receive automatically a data from information systems of State bodies. In order to exchange information automatically, State authorities requesting information should perform all the necessary measures for the integration of information systems by the dates when databases are ready.

The present Table is compiled by comparison of the Plan of priority databases and certificates requested from citizens by the State authorities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **State / municipal body requesting a certificate** | **Name of certificate** | **State body - owner of the database** | **Database availability date** |
|  | Bishkek City Mayor's Office | certificate from the State Tax Service under the Government of the Kyrgyz Republic on payment of land tax | State Tax Service under the Government of the Kyrgyz Republic | 12.31.2018 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | marriage information (including archival) | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | certificate of absence or presence of tax debt | State Tax Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | certificate of no eligibility for pension benefits | Social Fund of the Kyrgyz Republic | 01.31.2019 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | marriage certificate or other documents confirming the applicant's relationship with a citizen of the Kyrgyz Republic | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | certificate of no arrears | Social Fund of the Kyrgyz Republic | 01.31.2019 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | certificate of State registration / re-registration in the MOJ | Ministry of Justice of the Kyrgyz Republic | 31.12.2018 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | birth certificate | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | certificate on presence/absence of registration in the neuropsychiatric center | Ministry of Health of the Kyrgyz Republic | 01.31.2019 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | certificate on presence/absence of registration in the  Drug Rehabilitation Center | Ministry of Health of the Kyrgyz Republic | 01.31.2019 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | information on receiving State benefits by age | Ministry of Labor and Social Development of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | certificate of citizenship / non-citizenship of the Kyrgyz Republic | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | certificate of authenticity of an education diploma | Ministry of Education and Science of the Kyrgyz Republic | 02.28.2019 |
|  | Ministry of Foreign Affairs of the Kyrgyz Republic | certificate of no criminal record in the territory of the Kyrgyz Republic | Ministry of the Interior of the Kyrgyz Republic | 01.30.2019 |
|  | Ministry of Justice of the Kyrgyz Republic | certificate on the presence or absence of arrears in tax payments | State Tax Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Justice of the Kyrgyz Republic | certificate of no arrears | Social Fund of the Kyrgyz Republic | 12.31.2018 |
|  | Ministry of Justice of the Kyrgyz Republic | taxpayer registration card or in case of loss - a certificate from the STS, were a TIN of the re-registered legal entity is indicated | State Tax Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | State Customs Service under the Government of the Kyrgyz Republic | product conformity certificate | State Agency for Standardization and Metrology under the Government of the Kyrgyz Republic | 11.30.2018 |
|  | State Customs Service under the Government of the Kyrgyz Republic | certificate that the product is medicinal | Ministry of Health of the Kyrgyz Republic | 02.28.2019 |
|  | State Customs Service under the Government of the Kyrgyz Republic | License to import / export goods | Ministry of Economy of the Kyrgyz Republic | 11.30.2018 |
|  | Ministry of Transport and Roads of the Kyrgyz Republic | certificate of registration | State Tax Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Transport and Roads of the Kyrgyz Republic | medical certificate № 083 | Ministry of Health of the Kyrgyz Republic | 12.31.2018 |
|  | State Committee for Industry, Energy and Subsoil Use of the Kyrgyz Republic | certificate of absence or presence of tax debt | State Tax Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Judicial Department under the Supreme Court of the Kyrgyz Republic | certificate of no criminal record in the territory of the Kyrgyz Republic | Ministry of the Interior of the Kyrgyz Republic | 01.30.2019 |
|  | State Material Reserves Fund under the Government of the Kyrgyz Republic | certificate of absence or presence of tax debt | State Tax Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | State Material Reserves Fund under the Government of the Kyrgyz Republic | certificate of movable property | State Registration Service under the Government of the Kyrgyz Republic | 10.31.2018 |
|  | State Material Reserves Fund under the Government of the Kyrgyz Republic | Certificate of immovable property | State Registration Service under the Government of the Kyrgyz Republic | 03.31.2019 |
|  | State Material Reserves Fund under the Government of the Kyrgyz Republic | certificate of a legal entity registration | Ministry of Justice of the Kyrgyz Republic | 12.31.2018 |
|  | State Material Reserves Fund under the Government of the Kyrgyz Republic | bankruptcy certificate | Ministry of Justice of the Kyrgyz Republic | 12.31.2018 |
|  | State Material Reserves Fund under the Government of the Kyrgyz Republic | certificate of criminal records | Ministry of the Interior of the Kyrgyz Republic | 01.30.2019 |
|  | State Material Reserves Fund under the Government of the Kyrgyz Republic | information on arrest of immovable property | State Registration Service under the Government of the Kyrgyz Republic | 03.31.2019 |
|  | State Material Reserves Fund under the Government of the Kyrgyz Republic | information on arrest of movable property | State Registration Service under the Government of the Kyrgyz Republic | 04.30.2019 |
|  | State Material Reserves Fund under the Government of the Kyrgyz Republic | certificate of no criminal record in the territory of the Kyrgyz Republic | Ministry of the Interior of the Kyrgyz Republic | 01.30.2019 |
|  | State Property Management Fund under the Government of the Kyrgyz Republic | certificate of no criminal record in the territory of the Kyrgyz Republic | Ministry of the Interior of the Kyrgyz Republic | 01.30.2019 |
|  | Social Fund of the Kyrgyz Republic | information on receiving State benefits by age | Ministry of Labor and Social Development of the Kyrgyz Republic | 09.30.2018 |
|  | Social Fund of the Kyrgyz Republic | unemployment benefits information | Ministry of Labor and Social Development of the Kyrgyz Republic | 09.30.2018 |
|  | Social Fund of the Kyrgyz Republic | Proof of Student Status | Ministry of Education and Science of the Kyrgyz Republic | 02.28.2019 |
|  | Social Fund of the Kyrgyz Republic | notice of registration / re-registration / liquidation of a legal entity | Ministry of Justice of the Kyrgyz Republic | 12.31.2018 |
|  | Social Fund of the Kyrgyz Republic | notice of registration / re-registration / liquidation of self-employed taxpayer | State Tax Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Social Fund of the Kyrgyz Republic | information on registration of citizens of the Kyrgyz Republic and foreign citizens in the USRP system | State Registration Service under the Government of the Kyrgyz Republic | 11.30.2018 |
|  | Social Fund of the Kyrgyz Republic | information on the status of ID documents | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Social Fund of the Kyrgyz Republic | information on the birth of children (including archival) | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Social Fund of the Kyrgyz Republic | family name change records (including archival) | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Social Fund of the Kyrgyz Republic | citizenship information (including archival) | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Social Fund of the Kyrgyz Republic | marriage information (including archival) | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Social Fund of the Kyrgyz Republic | death information (including archival) | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Social Fund of the Kyrgyz Republic | medical birth certificate of a child | Ministry of Health of the Kyrgyz Republic | 11.15.2018 |
|  | Social Fund of the Kyrgyz Republic | information on disability of citizens of the Kyrgyz Republic | Ministry of Labor and Social Development of the Kyrgyz Republic | 06.30.2019 |
|  | Social Fund of the Kyrgyz Republic | information on the availability of land parcel (including archival) | State Registration Service under the Government of the Kyrgyz Republic | 03.31.2019 |
|  | State Service of Intellectual Property and Innovation of the Kyrgyz Republic | certificate of no criminal record in the territory of the Kyrgyz Republic | Ministry of the Interior of the Kyrgyz Republic | 01.30.2019 |
|  | State Service of Intellectual Property and Innovation of the Kyrgyz Republic | user information on copyright and related rights | Ministry of Justice of the Kyrgyz Republic | 12.31.2019 |
|  | Open Joint-Stock Company “National Energy Holding Company” | certificate of no criminal record in the territory of the Kyrgyz Republic | Ministry of the Interior of the Kyrgyz Republic | 01.30.2019 |
|  | Open Joint-Stock Company “National Energy Holding Company” | certificate of absence or presence of tax debt | State Tax Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Open Joint-Stock Company “National Energy Holding Company” | certificate of no arrears | Social Fund of the Kyrgyz Republic | 12.31.2018 |
|  | State Registration Service under the Government of the Kyrgyz Republic | certificate of release from places of deprivation of liberty | State Service for the Execution of Punishment under the Government of the Kyrgyz Republic | 05.31.2019 |
|  | State Registration Service under the Government of the Kyrgyz Republic | certificate on presence/absence of registration in the  Drug Rehabilitation Center | Ministry of Health of the Kyrgyz Republic | 01.31.2019 |
|  | State Registration Service under the Government of the Kyrgyz Republic | medical birth certificate of a child | Ministry of Health of the Kyrgyz Republic | 11.15.2018 |
|  | State Registration Service under the Government of the Kyrgyz Republic | certificate on presence/absence of registration at the neuropsychiatric center | Ministry of Health of the Kyrgyz Republic | 01.31.2019 |
|  | State Personnel Service of the Kyrgyz Republic | certificate of authenticity of an education diploma | Ministry of Education and Science of the Kyrgyz Republic | 02.28.2019 |
|  | State Personnel Service of the Kyrgyz Republic | certificate of no criminal record in the territory of the Kyrgyz Republic | Ministry of the Interior of the Kyrgyz Republic | 01.30.2019 |
|  | National Bank of the Kyrgyz Republic | registration certificate of a legal entity | Ministry of Justice of the Kyrgyz Republic | 12.31.2018 |
|  | National Bank of the Kyrgyz Republic | certificate of absence or presence of tax debt | State Tax Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | National Bank of the Kyrgyz Republic | Confirmation letter of the name use | Ministry of Justice of the Kyrgyz Republic | 12.31.2018 |
|  | National Bank of the Kyrgyz Republic | certificate of no arrears | Social Fund of the Kyrgyz Republic | 12.31.2018 |
|  | Higher Attestation Commission of the Kyrgyz Republic | certificate of no criminal record in the territory of the Kyrgyz Republic | Ministry of the Interior of the Kyrgyz Republic | 01.30.2019 |
|  | Higher Attestation Commission of the Kyrgyz Republic | PIN (personal number) | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Higher Attestation Commission of the Kyrgyz Republic | certificate of higher education diploma | Ministry of Education and Science of the Kyrgyz Republic | 02.28.2019 |
|  | Open Joint-Stock Company “National Energy Holding Company” | certificate of absence or presence of tax debt | State Tax Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Open Joint-Stock Company “National Energy Holding Company” | certificate of no criminal record in the territory of the Kyrgyz Republic | Ministry of the Interior of the Kyrgyz Republic | 0130.2019 |
|  | Open Joint-Stock Company “National Energy Holding Company” | certificate of no arrears | Social Fund of the Kyrgyz Republic | 12.31.2018 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | certificate of no criminal record in the territory of the Kyrgyz Republic | Ministry of the Interior of the Kyrgyz Republic | 01.30.2019 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | certificate of registration | State Tax Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | Proof of Student Status | Ministry of Education and Science of the Kyrgyz Republic | 02.28.2019 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | certificate of movable property | State Registration Service under the Government of the Kyrgyz Republic | 10.31.2018 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | certificate of detention | State Service for the Execution of Punishment under the Government of the Kyrgyz Republic | 05.31.2019 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | information on the birth of children (including archival) | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | marriage information (including archival) | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | death information (including archival) | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | certificate of temporary registration of a Kyrgyz citizen at the place of residence | State Registration Service under the Government of the Kyrgyz Republic | 10.31.2018 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | death certificate form № 8 | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | certificate of registration / re-registration / liquidation of a self-employed taxpayer | State Tax Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | certificate of no eligibility to pension benefits | Social Fund of the Kyrgyz Republic | 01.31.2019 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | certificate of the pension type and retirement benefit Statement | Social Fund of the Kyrgyz Republic | 01.31.2019 |
|  | Ministry of Labor and Social Development of the Kyrgyz Republic | Certificate of educational allowance | Ministry of Education and Science of the Kyrgyz Republic | 12.31.2018 |
|  | Ministry of Economy of the Kyrgyz Republic | certificate of no criminal record in the territory of the Kyrgyz Republic | Ministry of the Interior of the Kyrgyz Republic | 01.30.2019 |
|  | State Agency for Youth, Physical Culture and Sports under the Government of the Kyrgyz Republic | certificate of sports title | State Agency for Youth, Physical Culture and Sports under the Government of the Kyrgyz Republic | 05.30.2019 |
|  | State Agency for Youth, Physical Culture and Sports under the Government of the Kyrgyz Republic | certificate of no criminal record in the territory of the Kyrgyz Republic | Ministry of the Interior of the Kyrgyz Republic | 01.30.2019 |
|  | State Agency for Youth, Physical Culture and Sports under the Government of the Kyrgyz Republic | diploma of education | Ministry of Education and Science of the Kyrgyz Republic | 02.28.2019 |
|  | Higher Attestation Commission of the Kyrgyz Republic | certificate of no criminal record in the territory of the Kyrgyz Republic | Ministry of the Interior of the Kyrgyz Republic | 30.01.2019 |
|  | Higher Attestation Commission of the Kyrgyz Republic | certificate of designation of universities and research institutes | National Statistics Committee of the Kyrgyz Republic |  |
|  | Higher Attestation Commission of the Kyrgyz Republic | Providing PIN information | State Registration Service under the Government of the Kyrgyz Republic | 09.30.2018 |
|  | Higher Attestation Commission of the Kyrgyz Republic | Certificate of Higher Education | Ministry of Education and Science of the Kyrgyz Republic | 02.28.2019 |