

FAMILY RESIDENCE PERMIT

REQUESTED DOCUMENTS (COMMON)

❖ From Applicant

- 1. Residence Permit Application Form** (must be signed by foreigner and/or his/her legal representative.)
- 2. Photocopy of passport or passport substitute document** (pages containing identity information and photo and pages processed) *(The original document must be presentED on the appointment day.)*
- 3. Four (4) pcs biometric photos** (must have been taken within the last 6 months, against a white background and biometric)
- 4. Documents/receipts for payment of residence permit fee and card fee**
- 5. Photocopy of marriage certificate or document proving marriage** (pages containing information, the first 3 pages) *(The original document must be presented on the appointment day.)*

(It must be e-signed/signed and sealed/stamped if obtained from Turkish authorities (could also be obtained from Provincial/District Directorates of Registry); it must have a notarized Turkish translation and an Apostille if obtained from abroad. It is required to be a citizen of a country which is a party to the Apostille Convention; or if there is no Apostille on the document even if the country is a party, the documents in question are required to be approved by the relevant country authorities (approval by the consulate/embassy and Ministry of Foreign Affairs/Turkish Authorities authorized on this issue).

❖ In case that the applicant is a child (the minor child or dependent child of the sponsor and sponsor's spouse), following documents shall be requested in addition to the Common Documents

- If the mother and father could not be determined from passport or passport substitute document or national identity card, a **certified birth certificate** of the child
- In case of divorce, a **certified custody document** of the child, or in case of a joint child custody, a **certified deed of consent** by the other parent
- In case of death of one the parents, a **certified death certificate**

(These documents must be e-signed/signed and sealed/stamped if obtained from Turkish authorities; they must have a notarized Turkish translation and an Apostille if obtained from abroad. It is required to be a citizen of a country which is a party to the Apostille Convention; or if there is no Apostille on the document even if the country is a party, the documents in question are required to be approved by the relevant country authorities (approval by the consulate/embassy and Ministry of Foreign Affairs/Turkish Authorities authorized on this issue).

❖ **From sponsor (shall be present during application)**

1. –If he/she is a Turkish citizen;

- **Original and photocopy of Identity Card** (*The original document must be presented on the appointment day.*)

-If he/she is a foreigner;

- **Photocopy of passport or passport substitute document** (pages containing identity information and photo and processed pages) (for refugees and subsidiary protection status holders, if any) (*The original document must be presented on the appointment day.*)
- **Photocopy of residence/work permit, blue card, refugee or subsidiary protection status holder identity documents** (*The original document must be presented on the appointment day.*)

2. Approved, e-signed/signed document on having sufficient and regular financial means throughout the stay

3. Valid health insurance covering all family members (Insurance period must cover the duration of the intended residence permit. One of the following document is considered sufficient):

o **E-signed/signed and stamped/sealed document to be obtained from provincial social security units which states that the foreigner is benefiting from the health services in Turkey within the scope of bilateral social security agreements**

o **E-signed/signed and stamped/sealed provision document to be obtained from the Social Security Institution-SGK** (Provision documents to be obtained from SGK must cover both the sponsor and family members for family residence permits.)

o **E-signed/signed and stamped/sealed document regarding the application made to the Social Security Institution to become a general health insurance holder**

o **Private health insurance** (Please submit the signed and stamped/sealed original of your insurance policy during application!)

4. Criminal Record

- If the foreigner has not been staying in Turkey for the last 5 years; it could be obtained from his/her own country authorities (It is recommended to apply for this document at least 3 months before application in case that it takes a long time to obtain), or if the foreigner has been staying in Turkey for the last five years, from the Turkish judicial authorities/e-government system.

(It must be e-signed/signed and sealed/stamped if obtained from Turkish authorities; it must have a notarized Turkish translation and an Apostille if obtained from abroad. It is required to be a citizen of a country which is a party to the Apostille Convention; or

if there is no Apostille on the document even if the country is a party, the documents in question are required to be approved by the relevant country authorities (approval by the consulate/embassy and Ministry of Foreign Affairs/Turkish Authorities authorized on this issue).

5. Document showing the registration in the Address Registration System

- (In case of registration in the address registration system)

E-signed/signed and stamped/sealed **“Residence Document”** to be obtained from provincial/district directorates of registry or e-government system (www.turkiye.gov.tr) (In case the sponsor is a Turkish citizen, "Certificate of Identity Register Copy" shall also be accepted.)

6. Document of Residence

(One of the following document is considered sufficient.)

- o If you are staying in your own home, **a photocopy of the title deed;**
- o If you are staying in a rental house on a rental agreement, **a notarized copy of your rental agreement;**
- o If you are staying in a third person’s residence, **the notarized undertaking of the host** (if the host is married, also the notarized undertaking of the spouse)

EXPLANATIONS

❖ For transfer applications

Photocopy of the previous residence permit document shall be attached to application document *(The original document shall be submitted to the administration on the appointment day.)*