

## **Laissez Passer**

This is an online service which Albanian citizens in a foreign country that do not have a valid travel document to return to Albania to apply for a “Laissez Passer” online and to receive the requested service by post.

**Description :** This is an online service which Albanian citizens in a foreign country that do not have a valid travel document to return to Albania to apply for a “Laissez Passer” online and to receive the requested service by post. After the completion of the verification process by representatives of the Albanian Embassy or Consulate, the applicant is informed via email that the application has been “Accepted” and is also instructed to make the relevant payment for the service at the bank specified by the Embassy/Consulate. If the Consul is able to verify the identity of the applicant the “Laissez Passer” is sent to the address given in the application by post.

**Required documents:** For Adults-An Identification document (passport, identity card, drivers licence or a birth certificate)-Statement from the local police if the application is for a lost or stolen travel document -Passport photo (white background with 4x5cm specification)-Document that proves you are the legal guardian. For Children-An Identification document (passport, identity card, Albanian birth certificate with a photo, foreign Birth Certificate or Act of Birth legalised or with Apostille)-Statement from the local police if the application is for a lost or stolen travel document -Passport photo (white background with 4x5cm specification)-Document that proves you are the legal guardian.

**Procedural steps to be undertaken:** -The whole application process is completed online.-Select the application for a “Laissez Passer”;-Click on the “Përdor” button to begin your application;-Select between making a new application or follow-up on an existing application; -For a new application, complete all the required information requested in the online form and upload all the documents relevant to the application for verification procedures. After all these steps have been completed, you will receive a unique code of your application (this code allows for the tracking of your application throughout the whole process) and an email confirming that your application has been sent successfully;-If you would like to follow-up on an existing application please provide your application code given then click on the “Search” button;-The verification process is carried out by the Consul, by checking application form and all documents attached.- If the application meets all the requirements, a message is sent to the

applicant informing that the “application has been accepted”, and also informs them of the fee to be paid and other procedures that must be followed.-If there are “irregularities” in the application, the relevant notification is sent to the applicant and they are required to upload the relevant additional document requested.-If the application does not meet all the requirements than the applicant is informed that their application for a Laissez Passer “has been refused”, with the relevant explanation.-Upon successful application the applicant will be given instructions for payment and sending of original payment receipt (not photocopy), documents uploaded and the original passport photo.-The Laissez Passer will be sent by post to the address given or it can be picked up personally at the Embassy/Consulate

Timescale allowed for this service:	The document is issued immediately after all the verification procedures have been completed. The document is either sent by post or the applicant can request to pick it up at the Embassy/Consulate
Document validity:	From the date specified in the Laissez Passer – from 1 month, up until 6 months depending on the circumstances.
Costs:	30 Euros or the equivalent in the local currency
Other info:	