

Unofficial translation



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Home Affairs

No.: 633/MoHA
Vientiane Capital, 14 September 2012

DECISION
on
Management of Citizen Emigration

- Pursuant to the Law on Family Registration No. 12/NA, dated 27 November 2009;
- Pursuant to the Prime Minister's Decree on the Organization and Operation of the Ministry of Home Affairs No. 253/MoHA, dated 19 August 2011.

The Minister of Home Affairs hereby issues a Decision

CHAPTER 1
General Provisions

Article 1 Objective

This Decision defines principles, regulations, and measures regarding the management of citizen emigration as reference for authorities at central and local levels for uniform implementation with the aim of maintaining peace and social order.

Article 2 Definitions

This Decision defines the following terms:

- 2.1 **Citizen emigration** refers to the movement of individuals or families from their original home to other residences or to live at other places with the permission of relevant authorities in accordance with laws and regulations;
- 2.2 **Emigration due to personal reasons** refers to the movement of individuals or families to other places based upon their requests;
- 2.3 **Emigration based upon state allocation** refers to movement from original residences to live at other places based on the allocation of residences and business places by the state, or movement due to the effects of socio-economic development projects falling within the government's plans.

Article 3 Principles of Emigration Management

- 3.1 To ensure the rights of equality, liberty, and equity in accordance with laws and regulations;
- 3.2 To ensure justice and humanity;
- 3.3 To ensure peacefulness, social order, and stability of life;
- 3.4 To ensure the timely and correct allocation of residences and business places, and the provision of instructions and services in accordance with laws and regulations.

Article 4 Scope of Application

This Decision applies to matters in general; and for the future, it aims at implementing the policies regarding the building up of provinces as strategy-making units, districts as comprehensively strengthened units, and villages as development units.

CHAPTER 2

Conditions for Emigration and Prohibition of Emigration

Article 5 Conditions for Emigration

Citizen emigration shall meet the following conditions:

- 5.1 Preparing and submitting full sets of documents as set out in Article 8 of this Decision;
- 5.2 Being a Lao citizen, an alien, or a non-resident having a permanent residence in the Lao PDR;
- 5.3 Not being an individual or a family as set out in Article 6 of this Decision;
- 5.4 Having a warranty letter from a new residence.

Article 6 Prohibition of Emigration

- 6.1 An individual who is subject to an area restriction order or a decision of a competent people's court;
- 6.2 An individual who submits incorrect or incomplete documents as set out in Article 8 of this Decision;
- 6.3 Individuals or families with an infectious disease who are being monitored, treated, or quarantined.

CHAPTER 3

Emigration Procedures

Article 7 Emigration Procedures

7.1 Emigration to other villages in the same district

- Individuals or families who are emigrating must write an application to a village administrative authority where their new residence is located with certification from the village administrative authority that governs their original residence;
- Upon receiving the application from the individuals or families, the village administrative authority where their new residence is located must review the application and comment on whether to accept or refuse the application within 03 working days (from the date of receiving the application). After obtaining an approval from the village administrative authority that governs their new residence, the application and required documents for emigration must be prepared and submitted to the village administrative authority that governs their current residence;
- After receiving an approval for emigration from the village chief of their current residence, they are authorized to emigrate to their new residence. The village administrative authority that governs their new residence must report this matter to the District Office of Home Affairs, and the District Office of Home Affairs must report it to the District Public Security Office within 03 days to amend the family registration book in the family file of the village they are emigrating to.

7.2 Emigration to other districts in the same province

- Individuals or families who are emigrating must write an application to the village administrative authority where their new residence is located for review and to propose the application to the Office of Home Affairs of the district where their new residence is located;
- Upon receiving the application from the village administrative authority, the District Office of Home Affairs must review the application, provide comment, and thereafter propose the application to the district mayor to consider whether to accept or refuse the application within 05 working days (from the date of receiving the application);
- After obtaining approval from the district mayor that governs their new residence, the application and required documents for emigration must be prepared and submitted to the village administrative authority and thereafter submitted to the District Office of Home Affairs that governs their current residence. After receiving an approval from the district mayor that governs their current residence, the individuals or families are authorized to move to their new residence;
- After the individuals or families have moved to their new residence, the District Office of Home Affairs that govern their new residence must notify the District Public Security Office to amend their family registration book.

7.3 Emigration to other provinces

- Individuals or families who are emigrating must write an application to the village administrative authority, and thereafter submit it to the District Office of Home Affairs that governs their new residence for review and to propose the application to the Provincial or Capital Division of Home Affairs where their new residence is located within 07 working days (from the date of receiving the application);

- Upon receiving the application from the District Office of Home Affairs, the Provincial or Capital Division of Home Affairs must review the application, provide comment and thereafter propose the application to the provincial or capital governor to consider whether to accept or refuse the application within 15 working days (from the date of receiving the application);
- After obtaining an approval from the provincial or capital governor that governs their new residence, the application and required documents for emigration must be prepared and submitted to the village administrative authority, the District Office of Home Affairs, and thereafter submitted to the Provincial or Capital Division of Home Affairs that governs their current residence. After receiving an approval from the provincial or capital governor that governs their current residence, the individuals or families are authorized to move to their new residence;
- The Provincial or Capital Division of Home Affairs that governs their new residence must notify the Provincial Public Security Division within 15 days to amend their family registration book.

Article 8 Required Documents for Emigration

8.1 Required documents to be submitted to an authority that governs a new residence are as follows:

- An application for emigration;
- A certificate of residence;
- A family registration book and an ID card;
- A curriculum vitae;
- A criminal record certificate;
- A medical certificate;
- Six 3 x 4 cm-sized photos;
- Other supporting documents stating reasons for emigration.

8.2 Required documents to be submitted to an authority that governs an original residence are as follows:

- An approval to accept an emigrated citizen from a village chief, a decision to accept an emigrated citizen from a district mayor, or a provincial or capital governor that governs the new residence;
- An emigration permit issued by a village chief, and a decision to approve the emigration issued by a district mayor or a provincial or capital governor that governs the current residence;

Article 9 Consideration of Emigration

9.1 Emigration to other villages in the same district:

After receiving an application and the required emigration documents from individuals or families, a village administrative authority must consider and forward them to the public security office for comments. If the public security office deems that those documents are correct and complete, it must issue a certificate to accept an emigration or issue an emigration permit in accordance with regulations. If the public security office deems that the documents are incorrect and incomplete, the village administrative

authority must return the application and the required documents to the individuals or families with comments in writing.

9.2 Emigration to other districts in the same province:

After receiving an application and the required emigration documents from individuals or families, a District Office of Home Affairs must consider and forward it to the District Public Security Office for comments. If the public security office deems that those documents are correct and complete, it must propose those documents to the district mayor for consideration to issue a decision to accept or refuse the emigration in accordance with regulations. If those documents are deemed incorrect or incomplete, the District Office of Home Affairs must return the application and documents to the village administrative authority for reconsideration in accordance with regulations.

9.3 Emigration to other provinces:

After receiving an application and the required emigration documents, with comments from a village chief and a District Office of Home Affairs, from individuals or families, a Provincial or Capital Division of Home Affairs must consider and forward it to the Provincial Public Security Division for comments. If the Provincial Public Security Division deems that those documents are correct and complete, it must propose those documents to the provincial or capital governor for consideration to issue a decision to accept or refuse the emigration in accordance with regulations. If those documents are found incorrect or incomplete, the provincial or capital governor must return the application and documents to the District Office of Home Affairs for reconsideration in accordance with regulations.

CHAPTER 4

Registration, De-registration, and Maintenance of Document Files

Article 10 Registration

Registration consists of the following three levels:

- 10.1 For the registration of emigration from a village to a village in the same district, after receiving correct and complete documents in accordance with regulations, a village chief is in charge of citizen registration;
- 10.2 For the registration of emigration from a district to a district in the same province, after receiving correct and complete documents in accordance with regulations, the District Office of Home Affairs is in charge of citizen registration;
- 10.3 For the registration of emigration from a province to a province, after receiving correct and complete documents in accordance with regulations, the Provincial Division of Home Affairs is in charge of citizen registration.

Article 11 De-registration

De-registration as a result of emigration is for:

- 11.1 Individuals or families who move to other places;

- 11.2 Incorrect, undue, and incomplete registration based on the objectives and conditions of emigration;
- 11.3 Individuals or families who move overseas;
- 11.4 Individuals or families who are registered with an authority that governs their new residence.

Article 12 Maintenance of Document Files

- 12.1 To fully collect and maintain information and documents regarding residence;
- 12.2 To provide and exchange correct statistical data in accordance with the actual facts;
- 12.3 To avoid or prevent any act that causes damage to a database regarding citizens' residence.

CHAPTER 5

Rights and Duties of Citizen Emigration Authority at each Level

Article 13 Rights and Duties of the Ministry of Home Affairs

- 13.1 To review policies and strategic plans regarding emigration management to be proposed to the government for consideration;
- 13.2 To review and amend draft laws and regulations and to hold meetings regarding citizen emigration;
- 13.3 To manage, encourage, and monitor the implementation of citizen emigration;
- 13.4 To review and provide comments on documents regarding citizen emigration;
- 13.5 To summarize and provide information regarding citizen emigration countrywide;
- 13.6 To coordinate with other sectors, summarize, conduct a lessons learnt analysis, and to report on citizen emigration to the government on a regular basis;
- 13.7 To perform other duties assigned by its superiors.

Article 14 Rights and Duties of Provincial Divisions of Home Affairs

- 14.1 To use the policies, plans, and resolutions of the Ministry of Home Affairs for its detailed plans, programs, and projects;
- 14.2 To instruct and implement the laws and regulations regarding citizen emigration that fall within its scope of responsibility;
- 14.3 To accept, review, and consider applications, and propose them to the provincial or capital governor to issue a decision to accept or refuse for citizen emigration;
- 14.4 To review and provide comments on the documents and applications regarding citizen emigration to the District Office of Home Affairs and those proposed by other parties;

- 14.5 To manage, encourage, and monitor the implementation of citizen emigration by the District Office of Home Affairs;
- 14.6 To coordinate with other parties regarding citizen emigration;
- 14.7 To summarize and provide information regarding citizen emigration within its province to the provincial or capital governor and the Minister of Home Affairs;
- 14.8 To perform other duties assigned by its superiors.

Article 15 Rights and Duties of District Offices of Home Affairs

- 15.1 To implement policies and strategic plans regarding the management of citizen emigration;
- 15.2 To accept, review, and consider applications, and propose them to the district mayor to issue a decision to accept or refuse for citizen emigration;
- 15.3 To review and provide comments on the documents and applications regarding citizen emigration proposed by village administrative authorities and other parties;
- 15.4 To manage, encourage, and monitor the implementation of citizen emigration by the village administrative authorities;
- 15.5 To coordinate with other parties regarding citizen emigration;
- 15.6 To summarize and provide information regarding citizen emigration at district level to the district mayor and higher levels on a regular basis;
- 15.7 To perform other duties assigned by its superiors.

Article 16 Rights and Duties of Village Administrative Authorities

- 16.1 To implement the laws, resolutions, orders, and regulations regarding citizen emigration issued by their superiors;
- 16.2 To accept, review, and consider applications, to issue certificates to accept or permit citizen emigration from a village to a village;
- 16.3 To report and request comments from the relevant District Office of Home Affairs regarding citizen emigration;
- 16.4 To summarize and report on the management and collect statistical data regarding citizen emigration within its village and report it to the District Office of Home Affairs on a regular basis;
- 16.5 To perform other duties assigned by its superiors.

CHAPTER 6

Prohibitions, Awards for Good Performance, and Measures against Violators

Article 17 Prohibitions for Staff

- 17.1 Staff are prohibited from misusing their position to facilitate or issue an approval to individuals or families to emigrate for personal interest which is contradictory to the laws and regulations;
- 17.2 Staff are prohibited from delaying an application and documents for citizen emigration;
- 17.3 Staff are prohibited from destroying documents for citizen emigration;
- 17.4 Staff are prohibited from accepting or demanding bribes from individuals or families requesting emigration;
- 17.5 Staff are prohibited from collecting and using official fees for the registration of citizen emigration in a manner inconsistent with laws and regulations.

Article 18 Prohibitions for Individuals or Families

- 18.1 Individuals or families are prohibited from moving to other places if not in accordance with laws and regulations;
- 18.2 Individuals or families are prohibited from moving in order to misbehave or conduct themselves in a disorderly manner in other social settings;
- 18.3 Individuals or families are prohibited from offering bribes or benefits to other staff;
- 18.4 Individuals or families are prohibited from providing incorrect information and falsified documents to improperly move to another residence contrary to laws and regulations;
- 18.5 Individuals or families are prohibited from organizing, inciting, or persuading others to violate laws and regulations regarding emigration.

Article 19 Awards for Good Performance

Individuals or families with outstanding performances in implementing this Decision will receive awards and other policies and in accordance with laws and regulations.

Article 20 Measures against Violators

Individuals or families who violate this Decision by way of providing incorrect information, falsified documents, accepting or offering bribes, or carrying out other illegal acts will be educated, warned, fined, or punished in accordance with laws and regulations.

CHAPTER 7

Final Provisions

Article 21 Implementation

- 21.1 The Ministry of Home Affairs supervises, monitors, and encourages the strict implementation of this Decision;
- 21.2 The Provincial Divisions of Home Affairs, District Offices of Home Affairs, village administrative authorities, and other parties shall acknowledge and strictly implement this Decision;
- 21.3 All authorities related to citizen emigration shall coordinate and cooperate with each other in implementing this Decision successfully.

Article 22 Effectiveness

This Decision is effective from the date of signature.

Minister of Home Affairs

[Signature and seal]

Khampan PHILAVONG



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Affirmation

To: Head of village.....
(through former village chief)

Subject: Relocation of Residence

- Pursuant to the Law on Family Registration No. 12/NA, dated 27 November 2009.
- Pursuant to

Name and surname....., date/month/year of birth...../...../.....

race:, nationality:, religion:, ethnic:, occupation:
....., currently residing at unit:, village:, district:
....., province:, registered under family book no.:,
dated:/...../....., ID Card no:, dated:, phone number:
....., the family memberpeople, female, male, as follows:

| Nº | Name and surname | Sex | Date/month/year of birth | The relationship |
|----|------------------|-----|--------------------------|------------------|
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Lao People's Democratic Republic
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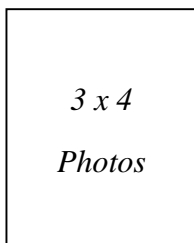
Province.....

District.....

Village.....

No.:/...../.....

Dated:/...../.....



Affirmation of Address

The Village Chief of village:, district:, province:,
wishes to affirm that Mr or Ms.:, day/month/year of birth:/...../.....,
race:, nationality:, religion:, ethnic:, occupation:
....., ID card no:, currently residing at house no.:, unit:
....., village:, phone number:, registered under family book
no.:, dated:/...../....., daughter of Mr.and Ms.
....., currently residing at village:, district:, province:
.....

We hereby affirm that the person in question is truly under the responsibility of our village.

This Affirmation of Address is effective from the signing date to the next three months.

The Chief is therefore handing over this Affirmation of Address for use as evidence.

Village Chief

Annex 2



Lao People's Democratic Republic
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Curriculum Vitae

1. Personal Details

Full name: _____, date/month/year of birth: ____/____/____
 Born at village: _____, district: _____, province: _____
 Levels of ordinary education.....Specialize area of study.....
 Level Completed....., Current occupation.....
 Workplace: _____ Responsibility.....
 Date/month/year of entry into government service ____/____/____ currently residing at
 unit.....village.....district.....province.....

2. What have you been doing? (From the age of 8 years until present)

[illegible]



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Province:
District:
Village:

No.:/.....
Date:/...../.....

CITIZEN EMIGRATION PERMIT

- Pursuant to the Law on Local Administration No. 03/NA, dated 21 October 2003.
- Pursuant to the Law on Family Registration No. 12/NA, dated 27 November 2009.
- Pursuant to the Application of Mr. or Ms. dated .../.../...
- Pursuant to the Certificate to accept citizen No. dated .../.../...

The Village Chief hereby permits

Mr. or Ms., date of birth .../.../..., occupation: ...
..., currently residing at unit ..., village ...
..., district ..., province ...
family registration No. dated .../.../..., ID card No., dated .../.../..., Tel. with family members of ... person(s), which includes ... females and ... males, moving to village ...
..., district ... province ...
..., with details as follows:

| No. | Full name | Date of birth | Relationship | Remark |
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Thus, this Permit is issued as evidence for further action, and I propose that the relevant authorities facilitate and cooperate with the above-mentioned person.

Village Chief



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Province:
District:
Village:

No. /
Date: / /

CERTIFICATE OF CITIZEN ACCEPTANCE

- Pursuant to the Law on Local Administration No. 03/NA, dated 21 October 2003.
- Pursuant to the Law on Family Registration No. 12/NA, dated 27 November 2009.
- Pursuant to the Application of Mr. or Ms. dated / /
- Pursuant to the agreement of village chief No. /, dated / /

The Village Chief hereby

Accepts Mr. or Ms., currently residing at unit, village
....., district, province,
....., family registration No. dated / /, ID
card No., dated / /, Tel.
with family members of person(s), which includes females and
..... males, moving to village, district,
..... province, with the following reasons for
moving:
.....

Individuals or families who emigrate must prepare and submit correct and complete required documents, and a permit request in accordance with the processes as set out in laws and regulations.

Thus, this Certificate is issued as evidence and reference for preparing and submitting an application for emigration, and is valid for six months.

Village Chief



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Province:.....

District:.....

Village:.....

No. /

Date: / /

DECISION FOR CITIZEN ACCEPTANCE

- Pursuant to the Law on Local Administration No. 03/NA, dated 21 October 2003.
- Pursuant to the Law on Family Registration No. 12/NA, dated 27 November 2009.
- Pursuant to the Request Letter of the District Office of Home Affairs No. /

The District Mayor hereby decides:

Article 1 To allow Mr. or Ms., currently residing at unit
....., village, district,
province, family registration No. dated ... / ... /
....., ID card No., dated ... / ... /, Tel.
..... with family members of person(s), which includes females and
males, moving to village, district,
province, with the following reasons for
moving:

Article 2 Individuals or families who emigrate must prepare and submit correct and complete required documents, and a permit request in accordance with the processes as set out in laws and regulations.

Article 3 This Decision is valid for six months and shall be in force and effect from the date of signature.

District Mayor



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Province:.....

No. /
Date: / /

DECISION FOR CITIZEN ACCEPTANCE

- Pursuant to the Law on Local Administration No. 03/NA, dated 21 October 2003.
- Pursuant to the Law on Family Registration No. 12/NA, dated 27 November 2009.
- Pursuant to the Request Letter of the Province Office of Home Affairs No. /
....., dated / /

The Provincial Governor hereby decides:

Article 1 To allow Mr. or Ms., currently residing at unit
....., village, district,
province, family registration No. dated / /
....., ID card No., dated / /, Tel.
..... with family members of person(s), which includes females and
..... males, moving to village, district,
..... province, with the following reasons for
moving:
.....
.....

Article 2 Individuals or families who emigrate must prepare and submit correct and complete required documents, and a permit request in accordance with the processes as set out in laws and regulations.

Article 3 This Decision is valid for six months and shall be in force and effect from the date of signature.

Provincial Governor



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Province:

District:

Village:

No.:/...../.....

Date:/...../.....

DECISION ON APPROVAL OF CITIZEN EMIGRATION

- Pursuant to the Law on Local Administration No. 03/NA, dated 21 October 2003.
- Pursuant to the Law on Family Registration No. 12/NA, dated 27 November 2009.
- Pursuant to the Decision for Citizen Emigration of the Mayor of
District No. /, dated / /
- Pursuant to the Request Letter of the District Office of Home Affairs No. /
, dated / /

The Provincial governor hereby decides:

Article 1. To allow Mr. or Ms., date of birth / /, occupation:, currently residing at unit, village, district, province, family registration No. dated / /, ID card No., dated / /, Tel. with family members of person(s), which includes females and males, moving to village, district, province, with details as follows:

| No. | Full name | Date of birth | Relationship | Remark |
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Article 2 Relevant authorities shall know, facilitate, and cooperate with the above person(s).

Article 3 This Decision shall be in force and effect from the date of signature.

District Mayor

