



Islamic Republic of Afghanistan

Ministry of Interior Affairs

Deputy Minister Office for Strategy and Policy

Investigational Policies General Directorate

**Multi Entry Visa Issuance and Extension Standard
Operating Procedure (SOP) for NATO and U.S
Contractors**

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Table of Contents

Initial Order2

Preface3

US and NATO Contractors Multiple Entry Visa Issuance and Extension SOP Joint Working Group4

Objective5

Area of Applying5

Terminologies5

1st Chapter6

General Provisions6

2nd Chapter6

Tasks and Responsibilities6

3rd Chapter8

Contractors Tasks and Responsibilities8

4th Chapter9

Visa Fee and Passport/Visa Supplementary Documents9

Approval and Implementation11

References12

Initial Order

The visa issuance and extension SOP for U.S/NATO contractors and their employees entry/exit is enacted in the light of provisions of section (6) of article (1) of Presidential Decree No (38) dated 31 Dec 2014 (1393/10/10) for their entry/staying.

Since the establishment of the Interim Administration in Afghanistan, United States of America and NATO have provided the Islamic Republic of Afghanistan with political, social, and military assistances considering the National Interests of Afghanistan. In addition, signing the Security-Defense Agreements with U.S and NATO are considered the most valued documents supporting our national interests. Therefore, this SOP is prepared to create good relationship among GIRoA, U.S, and NATO.

In addition to thanking the working group for preparing this SOP, I order all MoI echelons involved in implementation of this document to take actions in accordance with the contents of this SOP.

The Deputy Minister Office for Strategy and Policy is responsible for implementing this SOP and send copies of this document to all MoI relevant administrations for further executions.

Noorulhaq Olumi

Interior Minister

Preface:

The multi entry visa issuance and extension SOP for U.S/NATO contractors and their employees is issued based on presidential decree No (38) dated 31 Dec 2014 (1393/10/10), in the light of International Agreements, in accordance with articles No (8 &57) of the Afghan Constitution, Traveling and Settlement Law for Foreign Citizens, and using the independent authority mentioned in section 5th of article (64) of the Afghan Constitution.

This SOP is prepared as a good and logical decision in order to protect the national interests of the country and the U.S/NATO continued political, social, and military assistances for Afghanistan.

Therefore, in order to effectively implement the above SOP, all Mol ANP echelons involved in implementing it, should take necessary actions.

The Deputy Minister Office for Strategy and Policy will officially inspect the implementation of this SOP and present the reports to Interior Minister.

Regards,

Gen. Massoud Ahmad AZIZI

Deputy Minister for Strategy and Policy

(Signature)

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Objective:

This SOP is prepared based on section (6th), article (1st), presidential decree No (38) dated 31 Dec 2014 (1393/10/10) in order to implement the 2nd and 4th paragraphs of article 15th of Security-Defense Cooperation Agreement signed between U.S/GIRoA, and 2nd paragraph of article 13th of signed between NATO/GIRoA in regards to arranging the entry/exit, visa issuance and extension as well as legalizing the presence of U.S/NATO contractors' employees in Afghanistan.

Area of Implementation:

The multi entry visa issuance and extension SOP for U.S/NATO contractors is prepared in accordance with Kabul-Washington and NATO Security-Defense Agreements while taking presidential decree No 38 dated 1393/10/10 (31 Dec 2014) into consideration and is applicable on the Passport, ABP and other relevant administrations of MoI.

The following terms carry the following meanings in this SOP:

1. The "U.S contractors" term is used for the legal and real persons who are responsible to supply and provide services for or on behalf of US forces in Afghanistan either by prime contract, or sub contract.
2. The "U.S Contractor Employees" term is used for those employees who are recruited by U.S contractors.
3. The "NATO Contractors" term is used for the legal and real persons who supply and provide services for or on behalf of NATO forces, NATO member countries, or their operational partners in Afghanistan either by prime contract, or sub contract.
4. The "NATO Contractor Employees" term is used for the employees recruited by NATO contractors.
5. "Visa" is a permit provided for foreign citizens to enter, exit, or stay in the country. It is printed, either on a page of the passport or in a separate sheet.

"Multi Entry Visa": This type of visa is issued based on law provisions by the GIRoA authorized officials for the employees of foreign organizations, flight crews, foreign drivers/cleaners and members of foreign companies.

The duration of the multiple entry visa is up to one year, and is issued to the U.S and NATO contractors and NATO contractors' employees.

1st Chapter

General Provisions

Base:

Article 1st:

This SOP is issued based on section 6th, 1st article of presidential decree No (38) dated 1393/10/10 (31 Dec 2014) on implementing the contents of Security and Defense Cooperation Agreements signed between the Islamic Republic of Afghanistan, U.S.A and NATO.

Article 2nd:

The multi entry visa issuance and extension SOP for U.S/NATO contractors and their employees is aimed at U.S/NATO Security and Defense Cooperation sustainment for Afghanistan and its main objective is to train, Advise and provide Resolute Support for ANSF.

2nd Chapter

Tasks and Responsibilities

Article 3rd:

The Mol Passport Directorate is to maximize the reception and issuance capacity in the capital and provinces (agreed areas and facilities) inserted in annex A.

Article 4th:

In order to facilitate the entry/exit process of U.S/NATO forces, there will be border offices established in the entry/exit areas of NATO/U.S forces to register and control entry/exit stamp in the passports of those who newly entering/exiting Afghanistan.

Article 5th:

NATO/U.S forces' contractors are required to enter and exit through Afghanistan border ports and airports with valid passports and visa inserted in (annexes A/B) in accordance with the Afghan laws.

Article 6th:

NATO and U.S Forces stationed Afghanistan shall officially introduce their authorized representatives' signatures and stamps to the Central Passport Administration of Ministry of Interior of Islamic Republic of Afghanistan.

Article 7th:

NATO/U.S forces are required to initiate the extension process of their contractors visa at least 15 days before its expiration date.

Article 8th:

NATO/U.S forces contractors' staffs are required to refer to the Passport Directorate in the capital and its Departments in the provinces for requesting visa within 15 days after their entry into Afghanistan.

Article 9th:

When Central Passport Directorate and its departments in the provinces are requested, they shall issue multi-entry visa (up to a year) for NATO/U.S contractors who enter to or exit from Afghanistan.

Article 10th:

The MOI Passport Directorate upon receiving a visa request from U.S/NATO Contractors will immediately decide whether to issue or deny visas.

If decides to deny a visa, the Passport Directorate shall notify the applicant and NATO/US forces officials about its decision.

Article 11th:

The extension of regular visa is the authority of Mol Passport Directorate.

Article 12th:

The U.S/NATO contractors must observe Afghan Laws while entering Islamic Republic of Afghanistan as per article (57) of the Afghan Constitution.

Chapter 3rd

Contractors' Tasks and Responsibilities

Article 13th:

Those U.S/NATO contractors who are currently in Afghanistan without visas or their visas have been expired will be exempted from prosecution or being fined till (01 June 2015).

Article 14th:

All NATO personnel, military forces and civilian sections must observe the Afghan Constitution and other enforced laws as well as avoid any activities contradicting to this SOP, especially, political activities in GIRoA territory. The NATO officials shall take necessary actions accordingly.

Article 15th:

The U.S/NATO contractors shall obey the registration rules and receive a business license valid for three years through a quick process from Afghan Investment Support Agency (AISA) by paying the appropriate/determined fee once. The NATO contractors are exempted from receiving any other licenses and similar regulations for signing or implementing the prime or sub contracts with NATO forces or on their behalf.

Article 16th:

The U.S/NATO contractors who apply for visa for the first time, in addition to the fee for visa, shall pay U.S\$ 200 for one time as visa processing fee and will receive a bank receipt.

Article 17th:

The U.S/NATO forces are committed to prepare and send the list of those contractors who are being deployed to Afghanistan their complete identity, passport number and citizenship prior to their deployment to Afghanistan to notify the MOI relevant authorities and border police.

Chapter 4th**Visa fee and submission of passport and visa completed documents****Article 18th:**

The MoI Passport Directorate will receive the multi-entry visa fee from the NATO and U.S contractors according to paragraph 7, article 1st of the Presidential Decree # 38 dated 31 Dec 2014.

Article 19th:

The contractors can submit their application to the MoI Passport Directorate for group visas on behalf of their employees by providing the visa fee tariff of each one of their employees.

Article 20:

The following documents are required to be presented by NATO and U.S contractors to apply for visa:

- Visa Application Form
- Bank Tariff
- Color Copy of Company License
- LOA
- One 4x5 photo of the applicant
- In Group (list of visa applicants)
- Visa request letter
- Original passport and copy
- Copy of ID card (I.D.C)
- Da Afghanistan Bank Tariff receipt
- Other required documents

Article 21st:

The MoI Central Passport Directorate and its secondary agencies in the provinces as well as NATO/U.S sides are obliged to observe the articles of this SOP.

The U.S and NATO sides are required to send the list of their companies to MoI Foreign Affairs Department and Passport Directorate.

Article 22nd:

The NATO/U.S relevant companies should introduce their representatives to the Passport Directorate and its secondary agencies.

Article 23rd:

\$200 shall be paid to Da Afghanistan Bank instead of paying for individual work permits.

Article 24th:

The newly entered NATO/U.S contractor staffs to Kabul or provinces of Afghanistan are required to have the entry stamp of the ABP in their passports.

Article 25th:

ABP at port of entry in all airports are to stamp the passports of the NATO and U.S contractor staffs when entering or exiting Afghanistan.

Article 26th:

The U.S and NATO contractors have to send the LOA attached with the necessary documents.

Article 27th:

If a contractor employee losses his passport, NATO and U.S Forces in Afghanistan shall ask for an exit visa through an official request and the Central Passport Directorate staff shall prepare the required documents for issuing an exit visa which will be valid for 7 days.

Article 28th:

The issued and visa extension procedures for NATO and U.S contractors has been exceptionally prepared based on the instruction of the Presidential Decree # 38 dated 31 Dec 2014 and in the light of BSA between Afghanistan and US/NATO, in case of termination of the mentioned agreements, these procedures are also inapplicable.

Approval and implementation:

This procedure is applicable after approval of Mol Minister.

General Assessment Department of the Deputy Minister Office for Strategy and Policy is responsible to control and monitor the implementation of this procedure. This SOP is disseminated and shared with Research and Policies General Directorate through the following address:

<http://sahrepoint> or <http:moinocsds01:81/sites/gdp/default.aspx>

With Respect

Brigadier General Abdul Wasi "Rawoofi"
Research and Policies General Director

References:

- 1- Constitution of the Islamic Republic of Afghanistan
- 2- Foreign citizens staying and traveling law
- 3- Presidential Decree # 38 dated 31 Dec 2014
- 4- BSA and Defensive agreements between Afghanistan and USA
- 5- BSA and Defensive agreements between Afghanistan and NATO