

APPROVED
by the Commission for examining the citizenship file
by participating in the investment program of the Republic of Moldova

Public Service Agency

Secretariat of the Commission for examining the
citizenship file by participating in the investment
program of the Republic of Moldova



**MOLDOVA
CITIZENSHIP
BY INVESTMENT**

**Moldova Citizenship by Investment
Program Guidelines**

November 2018

Please Read Carefully Before Completing Any Application Forms

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SECTION 1. INTRODUCTORY NOTES

The following document provides relevant information for those applying for citizenship under the Moldova Citizenship by Investment Program ("**MCBI**", or "**Program**"). The Program is governed by the Law No. 1024 of June 2, 2000 on the citizenship of the Republic of Moldova and the Government Decision No. 786 of October 4, 2017 on acquiring citizenship by investment. The approval process normally takes around three months to complete, provided that the due diligence processes are carried out without difficulties.

1.1 The Key Milestones

The key milestones in a successful application are the following:

MCBI Application Submission Stage

- Signing of an agreement and a power of attorney between the main applicant ("**Main Applicant**") and the agent accredited ("**Accredited Agent**") by the Secretariat of the Commission for examining the citizenship file by participating in the investment program of the Republic of Moldova ("**Secretariat**") for the latter to act on the applicant's behalf in terms of the Program.
- Submission of the application for citizenship of the Republic of Moldova ("**Application**") and the complete application pack by the Accredited Agent or the Main Applicant (if individual application) to the Secretariat.
- Formal acceptance of the application and supporting documentation by the Secretariat followed by a request to receive the government fees and due diligence fees, according to the Annex No. 3 to the Government Decision No. 786 of October 4, 2017 on acquiring citizenship by investment, and mentioned below.
- Provision of any further documentation or information, as and when requested by the Secretariat.
- Issuance of Letter of Approval in Principle, following satisfactory completion of the Due Diligence process.

Granting Citizenship and Issuing the Passport of the Citizen of the Republic of Moldova

- Presentation of evidence that the Main Applicant has fulfilled his investment criteria.
- Decree of the President of the Republic of Moldova on granting citizenship, published in the Official Gazette of the Republic of Moldova.
- Applicant attends an agreed venue to take oath of allegiance toward the Republic of Moldova, to receive the citizenship certificate and to provide biometric data (fingerprints and photographs) for passport elaboration.
- Where appropriate, the Public Services Agency will perform the public documents transcription procedure.
- The Accredited Agent or the Main Applicant (if individual application) collects the passport from the Secretariat.

1.2 Program List of Fees

The following table outlines the financial obligation of the Main Applicant under the Program:

Table 1 – Financial Requirements	
MCBI Application Submission Stage	
Government Fees	
Main Applicant	€5,000
Spouse	€2,500
Dependent Children aged up to 16 years	€1,000
Dependent Children 16 – 29 years or suffering from physical or mental disability	€2,500
Dependent Parents aged 55 and over	€5,000
Due Diligence Fees	
Main Applicant	€6,000
Spouse	€5,000
Dependent Children aged 16 – 29 years	€5,000
Dependent Parents aged 55 years and over	€5,000
Granting Citizenship and Issuing the Passport of the Citizen of the Republic of Moldova	
Contribution to Public Investment Fund (PIF)	
Single Applicant	€100,000
Family of two (Main Applicant and Spouse; or Main Applicant and one Dependent)	€115,000
Family up to four	€145,000
Family of five or more	€155,000
Post-Approval Fees	
Service Provider fees	€25,000
Accredited Agents fees	€10,000
Issuing the passport of the citizen of the Republic of Moldova Fees, including public documents transcription/ person	€300

SECTION 2. MCBI APPLICATION

2.1 Application Forms

Each person included in the application should provide the requested forms as defined in Table 2 below. The application forms need to be completed in the following way:

- when compiling any of the prescribed forms, please note that all sections must be completed;
- all information must be typewritten;
- if a particular field is not applicable, “N/A” should be inserted or the appropriate box marked accordingly;
- the use of corrective fluid/tape is not permitted under any circumstance. In case of any error, the applicant must cross-out the error, and date the correction in a clear and legible manner. The Accredited Agent can also make amendments to the forms, where a suitable Power of Attorney is submitted as part of the application. Likewise, any amendments made by the Accredited Agent must be initialed and dated in a clear and legible format;
- all information provided must be up-to-date and correct;
- all forms must be signed in blue ink and dated, as required;
- if a family member stated in an application form is deceased, the word “deceased” should be included in the address field.

Table 2 – Application Forms Guideline		
Form	Description	Required for
M1 – Application Information Form	This form is to be completed by the Main Applicant only. It confirms the request for citizenship, number of dependents included in the application, their relationship to the Main Applicant, investment type and amount, and source of funds for the investments. Note: nowadays, the type of eligible investment is the contribution to the Public Investment Fund.	Main Applicant
M2 – Personal Information Form	Complete one form for each person in the application. Please ensure that each question is answered. In the case of sections which are not applicable, write “N/A” (e.g. employment information for minor children). Each applicant must sign in Part F, except for children who are below the age of 18 (eighteen) years. A parent must sign the form on behalf of the minor children as their legal guardian. Where one parent has sole custody over the child, or other persons are the legal guardians, then appropriate	All applicants, benefactor

	<p>documentation must be provided.</p> <p>The signature must be authenticated by a person authorized by law (by a Commissioner of Oaths, notary, lawyer or similar), which must also include their signature, seal or stamp.</p> <p>If the law does not allow authentication of the M2 Form by the person authorized by law (Commissioner of Oaths, notary, lawyer or similar), the texts mentioned in the Part C, D and E will be presented as authenticated statements, as separate documents, attached to this form.</p>	
M3 – Financial Information Form	This form must be completed for every adult applicant, except adult dependent children. In this form applicants provide details about their source of income and total net worth.	Main Applicant, spouse, dependent parents, benefactor
M4 – Medical Information Form	This form must be completed for every applicant. The applicant must answer questions about their general health, and previous medical conditions.	All applicants
M5 – Fingerprint Form	This must be provided for any applicant aged 16 (sixteen) years and above. The fingerprints should be taken by a government authority, police department, or another professional who is authorised in the jurisdiction to take fingerprints. This document may be provided on an equivalent third-party form.	All applicants aged 16 (sixteen) years and older
Annex – Additional Information	Any additional information or explanations that do not fit into any of the forms, can be provided in this separate Annex.	All applicants (if applicable)

2.2 Supporting Documentation

Each individual forming part of the application should provide requested supporting documents as defined in the Table 3 below. With the exception of the requirements as stated in Section 3, supporting documents must be:

- Originals or certified true copies (*in accordance with international treaties*);
- Valid at time of submission;
- Accompanied by certified English and Romanian translation (*where applicable, see Section 4.2*).

Ensure that all required supporting documents for each applicant are provided in a timely manner, to avoid any delays.

Table 3 – Supporting Documentation Guideline		
Document	Description	Required for
Power of Attorney (between the Main Applicant and Accredited Agent)	A certified Power of Attorney should be signed and dated, in blue ink by every applicant 18 (eighteen) years and older. Ensure that the Power of Attorney specifies that it grants the authority to process personal data, to apply for the citizenship of the Republic of Moldova for all persons indicated as applicants for citizenship, and to submit all application documents, to sign the requests for transcription and to collect the passport/passports.	All applicants aged over 18 (eighteen) years (if applicable)
Submission Letter	An application must be accompanied by a submission letter, signed by the Accredited Agent or the Main Applicant (if individual application), detailing all Government forms and supporting documents which comprise the application.	Accredited Agent or the Main Applicant (if individual application)
Accredited Agent Internal Due Diligence Findings Report	An application must be accompanied by a copy of the Accredited Agent's internal due diligence findings showing the checks that the Accredited Agent has conducted.	Accredited Agent
Photographs	4 (four) identical photographs (with one photo affixed to the M2 form) should accompany the application. The photographs should be taken within 6 (six) months of the date of submission and conform to the following criteria:	All applicants

	<ul style="list-style-type: none"> • 30x40mm in size, of good colour quality and on high quality paper. The image should be clear, sharp and in focus on a white background and not altered in any way; • contain a full-frontal close-up view of the head and shoulders. The head should cover approximately 70- 80% of the photograph; • clothing on the shoulders must be visible and should not be white; • have a neutral expression (not laughing or frowning) with mouth closed; • sunglasses may not be worn. Tinted prescription glasses are acceptable, so long as the eyes remain visible; • looking straight at the camera, with eyes open; • no hair should be covering the eyes, forehead, or ears; • the head should not be covered, however headdresses may be worn and should be black with the ears and hairline visible. 	
Birth Certificate or Adoption Records	<p>Each applicant must provide 1 (one) certified copy of their birth certificate or adoption record, as applicable.</p> <p>In case of lack of the birth certificate, the certified and legalised copy of the extract of the documents confirming the birth is required.</p>	All applicants
Passport	A certified copy of ALL pages of every current passport must be provided.	All applicants
National Identity Cards	A certified copy of ALL national identity cards (or other government-issued ID cards such as a driver's license, residence card) should be submitted. Both sides of the card should be copied.	All applicants
Name Change Documentation	If any applicant has had a name change, other than by marriage, that applicant must supply 1 (one) certified copy proof of name change (i.e. statutory declaration, deed poll, adoption papers).	All applicants (if applicable)
Marriage Certificate	If an applicant is married, 1 (one) certified copy of	All applicants

	the marriage certificate is required.	(if applicable)
Divorce Certificate	If any applicant has been divorced, 1 (one) certified copy of the divorce certificate or other applicable document is required.	All applicants (if applicable)
Police Clearance Certificate	Original certified police certificates are required from the applicant's country(ies) of citizenship and each country the applicant has resided in for 6 (six) months or more in the 10 (ten) years prior to application submission. Police certificates must be less than 6 (six) months old and translated into English and Romanian. Should a police certificate need to be officially requested, send a request to the Secretariat. If an applicant lives or has lived in the USA, an Federal Bureau of Investigation (FBI) report is required.	All applicants aged 16 (sixteen) years and older
Military Records	If any applicant has served in the armed forces, a certified copy of the appropriate military record(s) must be submitted. This document should include the status of discharge.	All applicants (if applicable)
Evidence of residential address	The Main Applicant is required to submit an original or certified copy of a document confirming their residential address (e.g. a utility bill, tenancy contract, title deed, or bank statement). The document must not be more than 3 (three) months old at the time of submission of the application.	Main Applicant
Proof of Source of Funds	According to what is stated in field D2 of Form M1, adequate proof of source of funds must be provided (in original or certified copy). Suitable examples include: <ul style="list-style-type: none"> • where funds are derived from salary or employment, confirmation of employment such as an employment contract, or a letter from the company; • where funds are derived from company shareholding: a) Evidence of shareholding (e.g. register of shareholders); and b) Evidence of 	Main Applicant

	<p>payment (e.g. director’s resolution);</p> <ul style="list-style-type: none"> • where funds are derived from the sale of a property, a copy of a sale agreement. 	
Affidavit of application for children aged between 14 and 17 years	If any applicant is aged between 14 and 17 years, an Affidavit of application (original) for requiring citizenship of the Republic of Moldova must be signed before a notary. The wording of the Affidavit should be as provided in the Part E ”Final Declaration”, Form M2. The Affidavit is presented in the legalized translation in Romanian (if necessary and in English).	All applicants aged between 14 (fourteen) and 17 (seventeen) years
Affidavit of support for dependent parents and children (18+)	The Main Applicant must provide an Affidavit of support (original) for all adult dependents in application (children and parents), and/or additional documents confirming the absence of a personal source of income and/or the support provided by the Main Applicant.	Main Applicant (if applicable)
Affidavit of consent from non-applicant spouse or ex-spouse regarding minor dependents	<p>If only one of the parents acquires the citizenship of the Republic of Moldova, the parents will jointly decide on the citizenship of the child. In this case, the parent who does not acquire the citizenship will present his/her consent to the acquisition of the citizenship by his/her minor child.</p> <p>Consent is not given if the parent who does not acquire the citizenship of the Republic of Moldova is deprived of parental rights.</p>	Ex-spouse, non-applicant spouse (if applicable)
For single applicants: Birth Certificates of Children and Marriage/ Divorce Certificate	<p>In the case an applicant has a child aged below 18 (eighteen) years that isn’t included in the application, a certified copy of the Birth Certificate is required.</p> <p>In the case an applicant is married/ divorced and their spouse isn’t included in the application, a certified copy of the Marriage Certificate/ Divorce certificate is required.</p>	All applicants (if applicable)
For Benefactor	In the case that the application is funded by a benefactor (directly or indirectly), application forms M2 and M3, police certificate (original), passport(s), and ID card(s) copies are required.	Benefactor (if applicable)

2.3 The list of supporting documents

1.	Power of Attorney	All applicants aged 18+
2.	Submission Letter	Accredited Agent or Main Applicant (if individual application)
3.	Accredited Agent Internal Due Diligence Findings Report (if the Main Applicant is represented by an Accredited Agent)	Accredited Agent
4.	Photographs	All applicants
5.	M1 – Application Information Form	Main Applicant
6.	Proof of source of funds	Main Applicant
7.	M2 – Personal Information Form	All applicants
8.	M3 – Financial Information Form	Main Applicant, spouse, dependent parents
9.	M4 – Medical Information Form	All applicants
10.	M5 – Fingerprint Form	All applicants
11.	Certified birth certificates	All applicants
12.	Certified copy of full passports	All applicants
13.	Certified copy of national identity cards	All applicants
14.	Certified adoption records	All applicants (if applicable)
15.	Certified name changes	All applicants (if applicable)
16.	Certified marriage certificates	All applicants (if applicable)
17.	Certified divorce certificates	All applicants (if applicable)
18.	Military Records	All applicants (if applicable)
19.	Evidence of residential address	Main Applicant
20.	Police clearance certificate	All applicants aged 16 years and older
21.	Affidavit of application for children aged between 14 and 17 years	All applicants aged between 14 (fourteen) and 17 (seventeen) years
22.	Affidavit of support for dependent parents and children (18+)	Main Applicant (if applicable)
23.	Affidavit of consent from non-applicant spouse regarding minor dependents	Ex-spouse, non-applicant spouse (if applicable)
24.	Birth Certificates of Children and Marriage/ Divorce Certificate (for single applicants)	All applicants (if applicable)
25.	Benefactor supporting documents	(if applicable)

SECTION 3. SUBMISSION OF THE MCBI APPLICATION FORMS AND SUPPORTING DOCUMENTS

The following general notes apply to the documents and application forms used in making an application for acquiring the citizenship of the Republic of Moldova under the Citizenship Regulations and subsidiary legislation thereof. It is imperative that these notes are carefully followed. In case of any questions, the Accredited Agent or the Main Applicant (if individual application) is encouraged to contact the Secretariat in order to clarify matters prior to the submission of the application.

3.1. General Notes

Regarding all applications, please note that:

- all applications will be examined by the Secretariat;
- the police clearance certificate is the only document which may be handed in separately after the submission of the other documents, but prior to completion of the due diligence stage. The document should be an original, and translated into English (if applicable) and Romanian;
- application forms will only be accepted and processed if each form is properly completed, dated, and signed by the applicant, and accompanied by all required documents;
- the signature by the applicant on the M2 form should be witnessed by a Commissioner for Oaths. This must be a person who under the law of the country where the oath is taken, is empowered to administer oaths, for example a Lawyer or Notary Public. Such person must include, in a clear and legible format, the date, their full name, capacity and designation in which they are acting, residential or business address, telephone number and email address;
- when submitting supporting documentation, it is highly advisable to submit certified copies of original documents, unless otherwise stated within the Checklist and Guidelines, as such documents will be retained by the Secretariat;
- additional information and/or documentation (original or certified copy documents) may be requested by the Secretariat after the application has commenced processing. Applicants should provide any requested information or documentation in a timely manner, as applications shall be placed in a dormant state until the requests are fulfilled.

3.2. Translation of Documents

Any document that is not in the English language (including certifications or stamps) must be accompanied by an official translation into English. Translations must be prepared by a professional translator (officially accredited by a court of law), a government agency, an international organisation, or another similar official institution. If the translation is prepared in a country where there are no officially accredited translators, the translation must be prepared by a company whose sole or main business is doing professional translations. The translation must be signed by at least one authorised signatory of the translating company. Note that the translator should include in a clear and legible format, the date, their full name, capacity in which they are acting, residential or business address, telephone number, and email address/website. In case of Translating Agencies, letter-headed paper should be used.

IMPORTANT FOR:

- **Public Documents (Birth Certificate, Adoption Records, Marriage Certificate, Divorce Certificate, Name Change Documentation), and**
- **Affidavit of application for children aged between 14 and 17 years, and**
- **Police Clearance Certificate, and**
- **Power of Attorney.**

Such documents should be accompanied by certified translations into English and Romanian. We recommend the Romanian translation be prepared and certified by a notary in the Republic of Moldova (the Accredited Agent or the Main Applicant (if individual application) shall arrange this) using an agency approved for the purpose of translation by the Ministry of Justice of the Republic of Moldova. A list of such agencies is available here:

http://www.justice.gov.md/public/files/file/persoane_authorized/traducatori/2017/ER16052018.pdf

Note: translation is not required for the passport(s) and ID card(s).

3.3. Affidavits

Where an affidavit is required, this should be prepared in a clear and professional manner. Whilst it is essential that the affidavit should be witnessed by a certifier empowered to do so within the jurisdiction in which the affidavit is being taken, other important aspects should be considered, namely:

- all relevant details of the affiant, including identification/passport numbers, address, contact details, etc.;
- the affidavit should contain clear and understandable statements and information;
- the professional who attests to the signature of the affiant should be empowered to do so under the law of the country where the affidavit is being taken, for example a Lawyer, Notary Public, or Commissioner of Oaths;
- such person must also sign the document and include, in a clear and legible format, the date, their full name, capacity and designation in which they are acting, residential or business address, telephone number and email address;
- all relevant pages must be initialed by the affiant and the professional witnessing the signature, bound together and in the event that the affidavit is prepared in a language which is not English, a translation prepared and submitted in accordance with the above sections.

SECTION 4. SUBMITTING AN APPLICATION

Only when all the Governmental forms are completed and supporting documentation certified and translated, the application pack can be physically submitted to the Secretariat. Once the file is received, the Secretariat will proceed to conduct checks on the completeness and correctness of the documentation submitted. The following section should provide guidance in tackling the outcome of this initial process.

4.1. File Submission

Upon submission of the physical application, the initial check conducted by the Secretariat seeks to ensure that the application is accompanied by following 4 (four) items:

1. Power of Attorney (in case the Main Applicant is represented by an Accredited Agent);
2. Submission Letter (by the Accredited Agent or the Main Applicant (if individual application));
3. Accredited Agent Internal Due Diligence Findings Report (in case the Main Applicant is represented by an Accredited Agent);
4. USB drive, containing a full colour scan of all the physical documents submitted.

Once the Secretariat determines that the application is duly accompanied by the above items, a confirmation of receipt is provided to the Accredited Agent or Main Applicant (if individual application) on the same day of the application being submitted.

4.2. Completeness and Correctness Assessment Process

At this stage the application is processed for completeness and correctness.

The Secretariat will review each document and application form to ensure that all documentation has been submitted in accordance with all relevant legal and application obligations. Once an application is accepted, the Secretariat will send an official letter to the Accredited Agent or Main Applicant (if individual application) indicating that the application pack has been received, accompanied with the request of payment of Government Fees and Due Diligence Fees.

If the Secretariat determines that there are any incomplete or incorrect information, the findings will be provided.

4.3. Rectification of Incomplete or Incorrect Documentation

As stated in Section 4.2, in the event of incomplete or incorrect documentation, the Secretariat will confirm its findings regarding incomplete or incorrect information. Upon receipt, the findings should be analysed to determine whether the original application pack is required in order to conduct the amendments to the forms or rectify issues detected on submitted supporting documents.

Note: It is highly advisable to retain copies of all documents submitted to the Secretariat. Retaining copies should facilitate the rectification of issues and thus allow the submission of updated or revised documents without the need to have the file returned (rejected by the Secretariat).

Various types of possible issues can be encountered; however, the most common problems can be categorised and tackled in the following manner:

A. Errors or incomplete information on forms

In such cases the Accredited Agent or Main Applicant (if individual application) should complete the relevant section on the applicable form. The form should be returned to the Secretariat (original only). For example, in the case of a missing information on a form, such questions will be confirmed by the Secretariat. These can then be accompanied with a reprint of the applicable page, including all requested information, and the initials and date of amendment.

B. Incorrect certification of forms or supporting documentation

In these cases, the Secretariat will indicate that a document has been incorrectly certified and/or authenticated. The Accredited Agent or Main Applicant (if individual application) can then proceed to rectify the issues by sourcing a revised compliant document.

C. Missing forms or supporting documentation

The Accredited Agent or Main Applicant (if individual application) will proceed to source the missing documentation, and present the documentation to the Secretariat.

Note: This is not an exhaustive list of issues and problems encountered, hence careful reference should always be made to any communications from the Secretariat. In case clarifications are required, the Accredited Agent or Main Applicant (if individual application) should contact the Secretariat.

SECTION 5. DUE DILIGENCE PHASE

Once an application has been formally accepted by the Secretariat, a due diligence examination will begin, during which comprehensive reviews of the application and in depth due diligence checks will be conducted for Approval in Principle to be granted. The following section seeks to provide guidance on key aspects which should be considered, so as to ensure that the process leading to Approval in Principle is smooth and efficient.

5.1. Additional Documentation required during the 90 Days

The only documents which can be provided after the initial submission of documents to the Secretariat are the applicable police clearance certificates; however, such documents are required before the application may be approved. In certain cases, the Secretariat may request clarification regarding when such certificates will be provided.

Upon formal acceptance of an application by the Secretariat, the rigorous due diligence checking process begins. Throughout this process, at times further documentation and/or clarifications from the Main Applicant or third parties may be required. In such cases, the Secretariat will seek to compile a list of required clarifications and/or documentation. Since such information is essential for the continuation of checks and controls, the day count is suspended from the date on which a request is made, until the date on which the requested information is received. It is therefore in the interest of the Main Applicant that no delays occur in compiling and submitting the information to the Secretariat for the completion of this stage.

Depending on the nature of the request, the format in which the requested documentation should be submitted will need to follow the criteria established in this document. Below please find a list of examples in relation to these criteria:

- **Declarations:** When declarations from any applicant are requested, these should be submitted in an original format and should be signed by the applicant concerned. Alternatively, if such declarations can be communicated through email, correspondence should be submitted from the email address indicated in the application forms;
- **Affidavits:** When an affidavit is requested, this should be a sworn affidavit prepared in line with the Secretariat's request (see Section 3.2.);
- **Certificates issued by official institutions:** When additional certificates issued by official institutions are required, authentication and where applicable, translations should be submitted in accordance with Section 3.2.;
- **Company Documentation:** When additional company documentation is submitted, this should be submitted in accordance with Section 3.2.

In the event of difficulty in obtaining such documentation and/or delays, the Accredited Agent or Main Applicant (if individual application) should inform the Secretariat accordingly.

SECTION 6. CITIZENSHIP AND COLLECTING THE PASSPORT

Once the review of a file has been satisfactorily completed, the Secretariat will issue a recommendation letter to the Commission. If the Commission decides positively, the Secretariat will send the successful file to the Citizenship Commission to the Office of the President of the Republic of Moldova for the preparation, signing and issuing of the decree granting citizenship by the President of the Republic of Moldova. At the same time, the Secretariat will inform the Accredited Agent or Principal Applicant (in individual application), by issuing a letter of Approval in Principle, of the necessity to make the payments provided for in Table 2 for the granting of citizenship and the issue of the passport.

Subsequently, the applicant whose Citizenship Decree was published in the Official Gazette of the Republic of Moldova, will be invited to fulfil their obligations, and attend an agreed venue to swear the Oath of Allegiance, obtaining the certificate of citizenship and to provide the required biometric data. Agreed venues can be selected from the following list of Moldovan Embassies and Consulates, in case the successful applicant is located abroad (arranged in coordination with the Secretariat).

- | | |
|--|---|
| 1. Republic of Austria | 18. Republic of Portugal |
| 2. Republic of Azerbaijan | 19. Romania |
| 3. Republic of Belarus | 20. Russian Federation |
| 4. Kingdom of Belgium | 21. United States of America |
| 5. Republic of Bulgaria | 22. Kingdom of Sweden |
| 6. Canada | 23. Kingdom of Spain |
| 7. Czech Republic | 24. Republic of Turkey |
| 8. People's Republic of China | 25. Ukraine |
| 9. Republic of Greece | 26. Hungary |
| 10. Republic of Estonia | 27. Consulate General of the Republic of Moldova in Frankfurt (Federal Republic of Germany) |
| 11. Republic of France | 28. Consulate General of the Republic of Moldova in Milan (Republic of Italy) |
| 12. Federal Republic of Germany | 29. Consulate General of the Republic of Moldova in Istanbul (Republic of Turkey) |
| 13. State of Israel | 30. Consulate General of the Republic of Moldova in Odessa (Ukraine) |
| 14. Republic of Italy | 31. Consulate General of the Republic of Moldova in Padova (Republic of Italy) |
| 15. Republic of Lithuania | 32. United Arab Emirates |
| 16. United Kingdom of Great Britain and Northern Ireland | |
| 17. Republic of Poland | |

If the successful applicant is on the territory of the Republic of Moldova, the agreed venue will be established in coordination with the Secretariat.

Once the above has been completed, the Secretariat will request the transcription process and production of the passport(s).

Note: it is mandatory to transcript the civil status documents (Birth Certificate, Marriage Certificate, Divorce Certificate and Name Change Certificate) in case they were **registered after August 17, 2001**.

The transcription request is signed by the Accredited Agent (on the basis of the Power of Attorney) or by the Main Applicant (if individual application) at the Secretariat.

When the passport(s) have been issued, the Accredited Agent or Main Applicant (if individual application) shall collect them at the Secretariat.