

## Getting Foreign Citizenship Number of the Republic of Turkey

The foreign citizens can get a Citizenship Number of the Republic of Turkey if the records of the foreign citizens applied to one of the public institutions authorized to issue a working permit or "the Exemption Confirmation Certificate for Working Permit" which is also considered as a residence permit such as the Ministry of Labor and Social Security, the Ministry of Economy, the Ministry of Culture and Tourism, the Presidency of the Council of Higher Education and etc. are sent to the General Directorate of the Population and Citizenship Affairs through electronic environment.

The foreign citizens who have an "Identity Card for Stateless Persons", have a residence permit "valid minimum for a term of ninety days" for any purpose, "the foreign citizens who are in penitentiaries as prisoners or convicts or the foreign citizens under administrative supervision kept in repatriation centers", the foreign citizens who are issued an "Identity Card for the Applicants of International Protection", the foreign nationals under "temporary protection status", and the foreign citizens "who are legally in Turkey" can get a Citizenship Number of the Republic of Turkey, if they make an application to the Provincial Directorates of Immigration Authority and their records are sent to the General Directorate through electronic environment.

The procedures and guidelines for the working permit of the foreign nationals to be employed in Turkey vary for the education sector, the household services sector, health sector, tourism sector, aviation sector, entertainment sector and other sectors as well as direct foreign investments, direct foreign investments with special purpose, the professional services and contact offices. The following information covers the applications to be made to the Ministry of Labor and Social Security related with the working permits for direct foreign investments:

### **The Documentation Requested from the Employer Firm at the First Application:**

- The petition of application for working permit (the petition will be scanned during electronic application and it will also be send by the employer in hard copy with the employer's original signature.)
- Foreign personnel application form (this form which will be filled in electronic environment will be sent to the Ministry of Labor and Social Security after it is printed out then signed by the employer and the foreign citizen. The employment contract between the employer and the foreign citizen will be submitted, if the original signatures of the employer and the foreign national are not present. The application will not be put into process, if the form is not signed and there is not any employment contract.)
- The Commercial Registry Gazette of Turkey which indicates the latest capital and shareholding structure of the Employer Firm (This document will be sent through internet by scanning during electronic application.)

- The balance sheet and profit and/or loss chart of the previous year which is certified by the related tax office or the sworn and certified public accountant and financial advisor (This document will be sent through internet by scanning during electronic application.)
- The information and documentation supporting and proving that the Employer's Business is within the scope of Direct Foreign Investments with Special Purpose\* (These documents will be sent through internet by scanning during electronic application.)
- The certificate proving and confirming that the firms (including consortiums) gained the right to perform the projects put on international tenders by public institutions and organizations undertaken the project from the related public institution and organization (This document will be sent through internet by scanning during electronic application.)
- The payroll proving that a Turkish engineer, and/or architect and/or urban planner has been employed by the corporate entities who will employ a foreign expert within the scope of engineering, architecture, contracting and consultancy services (This document will be sent through internet by scanning during electronic application.)
- The public notary certified letter of attorney of the person authorized to make the electronic application in the name of the institution and organization to employ the foreign personnel or the certificate showing that the person with user title works at the applicant institution and organization (This document will be sent through internet by scanning during electronic application.)

**The Documentation Requested from the Foreign Citizen at the First Application:**

- For domestic applications, except the residence permits issued for educational purposes in Turkey, the copy of a residence permit which is valid at least for six months in the date of application (This document will be sent through internet by scanning during electronic application.)
- If, the foreign citizen requesting a working permit does not have any residence permit, the foreign national has to make an application for working permit to the representations of the Republic of Turkey where the foreign national is a national or a permanent resident with an employment contract or an official document indicating that he and/or she is a shareholder to the related company. However, if it is legally proven that a foreign national under key personnel status to be employed by the companies which meet at least one of the criteria of the Direct Foreign Investments with Special Purpose is legally in Turkey (the letter issued by the General Directorate of Security or the certified copy of the visa and entry date of the passport), the application for a working permit can be made directly to the Ministry of Labor and Social Security. The foreign citizens under key personnel status who are provided a working permit within the aforementioned scope have to enter Turkey by getting a working visa from the representations of the Republic of Turkey located in foreign countries.
- If, the foreign citizen is under key personnel status, the information and documentation indicated in the Article 10 and/or b of the Regulations on Employment of Foreign National

Personnel in Direct Foreign Investments (These documents will be sent through internet by scanning during electronic application.)

- Passport Copy (if, the Passport is not written in Latin Letters, the translation of the Passport done by a certified and sworn translator or public institutions will be added to the application. This document will be sent through internet by scanning during electronic application.)
- The certified copy of the diploma or temporary graduation certificate with the translations into Turkish done by a certified and sworn translator or a public institution (This document will be sent through internet by scanning during electronic application.)
- In addition to the aforementioned documentation, the foreign citizen requesting a working permit within the scope of professional services, the "Diploma or Temporary Graduation Equivalency Certificate" to be issued in accordance with "the Equivalency Regulations for the Foreign Higher Education Diplomas", if, the foreign citizen had his and/or her higher education at abroad (This document will be sent through internet by scanning during electronic application.)

**Note:** *The information provided here is prepared for guiding purposes by Mevlana Development Agency with the information obtained from various institutions and organizations. There may be differences or deficiencies in supports, incentives, practices, applications, numbers and current data and Mevlana Development Agency does not accept any liability for any conflict which may arise related with such circumstances. Please, contact the related institution and follow related official platforms for getting more detailed information on the issue you are interested in.*