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SCHENGEN AND CONSULAR AFFAIRS DIVISION

➤ **Mission**

The Schengen and Consular Affairs Division's multifaceted responsibilities include, inter alia, the preparation for the accession of the Republic of Cyprus to the Schengen Area; the provision of consular assistance to Cypriot citizens abroad; cooperation with foreign diplomatic missions accredited to Cyprus in visa and consular related matters.

In the framework of the visa policy, the Division is responsible for the harmonization with the Schengen acquis, including actions for the adoption and implementation of the Visa Code, the harmonization of the premises of the Consular Departments of the Diplomatic Missions with the standards of the Schengen acquis, as well as the installation and operation of the Visa Information System- VIS. The said harmonization continues unabated, while the Visa Information System is almost in full operation. Additionally, the Schengen Department is responsible for the implementation of actions of the Ministry of Foreign Affairs, which are co-financed by the EU Internal Security Fund.

The Consular Affairs Department is the main support pillar of the Diplomatic Missions of the Republic of Cyprus abroad, as well as the first contact point of the Foreign Diplomatic Missions accredited to Cyprus, regarding consular issues.

The Department, in cooperation with other competent Governmental Authorities, deals on a daily basis with issues and questions regarding, inter alia, the issuance of visas to interested foreign citizens for business, studies, tourism or education in Cyprus. Moreover, in continuous cooperation with the foreign Diplomatic Missions accredited to the Republic of Cyprus, it deals with issues regarding foreign nationals in Cyprus.

Contact Information:

For information regarding the procedure of issuing visa for the Republic of Cyprus and/or consular issues of Cypriots abroad, the public is advised to contact the accredited Embassy of the Republic ([link](#)), and, if it is deemed necessary, the Ministry of Foreign Affairs:

Ministry of Foreign Affairs of the Republic of Cyprus,
Presidential Palace Avenue, 1447, Nicosia,
Phone Number: 22651000, 22651113
Fax Number: 22661881, 22665313, 22665778
Email: consular@mfa.gov.cy

In case of emergency and/ or consular emergency, Cypriot citizens can also contact, after office hours, the Duty Officer of the Ministry of Foreign Affairs, at the phone number: 00357 99660129, or the Crisis Management Department of the Ministry of Foreign Affairs (when pertinent) at the phone number: 00357 22 801000.

➤ **VISA POLICY**

Visa Requirements and Procedure

General Information

- The Government of the Republic of Cyprus is the only legal and recognized Government on the island - member of the EU since 1.5.2004, as well as member of the UN and other International organizations. As a result of the Turkish military presence and occupation, the Government of the Republic of Cyprus is not in a position to exercise effective control over the occupied areas of the Republic.
- The so-called "TRNC" has been condemned and declared illegal and invalid by the International Community through Security Council Resolutions 541/83 and 550/84. With the sole exception of Turkey, no state in the world or International Organization recognizes the secessionist entity.
- Currently, it is possible for foreign visitors who visit the government-controlled area of the Republic of Cyprus, to cross to the occupied areas.
- Staying in Greek Cypriots' property, including hotels in the occupied areas, which are being illegally exploited, would put you at great risk of possible legal action on the part of the owners.
- Travelers entering the Republic of Cyprus via the illegal / closed airports and ports (i.e. all the airports and ports in the occupied areas), are in breach of national law of the Republic of Cyprus. Therefore, you are urged to travel via the legal ports of entry, so as to avoid the consequences of the law (provided that a visa has been granted to you). The legal ports of entry into the Republic of Cyprus are the airports of Larnaca and Paphos and the ports of Larnaca, Limassol, Latsi and Paphos, which are situated in the area under the effective control of the Government of the Republic of Cyprus. Any entry into the territory of the Republic of Cyprus via any other port or airport in the area of Cyprus in which the Government of the Republic does not exercise effective control (Turkish occupied area) is illegal".

Third country nationals must apply and obtain an airport transit visa or a visa for admission to the Republic of Cyprus, for 90 days or less, as visitors for business or pleasure. The visa requirement for entering Cyprus is waived on the basis of the EU relevant Regulations for the citizens of certain countries.

- (A) List of countries whose nationals are required to be in possession of an airport transit visa when passing through the international transit area of airports situated on the territory of the Republic of Cyprus. Flight crew members who are nationals of a Contracting Party to the Chicago Convention on International Civil Aviation are exempted from the requirement to hold an airport transit visa.

1.	AFGHANISTAN
2.	BANGLADESH
3.	DEMOCRATIC REPUBLIC OF THE CONGO
4.	ERITHREA
5.	ETHIOPIA
6.	GHANA

7.	IRAN
8.	IRAQ
9.	NIGERIA
10.	PAKISTAN
11.	SOMALIA
12.	SRI LANKA
13.	TURKEY

(B): List of countries, whose citizens are required to possess a visa to enter the Republic of Cyprus:

1	AFGHANISTAN
2	ALBANIA*
3	ALGERIA
4	ANGOLA
5	ARMENIA
6	AZERBAIJAN
7	BAHRAIN
8	BANGLADESH
9	BELARUS

10	BELIZE
11	BENIN
12	BHUTAN
13	BOLIVIA
14	BOSNIA-HERZEGOVINA*
15	BOTSWANA
16	BURKINA FASO
17	BURMA/MYANMAR
18	BURUNDI
19	CAMBODIA
20	CAMEROON
21	CAPE VERDE
22	CENTRAL AFRICAN REPUBLIC
23	CHAD
24	CHINA
25	COMOROS
26	CONGO
27	COTE D'IVOIRE
28	CUBA

29	DEMOCRATIC REPUBLIC OF CONGO
30	DJIBOUTI
31	DOMINICAN REPUBLIC
32	ECUADOR
33	EGYPT
34	EQUATORIAL GUINEA
35	ERITREA
36	ETHIOPIA
37	FIJI
38	FORMER YUGOSLAV REPUBLIC OF MACEDONIA*
39	GABON
40	GAMBIA
41	GEORGIA
42	GHANA
43	GUINEA
44	GUINEA-BISSAU
45	GUYANA
46	HAITI

47	INDIA
48	INDONESIA
49	IRAN
50	IRAQ
51	JAMAICA
52	JORDAN
53	KAZAKHSTAN
54	KENYA
55	KIRIBATI
56	KUWAIT
57	KYRGYZSTAN
58	LAOS
59	LEBANON
60	LESOTHO
61	LIBERIA
62	LIBYA
63	MADAGASCAR
64	MALAWI
65	MALDIVES

66	MALI
67	MARSHALL ISLANDS
68	MAURITANIA
69	MICRONESIA
70	MOLDOVA*
71	MONGOLIA
72	MOROCCO
73	MONTENEGRO*
74	MOZAMBIQUE
75	NAMIBIA
76	NAURU
77	NEPAL
78	NIGER
79	NIGERIA
80	NORTH KOREA
81	NORTHERN MARIANAS (ISLANDS)
82	OMAN
83	PAKISTAN
84	PALAISTINIAN NATIONAL AUTHORITY

85	PAPUA NEW GUINEA
86	PHILIPPINES
87	QATAR
88	RUSSIA
89	RWANDA
90	SAO TOME AND PRINCIPE
91	SAUDI ARABIA
92	SENEGAL
93	SIERRA LEONE
94	SOLOMON ISLANDS
95	SERBIA*
96	SOMALIA
97	SOUTH AFRICA
98	SOUTH SUDAN
99	SRI LANKA
100	SUDAN
101	SURINAM
102	SWAZILAND
103	SYRIA

104	TAJIKISTAN
105	TANZANIA
106	THAILAND
107	TOGO
108	TUNISIA
109	TURKEY
110	TURKMENISTAN
111	TUVALU
112	UGANDA
113	UKRAINE
114	UZBEKISTAN
115	VIETNAM
116	YEMEN
117	ZAMBIA
118	ZIMBABWE

* Only for holders of non biometric passports

(C) List of countries, whose citizens do NOT need a visa for a stay up to 90 days, provided they are bona fide visitors.

1.	ALBANA*
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2.	ANDORA
3.	ANTIGUA AND BARBUDA
4.	ARGENTINA
5.	AUSTRALIA
6.	AUSTRIA
7.	BAHAMAS
8.	BARBADOS
9.	BELGIUM
10.	BERBUDA
11.	BOSNIA-HERZEGOVINA*
12.	BRAZIL
13.	BRUNEI DARUSSALAM
14.	BULGARIA
15.	CANADA
16.	CHILE
17.	COLOMBIA
18.	COSTA RICA
19.	CROATIA
20.	CZECH REPUBLIC

21.	DENMARK
22.	DOMINICA
23.	ESTONIA
24.	FINLAND
25.	FORMER YUGOSLAV REPUBLIC OF MACEDONIA*
26.	FRANCE
27.	GERMANY
28.	GREECE
29.	GRENADA
30.	GUATEMALA
31.	HOLY SEE
32.	HONG KONG SAR
33.	HUNGARY
34.	ICELAND
35.	IRELAND
36.	ISRAEL
37.	ITALY
38.	JAPAN

39.	LATVIA
40.	LIECHTENSTEIN
41.	LITHUANIA
42.	LUXEMBOURG
43.	MACAO SAR
44.	MALAYSIA
45.	MALTA
46.	MAURITIUS
47.	MEXICO
48.	MOLDOVA*
49.	MONACO
50.	MONTENEGRO*
51.	NTEHERLANDS
52.	NEW ZEALAND
53.	NICARAGUA
54.	NORWAY
55.	ONDURAS
56.	PALAU
57.	PANAMA

58.	PARAGUAY
59.	PERU
60.	POLAND
61.	PORTUGAL
62.	ROMANIA
63.	SAMOA
64.	SAINT LUCIA
65.	SAINT KITTS AND NEVIS
66.	SAIN VINCENT AND THE GRENADINES
67.	SALVADOR
68.	SAN MARINO
69.	SERBIA*
70.	SEYCHELLES
71.	SINGAPORE
72.	SLOVAKIA
73.	SLOVENIA
74.	SOUTH KOREA
75.	SPAIN
76.	SWEEDEN

77.	SWITZERLAND
78.	TIMOR-LESTE
79.	TONGA
80.	TRINIDAD AND TOBAGO
81.	UNITED ARAB EMIRATES
82.	UNITED KINGDOM
83.	UNITED STATES OF AMERICA
84.	URUGUAY
85.	VANUATU
86.	VENEZUELA

* Only for holders of biometric passports

SAR: Special Administrative Regions of People's Republic of China

III. **Entities and Territorial Authorities not recognized as States by at least one Member State**

87. Taiwan

Categories of persons who do NOT require a visa to enter the Republic of Cyprus

- Citizens of ALL EU member states, as well as, of Switzerland, Iceland, Liechtenstein and Norway. They can also travel with their Identity Card, provided it bears the holder's photo.
- Holders of diplomatic passports of Albania, Bosnia Herzegovina, FYROM, Montenegro and Qatar.
- Holders of diplomatic and service passports of Armenia, China, Costa Rica, Georgia, Iran, Jordan, Kazakhstan, Mongolia, Moldova, Russian Federation, Serbia, Seychelles and Ukraine.
- Holders of diplomatic, service, and special passports of Egypt, Lebanon, Kuwait, Syria and of the United Arab Emirates.
- Holders of diplomatic, official and service passports of Colombia, Cuba, India, Mexico and of Panama.
- Holders of diplomatic or official passports of the Republic of Korea.
- Holders of biometric passports of Albania, Bosnia Herzegovina, FYROM, Montenegro, Serbia and of Moldova.
- All flight crew members who are holding Flight crew Member's License or a Crew Member Certificate issued under the Chicago Convention.

- The flight crew and attendants on emergency or rescue flights and other assistants in the event of disaster or accident.
- The civilian crew of ships.
- The holders of United Nations laissez-passer.
- Holders of valid double or multiple entry Schengen visa or Bulgarian, Croatian and Romanian, as well as residence permits issued by Schengen Member States or by Bulgaria, Croatia and Romania, are not required to hold a short-stay visa to enter the Republic of Cyprus for a time period that does not exceed 90 days in any 180 day period. This provision doesn't apply to Citizens of Turkey and Azerbaijan who have to follow the regular visa issuance procedure.
The Republic of Cyprus has adopted the provisions of Decision No. 565/2014/EU of the European Parliament and of the Council of 15 May 2014 introducing a simplified regime for the control of persons at the external borders based on the unilateral recognition by Cyprus as well as by Bulgaria, Croatia and Romania of certain documents as equivalent to their national visas for transit through or intended stays on their territories not exceeding 90 days in any 180-day period.
- Holders of travel documents issued to recognised refugees under the Convention relating to the Status Refugees of 28 July 1951, do not require a visa to enter Cyprus, if their travel documents are issued by a member-state of Schengen or by a state listed in Annex II to the Council Regulation 539/2001 as per its amendments.
- Holders of travel documents issued to stateless persons under the Convention relating to the Status of Stateless Persons of 28 September 1954, do not require a visa if the documents are issued by a member state of Schengen and the holders of these documents are residing in this Member State.
- All persons who are in possession of work permit or entry permit issued by the Civil Registry and Migration Department.
- All persons who possess a permanent or a temporary residence permit issued by the Civil Registry and Migration Department.

Types of Visa

Types of Visa	Preconditions
Airport Transit Visa (Category A) [ATV]	An Airport Transit Visa (ATV) entitles aliens who are required to possess such a visa to pass through the international transit area of Cypriot airports without actually entering the territory of the Republic of Cyprus, during a stop-over or transfer between two stages of an international flight. The ATV is an exception to the general right to transit without a visa through Cyprus.
Short-stay Visa (Category C)	This visa entitles aliens to enter the territory of the Republic of Cyprus, for reasons other than immigration, for a max period of 90 days within 6 months.
Multiple entry Visa (Category C)	Multiple entry Visas (up to 5 years) are granted to third country nationals who provide proof of frequent visits to Cyprus and other EU countries. Similarly to the Short stay Visa, the duration of stay should not exceed the three months in any half year, starting from the date of first entry.
Visa issued at the border (Category C)	Short-stay and ATVs can be exceptionally granted (only in emergency cases and following the approval of the Director of the Civil Registry and Migration Department) upon arrival at the legal ports of entry in the Republic.
Visa Extension (Category C)	Holders of Category C visa may apply at the local Alien and Immigration Unit for an extension of their visa for a period up to 90 days from the date of entry, within 6 months. In case the granted visa bears the indication "Final", the prior approval of the Schengen and Consular Affairs Division of the Ministry of Foreign Affairs is compulsory.
Long-Stay Visa (Category D)	This visa entitles the alien to stay in the Republic of Cyprus for a period up to one year

Procedure and requirements for lodging a visa application (Category C – Short stay and Multiple):

1. Consular officers at the Diplomatic Mission (or Consulate) of the Republic of Cyprus where the visa application is lodged, assess the applicant's purpose of travel and willingness to return to his/her home country.

2. Visa applicants should submit their visa application and supporting documents to the accredited, competent or most easily accessible [Diplomatic Mission \(or Consulate\)](#) of the Republic of Cyprus in their country of habitual residence (or elsewhere), or in the country that they intend to use as transit during their journey to Cyprus.
3. Passports must be valid for at least 3 months from the intended date of departure from Cyprus
4. Valid proof of residency (visa/permanent residence card/passport).
5. Each applicant must duly complete and sign the [visa application form](#). With his/her signature the applicant certifies that he/she is aware of the legal consequences of providing false or incomplete information in visa proceedings.
6. A passport –size photograph must be affixed on the visa application form.
7. **Visa fees.** The visa fee is non-refundable and should be paid upon submission of the application.

Types of Visa	Fees (euro)
Airport Transit Visa (category A)	15
Short-stay Visa (1-90 days) (Category C)	20
Multiple entry Visa (up to 5 years) (Category C)	60
Visa issued at the border (Category C)	20
Visa Extension (Category C)	30
Long-Stay Visa (Category D)	60

8. Invitation letter from the host-company/ firm/ associate in the Republic of Cyprus. [Assumption of Responsibility Form](#) is always required. The form must be completed by the host and certified by a notary public.
9. Flight pre-bookings (round-trip) and hotel reservation or proof of other accommodation. The applicant is advised not to purchase his/her travel ticket to Cyprus before having his/her application approved and the visa issued.

Submitting the aforementioned documents does not guarantee automatic issuance of the visa. The Diplomatic Mission (or Consulate) of the Republic of Cyprus, where the visa application is lodged, reserves the right to request additional documents.

These may include the following:

- **Bank guarantee**, valid for ten years, ([follow window Migration and EU Free movement](#)) issued in the name of the Director of Civil Registry and Migration Department. The original of the Bank Guarantee has to be submitted to the aforesaid Department, while a copy of it, sealed by the Civil Registry and Migration Department, should be included in the visa application supporting documents.
- **Proof of the applicant's employment**, i.e. most recent income tax return, certificate of employment (including the employer's full name, complete address and telephone number with area code details) regarding the applicant's position or professional designation, income, duration of the working relationship; letter of approved leave of absence signed by the employer or proof of registration and commercial activity of the applicant's company (for self-employed applicants) in the country of residence, e.g. income tax returns, bank certificates, documents of the company accounts or other.

- **Proof of sufficient financial means** both for the duration of the intended stay and for the return to the applicant's country of citizenship or habitual residence, or for the transit to a third country for which he/she possesses a valid visa or residence permit.(3-month bank account statement, saving books).
- **Minor applicants** must submit a letter, completed and signed by both parents or legal guardians, authorizing the minor to apply for a visa to enter the Republic of Cyprus and provide documents that prove the relationship between the minor and the person(s) authorizing (acceptable documents: copy of ID or passport of each parent, accompanied by a copy of minor's birth certificate stating the parents' names; death certificate, when applicable, and, in the case of sole custody, a copy of a judicial document attesting that).
- **Personal evidence:** extract from family record or family book, previous passports or the passport statement from the Immigration Office.

Special cases

In the absence of diplomatic relations between the Republic of Cyprus and the applicant's country of citizenship and/or of habitual residence, or in the absence of a Cyprus Diplomatic Mission in the applicant's country of citizenship and/or of habitual residence, the latter can submit the Visa Application, to the most accessible Diplomatic Mission or Consulate of the Republic of Cyprus. In such cases visa applications can be submitted via post of DHL provided that the relevant details have been agreed a priori with the Cyprus Diplomatic Mission.

Caution

The possession of a valid visa does not grant the holder of an absolute right of entry to the Republic of Cyprus. The applicant may as well be required to present certain evidence upon arrival.

TRAVEL INFORMATION FOR CYPRIOTS

Travel Advice and Alerts

The Ministry of Foreign Affairs provides [Travel Advice](#) through its official website, including up-to-date information concerning possible dangers Cypriot travelers might encounter during travelling abroad, helping them to decide whether, when and where to travel.

➤ **General Advice to Cypriot Travelers (what to avoid in order to ensure their safety – Destination research/Local particularities)**

1. Cypriot travelers should keep copy of their passport and identity card (in electronic format), passport photos, as well as of their travel insurance contract, credit cards and of other official or significant documents. Travelers are advised to keep a copy of their passport separately from the original, as well as a copy with a family member in Cyprus.
2. They should make sure that their passport's validity extends to 6 months beyond the completion of their journey.
3. They must be aware of the penalties imposed for drug possession, ranging from heavy forfeits to long imprisonment and even death penalty in some countries.
4. They are advised to store in such a way personal belongings, as well as any goods that might need to be declared at the Customs Services, in order to facilitate the customs and security check at the airport.
5. They should not carry goods or anything else belonging to third persons.
6. They should not provide false or misleading information to the Customs Service or to the Police. Providing false or misleading information is heavily sanctioned.
7. They must not infringe upon the law and order of the visiting country. The possibility of intervention by the Authorities of the Republic of Cyprus is limited.
8. If their belongings have been lost or stolen, they need to report it immediately to the local Police. They are advised to keep a copy of the Police report as proof of the incident.

➤ **Information regarding entry procedures at the destination country (VISA, validity of passport/ID, driving license, legislation etc)**

For the abovementioned issues and other important information regarding the traveler's destination country, he/she may contact the respective Diplomatic Mission(s) which is (are) accredited to the Republic of Cyprus. Contact details of this (those) countries may be found on line.

Before departing from Cyprus, travelers should take some time to get informed about the situation in the country of their destination and make sure that it is safe to travel there. Certain countries suffer from on-going armed conflicts, uprisings and other sporadic turbulences or natural disasters that might affect negatively the traveler's journey and safety.

➤ **Contact details of the accredited Diplomatic or Consular Mission of the Republic of Cyprus**

For contact details of the Cyprus Diplomatic or Consular Mission accredited to the country of destination, travelers are kindly advised to visit the official website of the Ministry of Foreign Affairs (www.mfa.gov.cy). For countries where the Republic of Cyprus does not have a Diplomatic Mission, Cypriot nationals may contact the Consular Division of the Ministry of Foreign Affairs (Tel.: +357-22651113, Fax: +357 22661881 / 22665313) or the Duty Officer of the Ministry of Foreign Affairs (tel.: +357-99-660129) after office hours, on national holidays or during weekends.

➤ **Contact details of family members in case of emergency (upon ticket reservation)**

When traveling abroad to visit relatives or friends, for tourism or for business, the Ministry of Foreign Affairs recommends to submit their contact details to their travel agent or to the Cyprus Diplomatic Mission accredited to the country of their destination. This information will enable the Republic's competent Authorities to contact them or their family in case of emergency.

➤ **Travel Insurance**

Travel insurance may prove useful for any traveler as it helps him/her avoid unnecessary expenses and waste of time. For more details please ask your travel agent or a private insurance company.

➤ **Air Passenger Rights**

Complaints relating to air passenger rights are not within the jurisdiction of the Ministry of Foreign Affairs and the Diplomatic Missions of the Republic. The Diplomatic Missions abroad will provide consular assistance to our fellow citizens who are affected in the framework of their competences. Those affected are advised to consult, in person or through a legal counsel, the airline directly or officers of the Civil Aviation in the country in which they are.

➤ **European Health Insurance Card (EHIC)**

The EHIC gives the Cypriot traveler the right to have any necessary medical treatment during his/her stay in an EU/EEA Member State¹. Holders of the EHIC and/or their family members are entitled to all medical/pharmaceutical treatment services if they fall ill during their visit to another EU/EEA Member State.

In case of urgent need for medical treatment, including hospitalization of the applicant and or his/her family members during their stay in an EU/EEA Member State, the EHIC must be submitted to the public medical institution (or to a private hospital contracted to the health care system of the country) in order to receive the necessary medical treatment. The Cypriot national might be asked to present extra documents (identity card or passport).

Applications for EHIC issuance are submitted, with all supporting documents, to any Citizen Service Center or to any District Post Office (Nicosia, Limassol, Larnaka and Pafos) at least 10 working days preceding departure.

For more information concerning health issues in the country of the traveler's destination (vaccination and/or other particulars) he/she may consult the official website of the [Ministry of Health](#) (www.moh.gov.cy) and/or the [World Health Organization](http://www.who.int/en/) (www.who.int/en/).

➤ **Call to 112 (while in the EU/EEA)**

In case of emergency, the traveler may call free of charge from a land line or mobile phone to 112, asking for help in any of the EU or EEA Member States.

➤ **Minor travelers**

¹**EU Member States:** Austria, Belgium, Bulgaria, Croatia, Czech Republic, Cyprus, Denmark, Estonia, France, Finland, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom. **European Economic Area Member States (EEA):** Iceland, Liechtenstein, Norway and Switzerland.

According to Regulation 444/2009 of the European Parliament and the Council of the European Union, it is mandatory since 26 June 2012 for any EU citizen to hold an individual passport / travel document in order to travel to any other EU member State, regardless of age.

It is noted that the above regulation does not exclude the use of identity card as travel document for journeys towards EU member States, provided it bears the holder's photo.

Cypriot citizens are kindly reminded that, from 23/07/2010 onwards, with the launch of the new biometric passports, children are no longer included in their parents' passports, as individual passports are also issued to minors regardless of their age.

Old "type E" passports are still valid until their expiring date, even in case they include minors. However, they are valid only for the parent/holder of the passport and not for the dependent(s). Children included in their parents' passports are required to hold their own individual passport since 26/06/2012.

Minors must be accompanied at the airport, during passport control and customs procedures, by their parents or any authorized person, who will remain with them until flight departure. Furthermore, there must be a person authorized by the parents to receive the minors at the destination airport.

Parents are responsible for receiving all necessary documents and information regarding the minor's trip from their tourist agent or airline. All minors exiting Cyprus unaccompanied by both parents or legal guardian, are required to hold legal authorisation issued by the absent parent or legal guardian during border control check .

For further information on the issuance of passports, persons interested may contact the Civil Registry and Migration Department (tel.: 22804526, 22804527, fax: 22804534) or the local Citizen Service Centre.

Consular Services

Consular services provided by the Ministry of Foreign Affairs and the Republic's Diplomatic Missions and Consulates play a vital role in securing the safety of Cypriot nationals travelling or living abroad and ensuring the suitable conditions for the conduct of their activities. At the same time, the Ministry of Foreign Affairs cooperates closely with the Republic's competent Authorities, in order to further enhance the efficiency of the consular services provided to Cypriot nationals abroad and to foreigners residing or visiting Cyprus.

Finally, the Republic's Diplomatic Missions and Consulate provide civil registry and notary services, legalise documents and forward applications and other papers to the competent Cypriot Authorities (e.g. passport applications).

➤ **General Consular Services**

Consular protection provided by Diplomatic Missions and Consulates of the Republic

Before departing from Cyprus, travelers must be informed on the consular services provided by the Republic of Cyprus Diplomatic Missions/Consulates.

Note: All EU citizens traveling in a third country are entitled to consular assistance by any Diplomatic Mission of another EU member State when their own Member State is not represented there. Besides, EU member States are obliged to provide assistance for the evacuation of other EU citizens in the same way as for their own nationals(Art. 23, first para., TEU; originally Art. 8(c) TEC (1992 Maastricht Treaty), subsequently Art. 20 TEC (1997 Amsterdam Treaty), and taken up in Art. 46 of the 2000/2007 Charter on Fundamental Rights of the European Union).

The following list includes some of the consular services provided by the Diplomatic Missions and Consulates of the Republic:

- Provide the traveler with a list of contact details of physicians and hospitals, in case of medical need.
- Provide consulting services to victims of criminal activity as well as other information (contact details of the local Police and legal consultants).
- Assistance in cases of disappearance of individuals or abduction of minors and/or of their transfer to a third country.
- Issuance of Emergency Travel Documents in case of loss or theft of the passport or identity card.

- Financial assistance in case of emergency provided a relative deposits the same amount with Accounts Department of the Ministry or the Applicant declares solemnly that he/she will deposit the relevant amount at the said Department upon return to Cyprus.
- Contact family members in case the traveler is involved in an accident or detained by the Police.
- Visit prisons or other correctional institutions and mediation with the local Authorities for the best possible conditions of imprisonment of Cypriot nationals.
- Assuring instant access of the detainee to a lawyer of his/her choice. Please note that consular officers are not authorized to act as defenders, legal consultants or representatives of Cypriot citizens.

➤ **Medical or other care**

The accredited Diplomatic Mission and/ or Consulate of the Republic of Cyprus shall take action in order to ensure that medical assistance is made available, by providing Cypriot citizens with a list of contact details of doctors and hospitals. Depending on the severity of the patient's condition, and with the approval of the latter, the diplomatic/ consular officers will inform the closest relative.

➤ **Death of a Cypriot citizen abroad**

In case of death of a Cypriot national abroad:

- The accredited Diplomatic Mission and/or Consulate of the Republic of Cyprus gathers as much information as possible concerning the deceased and the conditions of his/her death.
- If the deceased was accompanied by another person, the latter should inform immediately the local Police station and the respective Diplomatic or Consular Mission.
- If the deceased was traveling alone and his/her family is not aware of his/her death, the relevant information is transmitted immediately to the Ministry of Foreign Affairs in Nicosia, which subsequently informs through Cyprus Police the closest family members and maintains contact with them for all the necessary arrangements.
- Upon request of the closest relatives, the Diplomatic Mission will assist with the repatriation of the corpse, the issuance of the relevant death certificate, official report or death inquest.
- If the family of the deceased wishes for the corpse to be repatriated, the Diplomatic Mission may inform and assist them in the procedural arrangements. However, under no circumstances will the Diplomatic Mission cover the repatriation expenses, unless the required amount of money is deposited in advance at the Accounts Department of the Ministry.

➤ **Disappearance of a Cypriot abroad**

The accredited Diplomatic Mission and/or the Consulate of the Republic of Cyprus shall forward the information/ available data to the local competent Authorities requesting their assistance in locating the missing person. In case the person is found, the consular officers provide the latter with the data/ contact details of the person or the Service/ Authority seeking for him/ her, leaving at his/ her discretion whether or not to communicate back.

➤ **Emergency Travel Documents**

Emergency Travel Document (ETD) is issued according to the EU Decision 96/409/CSFP to European Union (EU) citizens for a single journey back to the country of which they are nationals, their country of permanent residence or, in exceptional cases, to another destination (inside or outside the Union). The decision does not apply to expired national passports; it is specifically confined to cases where travel documents have been lost, stolen or destroyed or are temporarily unavailable.

Embassies and Consulates of EU countries issue emergency travel documents in the following circumstances:

- the applicant must be an EU national whose passport or travel document has been lost, stolen or destroyed or is temporarily unavailable;
- the applicant must be in a country in which the EU country of which he/she is a national has no accessible diplomatic or consular representation able to issue a travel document or in which the EU country in question is not otherwise represented;
- Authorisation from the Republic of Cyprus Authorities (i.e. Consular Department of the Ministry of Foreign Affairs, Diplomatic Missions of the Republic of Cyprus) has been obtained.

The applicant for an ETD must submit an application form together with certified photocopies of any available proof of identity and nationality to the Authority designated by his/her country of origin.

The EU country issuing the ETD collects from the applicant charges and fees equivalent to those it normally levies for issuing an emergency passport. An applicant who is unable to cover other local related expenditure will receive, where appropriate, the necessary funds as instructed by his/her country of origin, pursuant to the relevant provisions of Decision [95/553/EC](#).

To ensure that citizens are able to return to a certain place, the validity period of an ETD should be slightly longer than the minimum time needed to complete the journey for which it is issued. In calculating this period, the need for overnight stops and for making travel connections should be taken into consideration.

Applicants are kindly informed that by reporting the loss of a passport to the competent Authorities of the Republic of Cyprus, the passport is immediately declared null and void, reducing significantly the chances of its misuse.

Cypriot citizens who have lost or had their passport or identity card stolen while abroad, should immediately contact the closest police station in order to submit a complaint/ make a statement. Once a copy of the official report or registered complaint is obtained, they should inform the closest Cypriot Mission to issue a temporary travel document (laissez- passer). This document certifies the identity of the person residing permanently in Cyprus or in another country and it is valid for a single return trip to the country of permanent residence, including any intermediate stops.

To be issued a temporary travel document (laissez-passer) the applicant must:

1. Submit the official police report to the Diplomatic Mission,
2. Complete the relevant application form (M9 G form),
3. Submit two recent photos (3x4 cm),
4. Pay the relevant consular fees (€20,00),
5. Present a proof of identity (driver's license, etc) if any.

Upon return to their country of permanent residence, Cypriot citizens should hand over the laissez-passer at the local office of the Civil Registry and Migration Department of the Ministry of Interior or the accredited Diplomatic Mission (which will forward it to the CRMD), in order to be able to apply for a new passport or identity. It is noted that all reported as lost or stolen passports, are cancelled and reported as invalid.

In third countries where the Republic of Cyprus does not maintain diplomatic mission or Consulate, Cypriot citizens can apply at the Embassy or Consulate of another EU member state (not an Honorary Consul), which, after conducting the appropriate checks and informing the Ministry of Foreign Affairs, may issue the ETD.

➤ **Financial Assistance in Emergency Cases**

Limited financial assistance in the form of a loan can be paid in special cases by the Ministry of Foreign Affairs after the interested person, undertakes legally to return the entire amount of money to the Accounts Department of the Ministry of Foreign Affairs upon his/her return to Cyprus. In case of infringement the involved persons will be sanctioned according to the Law of the Republic of Cyprus.

Financial assistance can be handed over in emergency cases to a Cypriot abroad, provided that the equal amount of money has been deposited to the Accounts Department of the Ministry of Foreign Affairs by a relative or a friend.

➤ **Accident or other emergency**

Crime victims are provided with consultation and other relevant information (e.g. contact details of the local police, medical and legal services). With the approval of the victim, the consular officers communicate with his/ her relatives to inform them about the state of health.

➤ **Consular Protection and Assistance in Major Crisis Situations**

European Union Citizens are entitled, according to the Treaty of Lisbon and the Charter of Fundamental Rights, to consular protection, when crisis situations occur in third countries. Revolutionary uprisings, civil wars and unrest, earthquakes, tsunamis, hurricanes, or terrorist attacks can give rise to the exercise of consular functions. In such a case, the Ministry of Foreign Affairs will attempt, as quickly as possible, to locate Cypriot nationals in the affected area and manage their needs for medical assistance, evacuation, or repatriation. In case of emergency, Cypriot citizens can contact the Duty Officer of the Ministry of Foreign Affairs on +35 7 99660129, or the Crisis Management Department of the MFA on +35 7 22801000 or the Diplomatic Mission or the Consulate of the Republic of Cyprus accredited to the crisis country.

➤ **Detention/ arrest and/ or imprisonment of Cypriots abroad**

Consular officers take steps to ensure the unhindered and immediate access of the detainee to a lawyer of his/ her choice. Please note that consular officers are not authorized to assume a role as advocated, legal consultants or representatives of a Cypriot citizen. They cannot intervene in civil litigation or involved in the court cases, not to pay the court or other expenses of legal nature (or fines). However, they can provide a list of contact details of lawyers. Cypriot citizens are responsible to choose his/ her legal representative or consultant.

➤ **Certification of documents by the Diplomatic Missions and the Ministry of Foreign Affairs of the Republic of Cyprus**

The Permanent Secretary of the Ministry of Foreign Affairs of the Republic of Cyprus certifies pursuant to s.6 of the Certifying Officers Law, Cap 10 (Schedule 10) that the signature appearing in the public document or the seal affixed on the document, is the signature of the person who is considered to be the signatory and is the seal which is considered to be the seal of the person affixing it on the document. The power of the Permanent Secretary to effect the aforementioned certification is granted by the Minister of Interior of the Republic of Cyprus pursuant to Article 3 of the Certifying Officers Law, Cap. 39.

Services of the Civil Registry and Migration Department

The Diplomatic Missions of the Republic of Cyprus are authorized to receive applications and supporting documents from concerned citizens. For more information, please contact the Civil Registry and Migration Department, 1457 Nicosia, Tel: +357 22804400, 22 804511, 22 804511, Fax: +357 22804534, email: migration@crmd.moi.gov.cy.

Issuing of Consular Birth Certificate

The Consular Birth Certificate is issued to people, either adults (over 18 years) or minors, who were born abroad on or after 16 August 1960, and whose one of the parents at the time of birth was a Cypriot citizen. For a Consular Birth Certificate, an [M121 application form](#) must be submitted.

Supporting Documents

- Birth Certificate of the applicant
- Marriage Certificate of the applicant's parents
- Passport photocopy of the applicant and the applicant's parents
- Registration Certificate of the Cypriot parent
- Photocopy of the receipt regarding the payment of the 20 euro fees paid
- Stamp affixed on the application (8,54 euro)

Citizenship

Applications for acquisition or renunciation of the Cypriot nationality and for obtaining the certificate for determination of Citizenship can be submitted to the Civil Registry and Migration Department, the local District Administration Office and to the Diplomatic Missions. The applications are then processed by the Civil Registry and Migration Department

NOTE

The supporting documents of every single application must be duly certified, i.e. they should bear the stamp "APOSTILE", if they come from countries which are contracting parties to the Hague Convention, or else, be sealed from the Ministry of Foreign Affairs and the Diplomatic Mission of the Republic of Cyprus in that country.

For information on the following services, please visit the website of the Civil Registry and Migration Department,

- ACQUISITION OF CITIZENSHIP DUE TO CYPRIOT ORIGINS
- ACQUISITION OF CITIZENSHIP AS A SPOUCE OF A CYPRIOT CITIZEN
- NATURALIZATION
- DETERMINATION OF CITIZENSHIP
- RENUNCIATION/ DEPRIVATION OF CYPRIOT CITIZENSHIP

Issuance of Passport

All Cypriots are eligible to a Cyprus Passport.

What is the Biometric Passport?

Biometric passports are electronic documents which store the biometric data of their holder, as indicated by the name. Biometric passports have been issued by the Republic of Cyprus since 13/12/2010 under Regulation (EC) No 2252/2004 of 13 December 2004 on standards for security features and biometrics in passports and travel documents issued by Member States and under international standards as set by the ICAO (International Civil Aviation Organization). The biometric passports carry a microchip where the biometric data of its holder are stored, such as fingerprints, biometric photograph and digital signature. The use of biometrics, which are unique, measurable, physical characteristics of each individual, certifies both the identity of the passport holder and also helps tackle the growing incidents of use of fraudulent travel documents.

Required Documents

Persons who submit an application to be issued with a Cyprus Passport or a Travel Document for the first time should produce the following documents:

(a) Application (Form M.9G/T)

[Application for passport](#)

(b) Birth Certificate (original)

(c) Marriage Certificate (for married women)

(d) Cypriot Citizenship Certificate (if the applicant has acquired the Cypriot Citizenship by registration or naturalization).

(e) One recent photograph 4X5 cm

(f) Civil Identity Card

(n) Fees

The validity of the biometric passports is ten (10) years for adults and five (5) years for minors.

Issue of Passport to minors

Issue passports to minors, provided that

- a) A written consent of both parents, or
- b) A written consent of either parent who has custody of the child, following a decision of the competent Court or
- c) one of the two parents' consent if the other is absent abroad permanently or are in an unknown address, or
- d) with the consent of the mother when the child was born out of wedlock and of unknown father.

Loss of passport

Along with the request for replacement, the applicant shall additionally submit the following:

- (a) Confirmation by the local police that the applicant declared the lost of his/her passport
- (b) an affidavit for the circumstances of loss of passport.

In the occasion of first, second, third, and so on, loss/wear/theft of passport charges would be twice than the previous issuance.

Fees

The fees are paid in cash with the application and issue of receipt, as follows:

Temporary Passport (laissez-passer) € 20

Biometric passports € 70

Passport for a limited period (for minors) € 45

Diplomatic Passport €45

Service Passport € 45

Passport to political refugees € 90

Passports with biometric data (fast version) € 120

For more information contact the Civil Registry and Migration Department, 1457 Nicosia.
Tel. 22804523, Fax.22804534
Email:pvoskaridou@papd.mof.gov.cy, mmakkouli@papd.mof.gov.cy

Application for change of name of a person of Cypriot origin born abroad

An application for the change of name and/ or surname can be submitted by individuals, who are Cypriot citizens. In order to apply the following documents need to be submitted:

- Letter requesting the change and explaining the reasons for the requested change
- Affidavit before a Registrar of a Cypriot Court on a designated form.

If the requested name and/ or surname change is for a minor the Affidavit needs to be signed by both parents, unless the sole parental care was granted to one parent by a court order. In this case a photocopy of the relevant court order should be attached:

- Original Certificate of Cypriot nationality or original Consular Birth Certificate
- Photocopy of receipt for the amount of 80 euros paid as fees

For more information contact the Civil Registry and Migration Department, 1457 Nicosia.
Tel. 22804523, Fax.22804534
Email:pvoskaridou@papd.mof.gov.cy

Certification of public and private documents through the Ministry of Foreign Affairs and the Diplomatic Missions

The Embassies and Consulates of the Republic may certify the signature and seal of the officer of the Ministry for Foreign Affairs of the Republic of Cyprus or of the Ministry of Foreign Affairs of the country in which they are accredited. They can also attest/ certify the authenticity of a copy with the submission of the original document. Finally, they certify signatures. Signatures must be made before an official representative of the Embassy/ Consulate.

Note that the Consular officer certifies only the signature of the person and therefore, has no responsibility for the content of the document.

Public documents bearing the Apostile stamp

Public documents and certificates that were issued in one of the contracting countries to the Hague Convention abolishing the requirement for validation of foreign public documents, and bear the Apostile stamp, are valid in Cyprus, without the need for further certification by a Diplomatic or Consular Mission of the Republic.

Public documents bearing the Apostille stamp of the Ministry of Justice and Public Order of the Republic of Cyprus are accepted in all contracting countries to the Hague Convention, without being certified by the Ministry of Foreign Affairs of the Republic of Cyprus. For more information, please contact the office of the Ministry of Justice and Public Order, Athalassas Ave. 125, 1461 Nicosia, Tel +357 22805928.

Certification of documents to be used abroad (Outgoing Documents)

The Ministry of Foreign Affairs certifies the documents, issued in Cyprus, which the applicant wishes to use abroad (in a country not contracted to the Hague Convention- Apostille). The Ministry of Foreign Affairs certifies the signature of the competent Authority of the Republic.

Certification of foreign documents for use in Cyprus (Incoming documents)

Foreign documents of a third country (not contracted to the Hague Convention- Apostille) in which the Republic of Cyprus maintains an accredited Diplomatic/Consular Mission are legalized by the stamp of the Foreign Ministry of the applicant's country and the Embassy/ Consulate of the Republic of Cyprus in that country, or, the Foreign Ministry of the applicant's country and the Embassy/ Consulate of the applicant's country in Cyprus and then legalized by the Legalization Department of the Ministry of Foreign Affairs of the Republic of Cyprus.

Foreign documents of a third country (not contracted to the Hague Convention- Apostille) in which the Republic of Cyprus also maintains a Diplomatic representation (with residence in another country), must be legalized with a stamp of the Ministry of Foreign Affairs of the said country and then by the accredited Embassy/ Consulate of the Republic of Cyprus.

Foreign documents of a third country (not contracted to the Hague Convention- Apostille), in which neither the Republic of Cyprus maintains an accredited Diplomatic/Consular representation nor the said country has an accredited Diplomatic/Consular representation in Cyprus, are legalized by the closest accessible, for the applicant, country in which, both the third country and Cyprus have a Diplomatic/Consular representation/authority.

Translation of documents

Note that the documents for legalization should bear an official translation in Greek and English by the Press and Information Office (when the applicant is in Cyprus) or from a certified /certifying translator abroad (when the applicant is in the country of origin of the documents or in another country of permanent residence).

Copies and photocopies of documents, written in the Greek language, which are to be used abroad, have to be translated, in the language preferred by the applicant, by the Press and Information Office and legalized by the Legalization Department of the Ministry of Foreign Affairs of the Republic of Cyprus.

Copies and photocopies of documents, written in a foreign language, issued under a foreign jurisdiction/legal order, they must be validated by the Consular Authority of the country of origin accredited to Cyprus and then they must be translated by the Press and Information Office and legalized by the Legalization Department of the Ministry of Foreign Affairs of the Republic of Cyprus.

Documents written in a foreign language, issued under a foreign jurisdiction/legal order, which have been translated into Greek by a certified translator abroad, must be validated/certified/ legalized by the competent authority of the country of origin and then, they must be legalized (certify the stamp and signature) by a Consulate / Embassy of the Republic.

