

**KINGDOM OF CAMBODIA**  
**Nation Religion King**

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**Royal Government of Cambodia**  
**No. 184 S.E**

**SUBDECREE**  
**ON**  
**THE ORGANIZATION AND FUNCTIONING OF THE**  
**GENERAL DEPARTMENT OF IDENTIFICATION**  
**UNDER SUPERVISION OF THE MINISTRY OF INTERIOR**

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**The Royal Government**

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RD/0913/903, dated September 24, 2013, on the Appointment of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal *Kram* No. 02/NS/94, dated July 20, 1994, promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Having seen Royal *Kram* No. NS/RK/0196/08, dated January 24, 1996, promulgating the Law on the Establishment of the Ministry of Interior;
- Having seen Subdecree No. 16 S.E., dated December 20, 1993, on the Organization and Functioning of the Ministry of Interior;
- Having seen Subdecree No. 158 S.E., dated April 01, 2014, on the Establishment of the General Department of Identification under the supervision of the Ministry of Interior;
- Having seen Subdecree No. 184 S.E., dated May 16, 2014, on Modification to Article 5 of the Subdecree No. 158 S.E., dated April 01, 2014, on the Establishment of the General Department of Identification under the supervision of the Ministry of Interior;
- Pursuant to the request of the Minister of Interior;

**Hereby decides:**

**Chapter 1  
General Provision**

**Article 1.\_**

This subdecree aims at defining the roles, duties and work formalities of the General Department of Identification and the departments under its supervision;

**Article 2.\_**

The goal of this subdecree is to manage the work on identification of citizens in order to promote respect for the rights, freedom and interests of citizens, to ensure the respect for human rights, democracy and the rule of law, and to serve the development of social economy as well as maintain the security and public order of the Kingdom of Cambodia;

**Article 3.\_**

This subdecree covers the work on identification of citizens of the Kingdom of Cambodia.

**Chapter 2  
Roles and Duties of the General Department of Identification**

**Article 4.\_**

The General Department of Identification plays its role as an auxiliary of the Ministry of Interior regarding the work on identification of citizens and has the following duties:

- To study and draw up drafts of laws, subdecrees and various legal standard papers in relation to works on civil status and statistics of citizens, residencies, Khmer identification cards, normal passports, various other passports and nationality;
- To study and draw up principles, measures, mechanisms, formalities and procedures for the provision of documents related to civil status, residence, family, Khmer identification cards, normal passports, various other passports and the granting and renunciation of Khmer nationality;
- To update the work on civil status, statistics, residencies, Khmer identification cards, normal passports, various other passports and nationality in line with progress towards globalization;

- To manage the works on citizen identities, civil status, statistics of citizens, residencies of Khmer and foreign citizens, Khmer identification cards, normal passports, various other passports and nationality in accordance with the defined laws and legal standard papers;
- To manage and examine the work on marriage between a Khmer citizen and foreigner;
- To examine and issue certification documents of citizen identities;
- To prepare, manage, file, maintain and use data on citizen identities of the Kingdom of Cambodia;
- To draw up plans and propose budget plans, means and materials for identification work;
- To direct and manage employees, logistics, and accounting of the General Department of Identification and departments under its supervision;
- To coordinate and cooperate with the General Commissariat of National Police and the general departments under the supervision of the Ministry of Interior in order for them to fulfill their duties in accordance with their respective roles and duties;
- To direct and manage officials of identification both at the General Department of Identification and officials serving identification work at sub-national level in proper accordance with the laws, subdecrees and legal standard papers;
- To propose the appointment or change of duty, commendation and implementation of the control of officials of the General Department of Identification and submit them to the Minister of Interior for examination and decision;
- By virtue of the rights entrusted by the Minister of Interior, the General Department of Identification may cooperate with the relevant ministries, institutions and various other competent authorities to serve the requests for certification of the identities of victims, suspects and persons who have disappeared;
- To draw up plans for training and building human resources aimed at strengthening the capacities, skills, professions and foreign languages of officials in charge of identification;
- By virtue of the rights entrusted by the Minister of Interior, the General Department of Identification may liaise and cooperate with national and international organizations, civil society, development

- partners, friend countries and private sectors with a view to promoting and strengthening their work performances;
- To research, observe and evaluate irregularities of identification works;
  - To make a summary report on the work performance and future goals of the General Department of Identification in accordance with the defined administrative system to the Minister of Interior;
  - To fulfill various other duties assigned by the Minister of Interior.

### **Chapter 3**

#### **Roles and Duties of the Departments Under the Supervision of the General Department of Identification**

##### **Article 5.\_**

###### **The Department of Administration:**

- The Department of Administration plays a role as an auxiliary [instrument] working on administration including the handling of documents, the organization of meetings, conferences and workshops as well as the taking of minutes or making reports of meetings' outcomes, works of protocol, management of stamps, archival works, the making of summary reports and work goals in accordance with the defined administrative system, and has the following duties:
- To coordinate work with the competent departments under the supervision of the General Department of Identification regarding the drawing up of draft laws, subdecrees and various legal standard papers in relation to the work on citizens' identities;
- To cooperate with relevant departments in proposing strategic plans, plans of action or work programs of the General Department;
- To do public relation works;
- To cooperate with the General Department of Logistics and Finance in managing the collection of income and national budget generated from identification work as per the determination;
- To undertake work on logistics, accounting and personnel work of the General Department of Identification;
- To fulfill various other duties assigned by the Director-General of the General Department of Identification.

## Article 6.\_

### **The Department of Civil Registration:**

- The Department of Civil Registration plays a role as an auxiliary working on civil status by conducting studies, drawing up principles, policies, strategies and plans of action for the registration and granting of birth certificates, marriage certificates, death certificates, and has the following duties:
- To work on building a system for the registration of civil status via the technological system to serve as a basis for approval for various other identity certification documents of citizens;
- To direct and inspect the work process of the registrars of civil status as well as propose projects, plans and training programs for registrars of civil status;
- To publish, manage and distribute civil status records and certificates to registrars of civil status;
- To inspect the legality of civil status documents and issue copies of civil status certificates of all kinds to citizens as requested;
- To inspect and comment on documents of application for marriage authorization between Khmer citizens and foreigners;
- To educate and publicize civil status works to citizens;
- To cooperate in formulating plans against cyber crime and preventing various other risks aimed at protecting the security, safety, system and data of civil status;
- To manage income generated from the work on civil status in accordance with the law in force;
- To undertake administrative work, personnel work, training work and the logistics and accounting work of the department;
- To make a summary work report and future goals of the General Department of Identification in accordance with the defined regime;
- To undertake archival work of the department;
- To fulfill various other duties assigned by the Director-General of the General Department of Identification.

## Article 7.-

### **The Department of Khmer Identification Card:**

- The Department of Khmer Identification Cards plays a role as an auxiliary working on the study and drawing up of principles,

policies, strategies and plans of action of Khmer identification card work, and has the following duties:

- To direct and handle the extraction and collection of the data of citizens to whom the identification cards are granted, production of Khmer identification cards, and the distribution and granting of Khmer identification cards to citizens;
- To educate and publicize the Khmer identification card work to citizens;
- To build a data management and storing system and register identification card works through the technological system;
- To examine the legality of Khmer identification cards;
- To direct and monitor the work process of identification card officials as well as propose projects, plans and training programs for identification card officials;
- To cooperate in formulating plans against cyber crime and preventing various other risks in order to protect security, the safety, system and data of Khmer identification cards;
- To manage income generated from work on Khmer identification cards in accordance with the law in force;
- To do administrative work, personnel work, training work and logistics and accounting works of the department;
- To make a summary work report and future goals of the Department of Khmer Nationality in accordance with the defined regime;
- To do archival works of the department;
- To fulfill various other duties assigned by the Director-General of the General Department of Identification.

#### **Article 8.-**

##### **The Department of Passport:**

- The Department of Passport plays a role as an auxiliary working on study and drawing up of principles, policies, strategies and plans of action of normal passport works and various other laissez-passers, and has the following duties:
- To direct and handle the collection of data of citizens requesting normal passports, production of normal passports, and the distribution and granting of normal passports to citizens;

- To prepare the formalities and procedures for the granting of normal passports and management of one window service;
- To direct and monitor the granting of normal passports at regional branches of passport [control];
- To draw up standard papers for the granting of various other laissez-passers;
- To educate and publicize the work of normal passport and various other laissez-passers to citizens;
- To build a data management system and register normal passport work through technological systems;
- To inspect the legality of normal passports and various other laissez-passers;
- To direct and monitor the work process of officials of normal passport as well as propose projects, plans and training programs for officials of normal passport;
- To cooperate in formulating plans against cyber crime and preventing various other risks in order to protect the security, safety, system and data of the department;
- To manage income generated from normal passport work in accordance with the law in force;
- To do administrative work, personnel work, training work and the logistics and accounting work of the department;
- To make a summary work report and future goals of the Department of Passport in accordance with the defined regime;
- To do the archival work of the department;
- To fulfill various other duties assigned by the Director-General of the General Department of Identification.

## **Article 9.\_**

### **The Department of Nationality:**

- The Department of Nationality plays a role as an auxiliary working on the implementation of the Law on Nationality, subdecree and relevant standard papers, and has the following duties:
- To work on building the contents of various other documents in relation to nationality work;
- To examine and give comments on the documentation of applications for Khmer nationality through naturalization or claims of nationality and objections against claims of nationality;

- To examine and give comments on the documentation of nationality renunciation;
- To work on making requests of the Minister of Interior to be submitted to the Prime Minister and requests of the Prime Minister to be submitted to the king, and drawing up royal decrees;
- To prepare the formalities and procedures of declaration of naturalization;
- To manage data of any person who acquires Khmer nationality and renounces Khmer nationality in accordance with the royal decree;
- To inspect the legality of Khmer nationality work;
- To direct and monitor the work processes of officials of the Department of Nationality as well as propose projects, plans and training programs for officials of the Department of Nationality;
- To manage income generated from the nationality work in accordance with the law in force;
- To do administrative work, personnel work, training work and the logistics and accounting works of the department;
- To make a summary work report and future goals of the Department of Nationality in accordance with the defined administrative system;
- To do archival works of the department;
- To fulfill various other duties assigned by the Director-General of the General Department of Identification.

## **Article 10.**

### **The Department of Residential Statistics:**

- The Department of Residential Statistics plays a role as an auxiliary working on citizen statistics by conducting studies on and drawing up principles, policies, strategies, plans of action and various legal standard papers for registration of statistics of citizens, the provision of documents certifying residence, family and relocation, and has the following duties:
- To work on directing and handling the extraction and collection of data and statistics of citizens to whom the documents certifying residence, family and relocation are granted;
- To work on directing and monitoring the work processes of officials of citizen statistics as well as propose projects, plans and training programs for officials of citizen statistics;

- To work on printing, managing and distributing all kinds of papers for citizen registration, documents certifying residence, family and relocation for officials of citizen statistics;
- To work on educating and publicizing the citizen statistics work to citizens;
- To work on building a data management and storage system and registering citizens statistics through technological systems;
- To work on inspecting the legality of documents certifying residence, family and relocation;
- To cooperate in formulating plans against cyber crime and preventing various other risks in order to protect the security, safety, system and data of citizen statistics;
- To manage income generated from citizen statistics work in accordance with the law in force;
- To undertake the administrative work, personnel work, training work and logistics and accounting work of the department;
- To make a summary work report and [identify the] future goals of the Department of Residential Statistics in accordance with the defined system;
- To undertake the archival work of the department;
- To fulfill various other duties assigned by the Director-General of the General Department of Identification.

#### **Article 11.**

##### **The Department of Management Information System:**

- The Department of Management Information System plays a role as an auxiliary working on conducting studies on and drawing up principles, policies, strategies and plans of action, management, use, analysis, classification of types of citizen identification data on the basis of sciences, and developing telecommunications technology and information technology, and has the following duties:
- To work on directing and handling the extraction and collection of citizen identification data sent from departments under the supervision of the General Department;
- To work on designing a standard electronic identification data management system for use in the General Department of Identification to ensure consistency in entering, storing, managing and using identification data as deemed necessary;

- By virtue of the rights entrusted by the General Department, to cooperate with various other relevant competent authorities in collecting and sharing information technology data as deemed necessary;
- To work on directing and monitoring the work processes of officials as well as proposing projects, plans and training programs for officials of the Department of Information Technology Management;
- To work on formulating plans against cyber crime and preventing various other risks in order to protect the security, safety, system and data of citizen identification;
- To undertake the administrative work, personnel work, training work and logistics and accounting work of the department;
- To make a summary work report and [identify the] future goals of the Department of Management Information System in accordance with the defined system;
- To do archival works of the department;
- To fulfill various other duties assigned by the Director-General of the General Department of Identification.

#### **Article 12.\_**

The departments under the supervision of the General Department of Identification led by one chief and assisted by a number of deputy chiefs as deemed necessary.

The organization of the structures of the departments, roles and duties of departmental offices under the supervision of the General Department of Identification shall be defined by a *prakas* of the Minister of Interior.

### **Chapter 4 Final Provision**

#### **Article 13.\_**

Provisions contrary to this subdecree shall be abrogated.

#### **Article 14.\_**

The Minister in charge of the Office of the Council of Ministers; the Minister of Interior; the Minister of Economy and Finance; the Minister of Public Works, ministers and secretaries of state of all ministries, and all chiefs of relevant

institutions, shall undertake to implement this subdecree in accordance with their respective duties from the date of signature onwards.

Phnom Penh capital, May 16, 2014

**Prime Minister**

*(Signature and stamp)*

Forwarded to

***Samdech Akka Moha Sena Padei Techo***

**HUN SEN**, Prime Minister of the

Kingdom of Cambodia for signature.

**Deputy Prime Minister,**

**Minister of Interior**

*(Signature)*

***Samdech Akka Moha Sena Padei Techo***

**HUN SEN**

**SAR KHENG**

CC:

- Ministry of the Royal Palace
- General Secretariat of the Constitutional Council
- General Secretariat of the Senate
- General Secretariat of the National Assembly
- Secretary-General of the Royal Government
- Cabinet of *Samdech Akka Moha Sena Padei Techo* Prime Minister
- Cabinets of the Deputy Prime Ministers
- As stipulated in Article 14
- Royal Gazettes
- Records – Archives