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Terms of Reference

for the development of the Information System of the
General Inspectorate for Migration

ANNEX A

OWNER: IGM Working Group

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ANNEX A1 PRINCIPLES TO BE APPLIED TO THE DESIGN AND DEVELOPMENT OF THE MIGRATION IS

General principles of architecture

Prevalence of principles - The only way for the MIA and MIA subdivisions to benefit from qualitative ICT services aligned with the needs of the business, is to consistently and univocally apply a single set of principles for the ICT architecture. The ICT architecture principles apply to all ICT development projects and MIA subdivisions to the management of the ICT field.

Maximizing the benefit - Decisions related to the ICT field are taken with the aim of maximizing the benefit produced for the MIA, as a single entity. This principle is based on the concept of "the benefit of the Ministry of Internal Affairs in the first place". The benefits pursued at the level of the Ministry of Internal Affairs bring more value in the long term than the benefits pursued at the level of a single subdivision of the Ministry of Internal Affairs. The application of this principle, however, must not prevent the MIA subdivisions from exercising their key functions.

Everyone's responsibility for ICT - All stakeholders participate in ICT decision-making and implementation. All MIA subdivisions are stakeholders in ICT decisions at MIA level. Business experts and ICT experts from MIA subdivisions must form joint teams to address MIA's needs and implement ICT projects aligned with these needs.

Business continuity - The Ministry of Internal Affairs must be able to continue its key operational activities in the event of a failure of ICT systems. The implementation of ICT systems brings multiple benefits for MIA and MIA subdivisions, at the same time, increases the operational dependence of processes on ICT systems. To ensure business continuity, this dependency must be managed on two dimensions: preventive; Reagent.

Preventive: ICT systems must be reliable and have a high level of resistance to incidents (internal and external) that could affect them. Continuity and security requirements must be considered at the planning stage of ICT systems (application systems and infrastructure systems). Then, it is necessary to ensure that these requirements are correctly implemented, work and remain current over time. The Ministry of Internal Affairs must ensure the necessary capabilities in order to ensure the above.

Reactive: The Ministry of Internal Affairs must plan in advance how it will continue key operational activities in the event of a failure of ICT systems. The implementation of new IT systems must be accompanied by the development of an appropriate Continuity Plan.

Service orientation - The large-scale ICT architecture of the Ministry of Internal Affairs must be oriented towards the provision of ICT services to the activity processes of the Ministry of Internal Affairs. The service-oriented ICT architecture allows the MIA to be more agile in adjusting the activity processes to new needs, allows the implementation of new processes and supports the implementation of unrestricted information flows inside and outside the MIA.

Compliance and legality - The Ministry of Internal Affairs will manage and use the ICT field in accordance with the applicable legal regulations, including those related to the protection of intellectual property. The entire activity of the MIA and MIA subdivisions is carried out strictly in accordance with the applicable legal regulations. ICT activities must adhere to this practice.

The principle of applying good practices and standards in the field ensures that the developed solution is modern, has a high reliability because it is based on the experience of other similar solutions and is compatible with existing systems both in the country and abroad that comply with the standards in the field;

The principle of extensibility, according to which the IS components "Migration" provide facilities for adjusting and extending existing functionalities in order to ensure compliance with changing needs;

The principle of progressive development, according to which the development of the system and the permanent modification of its components are carried out in accordance with advanced technologies;

The principle of consecutiveness, which implies the development and implementation of the system in stages;

The principle of efficiency of operation which implies the optimization of the quality-cost ratio;

The principle of simplicity and convenience of use: involves the design and implementation of all program components accessible to users, based exclusively on exclusively visual, ergonomic and logical design principles;

The principle of system auditing, which involves recording information about changes taking place in the system, in order to make it possible to reconstruct the history of a document or its condition at an earlier stage;

The principle of personal responsibility – which provides for personal liability in accordance with the legislation in force of all persons who have access to IS "Migration" for unauthorized access, use and actions. In this sense, access to data is personalized and any action of use of the system is logged with the application of non-repudiation;

The principle of information security stipulates that information is protected on the basis of integrity, availability, confidentiality, incontestability and authenticity. Any information is subject to a security assessment based on these 5 factors. The security traceability approach includes the proper initiation and application of the audit system and monitoring tools. The availability of information sharing and disclosure should be balanced with the need to limit the availability of confidential, proprietary and sensitive information;

The principle of security by design is an approach in software and hardware development that aims to make systems as free as possible from vulnerabilities and impervious to attacks with the help of such measures as continuous testing, authentication guarantees and adherence to good programming practices;

Principles for Data Architecture

Data sharing - Data is shared within the MIA and used jointly for the performance of job duties. Timely access to truthful information can significantly improve the decision-making process and the effectiveness of the MIA's activities. It is simpler and more rational to maintain the quality of data in a single source and then use it shared, than to control the quality of the same data in different sources. Also, the timeliness of data depends on the path that the data takes from the source that created it, to the entity that consumes it. This path must be minimal. The speed with which data is collected, created, transmitted and consumed depends on the MIA's ability to use data in a shared manner.

Data accessibility - Data is accessible to users for the performance of job duties. Broad access to data allows for increased effectiveness of activities and efficiency of decision-making. The employees of the Ministry of Internal Affairs must take part in the processes of creating, modifying, transmitting and accessing data within the application systems, if their job duties involve such activities with the data (the practice when the data are created by one employee and registered by another is not encouraged). This implies that users within the Ministry of Internal Affairs are adequately trained and can responsibly use the data and application systems. Employees will be primarily responsible for the correctness of the data created and modified and for justifying access to data according to service needs.

All data have a primary responsible holder for data quality (Data Trustee) - For each type of data, a holder/subdivision is designated within the Ministry of Internal Affairs, who will be primarily responsible for the completeness and correctness of the data at the level of the Ministry of Internal Affairs. All activities related to data collection, registration, modification, storage and access will be centrally coordinated, with the involvement of the data owner. In this way, uniform and efficient mechanisms can be implemented to ensure control over data quality. In order to align with other principles, the data owner does not have to decide who has access to the data, but only how access is controlled, in order to meet data quality standards.

This principle applies both to data held by the Ministry of Internal Affairs and to data provided by external entities.

Data has a single primary source of reference - For any type of data, one source of reference is established and used, and only one. In order for the same data set to have the same content for all the entities that consume it (people, systems), the primary source of the data must be a single one. The primary source of the data must guarantee its completeness and correctness and will be referred to in all cases involving the type of data in question.

The principle of unique identification - stipulates that any copy of the information object is assigned a unique identification code at the system level, through which it can be located and accessed;

The principle of secure data – stipulates the entry of data into the IS "Migration" only on the basis of records from reliable information sources and the entry of data into the system only through authorized and authenticated channels;

Prevalence of data in electronic form - Whenever the data can serve the purpose in their electronic form, they will not be reproduced on paper. Whenever the data will have to be on paper, there will also be a copy of it in electronic form. The use of data in electronic form in business processes has obvious advantages: they can be processed automatically, the quality of the data is higher, the data is more accessible, the related costs are lower. If the need requires the existence of data in paper format as well, translating them into electronic form will also provide an important part of the benefits listed.

Common vocabulary for data definition - The data are fully defined at the level of the Ministry of Internal Affairs, and the definitions are easy to understand and available to all stakeholders. Data managed by different applications, including applications that are in development, must use the same vocabulary of data definitions. In this way, applications will be able to be integrated and share data (ensuring interoperability). In addition, a common vocabulary for data is also necessary to facilitate communication between responsible persons.

Semantic interoperability capability principle – stipulates that the data model of the IS "Migration" is semantically and syntactically aligned at national and international level. Common semantic assets promoted at European and international level are used to define local vocabulary;

Data Security – Data is protected against unauthorized use and disclosure. The data will be protected in proportion to its level of sensitivity. The accessibility of data and the shared use of data within the MIA must be balanced against the security requirements related to the data. The legal regulations applicable to the protection of data, including personal data, are mandatory and are to be implemented in the SI "Migration".

Minimization of the set of personal data – data processing systems should be designed and selected in accordance with the purpose of collecting and processing as little personal data as possible.

Principles for Application Architecture

Alignment with large-scale government architecture – – implies unreserved compliance with the principles and architecture established within large-scale architecture, such as: service-based architecture (SOA), interoperability, reusable services and components, portability, flexibility, etc. If the large-scale governmental architecture is good for the entire government, then it is also good for the Ministry of Internal Affairs. The large-scale architecture will provide MIA with opportunities to control and reduce complexity, as well as the development of new, simpler and better solutions. Also, the Ministry of Interior will take over the knowledge and experience of the Government.

SOA architecture - The ICT architecture is developed with the application of the principles specific to a service-oriented system architecture. A well-managed SOA environment will allow the MIA to respond quickly to the tasks it has, increase the agility of operational processes and strengthen existing IT resources through reuse. The application components will be able to be implemented without rigid mutual dependencies. The components will interact through external interfaces implemented based on open standards and independent of technology. This fact gives the flexibility of the choice of technologies and

independent life cycles for the Information Systems used by the Ministry of Internal Affairs. It will also allow stakeholders to select alternative technology options for data entry and access capabilities;

Ensuring interoperability - The interoperability framework is established and implemented at the level of the MIA application architecture. It is aligned with the government interoperability framework. The adoption of the government interoperability framework provides an opportunity to reduce the number of interactions between systems by establishing a single set of cooperation agreements and a single technical way of interconnection.

Focus on autonomous services - The application architecture is oriented towards autonomous IT services (functional and institutional). Complex services can be easily composed if there are standalone services that will simplify interactions and respond to citizens' needs and allow for faster changes or subsequent substitution of technologies. Interoperability is achieved by providing public interaction interfaces to partners.

Weak dependencies at the application architecture level - Applications and application components are developed with minimal dependency on other applications and application components. Observing this principle when implementing the Interoperability Framework contributes to reducing the following dependencies: dependencies on communication protocols, syntax and format dependencies, semantic, temporal, behavioral and organizational dependencies.

Independent of the technology platform – stipulates that preferably, application solutions must be independent of specific technology options and therefore be able to operate on a variety of technology platforms. Technological independence allows the development, updating and operation of application solutions in the most efficient way in a timely manner. Otherwise, technology, which is subject to continuous aging and dependence on suppliers, becomes paramount to the detriment of user requirements.

Application re-use and shared use - The MIA will re-use or shared use as much as possible the applications owned by the MIA or owned by the government within the common government platform.

User-friendly apps – The apps are easy and convenient to use for users. The technologies present are transparent to users. Easy-to-use apps will allow users to focus on executing tasks, in exchange for understanding the technologies on which the app is based. Prompt user training is another reasoning.

Principles for Technology Architecture

Long-term focus on technology architecture - Given that infrastructure investments are quite significant, decisions must be based on a long-term strategy, even if this may be detrimental to short-term profitability. To this end, it is important to identify business plans and objectives both in the short and medium term, as well as in the long term, which will allow for tailor-made planning and design that will ensure its scalability and flexibility in the future.

Use of open technologies at the level of technological architecture - Open technologies allow the implementation of an efficient and flexible technological infrastructure. Using the open technology stack, technical diversity will be controlled, which will reduce the complexity of the architecture and consequently of the implemented infrastructure, which will allow for more efficient management and greater flexibility. Open technologies and architectures also make it possible to take advantage of industry trends and the technologies of the future. Such an approach provides for a higher return on investment by extending the useful life of infrastructure components, which facilitates the portability of applications to smaller or larger platforms without the need for extensive retrofitting and will increase the likelihood that the replaced hard components can be used effectively elsewhere within the institution.

Scalability, adaptability and flexibility for the technology platform - The technology architecture must take into account the future needs of the organization in order to ensure business continuity. The architecture must be identified/defined in such a way that it is easy enough to modify it in order to increase the capacity of the resources made available, the speed of reaction to possible changes and to increase the level of

availability of the services delivered from it. To this end, it is important to identify how to scale each part of the infrastructure.

Use of the common government platform - At any time the common government platform - MCloud, can serve the purpose, will be selected for the provision of the technological platform necessary for the implementation of the application systems of the Ministry of Interior and subordinate subdivisions.

Virtualization of resources at the level of technological architecture - Virtualization of resources allows their efficient use and ensures the scalability of systems. The use of physical resources separately leads to the use of servers at a capacity that does not exceed 50% of the total computing resource. Virtualization of resources allows their management for various business purposes and the separation of resources at physical and virtual level for various systems and services, which allows the optimization of IT processes and procedures, the efficiency of expenses and resource management, a more adequate and simplified control of the management of IT services.

Security of the technological architecture - Regardless of the way of using resources and managing data, security is a key area in the management of the IT infrastructure, from which it is very important to identify the security aspects in each area, starting with physical security (at the physical level), security at the network level, at the application level and at the data level. It is strictly necessary to use the concept of "least privileged" in managing access to resources and data and to continuously monitor all activities related to this field.

The reliability of the corporate network communicates. The MIA's corporate network will ensure a high level of reliability, drop resistance and security for data, video and voice transport.

ANNEX A2 REFERENCE ARCHITECTURE MODEL FOR SIA MAI

The SII of the Ministry of Internal Affairs represents the totality of information resources, information and communication technologies, together with the associated organizational structures, which interact in an organized manner for the collection, processing, storage and provision of information, in order to achieve the strategic objectives of the Ministry of Internal Affairs, the execution of functions and the fulfillment of the mission of the Ministry of Internal Affairs.

The purpose of SII MAI is to provide an efficient infrastructure for the management of critical data and information, in order to optimize operational processes, increase institutional efficiency and strengthen the capacity to ensure citizens' safety and public order in the Republic of Moldova. This concept aims to improve collaboration and coordination between administrative authorities and institutions subordinated to the Ministry of Internal Affairs, as well as to facilitate communication with other public or private law entities.

The MIA's SII promotes an ICT architecture model for all applications used by the MIA and subordinate institutions aimed at standardizing the technologies used and ensuring the interoperability/integration of applications. The reference architecture model for MIA applications is a technology-neutral model, based on SOA (*Service-Based Architecture*) architecture principles, the architecture principle applied to the implementation of large-scale government architecture. Applications with such an architecture are characterised by the ability to be operated independently of others, to benefit from the functionalities offered by other applications and to be replaced by other applications provided that the services offered meet the established technical requirements. A service-oriented architecture (SOA) starts from the business model and uses technology to design, develop and deliver IT services based on open standards, thus improving the reuse of IT components provided and creating agility to respond to change.

SII MAI is designed as a set of embedded services and microservices, intended to explore various types of digital content, regardless of where and how it was created and stored, through numerous use cases, by different MIA and external user groups, achieved through a suite of integrated platform programs, separate applications that share APIs and common data repositories, and co-opted and reused content service components. The architecture of *the SII MAI* is presented in the following figure:

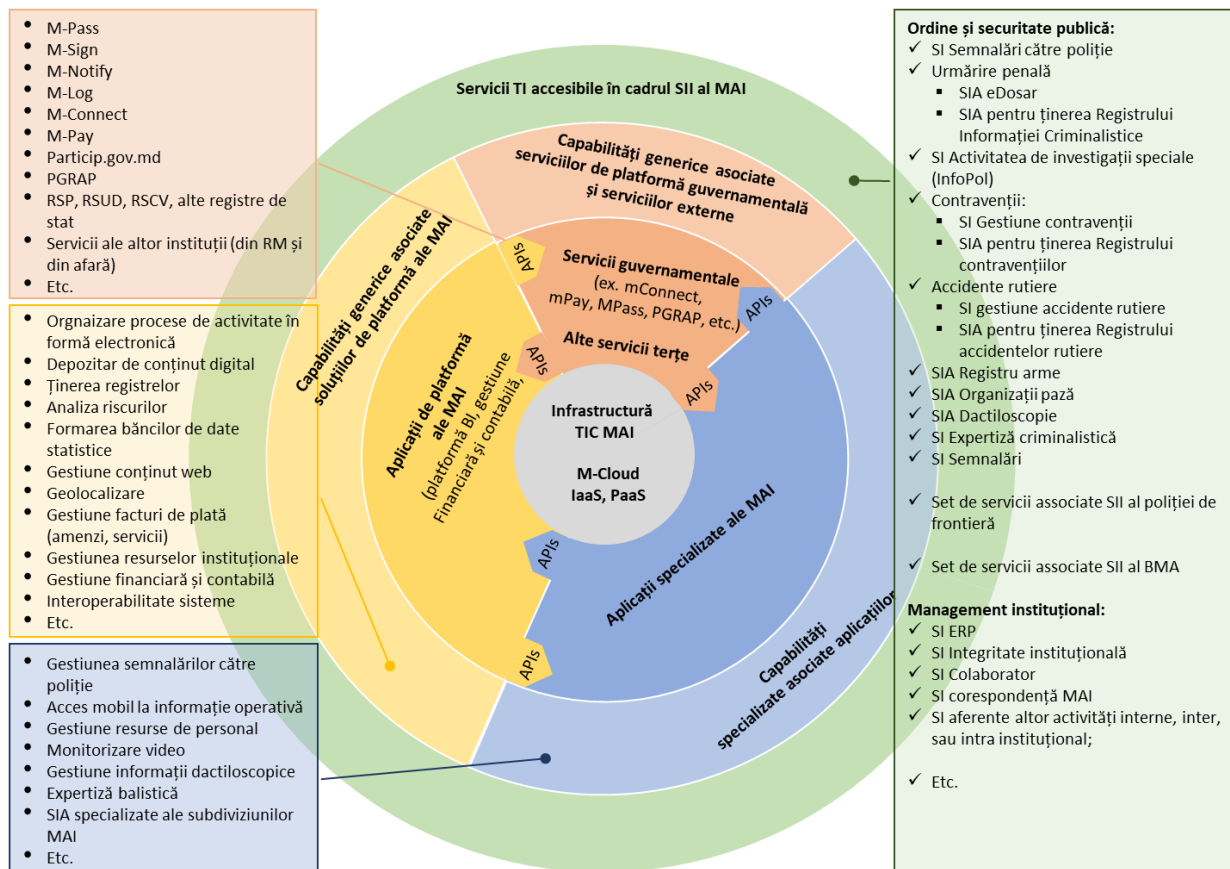


Figure 4. Architecture of the Integrated Information System of the Ministry of Internal Affairs

The IBS of the Ministry of Internal Affairs is described by means of functional levels, present in the diagram in the form of concentric circles. Each level has specific functions associated with it within the SII of the Ministry of Internal Affairs.

Level 1: ICT services – at this functional level are represented the IT services used by the MIA in its activities or for the purpose of providing services to third parties. This is the way in which the SII of the MIA is perceived from the perspective of the MIA's activity processes. ICT services can be logically grouped for the purpose of forming Automated Information Systems, relevant from the perspective of MIA users and activities. ICT services support the MIA's activities and processes in a flexible, business-oriented and technology-independent manner.

Two types of ICT services related to the MIA's SII are identified:

1. ICT services for users, intended for MIA employees or authorized external users (citizens, employees of other institutions and third parties);
2. ICT services for applications, intended to be accessed by other applications for the purpose of enriching their functionality and ultimately delivering ICT services for users. ICT services for applications can be accessed by applications within the MIA or outside the MIA.

ICT services are built by orchestrating and aggregating ICT capabilities accessible within the MIA's SII.

Level 2: ICT Capabilities – ICT capabilities represent the functional characteristics of the MIA's SII. ICT capabilities can be orchestrated and aggregated to build ICT services. One or more aggregated capabilities form an ICT service from the perspective of the MIA's activity processes. ICT capabilities are associated with applications in the application architecture of the Ministry of Internal Affairs, or ICT services provided by third parties. The orchestration and aggregation of ICT capabilities is done by configuring, adapting and integrating applications from the application architecture of the Ministry of Internal Affairs. The development of new ICT capabilities involves the acquisition and deployment of new applications or the development of existing ICT systems.

Alternatively, the Ministry of Internal Affairs may contract external ICT services that will provide the necessary ICT capabilities to the Ministry of Internal Affairs.

Level 3: Application architecture - includes all application components (application platforms, distinct applications and their components) owned by the MIA or accessible to the MIA for use. The functional and non-functional characteristics of the MIA applications constitute ICT capabilities based on which ICT services are produced. In the context in which an information system of the Ministry of Internal Affairs presents a logical grouping of different ICT capabilities, the information systems of the Ministry of Internal Affairs may be based on one or more applications from the application architecture of the Ministry of Internal Affairs. The application architecture of the Ministry of Internal Affairs has a modular structure, which provides flexibility to meet the needs of the Ministry of Internal Affairs, while facilitating the reuse of existing components. All applications support unique standards for technical interoperability. The integration of applications is implicitly ensured through the interoperability platform of the Ministry of Internal Affairs. The exchange of data with applications outside the application architecture of the Ministry of Internal Affairs is implicitly carried out through the government's interoperability platform.

The following large groups of applications form the application architecture of the Ministry of Internal Affairs:

1. Platform applications of the Ministry of Internal Affairs: have ICT capabilities that meet the common needs of several processes and activities of the Ministry of Internal Affairs. This facilitates the reuse of platform applications to produce distinct ICT services;
2. Specialized applications of the Ministry of Internal Affairs: have ICT capabilities necessary to support in particular certain activities and processes of the Ministry of Internal Affairs. Specialized capabilities are developed when they cannot be ensured by orchestrating generic capabilities. They are also associated with applications already deployed and what will continue to be used
3. Government and third-party IT services: have ICT capabilities characteristic of government services and intended for the common use of public authorities. They can also meet the needs of the Ministry of Internal Affairs, in which case they are co-opted and treated as an integral part of the application architecture of the Ministry of Internal Affairs.

The applications in the application architecture of the Ministry of Internal Affairs (including government services) are interoperable.

The Ministry of Internal Affairs develops, implements and operates applications as part of the MIA's SII in order to ensure the ICT capabilities necessary for the production of ICT services. Whenever the Ministry of Internal Affairs finds the need for new ICT capabilities that cannot be ensured by the current application architecture of the Ministry of Internal Affairs, it shall take the following actions, in the following order:

1. It analyzes the possibility of obtaining the necessary capabilities, by integrating the available government services into the application architecture of the Ministry of Internal Affairs.
2. Analyze the possibility of developing current platform applications. New ICT capabilities can be ensured by implementing new functionalities of platform applications.
3. Analyze the rationality of developing new specialized or platform applications.

Level 4: Technological architecture – includes technological infrastructure components intended to ensure the ICT environment necessary for the efficient and safe operation of the applications in the application architecture of the Ministry of Internal Affairs, as well as their accessibility by users and other applications. The technological architecture includes: data centers, data processing and storage equipment, communication networks, operating environments and system software.

The technological architecture of the SII MAI is defined taking into account the requirements for consolidating data centers in the public sector and rationalizing the administration of state information systems approved by GD no. 414 of 08.05.2018. In this sense, the technological architecture for all new systems must be optimized

for running in cloud computing environments. For all MIA systems, as the first option for technological infrastructure, MCloud will always be chosen.

ANNEX A3 IGM APPLICATIONS REPLACED BY SI MIGRATION

This annex describes the applications used by IGM to be replaced by SI Migration.

The BMA Ssl system is a system built on the concept of management of records (files), produced as a result of the request for a public service offered by the IGM or of a record-keeping activity carried out by the IGM (e.g. registration of foreigners passing through the Transnistrian sector). The Ssl BMA consists of functional modules, each of which ensures the management of a certain type of registration (file), from the submission of the application (application/approach) to the issuance of the decision. The functional modules, depending on the case, contain in themselves several functional areas combined into a single job per role.

Depending on the scenario defined for different types of requests, different work scenarios apply. Users are assigned to a specific role and have access to folders accordingly. Currently, the system has more than 400 active user accounts. A large part of the accounts (about 100) are created to offer combined functionalities to an employee.

Ssl BMA does not have interfaces for data migration. Data migration is expected to be performed by retrieving it directly from the database.

Ssl BMA digitally supports the following activities to be taken over in the IS "Migration"

1. Foreigners' records
2. Documentation with identity documents of foreigners
3. Management of visa extension requests – reception, examination, coordination, decision-making, statistics
4. Management of Invitation requests – reception, examination, coordination, issuance of decision, statistics
5. Immigration Management – reception, examination, coordination, decision-making, statistics
6. Asylum Management – reception, examination, coordination, decision-making, statistics
7. Repatriation Management – reception, examination, coordination, decision-making, statistics
8. Notices Management – processing requests, statistics
9. Statelessness Management – processing of statelessness requests/files, documentation, statistics
10. International Protection Management – processing of international protection requests/files, documentation, statistics
11. Temporary Protection Management – processing of requests/files, temporary protection, documentation, statistics
12. Integration Program Management – request processing, documentation, statistics
13. Placement Center Management – processing requests/files, statistics
14. Management of Detachments – processing of requests/files, statistics
15. Management of Documentation with identity documents – documentation of the foreigner, statistics
16. Certificate Management – request processing, statistics
17. Management of crossings through the Transnistrian segment – management of the crossing event, statistics
18. Managing Stay Rule Violations:
 - a) Administrative sanctions,
 - b) Decisions to reduce the length of stay,
 - c) Decisions to declare undesirable,
 - d) Return decisions,
 - e) Revocation decisions,
 - f) Moldovan citizens detained abroad,
 - g) Readmission
 - h) International restrictive measures,

- i) Persons in search or terrorist activities,
 - j) Gun holder permits,
 - k) Placement Center,
 - l) etc.
- 19. Records Management – processing information/requests, statistics
 - 20. System administration – managing users, settings, and other settings
 - 21. Printing of identity documents – data quality check and printing of identity documents

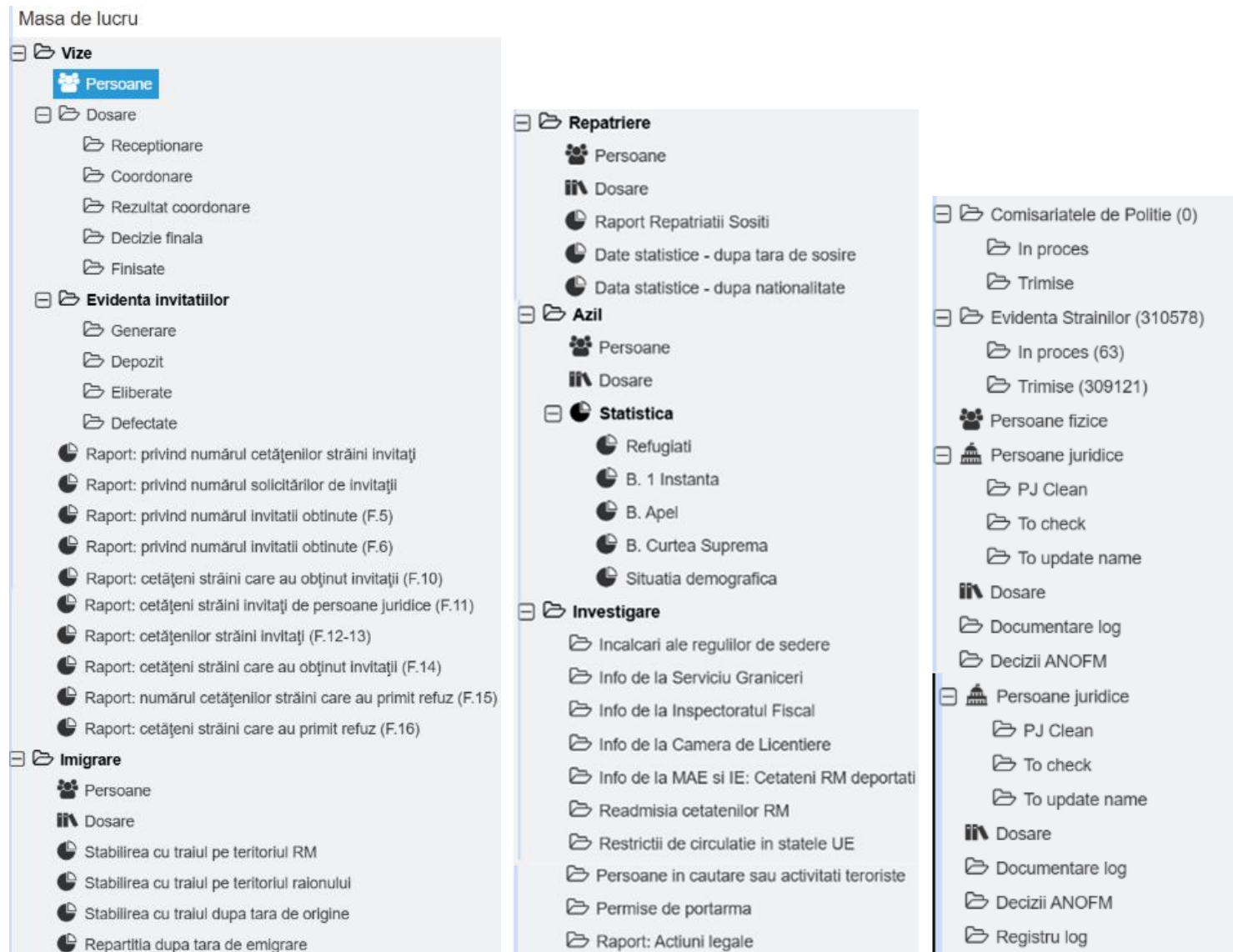


Figure no. 1 Ssl IGM User Menu

The SimBASE system is a WfMS system intended for automating processes, including matrix processes (where executors are distributed on subdivisions, each with its own boss but participating in common processes). The system is compatible with and uses the BPMN2 standard for workflow design.

The following IGM activities and operational processes are digitized within the SimBASE SI and are to be taken over in the IS "Migration"

The SimBASE system has tools for defining the API. APIs are expected to be configured for data migration.

The following IGM activities and operational processes are digitized within the SimBASE SI and are to be taken over in the IS "Migration"

1. Consultation of applications for entry-exit visas, issued by diplomatic missions and consular offices of the Republic of Moldova abroad and by the Directorate of Consular Affairs of the Ministry of Foreign Affairs and European Integration
2. Coordination of applications for the issuance of visas in exceptional situations at the state border
3. Extension of the residence visa
4. Registration and documentation of refugees from Ukraine - "Temporary protection" component
5. Integration with systems:
 - a. SIA RSP for the purpose of accessing information about individuals
 - b. SIA RSUD for the purpose of accessing information about legal units
 - c. Accessing information about carriers (RCA) and transport (RTA) with which the foreigner entered the country;
 - d. integrate with the MFAEI's GMIS for the purpose of ensuring the exchange of visa information

ANNEX A4 IGM ACTIVITIES AND OPERATIONAL PROCESSES

This annex presents the activities and operational processes carried out by the IGM. The supplier will take into account the list of IGM activities and operational processes when designing the information system. The beneficiary opts for a scalable IT system that will be developed in stages. Thus, the Supplier must ensure that the new system is scalable and will be able to digitally support all IGM activities and processes without losing performance.

Processes and activities carried out within the Single Window for Documentation of Foreigners

1. Receipt of requests for the provision of public services provided by the IGM (the list of IGM public services is presented in Annex A3), including:
 - Documentation of foreigners with identity documents, including:
 - Taking the facial image and taking fingerprints for the preparation of the foreigner's identity document, including at home
 - Documentation of foreigners with identity documents at home
 - Registration and/or deletion from the register at the residence or domicile.
 - Receipt of the application for the issuance of the certificate regarding the assignment of the State Identification Number (IDNP) to the foreigner;
 - Making changes in the foreigner's file as a result of changing the state border crossing document, domicile/residence visa gives to other documents.
2. Issuance of guests, extended visas, family reunification notices, decisions to grant/extend the right of residence, confirmation of repatriation and other documents resulting from the provision of IGM public services.
3. Receipt of identity documents to be taken out of use
4. Registration of foreigners entering/leaving the Republic of Moldova through the Transnistrian segment of the Moldovan-Ukrainian border, including:
 - Issuance of the "foreigners' record sheet" which is completed and issued by the GUDS officer

Activities carried out by the Foreigners Registration Offices

5. Registration of foreigners entering/leaving the Republic of Moldova through the Transnistrian segment of the Moldovan-Ukrainian border, including:
 - Issuance of the "alien registration form" which is completed and issued by the officer of the Aliens Registration Office.
6. Taking over applications for a form of protection (today) on the territory of the Republic of Moldova
7. Registration of applicants for temporary protection, including:
 - Taking over biometric data (fingerprints) of applicants for Timor protection
 - Picking up identity documents for the foreigner requesting a form of protection;
 - Prepares and hands over the identity document for the beneficiaries of temporary protection (specified in the OIS regulation, IGM order 35/2024, to be clarified how)
8. Verification of foreigners – verification of prohibitions and warnings ordered against foreigners and application of precautionary measures
9. Activities for the prevention and investigation of offences and misdemeanours:
 - Registration of notifications and self-notifications regarding contravention deeds
 - Registration of notifications on administrative cases

Operational activities carried out by the employees of the Admission and Regulation of Residence of Foreigners sections

Activities related to the Admission of Foreigners

10. Examination of the application/request for the issuance of the invitation for foreigners
11. Examination of the application for the issuance of the family reunification notice:
12. Examination of the application/application for the extension of the short-stay visa

Immigration Management Activities

13. Examination of the employer's affidavit regarding the temporary stay on the territory of the Republic of Moldova for a period of more than 90 days for:
 - *seasonal workers in agricultural work and frontier workers*
 - *professional sellers, contract service providers or independent professionals.*
 - *foreign workers posted to the*
14. Examination of the application/application for granting/extending the right of provisional residence for family reunification
15. Examination of the application/request for granting/extending the right of provisional residence on the territory of the Republic of Moldova for work purposes, on the following subgrounds:
 - *migrant workers*
 - *foreign investors*
 - *foreigners whose specialties are included in the List of Priority Occupations*
 - *persons with management positions*
 - *foreigners engaged in investment projects of national importance*
 - *foreigners employed in external assistance projects*
 - *highly skilled foreign workers*
 - *foreign workers posted to the*
 - *foreigners who carry out teaching activities, activities in the field of culture, health, sports or other categories of specific activities of a temporary nature in the profile institutions of the Republic of Moldova*
 - *persons with management positions within an applicant beneficiary with activities in the field of information technology and specialists in the field of information technology*
 - *Employees of residents of free economic zones*
 - *trainees who have graduated from higher education*
 - *other justified cases (Article 43, Law 200/2010):*
16. Examination of the application/request for granting/extending the right of provisional residence for studies.
17. Examination of the application/request for granting/extending the right of temporary residence for humanitarian, voluntary or religious activities.
18. Examination of the application/request for granting/extending the right of provisional residence for long-term medical treatment, spa and recovery.
19. Examination of the application/request for granting/extending the right of provisional residence for the protection of victims of trafficking in human beings
20. Examination of the application/request for granting/extending the right of provisional residence for the protection of victims:
21. The examination of the application/request for granting/extending the right of provisional residence for other purposes if the presence of the foreigner does not contravene the legislation of the Republic of Moldova or his/her activity on the territory of the Republic of Moldova is necessary in the public interest or national security.
22. Examination of the application for granting the right of permanent residence, for
 - *to a foreigner married to a citizen of the Republic of Moldova.*

- *foreigner whose stay is in the interest of the Republic of Moldova.*
- *other categories of foreigners who have the right of legal and continuous provisional residence on the territory of the Republic of Moldova for at least 5 years and meet the conditions for granting the right of permanent residence*
- *for acquiring the citizenship of the Republic of Moldova.*

23. Examination of the application/application for granting the right to repatriation

Activities related to authorised emigration

24. Examination of the application for the issuance of the emigration permit of foreigners with permanent residence in the Republic of Moldova

Operational activities carried out by the employees of the Admission and Documentation Directorate

Activities related to the Admission of Foreigners

25. Coordination of visa issuance by external authorities, including:

- Consultation of diplomatic missions and consular offices of the Republic of Moldova abroad in the process of examining applications for entry-exit visa applications
- Coordination of the issuance/issuance of visas in exceptional situations by the Border Police at the state border crossing point
- Consultation of the Consular Directorate of the MFA on the issuance of electronic visas (eVisa).

26. Verification of eFiles requesting the documentation of foreigners with identity documents before being sent to the ASP

Operational activities carried out by the employees of the Asylum and Statelessness Directorate/Services

Activities related to the granting of a form of protection - asylum

27. Receiving, processing, examining and settling, at the administrative stage, asylum applications regarding:

- Granting international protection
- Granting temporary protection.

Including the management of specific asylum applications, such as:

- Requests from people with mental disorders,
- Requests from unaccompanied minors
- Applications for family reunification
- Procedure for dealing with a new asylum application

28. Taking over the asylum applications submitted at the border (at the IGPF or the Foreigners Registration Offices of the IGM) and of the applicant, as the case may be.

29. Preparation, extension and issuance of the temporary identity document of the asylum seeker/stateless certificate issued by the eligibility counsellor.

30. Preparation of the identity document for the person benefiting from a form of international protection.

31. Collecting and systematizing information on asylum seekers' countries of origin, including:

- Creation and management of the country of origin information file, including the country of origin file.

32. Procedure for terminating/cancelling a form of protection

33. Record of foreigners benefiting from temporary protection registered in the SI "Temporary Protection", including:

- Record of temporary identity documents for asylum seekers granted to foreigners benefiting from temporary protection

Management of the accommodation centre for asylum seekers

34. Record of persons accommodated at the accommodation center

Activities related to the recognition of stateless status

- 35. Receiving, processing, examining and solving, at the administrative stage, the applications for recognition of stateless status
- 36. Preparation and issuance of the temporary identity document of the applicant for stateless status (certificate of the stateless applicant) issued by the eligibility advisor.
- 37. Preparation of the identity document for the person to whom the status of stateless person has been recognized.
- 38. Procedure for cancellation/termination of stateless status

Activities in the field of integration of foreigners and stateless persons carried out by the Directorate for the Integration of Foreigners and the Integration Centres for Foreigners within the Regional Directorates of the IGM

- 39. Organization and monitoring of integration programs/measures for foreigners – registration and recording of integration programs
- 40. Record of foreigners who apply for and benefit from inclusion in integration measures and programs, which includes:
 - the registration of foreigners who apply for integration measures through the integration centers or directly to the territorial subdivisions of the administrative authorities subordinated to the ministries.
 - the record of foreigners applying for inclusion in integration programs.
 - Record of foreigners benefiting from integration programs
 - Record of measures within the programs:
 - Record of foreigners enrolled in the social protection system
 - Record of foreign minors enrolled in the training process
 - etc.
- 41. Registration of foreigners in integration programs and file management, which includes:
 - Receive requests for inclusion in integration programs
 - Interview and completion of the integration questionnaire
 - Signing the information sheets with rights and obligations depending on the statute.
 - Definition of the individual integration plan
 - Notification of the foreigner regarding the status of the integration file.
- 42. Registration of foreigners in integration measures and file management, which includes:
 - Receives requests for inclusion in integration measures
 - Interview and completion of the integration questionnaire
 - Definition of the individual integration plan
 - Signing the information sheets with rights and obligations depending on the statute
 - Notification of the foreigner regarding the status of the integration file
- 43. Evaluation of applications for inclusion in integration measures/integration programme
 - Check eligibility for different available activities
 - Evaluation of the supporting documents, the legal framework, the organizational need for reference.
 - Making the decision to approve or reject
 - Transmitting/handing over the decision and other documents to the foreigner, as the case may be.
- 44. Monitoring the participation of foreigners in integration programmes, including:
 - Organization of the course effectiveness questionnaire
- 45. Monitoring the participation of foreigners in integration measures

46. Dissemination of information on integration services
47. Analytical and reporting activities:
 - a. Preparation of statistical reports and analytical notes that characterize the field
 - b. Profiling foreigners in the territory

Operational activities carried out by the subdivisions responsible for combating illegal stay

Processes and activities related to case management (Case Management):

Activities common to all types of files:

48. Foreigner verification,
 - a. Verification by identification in order to establish their identity, legality and purpose of stay, including specific checks
 - b. verification of foreigners in SSI BMA and external information systems (SIA RSP, SIA RSUD, SI IGPF, SIA RICCC, SI Poldata, SI Interpol, etc.)
 - c. the necessary verifications for the purpose of approving the applications submitted by foreigners for the acquisition/reacquisition of citizenship, granting/extending the right of residence, issuing the invitation and extending the visa;

Activities related to the examination of files for granting a right to a foreigner

49. Verification of foreigners during the examination of the Files of requests for confirmation / granting of a right to the foreigner:
 - a. Verification of foreigners during the examination of the Files of applications for the issuance of the foreigner's invitation, extension of the visa, confirmation of the right of stay, granting/extension of the right of residence
 - i. Inviting strangers
 - ii. Granting/extending the visa
 - iii. examination of declarations on the employment of foreigners on the territory of the Republic of Moldova for a period of less than 90 days for:
 - Foreign specialists in the field of information technology
 - posted workers
 - iv. confirmation of the right of residence for a period of more than 90 days
 - seasonal workers in agricultural work and frontier workers
 - professional sellers, contract service providers or independent professionals
 - v. granting/extending the right of provisional residence
 - vi. granting the right of permanent residence
 - b. Verification of foreigners and endorsement of applications submitted by foreigners for the acquisition/reacquisition of citizenship.
50. Organization of the process and management of readmission files:
 - a. Readmission of Moldovan citizens
 - b. Readmission of foreign citizens, inclusive
 - i. Organization of return operations and missions within the implementation of the Readmission Agreements concluded between the Republic of Moldova and other states

Activities related to the management of administrative case files

51. Registration and examination of the alert regarding the violation of the legislation in the field of competence of the IGM.
52. Examination of notifications and issuance of decisions on the annulment of a right granted to the foreigner and the decision on the application of precautionary measures:

- a. Cancelling the invitation
 - b. visa cancellation/revocation
 - c. revocation of the right of residence for a period of more than 90 days, for:
 - i. seasonal workers in agricultural work and frontier workers
 - ii. professional sellers, contract service providers or independent professionals
 - d. revocation/cancellation of the right of provisional residence
 - e. termination of the right of permanent residence
53. Registration, examination of notifications/self-notifications and issuance of decisions on the application of precautionary measures:
- a. issuing the return decision,
 - b. issuance of the return decision under escort
 - c. Declaring the foreigner an undesirable person
 - d. enforcement/lifting of entry and exit bans in/from the Republic of Moldova
54. Application of precautionary measures:
- a. Detention and organization of the process of removal of foreigners from the territory of the Republic of Moldova
 - b. Preventive accommodation (for a period of up to 72 hours)
 - c. Escorted removal of foreigners within 24 hours, including the purchase of tickets from IGM sources, other maintenance and removal expenses
 - d. Applying the regime of tolerating the foreigner's stay on the territory of the Republic of Moldova;
 - e. Enforcement of the expulsion measure (ordered by the courts)
55. Assisted voluntary return - registration of applications, examination and organization of the process of assisted voluntary return of foreigners
- a. Voluntary repatriation of foreigners who do not have travel documents.
 - b. Voluntary repatriation of the asylum seeker
 - c. Assisted voluntary return of foreign nationals in respect of whom a restrictive measure has been imposed

Management of contravention cases

- 56. Registration of the self-notification regarding the contravention
- 57. Record of contravention sanctions applied by the Inspectorate's employees

Management of the files of requests regarding the establishment of informative notes

- 58. Review of reports on the announcement of persons in guidance
- 59. Examination of requests/steps to lift/halve the ban on entry into the Republic of Moldova

Record Keeping

Record of records, prohibitions and other restrictions applied to foreigners

60. Record of restrictive records (records, prohibitions and other restrictions):
- a. The nominal record on the measure of the ban on entry into the Republic of Moldova is registered (Law 200/2010, art. 9, p. (4))
 - b. The measure of not allowing entry into the Republic of Moldova applied by the IGPF to the foreigner and the fact of its communication (Law 200/2010, art. 8, p. (3))
 - c. To the nominal record regarding the non-permission to leave the country (Law 200/2010, art. 12, p. (3) / art. 13, p. (1))
 - d. Record of persons declared undesirable (L200/2010 art.55, p (6))

- e. Records of natural persons (citizens of the Republic of Moldova and foreigners) and legal entities registered in the Republic of Moldova to which restrictions on the invitation of foreigners are applied;
- f. Record of foreigners serving criminal sentences on the territory of the Republic of Moldova
- g. Record of foreigners for whom restrictive measures have been ordered;
- h. Record of foreigners who benefit from the regime of tolerating staying on the territory of the Republic of Moldova;
- i. Record of the persons expelled or extradited based on the court's decision;
- j. Registration and management of international restrictive measures

61. Record of informative notes:

- a. Persons announced in the orientation (informative note)

Other evidence

- a. Record of travel documents issued by other states in the name of foreigners in respect of whom removal has been ordered

Coordination activities

- 62. Ensures the necessary formalities for the removal of foreigners placed at the Temporary Placement Centre or who request assistance in their voluntary return to their country of origin.
- 63. Coordinates the activity of the Temporary Placement Center for Foreigners in the line of placement in public custody and ensures the organization of removal missions under escort of foreigners.
- 64. Coordinates and ensures the execution of the orders of the head of the IGM regarding the removal under escort of foreigners in public custody and of those removed within 24 hours from the territory of the Republic of Moldova.
- 65. Coordinates the activities of the regional directorates regarding the removal of foreigners.

Activities carried out within the Temporary Placement Center for Foreigners Subject to Digitization

- 66. Registration and removal from the register of foreigners taken into custody placed in the Temporary Placement Centre
- 67. Retrieval of biometric data of foreigners placed in CPTS, including
 - a. Transmission/recording of palm and fingerprint images in SIA AFIS;
 - b. Taking over biometric data for the purpose of documenting foreigners' identity documents
- 68. Identification of foreigners placed in the Temporary Placement Centre, including:
 - a. Verification for the purpose of identifying the foreigner in IS Migration and external SIA
- 69. Registration and record of applications regarding the purchase of goods from the money of foreigners placed at the CPTS and record of the purchase and delivery of goods;
- 70. Record of medical checks performed on foreigners placed in CPTS
 - a. Including the record of medical records
- ~~71.~~ Record of meetings with foreigners placed in CPTS and parcels sent to them.
- 72. Record of permission requests, permits and movements (exits) of foreigners placed in the CPTS

Other related activities carried out by the Document Management Services and Legal Services within the Regional Directorates

- 73. Document management:
 - a. Recording and recording of incoming-outgoing and internal correspondence

- b. Control of task execution discipline
- 74. Management of the archive fund
 - a. Retrieval of documents in the archive
 - b. Management of access to archival documents according to requests
- 75. Appeals management , including:
 - a. Appealing the return decision
 - b. Appealing the decision on an undesirable person
 - c. Appealing against the decision not to grant asylum
 - d. Etc.
- 76. Management of the foreclosure process:
 - a. debtors' records and execution of enforceable documents;
 - b. verifies taxpayers in the database of the Tax Service, in order to submit the enforceable documents for forced execution;
- 77. Representation of IGM's interests in civil disputes in which IGM has standing to sue

ANNEX A5 LIST OF PROCESSES AND ACTIVITIES TO BE DIGITALLY SUPPORTED IN IS MIGRATION

The following table presents the list of activities and business processes to be digitally supported in the SI 'Migration', the digitisation steps and references to the basic use cases describing the requirements for their digitisation.

Table no. A2.1. List of processes and activities to be digitally supported in IS Migration and the use cases describing them

#	Process / sub-process name	Operational processes and activities to be digitally supported by IS "Migration"	Stage*	Description (Use Cases)
1	Verification of the person	View data from the person's Profile	1	CU G10: Viewing data from the Stranger's Profile
		Verification of persons (PF, PJ)		
		<ul style="list-style-type: none">Verification of persons in interoperable IS Migration and SIA		CU U01 Verification of the person in SI Migration
		<ul style="list-style-type: none">Verification of persons in external systems (protocol verification)		CU U02: Verification of persons and documents in external sources.
Registration of foreigners				
2	Registration and management of the record of foreigners in the SI "Migration"	Registration of foreigners entering/leaving the Republic of Moldova through the Transnistrian segment of the Moldovan-Ukrainian border, recorded in accordance with GD no. 125/2013 and GD no. 297/2017	1	CU U03.1 I register a foreigner entering/exiting through the Transnistrian segment
3		Registration of temporary stay on the territory of the Republic of Moldova for a period of up to 90 days, based on the declaration of the employer, of the foreigner: <ul style="list-style-type: none">Information Technology Specialistposted workers		CU U03.2: Registration of temporary stay for a period of up to 90 days, based on the employer's declaration
4		Registration of foreigners on the territory of the Republic of Moldova for whom they do not have IDNP assigned when crossing the border		CU U03 I register the foreigner in SI "Migration"
		Registration of foreigners on the territory of the Republic of Moldova and assignment of the identification number IDNP as the case may be (draft law		

		on the assignment of the task of registration of foreigners on the territory of the Republic of Moldova)		
5		Registration of unidentified aliens (who applicants a form of protection, taken into custody, etc.)		
6		Registration of changes to the travel documents of registered foreigners		
7	Connecting the alien's identities	Connecting the alien's identities	1	CU U04 Connecting the identities of the foreigner.
		Ensuring the traceability of merged identities including deleted ones		
		Synchronization of the connection result in external systems		
8	Sub-process: Issuance of documents and documents	Issuance of documents resulting from the provision of IGM public services, including:	1	CU U05 Issuance of documents and documents
		<ul style="list-style-type: none"> • Issuance of the certificate regarding the assignment of the State Identification Number (IDNP) in the State Population Register 		
		<ul style="list-style-type: none"> • Issuance of documents with a strict record number 		
		<ul style="list-style-type: none"> • Issuance of identity documents 		
		<ul style="list-style-type: none"> • Issuance of other documents and documents 		
		<ul style="list-style-type: none"> • Issuance of the certificate on confirmation of the foreigner's status on the territory of the Republic of Moldova 		CU U05.1: Issuance of the Certificate on the confirmation of the foreigner's status on the territory of the Republic of Moldova.
Documentation of foreigners with identity documents				
9	Documentation of foreigners and stateless persons with identity documents	Documentation of foreigners and stateless persons with identity documents (according to the agreement with the ASP), including:	1	CU U05: Documentation of foreigners and stateless persons with identity documents
		<ul style="list-style-type: none"> • Taking the facial image and taking fingerprints for the preparation of the identity document of the foreigner/stateless person, including at home 		

		<ul style="list-style-type: none"> ○ formatting the facial image according to ASP requirements 		
		<ul style="list-style-type: none"> ○ Registration and/or deletion from the register at the residence or domicile. 		
Management of files regarding the granting of a right to the foreigner				
	Sub-process: Receiving requests for the provision of public services	Receipt of requests for the provision of public services provided by IGM (the list of IGM public services is presented in Annex A3)		
10		<ul style="list-style-type: none"> • submitted to GUDS 	1	CU U10 : IGM Public Service Request Registration CU U11.1: Registration of IGM public service request submitted at the counter
		<ul style="list-style-type: none"> • submitted online, such as: 		
11		<ul style="list-style-type: none"> ○ taking over online service requests submitted in FOD and eFilling 	1	CU U10 : IGM Public Service Request Registration CU U10.2 Reception of IGM public service requests submitted online
12		<ul style="list-style-type: none"> ○ digitization of new online public services in FOD and eFilling 	2	--
13		<ul style="list-style-type: none"> ○ retrieval of eFiles from other systems (e.g. SIGV) 	1	CU U10 : IGM Public Service Request Registration CU U10.2 Reception of IGM public service requests submitted online
14		Making changes in the foreigner's file as a result of: <ul style="list-style-type: none"> • the change of the state border crossing document; • changes in their residence; • Other cases 	1	CU U05.3 Making changes to the file of the foreigner at the examination stage, at his request

15		Registration of the cancellation request/refusal for the requested public service	1	CU U05.4 Initiation of the cancellation of the public service request
16	Sub-process: Registration and management of appeals	Registration and management of appeals in the ordinary procedure	2	CU U07 Registration and examination of appeals
		Registration and management of appeals in court proceedings	2	
Activities related to the Admission of Foreigners				
17	Coordination of visa issuance by other empowered authorities	Reception of external files and coordination of visa issuance by other empowered authorities:	2	--
		<ul style="list-style-type: none">• Consultation of diplomatic missions and consular offices of the Republic of Moldova abroad in the process of examining applications for entry-exit visa applications		
		<ul style="list-style-type: none">• Coordination of the issuance/issuance of visas in exceptional situations by the Border Police at the state border crossing point		
		<ul style="list-style-type: none">• Consultation of the Consular Directorate of the MFA on the issuance of electronic visas (eVisa)		
Immigration Management Activities				
18	Registration and management of the file regarding the granting/extension of the foreigner's right of stay or residence	Registration and management of the file regarding the issuance of the invitation for foreigners:	1	CU U11: Registration and management of the file on the issuance of the invitation to foreigners
		<ul style="list-style-type: none">• Issuance of invitation for foreigners wishing to enter the Republic of Moldova at the request of a natural person from the Republic of Moldova		
		<ul style="list-style-type: none">• Issuance of invitation for foreigners wishing to enter the Republic of Moldova, at the request of a legal entity registered in the Republic of Moldova		

19	Registration and management of the file regarding the issuance of the family reunification notice:	1	CU U12: Registration and management of the file on the issuance of the family reunification notice
	<ul style="list-style-type: none"> • Issuance of the Permit for Family Reunification with the Citizen of the Republic of Moldova 		
	<ul style="list-style-type: none"> • Issuance of the Permit for Family Reunification with Foreigners Who Have the Right to Reside in the Republic of Moldova 		
20	Registration and management of the file on the extension of the short-stay visa:	1	CU U13: Registration and management of the file on the extension of the foreigner's visa
	<ul style="list-style-type: none"> • Extension of the short-stay visa at the request of the individual 		
	<ul style="list-style-type: none"> • Extension of the short-stay visa at the request of the legal entity 		
21	Registration and management of the file on the confirmation of the right of temporary stay on the territory of the Republic of Moldova for a period of more than 90 days, for: <ul style="list-style-type: none"> • seasonal workers in agricultural work and frontier workers • professional sellers, contract service providers or independent professionals 	1	CU U15: Registration and management of the file regarding the granting/extension of the right of stay or residence of the foreigner
22	Registration and management of the file on the granting/extension of the right of temporary residence on the territory of the Republic of Moldova to the foreigner for family reunification: <ul style="list-style-type: none"> • with the citizens of the Republic of Moldova • with foreigners who have the right of temporary or permanent residence in the Republic of Moldova • granted to family members independently 	1	CU U10.5: Examination of the file on the granting/extension of the right of provisional residence for family reunification

23	<p>Registration and management of the file on the granting/extension of the right of temporary residence on the territory of the Republic of Moldova for work purposes in accordance with the reasons and sub-reasons provided by the legislation, such as:</p> <ol style="list-style-type: none"> 1. Migrant workers 2. foreigners whose specialties are included in the List of Priority Occupations 3. foreigners engaged in investment projects of national importance 4. foreigners employed in foreign assistance projects 5. Highly skilled foreign workers 6. Posted foreign workers 7. foreigners who carry out teaching activities, activities in the field of culture, health, sports or other categories of specific activities of a temporary nature in the profile institutions of the Republic of Moldova 8. persons with management positions within an applicant beneficiary with activities in the field of information technology and specialists in the field of information technology 9. Employees of residents of free economic zones 	1	CU U10.6: Examination of the file on the granting/extension of the right of provisional residence for work purposes
24	Registration and management of the file on the granting/extension of the right of temporary residence on the territory of the Republic of Moldova to the foreigner for studies.	1	CU U10.8: Examination of the file on the granting/extension of the right of temporary residence of the foreigner for studies
25	Registration and management of the file on the granting/extension of the right of temporary residence on the territory of the Republic of Moldova to the foreigner for humanitarian, voluntary or religious activities.	1	CU U10.9: Examination of the file on the granting/extension of the right of temporary residence of the alien for humanitarian, voluntary or religious activities
26	Registration and management of the file on the granting/extension of the right of temporary residence on the territory of the Republic of Moldova to the foreigner for long-term medical treatment, spa and recovery.	1	CU U10.10: Examination of the file on the granting/extension of the right of temporary residence of the foreigner for

			long-term medical treatment, balneosanatorium and recovery
27	Registration and management of the file on the granting/extension of the right of temporary residence on the territory of the Republic of Moldova to the foreigner for the protection of victims of trafficking in human beings	1	CU U10.11: Examination of the file on the granting/extension of the right of temporary residence of the alien for the protection of victims of trafficking in human beings
28	Registration and management of the file on the granting/extension of the right of temporary residence on the territory of the Republic of Moldova to the foreigner for the protection of victims of domestic violence.	1	CU U10.12: Examination of the file on the granting/extension of the right of provisional residence of the foreigner for the protection of victims of domestic violence
29	Registration and management of the file on the granting/extension of the right of temporary residence on the territory of the Republic of Moldova of foreign investors	1	CU U10.13: Examination of the file on the granting/extension of the right of temporary residence on the territory of the Republic of Moldova of the foreign investor
30	Registration and management of the file on the granting/extension of the right of provisional residence on the territory of the Republic of Moldova for foreigners with a leading position within the PJ registered in the Republic of Moldova	1	CU U10.14: Examination of the file on the granting/extension of the right of temporary residence on the territory of the Republic of Moldova of the foreigner with a leading position within the Ministry of Justice registered in the Republic of Moldova
31	Registration and management of the file on the granting/extension of the right of provisional residence on the territory of the Republic of Moldova for trainees graduating from higher education	1	CU U10.15: Examination of the file on the granting/extension of the right of provisional

				residence on the territory of the Republic of Moldova for trainees graduating from higher education
32		Granting/Extending the right of provisional residence for other justified cases (Article 43, Law 200/2010):	1	--
33		Registration and management of the file on granting the right of permanent residence on the territory of the Republic of Moldova to the foreigner, according to the following reasons: <ul style="list-style-type: none"> • for the foreigner married to a citizen of the Republic of Moldova who has the right of residence for at least 3 years • other category of foreigners who have the right of legal and continuous temporary residence on the territory of the Republic of Moldova for at least 5 years • the foreigner who benefits from the right to acquire the citizenship of the Republic of Moldova by recognition or reacquisition 	1	CU U16: Registration and management of the file on granting the right of permanent residence on the territory of the Republic of Moldova
34		Granting the right of permanent residence to the foreigner whose stay is in the interest of the Republic of Moldova.	2	--
35		Registration and management of the file on the confirmation of the right to repatriation	1	CU U10.17: Examination of the file on the confirmation of the right to return
Activities related to the management of authorized emigration				
36	Registration and management of the file regarding the issuance of the authorized emigration authorization	Registration and management of the file on the issuance of the authorization for authorized emigration of foreigners with permanent residence in the Republic of Moldova	1	CU U18: Registration and management of the file on the issuance of the authorized emigration permit
Activities related to the granting of a form of protection – asylum				

37	Record of applicants/beneficiaries of temporary protection	Taking over the data on the applicants/beneficiaries of temporary protection from the SI "Temporary Protection" for the purpose of their centralized record	1	CU U13.: Taking over the data on the applicants/beneficiaries of temporary protection from the SI "Temporary Protection" for the purpose of their centralized record CU U44: Data Migration
38	Registration and management of files on granting international protection (refugee, humanitarian protection)	Registration and taking over of asylum applications submitted at the border, if necessary taking over the applicant	1	CU U11 Registration and management of files regarding the granting of international protection (refugee, humanitarian protection)
		Registration and management of asylum files - Receiving, processing, examining and solving, in the administrative stage, asylum applications, regarding:		
		Procedure for dealing with a new asylum application		
		Issuance and registration of temporary documents for asylum seekers		
		Procedure for termination and cancellation of a form of protection		CU U11.1: Termination/cancellation of a form of protection
39	Management of the country of origin information file	Creation and management of the country of origin information file, including the country of origin file	1	CU U12.: Management of the country of origin information file
Activities related to the recognition of stateless status				
40	Registration and management of files on the recognition of stateless status	Registration and management of statelessness files - Receiving, processing, examining and solving, at the administrative stage, applications for recognition of stateless status	1	CU U14: Registration and management of stateless status files
		Cancellation/termination of stateless status	1	
Integration activities				
41	Registration and record of integration measures offered to foreigners	Registration, monitoring the availability and implementation of integration measures offered to foreigners, including:	2	--
		<ul style="list-style-type: none">Record of the integration measures offered to foreigners, including:		

		o Record of the integration measures offered within the integration programs		
42	Registration and management of files regarding participation in integration programs	<p>Registration and management of the individual integration program of the beneficiary of international protection, which includes:</p> <ul style="list-style-type: none"> • Registration of applications, interview, examination of the application for inclusion in the program, making the decision of approval/rejection and handing it over • Inclusion of the foreigner in integration programs: establishing the individual plan • Monitoring participation in foreigner integration programs • Evaluation: organization of the questionnaire on the effectiveness of the course, as the case may be, adjustment of the individual participation program • Where appropriate, extension of the integration programme 	2	--
43	Registration and management of files regarding the provision of integration measures	<p>Registration and management of individual files regarding the inclusion and provision of integration measures to foreigners, which includes:</p> <ul style="list-style-type: none"> • Registration of requests, examination of the request and decision to grant/not grant integration measures • Granting of integration measures: directing the beneficiary to the relevant institutions within the established deadlines, based on the guidelines (MC; MEC; MS; MMPS; NEA; CNAS; CNAM; etc.), • Record of the integration measures granted to the foreigner 	2	--
Acquisition/reacquisition of citizenship				
44	Examination and approval of applications submitted by foreigners for the acquisition/reacquisition of citizenship to the Public Health Authority	Examination and approval of applications submitted by foreigners for the acquisition/reacquisition of citizenship - it is examined whether there is a reason for refusal for granting/regaining citizenship	2	--

Activities related to the management of administrative case files				
45	Registration and examination of reports/notifications regarding the violation of the legislation in the field of competence of the IGM.	Registration and examination of the report/notification regarding the violation of the legislation on the field of competence of the IGM.	1	CU 20: Registration and Management of Administrative Case Files CU U20.1 Registration and examination of reports/notifications regarding the violation of the legislation in the field of competence of the IGM. WITH U20.3. Identification of unidentified aliens CU U21 Application of the toleration regime
46	Registration and management of administrative case files	Registration and management of the requests/steps of the foreigner or the applicant for revocation/termination of the right granted to the foreigner (e.g. termination of the right to work as a result of the termination of the contract)	1	
		Registration of the notification/self-notification regarding the violation of the law		
		Examination of notifications and issuance of decisions on the termination/cancellation/revocation of a right granted to the foreigner and the decision on the application of precautionary measures:		
		<ul style="list-style-type: none">• Cancelling the invitation		
		<ul style="list-style-type: none">• visa cancellation/revocation		
		<ul style="list-style-type: none">• revocation of the right of residence for a period of more than 90 days		
		<ul style="list-style-type: none">• revocation/cancellation of the right of provisional residence		
		<ul style="list-style-type: none">• termination/revocation/cancellation of the right of permanent residence		
		Registration, examination of notifications/self-notifications and issuance of decisions for the application of precautionary measures		
		<ul style="list-style-type: none">• Issuance of the return decision		
	<ul style="list-style-type: none">• issuance of the return decision under escort			

	<ul style="list-style-type: none"> • Declaring the foreigner an undesirable person 	
	<ul style="list-style-type: none"> • application of entry and exit bans to/from the Republic of Moldova 	
	Application of precautionary measures	
	Detention and organization of the process of removal of foreigners from the territory of the Republic of Moldova	
	Preventive accommodation (for a period of up to 72 hours)	
	Escorted removal of foreigners within 24 hours, including the purchase of tickets from IGM sources, other maintenance and removal expenses	
	Application of the regime of toleration of the foreigner's stay on the territory of the Republic of Moldova	
	Enforcement of the expulsion measure (ordered by the courts)	
	Assisted voluntary return	
	Registration of applications, examination and organization of the process of assisted voluntary return of foreigners	
	<ul style="list-style-type: none"> • Voluntary repatriation of foreigners who do not have travel documents 	
	<ul style="list-style-type: none"> • Voluntary repatriation of the asylum seeker 	
	<ul style="list-style-type: none"> • Assisted voluntary return of foreign nationals in respect of whom a restrictive measure has been imposed 	
	Registration and management of the records of foreigners placed in the Temporary Placement Center	
	Registration and removal from the register of foreigners taken into custody placed in the Temporary Placement Centre	
	Identification and retrieval of biometric data of foreigners placed in the Temporary Placement Center	
	Identification of foreigners placed in the Temporary Placement Center, including	

		<ul style="list-style-type: none">Verification for the purpose of identifying the foreigner in IS Migration and external SIA		
		Lifting/halving of the ban on entry into the Republic of Moldova		
		Examination of requests/steps to lift/halve the ban on entry into the Republic of Moldova		
Records management				
Recording and keeping track of restrictive entries				
47	Sub-process: Record of restrictive entries	Automatic registration of restrictive entries (as a result of signing/registering the decision document in IS Migration)	1	WITH U20.4. Records management
		Registration and management of international restrictive measures		
Recording and keeping track of informative records				
48	Management of informative records	Management of the files of requests regarding the establishment of informative notes	1	WITH U20.4. Records management
Organization of the process and management of readmission files				
49	Registration and management of readmission files	<ul style="list-style-type: none">Readmission of Moldovan citizens	1	CU U23 I also record the management of readmission case files
		<ul style="list-style-type: none">Readmission of foreign nationals, including		
		o Organization of return operations and missions within the implementation of the Readmission Agreements concluded between the Republic of Moldova and other states		
Management of contravention cases				
50	Registration of the notification/self-notification and record of contravention cases	<ul style="list-style-type: none">Registration of notifications/self-notifications on contravention cases and their transmission in the SIA RSC	1	CU U22 I register a notification / self-notification regarding the contravention
		<ul style="list-style-type: none">Record of contravention cases managed by IGM employees and sanctions ordered	1	
			Integration with SIA CSR	2
Activities related to the management of the temporary placement center for foreigners				

51	Registration and record of applications for the purchase of goods from the money of foreigners placed at the CPTS and record of the purchase and delivery of goods	Registration and record of applications for the purchase of goods from the money of foreigners placed at the CPTS and record of the purchase and delivery of goods	2	--
52	Registration and record of medical check-ups performed on foreigners placed in CPTS	Record of medical checks performed on foreigners placed in CPTS	2	--
		<ul style="list-style-type: none">Including the record of medical records		
53	Registration and record of permission requests, permits and movements (exits) of foreigners placed in CPTS	Record of meetings with foreigners placed in CPTS and parcels sent to them	2	--
		Record of permission requests, permits and movements (exits) of foreigners placed in the CPTS		
Other activities				
Activities related to archiving and working with archived documents				
54	Retrieval of documents in the archive	<ul style="list-style-type: none">Retrieval of documents in the archive	1	CU U30: Preparing for archiving eFiles
55	Management of access to archival documents according to requests	<ul style="list-style-type: none">Management of access to archival documents according to requests	1	CU U31: Agreement for access to documents from the archive.
Activities related to the enforcement procedure				
56	Management of the foreclosure process	Initiation and management of the enforcement process, including: <ul style="list-style-type: none">Debtors' records - persons who have assumed the obligation to return the money for the removal of the invited foreignerchecks in the database of the Tax Service of taxpayers, in order to submit the enforceable documents for forced executionmonitoring the enforcement of enforcement decisions	2	--
Logistics activities				

57	Registration of data on the logistical organization of the process of production and distribution of identity documents for foreigners	Logistical organization of the process of production and distribution of identity documents for foreigners	1	CU U32.1: Registration of the data of logistical organization of the process of production and distribution of identity documents for foreigners.
58	Registration of data on the logistical organization of the process of providing public services at home	Logistical organization of the process of providing public services at home	2	--
59	Registration and management of blanks/numbers of documents with special evidence	Registration/Generation of Numbers and Distribution of Strict Registration Blanks	1	CU U32.2: registration and management of blanks/numbers of documents with special records.
60	Sub-process: Group Agenda Management	Organization and logistics of interviews and meetings	2	--
Incoming/Outgoing Mail Management				
61	Registration/takeover of documents received through the chancellery	Registration/takeover of documents referring to operational activities in the field of migration management and combating illegal stay received through the Chancellery, such as: <ul style="list-style-type: none"> • Notification regarding the termination of the employment contract with the foreigner • challenging the IGM decision • Prosecutor's orders • summons and other documents issued by the courts of law that refer to the trial of cases related to foreigners • etc. 	1	CU U33: Registration/takeover of documents received through the Chancellery
62	Dissemination of information	Automatic publication/dissemination of information/reports, including: <ul style="list-style-type: none"> • scheduled publication of data on the IGM website, date.gov.md portal, etc. 	2	--

Evidence of the discipline of execution of tasks				
63	Sub-process: Task execution discipline monitoring and KPIs	Task Execution Discipline Monitoring and KPIs	2	--
Record of consultations granted to foreigners				
64	Record of consultations granted to foreigners	Registration and record of requests for consultation of foreigners, which includes: <ul style="list-style-type: none"> • the subdivision/employee of the IGM who provided consultancy • Applicant data • subject • etc. 	2	--

Note:

Stage 1 – indicates the processes/sub-processes to be digitized in the current stage.

Episode 2 – indicates the processes / sub-processes to be developed at later stages. The Provider will take into account the need to digitize these processes/sub-processes in order not to create limitations. It is expected that the Provider will take into account the functionalities necessary for the design of the system and address them in deliverables such as: the HLD document, the data architecture project, the design of the technological architecture, etc.

ANNEX A6 LIST OF PUBLIC SERVICES PROVIDED BY IGM

List of public services provided by IGM to be digitally supported by SI "Migration":

Service Name	Performance mode	Technical annexes
<i>Services related to the admission of foreigners</i>		
<i>I. Issuing the invitation to foreigners</i>		Service sheet
1) Issuance of the invitation for the foreigner who wishes to enter the Republic of Moldova, at the request of a natural person from the Republic of Moldova.	Online, GUDS	Requests for the issuance of invitations
2) Issuance of invitation for foreigners wishing to enter the Republic of Moldova, at the request of a legal entity registered in the Republic of Moldova	Online, GUDS	Procedure regarding the issuance of the invitation
<i>II. Issuance of the family reunification notice:</i>	Online, GUDS	Service sheet (IGM website) Service Sheet (servicii.gov.md)
3) Issuance of the Permit for Family Reunification with the Citizen of the Republic of Moldova for the purpose of obtaining the long-stay visa	Online, GUDS	
4) Issuance of the Permit for Family Reunification with Foreigners Who Have the Right to Stay in the Republic of Moldova for the Purpose of Obtaining a Long-Stay Visa	Online, GUDS	
<i>III. Short-stay visa extension</i>		Service Sheet (servicii.gov.md)
5) Extension of the short-stay visa at the request of the individual	Online, GUDS	
6) Extension of the short-stay visa at the request of the legal entity	Online, GUDS	

7) Issuance of Electronic Visa (eVisa) (draft law)	---	
<i>Services on granting the right of stay/stay of the foreigner on the territory of the Republic of Moldova - immigration</i>		
<i>IV. Registration and registration of foreigners on the territory of the Republic of Moldova for a period of less than 90 days</i>		
8) Registration of the foreigner's declaration on temporary stay on the territory of the Republic of Moldova for a period of less than 90 days	Online, GUDS	Draft Law
<i>V. Registration and registration of foreigners on the territory of the Republic of Moldova for work purposes for a period of less than 90 days</i>		
9) Registration of the employer's affidavit regarding the temporary stay on the territory of the Republic of Moldova for a period of less than 90 days, for work purposes, of the foreign specialist in the field of information technology	Online, GUDS, Chancery	
10) Registration of the employer's affidavit regarding the temporary stay on the territory of the Republic of Moldova for a period of less than 90 days, for work purposes, of the posted worker	Online, GUDS, Chancery	
<i>VI. Confirmation of the right of temporary stay on the territory of the Republic of Moldova for a period of more than 90 days</i>		Service sheet (IGM website) Service Sheet (servicii.gov.md) Affidavit for IT Specialists
11) Confirmation of the right of seasonal workers in agricultural work and frontier workers to be temporarily employed	Online, GUDS	Affidavit for seasonal workers in agricultural work Self-declaration for frontier workers

12) Confirmation of the right of professional seller, contractual service provider or independent professional to be temporarily on the territory of the Republic of Moldova.	Online, GUDS	Affidavit for Professional Sellers Affidavit for contractual service providers Affidavit on the right of self-employed professionals to stay temporarily on the territory of the Republic of Moldova
<i>VII. Granting of the right of temporary residence on the territory of the Republic of Moldova</i>		
13) Granting/Extending the right of temporary residence for family reunification.		Service sheet
13.1. For family reunification with foreigners who have the right of temporary or permanent residence in the Republic of Moldova	Online, GUDS	Application for granting the extension of the right of residence for family reunification with a foreigner List of documents required for granting/extending the right of temporary residence for the purpose of family reunification with a foreign citizen
13.2. For family reunification with citizens of the Republic of Moldova: <ul style="list-style-type: none"> • married to a citizen of the Republic of Moldova • partner living with the citizen of the Republic of Moldova 	Online, GUDS	Application for granting extension of the right of residence for family reunification citizen of the Republic of Moldova List of documents required for granting/extending the right of temporary residence for the purpose of family reunification with a citizen of the Republic of Moldova List of documents required for granting/extending the right of temporary residence for the purpose of family

		reunification with a partner who is a citizen of the Republic of Moldova.
13.3. For independent family members	Online, GUDS	Application for independent family reunification List of documents required for granting/extending the right of temporary residence to family members, independently
14) Granting/Extending the Right of Provisional Residence <i>for Work Immigration Purposes</i> , for:		
14.1. <i>migrant workers</i>	Online, GUDS	List of documents required for granting and extending the right of temporary residence to immigrant workers
14.2. <i>foreigners whose specialties are included in the List of Priority Occupations</i>	Online, GUDS	List of documents required for granting and extending the right of temporary residence to foreigners whose specialties are included in the list of priority occupations
14.3. <i>foreigners engaged in investment projects of national importance</i>	Online, GUDS	
14.4. <i>foreigners employed in external assistance projects</i>	Online, GUDS	
14.5. <i>highly skilled foreign workers</i>	Online, GUDS	List of documents required for granting and extending the right of temporary residence to highly qualified workers
14.6. <i>foreign workers posted to the</i>	Online, GUDS	List of documents required for granting and extending the right of temporary residence to posted foreign workers

14.7. <i>foreigners who carry out teaching activities, activities in the field of culture, health, sports or other categories of specific activities of a temporary nature in the profile institutions of the Republic of Moldova</i>	Online, GUDS	List of documents required for granting and extending the right of temporary residence to foreigners carrying out teaching activities in the fields of culture, health or sport
14.8. <i>persons with management positions within an applicant beneficiary with activities in the field of information technology and specialists in the field of information technology</i>	Online, GUDS	List of documents required for granting and extending the right of temporary residence to persons with management positions in the field of information technologies List of documents required for granting and extending the right of temporary residence to specialists in the field of information technologies
14.9. <i>Employees of residents of free economic zones</i>	Online, GUDS	List of documents required for granting and extending the right of temporary residence to foreigners employed by the Free Economic Zones
15) <i>Granting/Extending the right of provisional residence for the foreign investor</i>		List of documents required for granting and extending the right of provisional residence for the purpose of victim protection
16) <i>Granting/Extending the right of temporary residence for persons with management positions</i>	Online, GUDS	Service sheet
17) <i>Granting/Extending the right of provisional residence for trainees who have graduated from higher education</i>	Online, GUDS	Service sheet
18) Granting/Extending the right of provisional residence for studies: 18.1. Pre-university studies 18.2. University studies 18.3. Postgraduate	Online, GUDS	Service sheet Application regarding the granting of the right to pre-university studies

		Application for extension of the right to pre-university studies Application regarding the granting of the right to university studies Application regarding the extension of the right to university studies Application for postgraduate studies Request for extension of postgraduate studies
19) Granting/Extending the right of temporary residence for humanitarian, voluntary or religious activities.	Online, GUDS	Service sheet Application for granting/ extending the right of temporary residence for religious activities Application for granting/ extending the right of temporary residence for humanitarian activities Application for granting/extending the right of temporary residence for volunteering activities List of documents required for granting and extending the right of temporary residence for religious activities List of documents required for granting and extending the right of temporary residence for humanitarian activities List of documents required for granting and extending the right of temporary residence for volunteering activities
20) Granting/Extending the right of provisional residence for long-term medical treatment, spa and recovery.	Online, GUDS	Service sheet

		Request List of documents required for granting and extending the right of temporary residence for long-term treatment purposes
21) Granting/Extending the Right of Temporary Residence for the Protection of Victims of Trafficking in Human Beings	Online, GUDS	
22) Granting/Extending the right of provisional residence for the protection of victims of domestic violence:	Online, GUDS	List of documents required for granting and extending the right of provisional residence for the purpose of victim protection
23) Granting/Extending the right of provisional residence for other justified cases (Article 43, Law 200/2010):	Online, GUDS	Request
24) Granting the right of temporary residence in other cases, at the request of the President of the Republic of Moldova, the Parliament or the Government, central and local public administration authorities, diplomatic missions and consular offices accredited in the Republic of Moldova and law enforcement bodies	---	
<i>III. Granting the right of permanent residence on the territory of the Republic of Moldova</i>		List of documents required for granting the right of permanent residence
25) Granting the right of permanent residence to a foreigner married to a citizen of the Republic of Moldova.	GUDS	
26) Granting the right of permanent residence to other categories of foreigners who have the right of legal and continuous provisional residence on the territory of the Republic of Moldova for at least 5 years and meet the conditions for granting the right of permanent residence	GUDS	

27) Granting the right of permanent residence to the foreigner whose stay is in the interest of the Republic of Moldova.	GUDS	
<i>IX. Confirmation of the right of repatriation:</i>		
28) Issuance of the repatriation confirmation	Online, GUDS	Service Sheet (servicii.gov.md) List of documents regarding the granting of the right to repatriere.doc Application form for granting the right to repatriere.doc
Authorized Emigration Services		
<i>X. Services regarding the approval of authorized emigration of foreigners with permanent residence in the Republic of Moldova</i>		Service sheet (IGM website) Service Sheet (servicii.gov.md)
29) Issuance of emigration authorization for foreigners permanently residing in the Republic of Moldova	GUDS	List of documents required for emigration autorizată.docx
Services on the granting of a form of international protection - asylum		
<i>XI. Services related to the granting of a form of international protection</i>		
30) Registration of applications for international protection (asylum)	Aliens Registration Offices, D/SAA	Service sheet (IGM website) Service Sheet (servicii.gov.md) Asylum questionnaire application
30.1. Granting temporary protection	D/SAA	
30.2. Granting humanitarian protection	D/SAA	
30.3. Granting political asylum	D/SAA	
Stateless status recognition services		
<i>XII. Stateless status recognition services</i>		

31) Issuance of confirmation of stateless status	D/SAA	Service sheet (IGM website) Service Sheet (servicii.gov.md)
<i>Services on the integration of foreigners</i>		
<i>XIII. Services on the integration of foreigners and stateless persons</i>		
32) Registration of foreigners' applications in integration programs, including:	DIS, Integration Centers	
32.1. Special Case Support		
33) Registration of applications and offering integration measures to foreigners	DIS, Integration Centers	
<i>Services on assisted voluntary return of foreigners</i>		
<i>XIV. Assisted voluntary return</i>		
34) Assisted voluntary return of asylum seekers	D/SCSI	
35) Assisted voluntary return of foreign nationals in respect of whom a restrictive measure has been imposed	D/SCSI	
<i>Toleration of remaining on the territory of the Republic of Moldova</i>		
<i>XV. Toleration of remaining on the territory of the Republic of Moldova</i>		Service sheet
36) Request for granting tolerance of remaining on the territory of the Republic of Moldova	GUDS, CPTS	
<i>Other public services provided in favour of foreigners</i>		
<i>XVI. Registration of foreigners</i>		
37) Registration of foreigners entering/leaving the Republic of Moldova through the Transnistrian segment of the Moldovan-Ukrainian	Aliens Registration Offices, GUDS	Service sheet (GIM website) Service Sheet (servicii.gov.md)

border, recorded in accordance with GD no. 125/2013 and GD no. 297/2017		
38) Registration of foreigners on the territory of the Republic of Moldova for whom they do not have IDNP assigned when crossing the border	GUDS	
39) Registration of foreigners on the territory of the Republic of Moldova (draft law)	GUDS	
<i>VII. Documentation services for foreigners with identity documents</i>		Service sheet (IGM website) Service Sheet (servicii.gov.md)
40) Documentation of foreigners with identity documents, including:	GUDS	
40.1. Documentation of foreigners with identity documents at home	GUDS	
41) Registration/deletion of foreigners' residence or domicile	GUDS	Service sheet
<i>VIII. Making changes to the foreigner's file</i>		
42) Making changes in the foreigner's file as a result of changes in his residence	Online, GUDS	
43) Making changes in the foreigner's file as a result of the change of the state border crossing document	Online, GUDS	
44) Registration of the request for refusal from the requested public service.	Online, GUDS, Chancery	
<i>XIX. Issuance of notices and other documents confirming the status of the foreigner on the territory of the Republic of Moldova:</i>		

45) Issuance of the certificate on confirmation of the foreigner's status on the territory of the Republic of Moldova;	Online, GUDS	Service sheet (IGM website) Service Sheet (servicii.gov.md) Application for issuance of certificate on confirmation of foreigner's status on the territory of the Republic of Moldova
46) Certificate regarding the assignment of the State Identification Number (IDNP) in the State Register of Population;	GUDS	
47) Certificate regarding the lack of identity document	GUDS	
XX. <i>Other services</i>		
48) Registration of the ordinary appeal	State chancellery	
49) Leasing of housing to foreigners who are beneficiaries of integration programs and foreigners who have obtained a form of protection in the Republic of Moldova	Integration centers	
50) Placement of foreigners in the Temporary Placement Center	Temporary placement center	

Examples of utility sheets

Issuance of the invitation of the foreigner to the Republic of Moldova at the request of the natural person of the Republic of Moldova

Criterion	Description
Service Code / Name	Issuance of the invitation of the foreigner to the Republic of Moldova at the request of the natural person of the Republic of Moldova (https://igm.gov.md/eliberarea-invitatiei/)
Description	The invitation is an official document that the competent authority for foreigners issues at the request of the natural person with permanent or temporary residence in the Republic of Moldova or at the request of the legal entity and which constitutes one of the conditions for obtaining the visa of the Republic of Moldova by the citizens of the states mentioned in GD 31 of 05-05-2011 on the issuance of invitations for foreigners.
Legal framework	<ul style="list-style-type: none"> • Law 200/2010 on the regime of foreigners in the Republic of Moldova, Article 28. Invitation • Government Decision no.765 of 18.09.2014 on the approval of the list of travel documents accepted for foreigners to cross the state border of the Republic of Moldova; • Law no.257 of 01.11.2013 on third-country nationals who have the obligation to hold a visa and third-country nationals who are exempt from the visa requirement when crossing the state border of the Republic of Moldova; • Government Decision no.331 of 05.05.2011 on the issuance of invitations for foreigners; • Regulation (EC) No. 810/2009 of the European Parliament and of the Council of 13 July 2009 on the establishment of a Community Visa Code (Visa Code), published in the Official Journal of the European Union L243 of 15.09.2009;
Actors involved:	<p>As an applicant you can be:</p> <ol style="list-style-type: none"> 1. Citizen of the Republic of Moldova; 2. Foreigner (Citizen of another country or Stateless Person) who has the right of temporary or permanent residence on the territory of the Republic of Moldova <p>Requirements: The right to invite foreigners is granted to individuals domiciled or residing in the Republic of Moldova, who have reached the age of 18 and for whom the judicial protection measure in the form of guardianship is not instituted, except for foreigners who have arrived for studies or treatment.</p>
Application form	<ol style="list-style-type: none"> 1. Application - regarding the issuance of the invitation to be visibly and fully completed in Latin characters, signed by the applicant (https://igm.gov.md/wp-content/uploads/2024/08/CERERE_invitie_persoana_fizica.pdf)
Other completed documents	<ol style="list-style-type: none"> 2. Applicant's statement confirming the obligation to bear the expenses related to the stay and the possible removal of the foreigner from the territory of the country if he/she does not leave the territory of the country within the period granted in the visa. 3. Declaration regarding the personal data processing permit.

List of required documents to be submitted	<ol style="list-style-type: none"> 4. Written declaration in free form – on the purpose of entry into the territory of the Republic of Moldova, signed by the applicant. 5. Copy of the foreigner's state border crossing document, the validity of which is not less than six months. 6. Copy of previous visas obtained for the Republic of Moldova and/or other states. 7. Proof of the existence of means of maintenance, in the amount of 30 euros/day during the period of stay on the territory of the Republic of Moldova, as well as for return to the country of the domain, but not less than 300 euros, from the applicant or the invited person. 8. Identity card/residence permit of the inviting person, in original and copy. 9. Payment of the state fee and services provided. <p>Supporting documents regarding the purpose of the trip:</p> <ol style="list-style-type: none"> 10. Concrete information regarding the relationship between the applicant and the invited person. In case of inviting relatives, justification of family relations: <ol style="list-style-type: none"> a. birth certificate of the applicant and/or foreigner, in original and copy b. Marriage certificate, in original and copy c. birth certificate of the common child, in original and copy. 11. Medical certificate confirming the health status of a close relative. 12. The applicant's passport, with the entry-exit visa/residence permit on the territory of the country where they met the invited person, in original and copy. 13. Copy of the visa or residence permit of the foreigner from the country of residence, unless he is domiciled in another country than the one of which he is a national. 14. The payment account confirming the payment of the fee for services.
Documents issued by IGM:	<p>As a result of the provision of the service, IGM issues:</p> <ol style="list-style-type: none"> 1. Invitation or 2. Decision on refusal to issue the invitation <p>The invitation is valid for 90 days from the date of completion</p> <p>The invitation can be issued:</p> <ol style="list-style-type: none"> a) On paper - the invitation form is executed on A4 paper, yellow background, with protection signs and a strict obvious number. At the top of the invitation is applied the State Coat of Arms. b) In electronic format – electronic document created, structured, processed, stored and transmitted with the help of computers, other electronic devices or technical and program means, having a digital signature in accordance with the legislation in force, and which constitutes one of the conditions for obtaining a visa of the Republic of Moldova by certain categories of foreigners
Preconditions	<ol style="list-style-type: none"> 1. The foreigner holds a document for crossing the foreigner's state border, the validity of which is not less than six months.

	<p>2. Possession of means of maintenance in the amount of 30 euros/day during the period of stay on the territory of the Republic of Moldova, as well as for return to the country of the domain, but not less than 300 euros, by the applicant or by the invited person</p> <p>3. In the case of the foreign applicant:</p> <p>a. Holds the right of residence whose validity period is not less than 6 months</p> <p>4. There is no precedent in the last 2 years when a foreigner invited by the applicant violated the deadline for leaving the territory of the country.</p> <p>5. Guests cannot be made by a foreigner with the right to stay in the Republic of Moldova for the purpose of <i>studies</i> or <i>arrived for treatment</i>.</p>
Conditions	The invitation is issued for the purpose of: visit, short or long-term medical treatment, family reunification and/or other activities that do not contravene the legislation of the Republic of Moldova
Online Filing	Digitally signed application form
Review Terms and Fees	<p>10 working days - 60 lei (IGM tax) + 200 lei (state tax)</p> <p>5 working days - 120 lei (IGM tax) + 200 lei (state tax)</p> <p>3 working days - 180 lei (IGM tax) + 200 lei (state tax)</p> <p>Special situations:</p> <ul style="list-style-type: none"> • within a working day if the trip is related to the urgent treatment of the guest, the serious state of health of a close relative or the death of the guest. • The deadline may be extended by 10 working days, in duly justified cases, when a more in-depth examination of the application is required. • The decision on the refusal to issue the invitation shall be communicated in writing to the applicant within 3 working days of adoption.
Challenging	The decision on refusal may be appealed in accordance with the provisions of the Administrative Code.

Issuance of the invitation of the foreigner to the Republic of Moldova at the request of the legal entity registered in the Republic of Moldova

Criterion	Description
Service Code / Name	<p>Issuance of the invitation of the foreigner to the Republic of Moldova at the request of the legal entity registered in the Republic of Moldova</p> <p>(https://igm.gov.md/eliberarea-invitatiei/)</p>
Description	The invitation is an official document, which the competent authority for foreigners issues at the request of the natural person with permanent or temporary residence in the Republic of Moldova or of the legal person, under the conditions provided by law, and which constitutes one of the conditions for obtaining a visa of the Republic of Moldova by certain categories of foreigners.

Legal framework	<ul style="list-style-type: none"> • Law 200/2010 on the regime of foreigners in the Republic of Moldova, Article 28. Invitation • Government Decision no.765 of 18.09.2014 on the approval of the list of travel documents accepted for foreigners to cross the state border of the Republic of Moldova; • Law no.257 of 01.11.2013 on third-country nationals who have the obligation to hold a visa and third-country nationals who are exempt from the visa requirement when crossing the state border of the Republic of Moldova; • Government Decision no.331 of 05.05.2011 on the issuance of invitations for foreigners; • Regulation (EC) No. 810/2009 of the European Parliament and of the Council of 13 July 2009 on the establishment of a Community Visa Code (Visa Code), published in the Official Journal of the European Union L243 of 15.09.2009;
Actors involved:	<p>As a result of the provision of the service, IGM issues:</p> <ol style="list-style-type: none"> 3. Invitation or 4. Decision on refusal to issue the invitation <p>The invitation is valid for 90 days from the date of completion</p> <p>The invitation can be issued:</p> <ol style="list-style-type: none"> c) On paper - the invitation form is executed on A4 paper, yellow background, with protection signs and a strict obvious number. At the top of the invitation is applied the State Coat of Arms. 1. In electronic format – electronic document created, structured, processed, stored and transmitted with the help of computers, other electronic devices or technical and program means, having a digital signature in accordance with the legislation in force, and which constitutes one of the conditions for obtaining a visa of the Republic of Moldova by certain categories of foreigners
Application form	<ol style="list-style-type: none"> 1. Procedure - regarding the issuance of the invitation, it must be completed legibly in Latin characters, signed by the administrator, with the application of the wet stamp (https://igm.gov.md/wp-content/uploads/2024/08/DEMERS_invitatie_persoana_juridica.pdf)
Other completed documents	<ol style="list-style-type: none"> 2. Applicant's statement confirming the obligation to bear the expenses related to the stay and the possible removal of the foreigner from the territory of the country if he/she does not leave the territory of the country within the period granted in the visa. 3. Declaration regarding the personal data processing permit.
List of documents required to be submitted	<ol style="list-style-type: none"> 4. Request for request/motivation written in free form – regarding the issuance of the invitation indicating the purpose of entry into the territory of the Republic of Moldova of the invited person, with registration number, dated and signed by the administrator, with the application of the wet stamp. 5. Copy of the foreign guest's state border crossing document, the validity of which is not less than six months. 6. Copy of previous visas obtained for other states, including the EU.

	<ol style="list-style-type: none"> 7. Proof of the existence of means of maintenance, in the amount of 30 euros/day during the period of stay on the territory of the Republic of Moldova, as well as for return to the country of the domain, but not less than 300 euros, from the applicant or the invited person 8. Power of attorney – in case of submission of the application by an employee empowered by the administrator, to which his identity card/valid residence permit is attached, in original and copy. 9. Supporting documents regarding the purpose of the trip: <ol style="list-style-type: none"> a) copy of the confirmation of the right to admission to studies issued by the Ministry of Education, as the case may be, or the acceptance of the educational institution; b) the criminal record certificate, translated and legalized/apostilled (as the case may be) by the authorities of the state of which the foreigner holds, in the case of foreigners who come to study; c) confirmation of the position of the invited person. d) confirmation of the existence of business relationships (contracts, orders), in original and copies. e) confirmation from the hotel about full payment, this confirmation must be issued by the hotel and contain the contact details. If the person has used a travel agency, the voucher in original and a copy and the contract with the travel agency must also be presented. Description on a separate sheet of the tourist program: route, purpose, dates and localities. f) invitation for the purpose of participating in the conference, seminar, courses, sports competitions, cultural events which will include the name, place, time of the event in original and copy. g) a copy of the visa or residence permit of the foreign national from the country of residence, if he/she is domiciled in a country other than the country of which he/she is a national. 10. The payment account confirming the payment of the fee for services.
Documents issued by IGM:	<ol style="list-style-type: none"> 1. Decision approving the invitation 2. Decision on refusal to issue the invitation
Preconditions	<ol style="list-style-type: none"> 1. The guest has documents for crossing the state border of the foreigner, the validity of which is not less than six months. 2. Possession of means of maintenance in the amount of 30 euros/day during the period of stay on the territory of the Republic of Moldova, as well as for return to the country of the domain, but not less than 300 euros, by the applicant or by the invited person 3. There is no precedent in the last 2 years when a foreigner invited by the applicant violated the deadline for leaving the territory of the country.
Conditions	The invitation is issued for the purpose of: tourism; business; transportation; sports activities; medical treatment of short and monthly duration; work; carrying out entrepreneurial activity; Studies; humanitarian or religious activities; diplomatic and service activities; activities in the field of information technology; temporary transfer of staff within

	the same legal person; traineeship activities. and/or other activities that do not contravene the legislation of the Republic of Moldova
Online Filing	Digitally signed application form
Review Terms and Fees	<p>10 working days - 60 lei (IGM tax) + 200 lei (state tax)</p> <p>5 working days - 120 lei (IGM tax) + 200 lei (state tax)</p> <p>3 working days - 180 lei (IGM tax) + 200 lei (state tax)</p> <p>Special situations:</p> <ul style="list-style-type: none"> • within a working day if the trip is related to the urgent treatment of the guest, the serious state of health of a close relative or the death of the guest. • The deadline may be extended by 10 working days, in duly justified cases, when a more in-depth examination of the application is required. • The decision on the refusal to issue the invitation shall be communicated in writing to the applicant within 3 working days of adoption.
Challenging	The decision on refusal may be appealed in accordance with the provisions of the Administrative Code.

Notice of family reunification for family members of the citizen of the Republic of Moldova

Criterion	Description
Service Code/ Name	<p>Issuance of the Notice for obtaining the long-stay visa for the purpose of family reunification for the family members of the citizen of the Republic of Moldova</p> <p>(https://igm.gov.md/aviz-pentru-reintregirea-familiiei/)</p>
Description	The approval for family reunification is a document issued by the competent authority for foreigners at the request of citizens of the Republic of Moldova domiciled in the Republic of Moldova or foreigners with the right of residence in the Republic of Moldova, which is one of the conditions for obtaining a long-stay visa for the purpose of family reunification of the applicant for the opinion.
Legal framework	<ul style="list-style-type: none"> • Law 200/2010 on the Regime of Foreigners in the Republic of Moldova, Article 281. Notice for family reunification with foreigners who have the right to stay in the Republic of Moldova • Government Decision no.765 of 18.09.2014 on the approval of the list of travel documents accepted for foreigners to cross the state border of the Republic of Moldova; • Directive 2003/86/EC on the right to family reunification; • Regulation (EC) No. 810/2009 of the European Parliament and of the Council of 13 July 2009 on the establishment of a Community Visa Code (Visa Code), published in the Official Journal of the European Union L243 of 15.09.2009; • Government Decision no. 332 of 05.05.2011 on the approval of the minimum amount of maintenance for foreigners in the Republic of Moldova;

	<ul style="list-style-type: none"> Government Decision no.125 of 18.02.2013 on the approval of the Regulation on the issuance of identity documents and registration of the inhabitants of the Republic of Moldova;
Actors involved:	<p>As an applicant you can be:</p> <ol style="list-style-type: none"> Citizen of the Republic of Moldova <p>As a guest foreigner you can be:</p> <ol style="list-style-type: none"> Spouse partner – the unmarried foreigner who lives with the citizen of the Republic of Moldova who is unmarried and with whom he has at least one child; minor children, whether out of wedlock or out of wedlock, as well as children adopted by both spouses or only one of them, children entrusted to both spouses or to only one of them by decision of a competent authority in the State of origin, provided that these children are actually in the care of either spouse; adult children of the citizen of the Republic of Moldova or of his/her spouse if they are unable to support themselves for medical reasons; dependent parents of the citizen of the Republic of Moldova or of his/her spouse; persons over whom guardianship or curatorship is instituted.
Application form	<ol style="list-style-type: none"> Application – the form for granting the Notice on the invitation of the foreigner for the purpose of family reunification, which shall be filled in legibly and in full with Latin characters, signed by the applicant.
Other completed documents	<ol style="list-style-type: none"> Affidavit that they are not in polygamy. Declaration regarding the personal data processing permit.
List of documents required to be submitted	<ol style="list-style-type: none"> Copy of the page with the identification data in the passport of the invited person, whose validity period is not less than 12 months Marriage certificate (transcribed in the Civil Status Register of the Republic of Moldova), in original and copy. The child's birth certificate, transcribed in the Civil Status Register of the Republic of Moldova, in original and copy. Valid identity card of the citizen of the Republic of Moldova, in original and copy. Documents attesting the right of ownership or use of the dwelling in original and copy; The payment account confirming the payment of the fee for services.
Documents issued by IGM:	<ol style="list-style-type: none"> Decision approving the invitation Decision on refusal to issue the invitation
Preconditions	The applicant has the right of provisional residence, valid for not less than 180 days, or the right of permanent residence on the territory of the Republic of Moldova
Conditions	<p>A foreigner holding a right of temporary or permanent residence on the territory of the Republic of Moldova may apply for a Family Reunification Notice for:</p> <ol style="list-style-type: none"> husband or wife;

	<p>b) partner – the unmarried foreigner who lives with the citizen of the Republic of Moldova who is unmarried and with whom he has at least one child;</p> <p>c) minor children, whether out of wedlock or out of wedlock, as well as children adopted by both spouses or only one of them, children entrusted to both spouses or to only one of them by decision of a competent authority in the State of origin, provided that these children are actually in the care of either spouse;</p> <p>d) adult children of the citizen of the Republic of Moldova or of his/her spouse if they are unable to support themselves for medical reasons;</p> <p>e) dependent parents of the citizen of the Republic of Moldova or of his/her spouse;</p> <p>f) persons over whom guardianship or curatorship is instituted.</p> <p>The approval for family reunification is granted under the following conditions:</p> <p>a) there is no polygamy;</p> <p>b) the foreigner meets the conditions for entry into the territory of the Republic of Moldova provided for in art.6 para. (1) letters a), c), e), f) and g).</p>
Online Filing	Digitally signed application form
Review Terms and Fees	<p>10 working days – 88 lei (IGM tax) + 200 lei (state tax).</p> <p>Special situations:</p> <ul style="list-style-type: none"> The decision on the refusal to issue the opinion shall be communicated in writing to the applicant within 3 working days of its adoption.
Challenging	The decision on refusal may be appealed in accordance with the provisions of the Administrative Code.

Notice for family reunification with foreigners who have the right to stay in the Republic of Moldova

Criterion	Description
Service Code/ Name	<p>Issuance of the Notice for obtaining the long-stay visa for the purpose of family reunification for the family members of the foreigner who have the right to stay on the territory of the Republic of Moldova</p> <p>(https://igm.gov.md/aviz-pentru-reintregirea-familiei/)</p>
Description	The approval for family reunification is a document issued by the competent authority for foreigners at the request of citizens of the Republic of Moldova domiciled in the Republic of Moldova or foreigners with the right of residence in the Republic of Moldova, which is one of the conditions for obtaining a long-stay visa for the purpose of family reunification of the applicant for the opinion.
Legal framework	<ul style="list-style-type: none"> Law 200/2010 on the Regime of Foreigners in the Republic of Moldova, Article 281. Notice for family reunification with foreigners who have the right to stay in the Republic of Moldova

	<ul style="list-style-type: none"> • Government Decision no.765 of 18.09.2014 on the approval of the list of travel documents accepted for foreigners to cross the state border of the Republic of Moldova; • Directive 2003/86/EC on the right to family reunification; • Regulation (EC) No. 810/2009 of the European Parliament and of the Council of 13 July 2009 on the establishment of a Community Visa Code (Visa Code), published in the Official Journal of the European Union L243 of 15.09.2009; • Government Decision no. 332 of 05.05.2011 on the approval of the minimum amount of maintenance for foreigners in the Republic of Moldova; • Government Decision no.125 of 18.02.2013 on the approval of the Regulation on the issuance of identity documents and registration of the inhabitants of the Republic of Moldova;
Actors involved:	<p>As an applicant you can be:</p> <ol style="list-style-type: none"> 1. Foreigner holding a right of temporary or permanent residence on the territory of the Republic of Moldova <p>As a guest foreigner you can be:</p> <ol style="list-style-type: none"> 1. Spouse 2. unmarried minor children, whether out of wedlock or out of wedlock, as well as children adopted by both spouses or only one of them, children entrusted to both spouses or to only one of them by decision of a competent authority of the State of origin, provided that these children are actually in the care of either spouse; 3. unmarried adult children of the holder of the right of residence or of his or her spouse if they are unable to support themselves for medical reasons; 4. dependent parents of the holder of the right of residence or of his or her spouse; 5. persons over whom guardianship or curatorship is instituted.
Application form	<ol style="list-style-type: none"> 1. Application – the form for granting the Notice on the invitation of the foreigner for the purpose of family reunification, which shall be filled in legibly and in full with Latin characters, signed by the applicant.
Other completed documents	<ol style="list-style-type: none"> 2. Affidavit that they are not in polygamy. 3. Declaration regarding the personal data processing permit.
List of documents required to be submitted	<ol style="list-style-type: none"> 4. Copy of the page with the identification data in the passport of the invited person, whose validity period is not less than 12 months 5. Marriage certificate (transcribed in the Civil Status Register of the Republic of Moldova), in original and copy. 6. The child's birth certificate, transcribed in the Civil Status Register of the Republic of Moldova, in original and copy. 7. Valid temporary/permanent residence permit of the foreigner, which certifies the legal residence on the territory of the Republic of Moldova, in original and copy. 8. The original and copy of the deed attesting the right of ownership or use of the dwelling (property deed or lease contract).

	<p>9. Proof of means of support in the amount of at least one average monthly salary per family member.</p> <p>10. The payment account confirming the payment of the fee for services.</p>
Documents issued by IGM:	<p>1. Decision approving the Opinion on inviting the foreigner for the purpose of family reunification</p> <p>2. Decision on the refusal to issue the Notice on the invitation of the foreigner for the purpose of family reunification</p>
Preconditions	The applicant has the right of provisional residence, valid for not less than 180 days, or the right of permanent residence on the territory of the Republic of Moldova
Conditions	<p>A foreigner holding a right of temporary or permanent residence on the territory of the Republic of Moldova may apply for a Family Reunification Notice for:</p> <ul style="list-style-type: none"> a) husband or wife; b) unmarried minor children, whether out of wedlock or out of wedlock, as well as children adopted by both spouses or only one of them, children entrusted to both spouses or to only one of them by decision of a competent authority of the State of origin, provided that these children are actually in the care of either spouse; c) unmarried adult children of the holder of the right of residence or of his or her spouse if they are unable to support themselves for medical reasons; d) dependent parents of the holder of the right of residence or of his or her spouse; e) persons over whom guardianship or curatorship is instituted. <p>The approval for family reunification is granted under the following conditions:</p> <ul style="list-style-type: none"> a) there is no polygamy; b) the applicant presents the document certifying the right of ownership or use of the dwelling; c) the applicant with the right of temporary residence must possess means of maintenance, in addition to those necessary for his own maintenance, in the amount of at least one average monthly salary for each family member; d) the foreigner meets the conditions for entry into the territory of the Republic of Moldova provided for in art.6 para. (1) letters a), c), e), f) and g). <p>The provisions of letters b) and c) do not apply to foreigners who have the right of permanent residence on the territory of the country.</p>
Online Filing	Digitally signed application form
Review Terms and Fees	<p>10 working days – 88 lei (IGM tax) + 200 lei (state tax).</p> <p>Special situations:</p> <ul style="list-style-type: none"> • The decision on the refusal to issue the opinion shall be communicated in writing to the applicant within 3 working days of its adoption.
Challenging	The decision on refusal may be appealed in accordance with the provisions of the Administrative Code.

Examples of forms (application/approach) related to public services

Link: [Affidavit for seasonal workers in agricultural work](#)

Link: [Affidavit for Professional Sellers](#)

Link: [Affidavit for IT Specialists](#)

Link: [Affidavit for contractual service providers](#)

Link: [Affidavit for frontier workers](#)

Link: [Affidavit](#) on the right of self-employed professionals to stay temporarily on the territory of the Republic of Moldova

ANNEX A7 EXAMPLES OF PROCESSES AND ACTIVITIES

Examples of operational processes and activities carried out by IGM are presented in this Annex.

1. Generic Process for Submitting an IGM Service Request

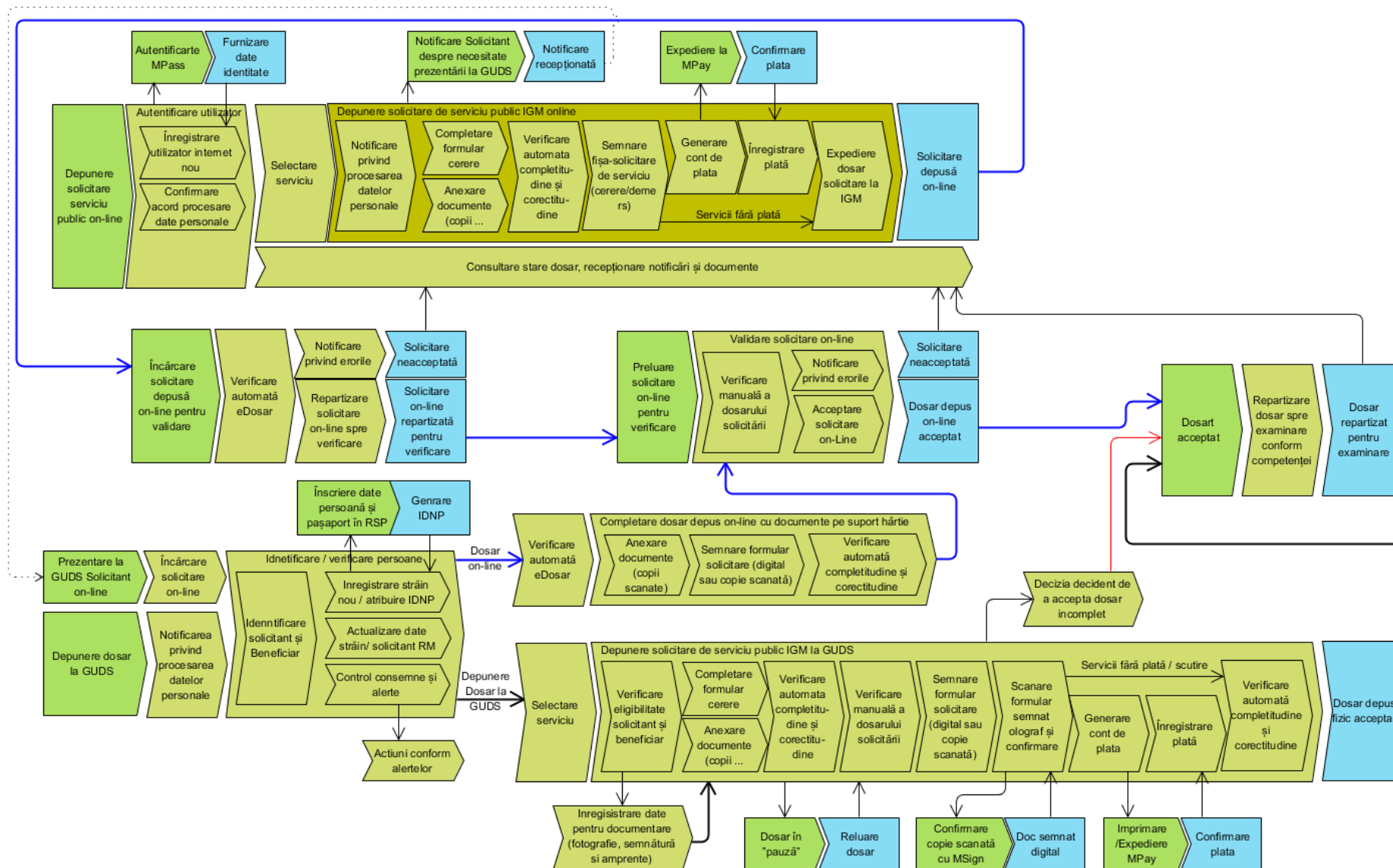


Figure no. 2 Diagram of the generic process for submitting an IGM service request

2. Generic diagram of the application examination process (eFiles) regarding the granting of the right of entry, stay, repatriation and emigration, and management of appeals

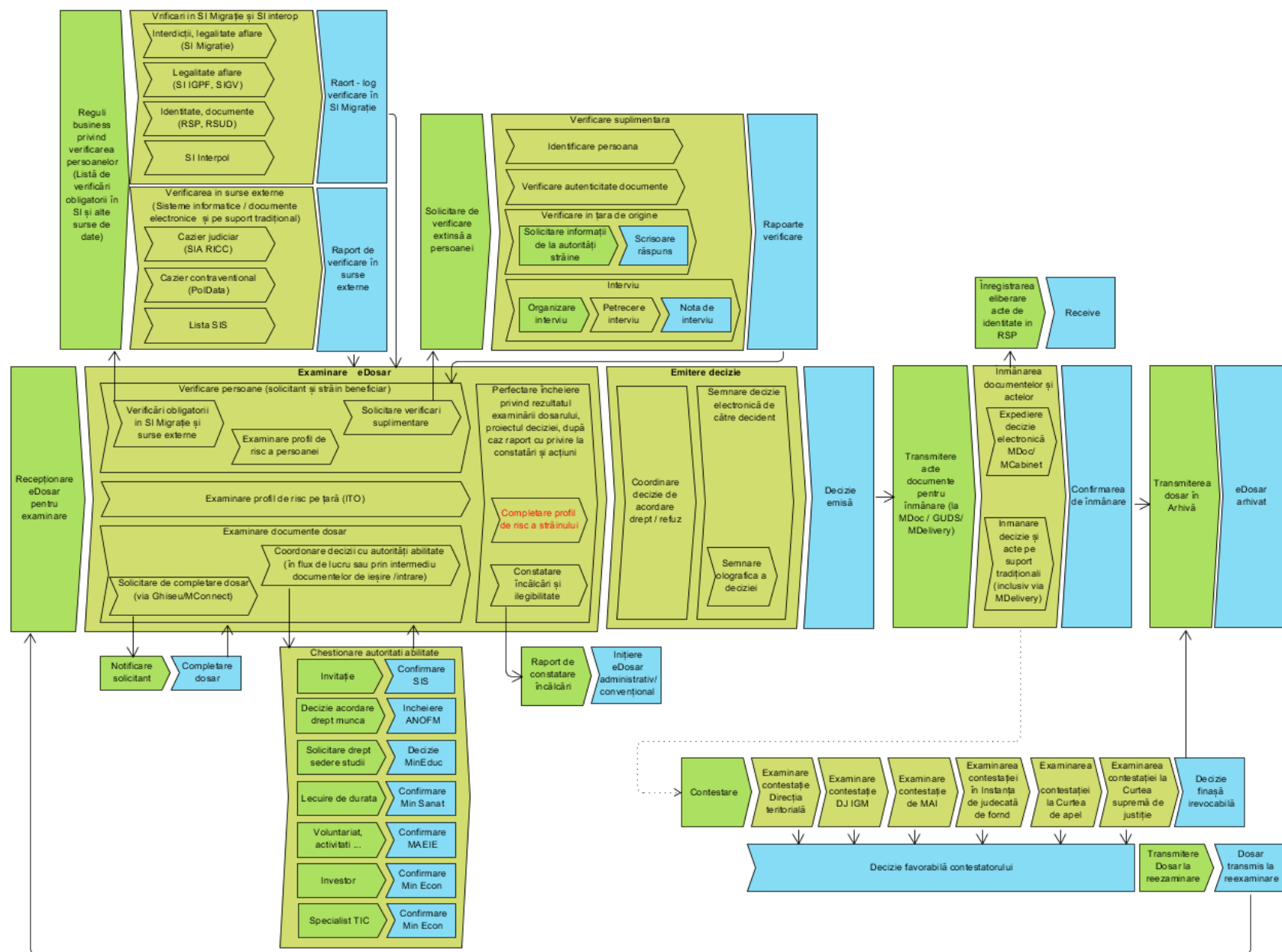


Figure no. 3 Diagram of the process of examining the application for the right of entry, stay, stay, repatriation and emigration, and the management of appeals.

3. Examination of the application/request for the issuance of the invitation for foreigners

Normative reference framework:

- Law 200/2010 on the regime of foreigners in the Republic of Moldova, art. 28. Invitation
- GD 31 of 05-05-2011 on the issuance of invitations for foreigners, Annex no.1 Regulation on the issuance of invitations for foreigners

Standard Operating Procedures:

- IGM Order no. 191 of 27.12.2023 On the approval of the Internal Operational Standard Operating Procedure regarding the reception, examination and issuance of invitations by the IGM (Annex: POS_DAD Issuance of invitations Ord 191 27.12.2023.pdf)

Process diagrams:

- Sc_Proces Granting Invitatie.pdf - diagram of the operational process of obtaining the invitation for the foreigner

4. Examination of the application for the issuance of the family reunification notice

Normative reference framework:

- Law 200/2010 on the regime of foreigners in the Republic of Moldova, art. 281. Notice for family reunification with foreigners who have the right to reside in the Republic of Moldova and art. 282. Notice for family reunification with citizens of the Republic of Moldova
- GD 31 of 05-05-2011 on the issuance of invitations for foreigners

Standard Operating Procedures:

- IGM Order no. 33 of 24.09.2021 Regarding the approval of the Internal Operational Standard Operating Procedure regarding the reception, examination and issuance of the Notice for family reunification, edition 2 (Annex POS_DAD the opinion on family reunification Ord 33 24.09.2021.pdf)

Process Map:

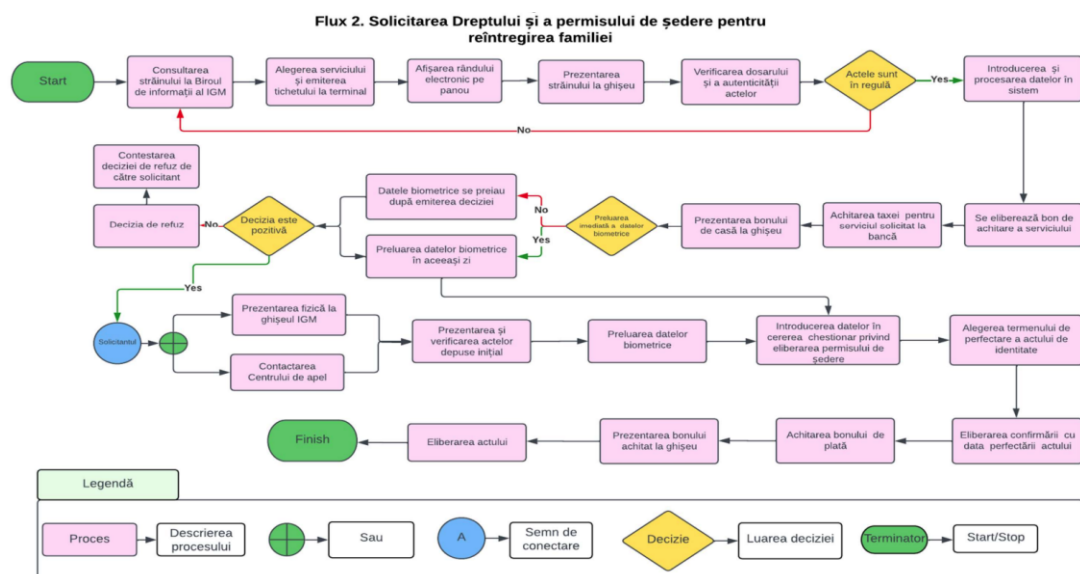


Figure 4 Applying for the right of residence for family reunification

Process diagrams:

- Sc_Proces Notice for familie.pdf reunification - diagram of the operational process for issuing the approval for family reunification

5. Documentation of foreigners with identity documents

Normative reference framework:

- Law no.273 of 09.11.1994 on identity documents in the national passport system
- GD no. 16 of 11-01-2023 on the organization and functioning of the General Inspectorate for Migration, p.8. IGM's attributions
- GD no. 125 of 18.02.2013 for the approval of the Regulation on the issuance of identity documents and records of the inhabitants of the Republic of Moldova
- GD no. 765 of 18.09.2014 on the approval of the list of travel documents accepted for foreigners to cross the state border of the Republic of Moldova
- GD 1187/2010 on the implementation of the Single Window for Documentation of Foreigners
- Government Decision no. 896/2014 for the approval of the Nomenclature and tariffs for services provided against payment, as well as of the Regulation on the manner of formation and use of the special means of the subdivisions of the Ministry of Internal Affairs, administrative authorities and institutions subordinated to it

Standard Operating Procedures:

- IGM Order no. 121 of 14.09.2023 on the approval of the domestic operational standard operating procedure regarding the documentation of foreigners with documents. identity (temporary residence permit/permanent residence permit/temporary residence permit for stateless persons).
- IGM Order no. 15 of 02.03.2023 on the approval of the standard operating procedure Internal Operations regarding the registration and documentation of beneficiaries of temporary protection with identity documents

Process diagrams:

- SC_Documentare Ident Documents (SOP) .pdf – diagram of the operational process of documentation of foreigners by the IGM of the Ministry of Internal Affairs for obtaining the identity document

6. Inclusion of foreigners in integration programs

Normative reference framework:

- Law 200/2010 on the Regime of Foreigners in the Republic of Moldova, Article 8710. Termination of stateless status
- GD no. 16 of 11-01-2023 on the organization and functioning of the General Inspectorate for Migration
- IGM Order no. 46 of 26.05.2023 on the organization and functioning of the Asylum and Statelessness Directorate of the IGM of the Ministry of Internal Affairs

Standard Operating Procedures:

- IGM Order no. 75 of 22.06 2023 on the approval of the Internal Operational Standard Operating Procedure regarding the inclusion of foreigners in integration activities
- IGM Order no. 76 of 22.06 2023 on the approval of the Internal Operational Standard Operating Procedure regarding the inclusion of beneficiaries of international protection and political asylum in the integration program

Process diagrams:

- IGM Order no. 70 of 16.06.2023 On the approval of the Internal Operational Standard Operating Procedure carried out by the Returns and Escort Service of the Temporary Placement Center for Foreigners of the IGM in the field of escorting foreigners

9. The process of establishing/cancelling the records by the IGM

Normative reference framework:

- Law 200/2010 on the regime of foreigners in the Republic of Moldova
- Law no. 320 of 27.12.2012 on the activity of the Police and the status of the policeman

Standard Operating Procedures:

- Order no. 133 of 02.10.2023 On the approval of the Internal Operational Standard Operating Procedure regarding the establishment/cancellation of DC records to the General Inspectorate for Migration of the Ministry of Internal Affairs.

10. Procedure for the application of the ban on the entry of foreigners into the Republic of Moldova

Normative reference framework:

- Law 200/2010 on the regime of foreigners in the Republic of Moldova, Art. 9 Prohibition of entry into the Republic of Moldova, Art. 10 Establishment of the duration of the prohibition of entry into the Republic of Moldova
- Law no. 320 of 27.12.2012 on the activity of the Police and the status of the policeman
- GD no. 492 of 07.07.2011 for the approval of the Regulation on the procedures of return, expulsion and readmission of foreigners from the territory of the Republic of Moldova.

Standard Operating Procedures:

- Order of the Ministry of Internal Affairs no. 102 of 27.03.2014 on the approval of the instruction on the procedure for the removal of foreigners from the territory of the Republic of Moldova.
- IGM Order no. 134 of 02.10.2023 On the approval of the Internal Operational Standard Operating Procedure for the application, lifting and reinstatement of the term of the ban on the entry of foreigners into the Republic of Moldova by the IGM of the Ministry of Internal Affairs.

11. Identification of the alien taken into custody

The process of identifying the alien taken into custody is carried out by the employees of the subdivisions of Combating Illegal Stay of Aliens.

Normative reference framework

- Law 200/2010 on the regime of foreigners in the Republic of Moldova
- Law no. 320 of 27.12.2012 on the activity of the Police and the status of the policeman

Standard Operating Procedures:

- IGM Order no. 68 of 16.06.2023 Regarding the approval of the Internal Operational Standard Operating Procedure carried out by the Security and Access Section of the Temporary Placement Center for Foreigners of the IGM in the field of identification of foreigners placed in public custody

ANNEX A8 LIST OF ELECTRONIC REGISTERS KEPT IN THE SI "MIGRATION"

Electronic Record Keeping in SI Migration

In the "Migration" IS, the electronic registers are created in order to ensure the centralized and unitary record of key information objects for the IGM activity, such as: person, document, etc.

At the same time, keeping electronic records is different from keeping traditional records. This is due to the lack of limitations that paper registers have, such as: the limited number of attributes possible to be included in a register, the lack of possibility of applying filters to the search / access to information, the lack of possibility of granting the right of access only to certain attributes in the register, the limited possibility of ranking the information, etc.

Capitalizing on the advantages offered by information technology, the electronic registers kept in the SI "Migration" have the following essential differences from those on paper:

1. Electronic registers are hierarchical and may include several paper registers, if they have the same type of informational object as their object of record. E.g. all paper registers that keep track of different types of files / documents are replaced by a single electronic register, the Register of Evidence of Documents and Electronic Files kept in the "Migration" IS.
2. The registration in the electronic registers kept in the SI "Migration" (initial registration of the object, operation of changes in the data and deletion of the object from the register) is done automatically by the system when there is confirmed information about the object of the record in the system. Registration in the departmental state registers kept in electronic format in the SI "Migration" is made only on the basis of confirmed official information. Sources of confirmed official information are the qualified electronic documents registered in the SI "Migration" and the data signed with the electronic signature of the external data provider received from its information systems through interoperability channels. In addition, data of system events that bear the time stamp of the event can be entered in the technical registers.
In this way, the immediate and documentarily confirmed registration of the evidence data is ensured and the possibility of manipulation or admission of human errors when recording the data is excluded.
3. The electronic registers do not redundantly include data contained in qualified structured documents or other registers kept in the SI "Migration" or external, only references to them.
4. Given that the information systems can easily extract and systematize the data stored in different information objects, the paper registers and the attributes of the paper records kept for the purpose of systematizing the data (statistical purpose) are replaced by reports.

Taking into account the above, the following table presents the way of systematizing the registers kept on paper in order to create electronic registers.

From the perspective of digitization in the SI "Migration" the following electronic registers are to be used:

A. Departmental state registers:

1. The Departmental State Electronic Register of Foreigners (Register of Foreigners) – is the main electronic register of SI Migration. Ensures the centralized and unitary record of all identities and information about foreigners, their relations and commitments with/towards other persons and public authorities, the rights granted to them and other information that refers/characterizes the foreigner.

The foreigners' register consists of several informational contours which in turn can be considered sub-registers of the foreigner's register, such as:

- a) Information contour / Sub-register of foreigners' identities – ensures the centralized record of the identities attributed to foreigners and their sources;
- b) Information outline / Sub-register of records – which includes information about restrictive and informative records referring to foreigners and people who have relations with them.
- c) The informational outline of the crossing of the state border;
- d) Information outline/register of rights granted to foreigners;
- e) Etc.

The description and structure of the Register of Foreigners is presented in the following chapters.

B. Technical registers kept in the SI "Migration".

The technical registers aim at the centralized record of the information artifacts managed in the IS "Migration".

The most complex technical register is:

1. *Register of electronic documents and files kept in the "Migration" IS.* This register is to replace all paper registers intended for the record of files, documents and their circulation used in connection with operational activities. Given that the eFile and the documents produced in the SI "Migration" are qualified electronic documents, de facto any associated metadata, attribute of the document can serve as a disaggregation criterion.

Examples of other technical registers kept in SI "Migration" are:

2. Register of contravention reports ordered by IGM employees
3. Register of evidence of access to personal data
4. Register of payments for public services
5. Etc.

C. State and external departmental registers.

In order to ensure centralised and uniform records, SI "Migration" also uses the registers kept in the SIA of the process partners.

According to the reference model for the SI data architecture, "Migration" does not redundantly store the information from the external electronic registers, only the identifier of the information objects and the reference to the source register.

The SI "Migration" will ensure the management of external registers in accordance with the role of the IGM, ensuring interoperability with the external AIS at the process level. E.g. the registration of the foreigner in the SI "Migration" has as an extension the registration of the foreigner in the RSP and the takeover of the IDNP generated by the SIA RSP for the reference of the foreigner in the Foreigner's Register.

List of registers used by IGM to be considered for digitisation in SI 'Migration'

No	Name Register / Data	Owner	Holder	Intended use	The Information System currently in use	Related acts and regulations	Group
1.	Registers of evidence of identification files		DAD			The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"
2.	Register of records	IGM	IGM	<p>1. Record of restrictive records (restrictions, prohibitions, sanctions, etc.):</p> <p>a) The nominal record on the measure of the ban on entry into the Republic of Moldova is registered (Law 200/2010, art. 9, p. (4))</p> <p>b) The measure of not allowing entry into the Republic of Moldova applied by the IGPF to the foreigner and the fact of its communication (Law 200/2010, art. 8, p. (3))</p> <p>c) To the nominal record regarding the non-permission to leave the country (Law 200/2010, art. 12, p. (3) / art. 13, p. (1))</p> <p>d) Record of persons declared undesirable (L200/2010 art.55, p (6))</p>			Register of foreigners

				<p>e) Records of natural persons (citizens of the Republic of Moldova and foreigners) and legal entities registered in the Republic of Moldova to which restrictions on the invitation of foreigners are applied;</p> <p>f) Record of foreigners serving criminal sentences on the territory of the Republic of Moldova</p> <p>g) the record of foreigners in respect of whom restrictive measures have been ordered;</p> <p>h) the record of foreigners who benefit from the regime of tolerating staying on the territory of the Republic of Moldova;</p> <p>i) Record of persons expelled or extradited on the basis of the court's decision</p> <p>2. Record of informative notes (guidelines)</p>			
3.	Record of foreigners who have obtained the right of residence	IGM	IGM	Record of foreign citizens who have obtained the right of residence on the territory of the Republic of Moldova	SSIIGM	GD no. 40 of 12.01.2007 on the creation of the Integrated Automated Information System in the field of migration;	Register of foreigners
4.	Register of evidence and control of the migratory flow through the internal migration control post	IGM	IGM	Record of foreigners entering/leaving through the Transnistrian segment	SSIIGM		Register of foreigners

5.	Register of foreigners on the territory of the Republic of Moldova for up to 90 days						Register of foreigners
6.	Register of evidence of contravention reports	IGM	IGM	Record of minutes	SSIIGM	Law no. 200 of 16.07.2010	Register of electronic documents and files kept in the SI "Migration" (link to SIA CSR)
7.	Register of Return Decisions	IGM	IGM	Record of return decisions	SSIIGM	Law no. 200 of 16.07.2010	Register of electronic documents and files kept in the SI "Migration"
8.	Register of revocation decisions	IGM	IGM	Record of revocation decisions	SSIIGM	Law no. 200 of 16.07.2010	Register of electronic documents and files kept in the SI "Migration"
9.	Register of evidence of prior appeals		DJ	eFile number, date of submission			Register of electronic documents and files kept in the SI "Migration"
10.	Register of evidence of court cases		DJ	Type of court, Name of court, NPP judge, File No., Case (taken from file), Date of hearing, Outcome of hearing, Status of case {Examined, interrupted, postponed, Judgment}, additional notes: executor,			Register of electronic documents and files kept in the SI "Migration"

11.	Register of evidence of access to personal data			Record of requests and access to personal data, source of data (IS Migration, external SIA, etc.), reason (legal classification), etc.			Register of evidence of access to personal data
12.	Register of checks in the Interpol OIPC Information System	IGM	IGM	Record of view in the Interpol OIPC information system	INSYST		
13.	Register of data access in SIA AND IGM, (web-access, etc.)		DAD				Register of evidence of access to personal data
14.	Register of checks in the Information System of the Information Technology Service	IGM	IGM	Record of the visualization in the information system of the Information Technology Service	RICC (UI OSC module)	By letter no. 5/4178 of 27.07.2012 were appointed responsible persons	
15.	Register of payments for public services			Ensures the record of the payment accounts related to the public services generated and paid			
16.	Register of Records of Returned Payments		DAD	Record of applications and reimbursement of payments for requested services and non-provision on the grounds of refusal to grant the right			
	<i>DAD Managed Records</i>						
17.	Register of decisions granting the right of residence	IGM	IGM	Record of decisions to grant/extend the right of residence or refusal to grant/extend the right of residence			Register of electronic documents and files

							kept in the SI "Migration"
18.	Correspondence regarding the granting of the right to work (disaggregated by Regional Directorates)		DAD			The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"
19.	Register of received files regarding the extension of the entry-exit visa	IGM	DAD	Record of files received for processing applications for extension of entry visas Record of IGM Extended Entry Visas	SSIIGM	The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"
20.	Records of permits issued for foreigners		DAD			The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"
21.	Registers of records of files regarding the issuance of the permit for foreigners		DAD			The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"
22.	Registers of records of files on the issuance of invitations for foreigners		DAD	Record of the files received for the processing of requests for the issuance of invitations for foreigners		The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"
23.	Record of issued invitations	IGM	DAD	Record of invitations issued by IGM and invitation blanks	SSIIGM		The register of evidence of the blanks of strict evidence

							Register of blanks with special numbering
24.	Records of Extended Visa and Length of Stay Files		DAD			The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"
25.	Register of entry visas for consulates	IGM	DAD	Record of visas consulted by IGM disaggregated: by applicant, mode (electronic or physical), purpose, type, result		The Order of the Ministry of Internal Affairs no. 401/2021 (??Ordinance 54/70/b-21 of 14.02.2013 on the approval of the Agreement on informational interaction between the Ministry of Interior and the Ministry of Foreign Affairs (MFAEI)	Register of electronic documents and files kept in the SI "Migration"
26.	Registers of records of received files (work, family, studies, humanitarian or religious activities, other cases) (disaggregated by Regional Directorates)		DAD			The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"

27.	Records of repatriation files		DAD	Record of repatriation files, received at the Single Window for Documentation of Foreigners (disaggregated by Regional Directorates)	Ssl BMA	The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"
28.	Register of files for authorized emigration	IGM	DAD	Record of files for authorized emigration, received at the Single Window for Documentation of Foreigners		The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"
29.	Registers of records of decisions (disaggregated by Regional Directorates by reasons and sub-reasons)		DAD			The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"
30.	Application registers: a) workers posted for up to 90 days; b) change of address, exchange of national passport, confirmation of status c) to the foreigner, the withdrawal of the file)		DAD			The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"
31.	Registers of records of files regarding documentation with residence permit: a) Provisional;		DAD			The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"

	b) Permanent (disaggregated by Regional Directorates by grounds and sub- grounds)						
32.	Registers of evidence of files regarding the registration at home or residence		DAD			The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration" State Register of Pollution
33.	Register of records of files on re- documentation with identity documents	IGM	IGM	Record of the files received regarding the redocumentation with identity documents	SSIIGM		Register of electronic documents and files kept in the SI "Migration"
34.	Registers of decisions to revoke/cancel the right of residence (disaggregated by Regional Directorates by grounds and sub- grounds)		DAD				Register of electronic documents and files kept in the SI "Migration"
35.	Register confirming the legal status of the foreigner		DAD	Information on applications and confirmation/information on the legal status of the foreigner (IDNP, right held, etc.)			Register of electronic documents and files kept in the SI "Migration"

36.	Register of documentation requests at home		DAD				Register of electronic documents and files kept in the SI "Migration"
37.			DAD				
38.	Register of files received regarding the approval of the request for family reunification	IGM	IGM	Record of received files	SSIIGM		Register of electronic documents and files kept in the SI "Migration"
39.	Register of Notices on the approval of the request for family reunification	IGM	IGM	Record of Issued Permits	SSIIGM		Register of electronic documents and files kept in the SI "Migration"
40.	Register of files submitted to GUDS	IGM	IGM	Record of files received at the Single Window for Documentation of Foreigners	SSIIGM		Register of electronic documents and files kept in the SI "Migration"
41.	Register of Identity Certificates Issued	IGM	IGM	Record of passports submitted for the extension of entry visas to the Republic of Moldova	SSIIGM	Ordinance 54/70/b-21 of 14.02.2013 on the approval of the Agreement on information interaction between the Ministry of Interior and the European Integration (MFAEI)	Register of Identity Certificates Issued

42.	Register of files submitted to IP ASP	IGM	IGM	Record of the files sent to IP ASP for the preparation of identity documents	SSIIGM		Register of electronic documents and files kept in the SI "Migration"
43.	Register of correspondence regarding the preparation of residence permits (broken down by Regional Directorates)		DAD	Number of the application form, type of identity document, data about the foreigner, term of preparation, status of the document (made, perfected, handed over, etc.)		The Order of the Ministry of Internal Affairs no. 401/2021	Register of electronic documents and files kept in the SI "Migration"
<i>Registers kept by the Directorate/Integration Centres for Foreigners</i>							
44.	Register of Integration Programmes	IGM	DIS	Record of integration programs for foreigners and organizers (public authorities, charitable organizations)		Law no. 274 of 27.12.2011	
45.	Register of integration measures	IGM	DIS	Record of the integration measures of foreigners and organizers (public authorities, charitable organizations)		Law no. 274 of 27.12.2011	
46.	Register of applications for inclusion in integration programmes/measures and of foreigners benefiting from integration programmes	IGM	DIS	Registration of foreigners who apply for integration measures through integration centers or directly at the territorial subdivisions of the administrative authorities subordinated to the ministries. Record of foreigners benefiting from integration programs Record of foreigners enrolled in the social protection system		Law no. 274 of 27.12.2011	Register of electronic documents and files kept in the SI "Migration"

				Record of foreign minors enrolled in the training process			
47.	Register of applications for financial aid from NGOs		DIS	Record of applications for financial aid from NGOs			Register of electronic documents and files kept in the SI "Migration"
48.	Register for the record of financial aid applications (from the state)	IGM	DIS	Record of financial aid applications	Textbook	GD no.1140 of 15.12.2010	Register of electronic documents and files kept in the SI "Migration"
<i>Registers kept by the Asylum and Statelessness Directorates/Sections</i>							
49.	Register of asylum applications	IGM	DAA	Record of all asylum applications	AND IGM	Law no. 270 of 18.12.2008. IGM Ordinance no. 21 of 27.12.2012 IGM Ordinance no. 1/3 of 03.01.2013	Register of electronic documents and files kept in the SI "Migration"
50.	Register of files of asylum seekers, refugees and beneficiaries of humanitarian protection (asylum applications received by the DRC, DRN, DRS)	IGM	DAA	Record of files of asylum seekers, refugees and beneficiaries of humanitarian protection	AND IGM	Law no. 270 of 18.12.2008.	Register of electronic documents and files kept in the SI "Migration"

51.	Register of temporary asylum seeker identity documents	IGM	DAA	Record of temporary documents of asylum seekers	SSII GM	Law no. 270 of 18.12.2008.	Register of foreigners
52.	Register of Temporary Identity Documents of Stateless Applicants	IGM	DAA	Record of temporary documents of stateless status applicants	SSII GM	Law no. 200 of 16.07.2010.	Register of foreigners
53.	Register on the movement of files of asylum seekers, refugees and beneficiaries of humanitarian protection	IGM	DAA	Control of the movement of files of asylum seekers, refugees and beneficiaries of humanitarian protection	AND IGM	Law no. 270 of 18.12.2008.	Register of electronic documents and files kept in the SI "Migration"
54.	Register of decisions on asylum applications	IGM	DAA	Record of decisions on asylum applications	AND IGM	Law no. 270 of 18.12.2008.	Register of electronic documents and files kept in the SI "Migration"
55.	Register of evidence of the provisions for the termination of the asylum application	IGM	DAA	Record of the provisions terminating the asylum application	AND IGM	Law no. 270 of 18.12.2008	Register of electronic documents and files kept in the SI "Migration"
56.	Register of asylum seekers	IGM	DAA	Records of asylum seekers	AND IGM	Law no. 270 of 18.12.2008	Register of foreigners Register of electronic documents and files kept in the SI "Migration"

57.	Register of beneficiaries of humanitarian protection	IGM	DAA	Record of beneficiaries of humanitarian protection	AND IGM	Law no. 270 of 18.12.2008	Register of foreigners
58.	Register of refugees	IGM	DAA	Refugee records	AND IGM	Law no. 270 of 18.12.2008	Register of foreigners
59.	Register of asylum seekers under the ordinary procedure	IGM	DAA	Record of asylum seekers under the ordinary procedure	AND IGM	Law no. 270 of 18.12.2008	Register of foreigners
60.	Register of asylum seekers under the fast-track procedure	IGM	DAA	Record of asylum seekers under the fast-track procedure	AND IGM	Law no. 270 of 18.12.2008	Register of foreigners
61.	Register of asylum seekers in prisons	IGM	DAA	Record of stateless status applicants under guard in penitentiary institutions (detainees, arrests and convicts)	AND IGM	Law no. 270 of 18.12.2008	Register of foreigners
62.	Register of contested asylum decisions	IGM	DAA	Record of contested decisions	AND IGM	Law no. 270 of 18.12.2008	Register of electronic documents and files kept in the SI "Migration"
63.	Register of applications for recognition of stateless status	IGM	DAA	Record of applications for recognition of stateless status	AND IGM	Law no. 200 of 16.07.2010	Register of electronic documents and files kept in the SI "Migration"
64.	Register of decisions on the recognition of stateless status	IGM	DAA	Record of decisions on the recognition of stateless status	AND IGM	Law no. 200 of 16.07.2010,	Register of electronic documents and files kept in the SI "Migration"

65.	Register of applicants for stateless status in penitentiary institutions	IGM	DAA	Record of applicants for stateless status in penitentiary institutions	AND IGM	Law no. 200 of 16.07.2010	Register of foreigners
66.	Register on the movement of files of applicants for the recognition of stateless status (asylum applications received at the DRS, DRN, DRC)	IGM	DAA	Control on the movement of personal files within the Asylum and Statelessness Directorate	AND IGM	IGM Ordinance no. 1/3 of 03.01.2013	Register of electronic documents and files kept in the SI "Migration"
67.	Register of applicants for stateless status	IGM	DAA	Record of stateless status applicants	AND IGM	Law no. 200 of 16.07.2010	Register of electronic documents and files kept in the SI "Migration"
68.	Register of recognised stateless persons	IGM	DAA	Record of recognized stateless persons	AND IGM	Law no. 200 of 16.07.2010	Register of foreigners
69.	Register of Applications for Waiver of International Protection"	IGM	DAA	Record of applications for waiver of international protection			Register of electronic documents and files kept in the SI "Migration"
<i>Registers kept by the Foreigners' Accommodation Centre</i>							
70.	Register of applications for accommodation at the Accommodation Centre	IGM	CCS	Record of all accommodation requests, removal from the record, extension of accommodation	SSIIGM	Law no. 270 of 18.12.2008, GD no. 1023 of 28.12.2012	Register of electronic documents and files kept in the SI "Migration"

71.	Register of decisions on accommodation, refusal of accommodation, decisions to leave and decisions to remove from the register.	IGM	CCS	Record of decisions on accommodation or refusal of accommodation for asylum seekers; beneficiaries of international protection Record of decisions to leave the Center; Record of decisions on removal from the Centre's records	SSIIGM	Law no. 270 of 18.12.2008, GD no. 1023 of 28.12.2012	Register of electronic documents and files kept in the SI "Migration"
72.	Register of records of persons accommodated in the Accommodation Center	IGM	CCS	Record of all files of the accommodated persons	Textbook	Law no. 270 of 18.12.2008, GD no. 1023 of 28.12.2012	
73.	Register of warnings applied to asylum seekers or beneficiaries of international protection accommodated in the Accommodation Centre	IGM	CCS	Record of all deviations/warnings applied to persons accommodated in the Accommodation Center	Textbook	Law no. 270 of 18.12.2008, GD no. 1023 of 28.12.2012	
74.	Register of visitors in the Accommodation Centre	IGM	CCS	Visitor record in the Accommodation, the person visited and the hours of the visit	Textbook	Law no. 270 of 18.12.2008, GD no. 1023 of 28.12.2012	
75.	The register of registered persons carrying various diseases, infectious diseases, who are registered by the psychiatrist/narcologist	IGM	CCS	Record of persons accommodated in the Accommodation Center with various illnesses, vices or prosecuted/convicted criminally	Textbook	Law no. 270 of 18.12.2008, GD no. 1023 of 28.12.2012	

	or prosecuted/convicted criminally						
<i>Registers kept by the Temporary Placement Centre for Foreigners</i>							
76.	Register of eFiles of foreigners placed in the Temporary Placement Centre for Foreigners			<i>General Register</i>			
77.	Register of foreigners taken into custody		CPTS	Record of foreigners in respect of whom the detention measure was ordered			Register of foreigners
78.	Register of foreigners placed in the Temporary Placement Centre for Foreigners	IGM	CPTS	Record of foreigners placed in CPTS	Textbook		Register of eFiles of foreigners placed in the Temporary Placement Centre for Foreigners
79.	Register of applications of persons placed in the Temporary Placement Centre for Foreigners			Record of applications submitted by foreigners during the period of detention, resulting from the invoked needs (purchase of food products, parcels, notary services, etc.)			Register of eFiles of foreigners placed in the Temporary Placement Centre for Foreigners
80.	Register of escorts	IGM	CPTS	Record of foreigners who were escorted to court, consular sections, consular sections and notary offices, medical-sanitary institutions and BCP open to international traffic.	Textbook		Register of eFiles of foreigners placed in the Temporary Placement Centre for Foreigners

81.	Register of visitor requests	IGM	CPTS	Record of requests of persons requesting an interview with the placed stranger (relatives, friends, lawyers, etc.)	Textbook		Register of eFiles of foreigners placed in the Temporary Placement Centre for Foreigners
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Requirements and milestones regarding the Register of Foreigners

In order to ensure the centralization and uniqueness of the record of foreigners' identities and information about them, the "Foreigners' Register" is used in the "Migration" IS.

The "Register of Foreigners" is a departmental state register established in accordance with Law 71 of 22-03-2007 on registers.

The information space of the Register of Foreigners represents the totality of information, which refers to the field of migration, and which includes:

1. Informational outline Identity data of the Foreigner

It ensures the record of information about all foreigners (foreign citizens and stateless persons) who have come into contact with the Moldovan authorities or their knowledge is in the interest of national security.

The functional outline is formed by integrating with SIA RSP, SIGV, SIA AFIS, and Interpol, etc.

The functional account includes information on the identities of foreigners, personal data, including biometric data, data on travel documents and those issued by the IGM, legal status and rights requested/granted, other information describing the person and his/her relationships.

Data about the profession, studies, family composition.

It also includes information about foreigners for whom the issuance of information or visa has been requested.

2. Functional outline Border crossing

Includes information on the crossing of the state border by foreigners, travel documents;

The functional contour is formed through interoperability with the information system of the IGPF.

The functional outline includes the functionalities necessary for the registration of foreigners entering/leaving the Republic of Moldova through the Transnistrian segment of the Moldovan-Ukrainian border.

3. Functional outline of public services provided to foreigners

It includes the record of the requests for public services granted by the IGM and the status of the files.

4. Functional outline Relationships and commitments

It includes the record of applicants for granting a right to foreigners, legal entities and individuals, their commitments (employment contracts, studies, participation in the share capital of enterprises, etc.) and other relationships regulated by law.

5. Sub-Register of Records

It includes the record of all restrictive and informative notes (guidelines) issued to foreigners.

The functional outline of the sub-Register of records is completed by integrating with:

- a. AND IGPF in order to take over the information on the persons to whom the measure of not allowing entry into the Republic of Moldova by the IGPF was applied (Law 200/2010, art. 8, p. (3))
- b. SIA RICC in order to take over information about foreigners announced in national search;
- c. IS Interpol in order to take over information about foreigners announced in international search;

The register of records includes the following categories of information.

1. The nominal record on the measure of the ban on entry into the Republic of Moldova is registered (Law 200/2010, art. 9, p. (4))

2. To the nominal record regarding the non-permission to leave the country (Law 200/2010, art. 12, p. (3) / art. 13, p. (1))
3. Record of persons declared undesirable (L200/2010 art.55, p (6))
4. Record of persons to whom the measure of not allowing entry into the Republic of Moldova by the IGP was applied (Law 200/2010, art. 8, p. (3))
5. Record of Moldovan citizens and legal entities that are prohibited from inviting foreigners.
6. Persons on whom international restrictions are imposed
7. Persons in orientation (informative notes) - information about foreigners who pose a risk to public security or there is a suspicion of a violation of the law by the foreigner

The registration of the Records is made on the basis of the documents (decisions, contravention reports, etc.) that establish the prohibition.

The registration of alerts is carried out based on the request of the IGM subdivisions that send a report with the reasoned request to the head of the Directorate for combating illegal stay / Heads of Regional Directorates or the Head of the IGP, as the case may be. The request shall be examined by the Employees of the Directorate/Sections for combating illegal stay, who shall submit a report to the Head of the Directorate for combating illegal staying/Head of the Regional Directorate or the Head of the IGP, as the case may be, for taking the reasoned decision to include the guidance in the Register of Records.

The operational process of record management is defined by the IGM Order no. 133 of 02.10.2023 on the approval of the Internal Operational Standard Operating Procedure regarding the establishment/cancellation of the records by the IGM of the Ministry of Internal Affairs

6. Functional contour Integration

It includes the record of the programs and foreigners benefiting from the integration programs, as well as the results obtained

The Register of Foreigners shall be established and maintained in accordance with the provisions of Law no. of 22-03-2007 on registers.

The record of the attributes of the information objects whose records are kept in the electronic state records or other departmental registers, kept within the systems with which IS Migration is interoperable, is made by reference. The Aliens Register contains the identifier, source register information and source record metadata (necessary to ensure data synchronisation). The additional attributes necessary for the IGM activity, missing in the source registers, are kept in the Foreigners' Register, being associated with the identifier of the information object in the source register.

The requirements, objects of evidence and structure of the Register of Foreigners is described in Chapter 5.4.Data architecture of the SI "Migration".

RECORDERS:

As registrars for the departmental state registers kept in the SI "Migration" are the employees of the IGM who, in accordance with the activity processes, documentary ascertain facts and produce documents that are the

subject of the record of these registers., The attributions of the users of the SI "Migration" who hold the role of Registrars are established for each register.

Examples of activities that generate the automatic registration of foreigners and their identity documents

- a. Automatic registration of foreigners for whom a visa is applied for (interoperability with the SIGV);
- b. Automatic registration of foreigners entering the Republic of Moldova (Interoperability with and IGPF)
- c. Automatic registration of unidentified foreigners who are illegally on the territory of the Republic of Moldova and who are documented in the process of identification of foreigners taken into custody

DATA PROVIDERS:

As data providers for the registers kept in the SI "Migration" intervene:

1. IGPF, as regards the records:
 - foreigners who entered/left the territory of the Republic of Moldova and their identity documents
 - Entry bans applied to foreigners
 - means of transport crossing the state border
2. The National Administration of Penitentiaries, with regard to the records:
 - foreign citizens and stateless persons under guard in penitentiary institutions (detainees, arrests and convicts);
3. Ministry of Foreign Affairs and European Integration, regarding the record:
 - visas issued to foreign citizens and stateless persons;
 - registration of collaborators and representatives of diplomatic missions;
 - registration of accredited journalists;
 - registration of official delegations.
4. The courts, with regard to the records:
 - court decisions adopted on court files, on which foreign citizens or stateless persons were a party or participant.
5. Ministry of Education and Research, as regards the record:
 - foreign citizens or stateless persons enrolled in educational institutions in the country;
 - foreign citizens or stateless persons, who have graduated, interrupted their studies for various reasons, transferred to other educational institutions or were excluded (expelled) from educational institutions in the country;
6. The Ministry of Health, with regard to the records:
 - foreign citizens and stateless persons, who have undergone the medical examination for the detection of the human immunodeficiency virus (HIV), AIDS disease and other diseases, which pose a danger to public health;
 - foreign citizens and stateless persons, who have received the mandatory medical insurance policy.

7. Ministry of Labour and Social Protection, in terms of the record:
 - notices on the invitation to work of foreign citizens or stateless persons;
 - work permits issued, extended or cancelled (including until the expiry of the validity period);
8. Ministry of Economy and Digitalization, regarding the records:
 - Foreign investors;
 - Economic agents registered in IT parks
9. Local public authorities, in terms of records:
 - Integration programs
 - Foreigners participating in integration programs

RECORDERS:

As registrars for the departmental state registers kept in the SI "Migration" are the employees of the IGM who, in accordance with the activity processes, documentary ascertain facts and produce documents that are the subject of the record of these registers., The attributions of the users of the SI "Migration" who hold the role of Registrars are established for each register.

ANNEX A9 DATA ARCHITECTURE ARTIFACTS

Electronic file

The following types of electronic dossiers (eDossiers) are used under the 'Migration' IS:

1. eFile associated with the public service request
2. eFile associated with the administrative case
3. eContravention file

An Electronic File is an organized set of digital documents and information, stored and managed in the SI "Migration", which are associated with a specific subject, process, or case.

The electronic file is the mechanism for thematic grouping of all electronic records and documents referring to the subjects, processes or cases managed in the "Migration" IS.

The electronic file includes both primary documents (such as applications, forms, reports, and administrative acts) and related metadata (such as date of creation, author, current status, and history of changes).

In addition, the Folder is also used to ensure a common way of dealing with all the documents/messages it contains. The file in its essence is also a document with records about its content. This fact is indicated by the relations of the File with the Document.

Examples of eFolders managed in SI "Migration" can serve:

1. eFiles associated with services provided to foreigners (e.g. eFiles on granting a right to a foreigner)
2. eFile associated with administrative cases:
3. eContravention file
4. eForeigner's file (Foreigner's profile)
 - The file of the unknown foreigner registered at the Temporary Placement Center for Foreigners

Landmarks regarding the structure of the eFile object

The electronic file is described by the following metadata:

1. Unique identifier:
 - A unique code that uniquely identifies the file in the computer system.
 - The folder identifier is a code that has the following format 000000000/DD-MM-YY
 - Where:
 - The first 9 digits represent the reference number – a unique number at the system level
 - The following digits indicate: Date (2 digits),. month (2) digits, year (2 digits)
2. Title of the dossier: A brief description of the contents or object of the dossier.
3. Date Created: The date the folder was created.
4. Date Last Modified: The date the dossier was last modified.
5. Author: The person or entity that created the file.
6. Responsible: The person or team designated with the management of the file.
7. Current status: The status of the file in the workflow (for example: under review, approved, rejected, archived, etc.).

8. Date of registration: The date on which the file was registered in the computer system.
9. Completion Date: The date the file was closed or completed.
10. File type: Classification of the file by type (e.g. administrative file, legal file, etc.).
11. Keywords: Relevant terms that make it easier to search and index the file.
12. References: Links or clues to other related documents or folders.
13. Access level: Security settings that determine who can view, modify, or delete the folder.
14. Document version: Information about previous versions of documents in the file.
15. Storage location: Indication of the physical or digital location where the folder is stored.
16. Archiving: Information about the status of archiving the file, including the date it was archived and the duration of retention.
17. Comments/Notes: Comments or notes added by users regarding the folder.
18. Activity log: The history of all actions taken on the file, including who made the changes and when they were made.

Structured documents

SI "Migration" uses the Structured Electronic Document to ensure the traceability of changes, scalability and flexibility of the IT solution and to allow users to store and transmit information in a structured, easy to interpret and use way. Structured electronic documents have a common format defined according to standards such as XML (Extensible Markup Language), or JSON (JavaScript Object Notation).

Landmarks regarding the informational object Person

In the Person entity are modeled all the persons whose record in one way or another is to be taken to SI "Migration".

SI "Migration" will ensure the unequivocal record of persons, applying the following rules:

1. Citizens of the Republic of Moldova are identified in the IDNP database.
 - a. The primary source of data on the Citizens of the Republic of Moldova is the RSP.
 - b. The register of foreigners kept in SI Migration stores only information that is not in the RSP, such as: the relations of the Moldovan citizen with the foreigner, their nature, the public services offered by the IGM requested, etc.
2. Legal entities registered in the Republic of Moldova are identified on the basis of IDNO.
 - a. The primary source of data on legal entities registered in the Republic of Moldova is RSUD.
 - b. The foreigners' register kept in SI Migration, stores only information that is not in the RSP, such as: relations with the foreigner, their nature, etc.
3. Foreigners are registered in the SI "Migration". The identity identifier of the foreigner is his unique registration number in the SI "Migration".
 - a. Foreigners who have IDNP are registered in the SI "Migration" by reference to the RSP.
 - b. Foreigners who do not have an IDNP are registered in the SI "Migration".

These persons are of several types (physical, legal) including unknown (unidentified) persons, and this classification, together with the attributes of this entity, is exemplified in the diagram below.

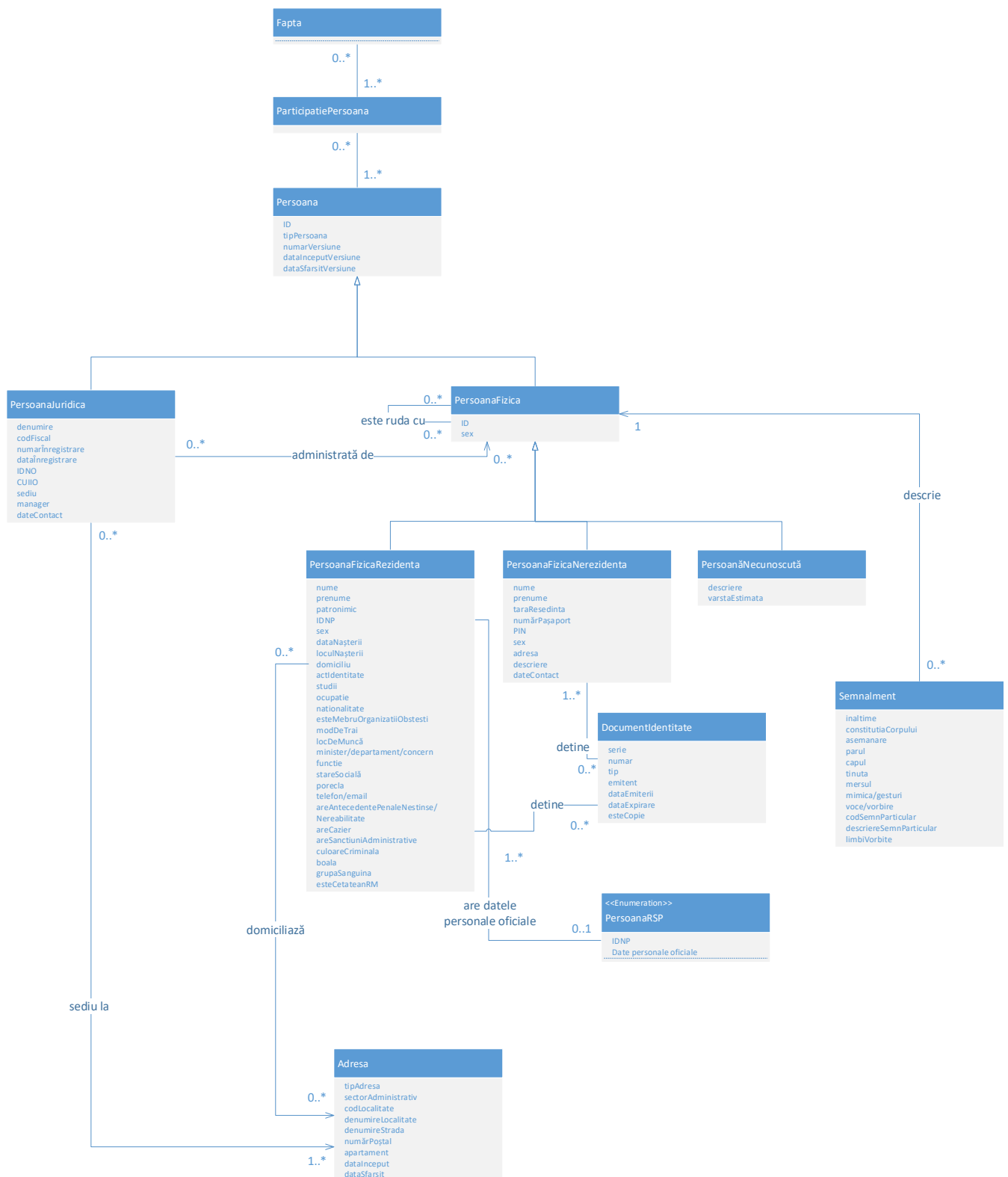


Figure 6 Diagram of the model of the informational object Person

Model description Person

The diagram exemplifies the main types of persons to be managed in the information system, most of which are defined at the level of the foreign natural person. The foreign individual may have multiple identities or be unidentified. As a rule, natural persons, "foreigners" who entered the Republic of Moldova, are assigned IDNP

and are registered in the State Register of Persons of the Republic of Moldova (RSP). It is important to understand, however, that for this type of person, the information system will not only store a reference to the National Registry, but will store its own definition of the person, according to the results of the examination of the migratory context or the risk to public security that it presents, but will also allow the identification of the official definition of that person.

Unknown persons are a type of person, with specific attributes (mainly those related to signals) and are instantiated individually. In other words, when an unknown stranger is identified, he will be instantiated as a person, distinct from other courts of persons of the same type, and during the examination of the case his attributes will be completed, until he becomes a known person, in which case the type of the person will be changed.

The natural person Citizen of the Republic of Moldova is identified by IDNP, and their record is kept by reference to the object registered in the State Register of Population.

The legal entity registered in the Republic of Moldova is identified by IDNO, and their record is made by reference to the object registered in the State Register of Law Units.

ANNEX A10 LIST OF NOMENCLATURE AND CLASSIFIERS AND "MIGRATION"

List of classifiers used when interacting with ASP:

- purpose of stay in the Republic of Moldova CF 37603221.0290.01
- document type CF 37603221.0265.03.
- sex of the person CF 37603221.0037.01.
- classifier of the fullness of the calendar date CF 37603221.0302.01.
- classifier of localities CF 37603221.0026.01.
- citizenship classifier CF 37603221.0066.03
- classifier of localities CF 37603221.0026.01.
- Document type classifier CF 37603221.0265.03
- blood group classifier CF 37603221.0041.01.
- nationality classifier CF 37603221.0029.01.
- mother tongue classifier CF 37603221.0030.01.
- eye color classifier CF 37603221.0262.01.
- civil status classifier CF 37603221.0034.01
- street name classifier CF 37603221.0282.02.
- classifier of kinship relations CF 37603221.0268.01.
- Form Type Classifier CF 37603221.0365.01
- classifier of the purpose of addressing the person in the subdivisions MDI CF 37603221.0280.03.
- classifier of the purpose of stay in the Republic of Moldova CF 37603221.0290.01
- Tariff classifier 'Servtarif'

1. Classifiers managed by SE CRIS Register:

- CF 37603221.0009.02 Offices
- CF 37603221.0026.01 (2165) Localities
- CF 37603221.0029.01 (164) Nationality
- CF 37603221.0030.01 (51) Mother tongue
- CF 37603221.0034.01 Marital status
- CF 37603221.0037.01 (4) Gender of the person
- CF 37603221.0041.01 (9) Blood type
- CF 37603221.0066.03 (279) Citizenship
- CF 37603221.0070.01 Institutions
- CF 37603221.0072.01 (3) Method of identification
- CF 37603221.0257.01 Types of visas
- CF 37603221.0262.01 (14) Eye color
- CF 37603221.0264.01 (2) Type of record
- CF 37603221.0265.03 (58) Document type
- CF 37603221.0266.01 (2) Character of going abroad
- CF 37603221.0268.01 (5) Kinship

- CF 37603221.0273.01 (7) Type of dwelling
 - CF 37603221.0277.01 (12) Purpose of entry/exit
 - CF 37603221.0278.01 (4) With family
 - CF 37603221.0280.02 (44)
 - CF 37603221.0281.01 (11) Type of migration
 - CF 37603221.0282.01 (4810) Street names
 - CF 37603221.0290.01 (34) Purpose of stay
 - CF 37603221.0302.01 (4) Fullness of the calendar date
 - CF 37603221.0330.01 Document presentation clue
 - CF 37603221.0345.01 Postal codes
 - CF 37603221.0365.01 (11) Type of form
 - citizencode_66 (279)
 - localitycode_26 (2169)
 - ServiceResultCode (5)
 - servname (1457) Type of service
 - servtarif (12) Cost of services
2. Other external classifiers
- Classifiers managed in SI IGPF
 - Classifiers managed by ANOFM::
 - Classifiers managed by SI e-Visa:
 - Classifiers semantic.gov.md:
 - Etc.

ANNEX A11 LIST OF PREDEFINED REPORTS SI "MIGRATION"

The system will include predefined reports that provide the following data:

Reports related to the field of International Protection:

1. List of beneficiaries included in the Integration Program
2. List of evacuees
3. Register of accommodation sheets
4. List of people staying
5. Financial assistance
6. List of women
7. Children's List
8. Number of asylum seekers disaggregated by country of origin and genders (stock by date and by month, quarter, year)
9. List of refugees
10. List of humanitarian protection workers
11. List of closed files
12. List of reimbursable cash aid
13. List of voluntary returnees
14. List of locally integrated people
15. List of relocated people
16. The number of people who have obtained international protection (apart from refugees and humanitarian protection) with disaggregation by country of origin, gender, age.

Reports related to the Detached domain

17. List of foreigners posted for up to 90 days

Reports related to the field of Foreign Documentation

18. Distribution of residence permits according to criteria including combinations thereof, such as:
 - type and purpose,
 - reason
 - Country of origin
 - Nationality of the alien / Stateless persons
 - Purpose of stay and date of issue
 - age (not year of birth),
 - sex
 - etc.
19. Documentation with residence permit
20. Breakdown by type and action
21. List of Documented Foreign Citizens
22. List of archiving forms
23. Submitted forms
24. Documents issued
25. Applications submitted

Reports related to the Certificates field

26. List of foreign citizens who have applied for IDNP award certificates

27. List of foreign citizens who have applied for certificates (documents)
- Reports related to the Transnistrian segment crossings management
28. Number of foreigners on record by citizenship
 29. Foreigners registered by citizenship
 30. Record of the number of foreigners registered by citizenship
- Reports related to the Immigration field
31. Immigration statistics
 32. Settling in the territory of the Republic of Moldova
 33. Settling with living on the territory of the Republic of Moldova compared to
 34. Settlement (extension) with living on the territory of the Republic of Moldova compared to
 35. Settling with living on the territory of the district
 36. Settling with living on the territory of the comparative district
 37. Settling by country of origin
 38. Settling with living by country of origin compared
 39. Breakdown by country of emigration
 40. Breakdown by country of emigration (compact)
 41. Breakdown (extension) by country of emigration (compact)
 42. Distribution by Citizenship (compact grant)
 43. Distribution by Citizenship (compact extension)
 44. People who arrived
 45. Immigration by Employer
 46. Additional services
 47. Documents received by purpose and citizenship
 48. By type and purpose – Permanent
 49. By type and purpose – Provisional
 50. List of requests – Permanent
 51. List of requests – Provisional
- Reports related to the Stay Violations area
52. Minutes of the Individual
 53. Minutes of the Legal Entity
 54. Persons declared undesirable
 55. Return decisions
 56. Revocation decisions
 57. Applications for readmission
 58. Transfer information
 59. Legal action
- Reports related to the Repatriation field
60. Returnees arrived
 61. Statistics by ethnicity
 62. Statistics by country of arrival
 63. Statistics by ethnicity – period
 64. Statistics by country of arrival - period
- Reports related to the Invitations domain
65. On the number of foreign citizens invited

66. Regarding the number of invitation requests
67. Regarding the number of invitations obtained (F.5)
68. On the number of invitations obtained (F.6)
69. Foreign nationals who have obtained invitations (F.10)
70. Foreign nationals invited by legal persons (F.11)
71. Invited foreign nationals (F.12-13)
72. Foreign nationals who have obtained invitations (F.14)
73. Number of foreign nationals who were refused (F.15)
74. Foreign citizens who have been refused (F.16)
75. Regarding the number of applications submitted and processed
76. Guest list
77. Foreigners invited by individuals
78. Foreigners invited by the legal entity
79. Foreigners from the selected country
80. Invitations submitted and issued
81. Invitations declined by purpose
82. Invitations issued by purpose
83. Invitations issued by country
84. Decisions on submitted invitations

Reports related to the Visa Extension area

85. List of decisions
86. List of visa extensions
87. List of extensions at the request of legal entities
88. Distribution by Nationality
89. Breakdown by legal entity
90. Regarding the extension of the request to the legal entity
91. Regarding the number of requests
92. On the number of applications (all visas)
93. Regarding the number of extended requests
94. On the number of applications submitted and extended
95. Extensions by purpose and term

Reporting on the integration of foreigners

96. the estimated number of potential foreigners benefiting from integration programmes (annually);
97. integrated report on the level of accommodation of foreigners (annual);
98. Ongoing Foreigner Integration Programs
99. profile of foreigners applicant/beneficiary of measures and programs located in the territory

ANNEX A12 TECHNICAL ANNEX

Standard Operating Procedures:

1. Order of the Ministry of Internal Affairs nr.102 of 27.03.2014 on the approval of the instruction on the procedure of removal of foreigners from the territory of the Republic of Moldova.
2. IGM Order no. 40 of 18.12.2018 regarding the approval of the Internal Operational Standard Operating Procedure regarding the provision of services through the Mobile Documentation Office at the person's home
3. IGM Order no. 30 of 25.09.2019 on the approval of the standard operating procedure Internal Operations regarding the destruction of valid/invalid identity documents.
4. IGM Order no. 15 of 02.03.2023 on the approval of the internal operational standard operating procedure regarding the registration and documentation of beneficiaries of temporary protection with identity documents.
5. IGM Order no. 33 of 24.09.2021 On the approval of the Internal Operational Standard Operating Procedure regarding the reception, examination and issuance of the Notice for family reunification, edition 2
6. IGM Order no. 43 of 14.12.2021 On the approval of the Internal Operational Standard Operating Procedure regarding the reception, examination and extension of the validity and/or duration of stay granted through a visa, 2nd edition
7. Order no. 68 of 16.06.2023 On the approval of the Internal Operational Standard Operational Procedure carried out by the Returns and Escort Section of the CPTS of the IGM in the field of identification of foreigners placed in public custody
8. Order no. 69 of 16.06.2023 On the approval of the Internal Operational Standard Operating Procedure carried out by the Security and Access Section of the CPTS of the IGM in the field of placement of foreigners
9. IGM Order no. 70 of 16.06.2023 on the approval of the standard operating procedure Internal operations carried out by the Returns and Escort Section of the CPTS of the IGM in the field of escort of foreigners
10. IGM Order no. 75 of 22.06 2023 on the approval of the Internal Operational Standard Operating Procedure on the inclusion of foreigners in integration activities
11. IGM Order no. 76 of 22.06 2023 on the approval of the Internal Operational Standard Operating Procedure regarding the inclusion of beneficiaries of international protection and political asylum in the integration program
12. IGM Order no. 121 of 14.09.2023 on the approval of the Standard Operational Procedure regarding the documentation of foreigners with identity documents (provisional residence permit/permanent residence permit/ provisional residence permit for stateless persons)
13. Order no. 133 of 02.10.2023 On the approval of the Internal Operational Standard Operational Procedure regarding the establishment/cancellation of DC records to the General Inspectorate for Migration of the Ministry of Internal Affairs.
14. IGM Order no. 134 of 02.10.2023 On the approval of the Internal Operational Standard Operating Procedure for the application, lifting and reinstatement of the term of the ban on the entry of foreigners into the Republic of Moldova by the IGM of the Ministry of Internal Affairs.

15. IGM Order no. 191 of 27.12.2023 On the approval of the Internal Operational Standard Operating Procedure regarding the reception, examination and issuance of invitations by the IGM

Process Diagrams (BPMN)

16. SC_BProces_Doc act identitate.pdf

Process diagrams (flow-chart)

17. SC_Documentare identical act (SOP) .pdf
18. Sc_Proces Access of foreigners to integrare.pdf measures
19. Sc_Proces Granting the right of residence provizorie.pdf
20. Sc_Proces Granting Invitatie.pdf
21. Sc_Proces Notice for reintegration familie.pdf
22. SC_Consulting process vize.pdf
23. Sc_Proces Emigrate autorizata.pdf
24. Sc_Proces_Doc act of identitate.pdf
25. Sc_Process Solicitarea_azilului.jpeg

Structure of BD Ssl BMA

26. T01_SsIBMA_ DB_scheme.docx (can only be consulted at the IGM headquarters)