

**Royal Government of Cambodia**  
**Ministry of Interior**  
**No. 4221Br.K**

**(Logo)**

**Prakas**  
**on**  
**Procedures**  
**for Application for Registration, Issuance, Correction of Data, Cancellation,**  
**Annulment, Revocation of Khmer Identity Cards, and Appeals**

**Deputy Prime Minister, Minister of Interior**

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/0823/1981, dated 22 August 2023, on the Appointment of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/0224/205, dated 21 February 2024, on the Appointment of Additional Composition of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/0924/1169, dated 20 September 2024, on the Adjustment of the Composition of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Decree No. NS/RKT/1124/1477, dated 20 November 2024, on the Adjustment and Appointment of Additional Composition of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Code No. NS/RKT/0618/012, dated 28 June 2018, promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Having seen Royal Code No. NS/RKT/0196/08, dated 24 January 1996, promulgating the Law on the Establishment of the Ministry of Interior;
- Having seen Royal Code No. NS/RKM/0723/009, dated 1 July 2023, promulgating the Law on Civil Registration, Vital Statistics and Identification
- Having seen Sub-Decree No. 109, ANKr.BK, dated 19 August 2015, on the Organization and Operation of the Ministry of Interior;
- Having seen Sub-Decree No. 47, ANKr.BK, dated 1 April 2025, on the Khmer identity card;
- Pursuant to the request of the Director General of the General Department of Identification

**Hereby decides**

**Chapter 1**

## General Provisions

### Praka 1.\_

The purpose of this Prakas is to set out procedures to apply for registration, issuance of the first Khmer identity card, issuance of duplicate Khmer identity card, correction of data, cancellation, annulment and revocation of Khmer identity cards, as well as procedures for appeals in order to ensure the implementation of rights, obligations, and the interests of all Khmer citizens as defined by laws and regulations in force.

### Praka 2.\_

This Prakas covers all work pertinent to registration, issuance of first Khmer identity card, issuance of duplicate Khmer identity card, correction of data, cancellation, annulment and revocation of Khmer identity cards, as well as procedures for appeals.

### Praka 3.\_

Key terms used in this Prakas are defined as follows:

- **Issuance of first Khmer identity card** refers to the issuance of a Khmer identity card for the first time to an individual person.
- **Issuance of duplicate Khmer identity card** refers to the issuance of another new Khmer identity card in the event that the old identity card expires, is lost, damaged, or its data have been corrected.
- **Correction of data** refers to accurate correction of personal identification data in the record and Khmer identity card containing data errors, in keeping with the law and regulations. Correction of data is a form of issuance of a duplicate Khmer identity card which follows a separate procedure.
- **Appeal** refers to a complaint filed in order of hierarchy of administrative affairs related to the arrangement, including decision or delay or negligence in the arrangement by a competent authority.
- **Notation** refers to a summary recording on the Khmer identity card record into the Khmer identity card data management system in the event of request for duplication, correction of data, cancellation of record, annulment and revocation of Khmer identity cards.
- **Person with mental disorder** refers to those who have neurological problems, mental illness, or irregular mental state who are incapable to comprehend their actions the way a normal person is in an indefinite or a short period of time.
- **Person under curatorship** refers to a person who has limited capacity to understand and judge legal consequences of their actions due to an intellectual issue and has been placed under the care of a curator by the court.

**Chapter 2**  
**Joint Provisions**  
**Section 1**  
**General Principles**

**Praka 4.\_**

The work of Khmer identity cards consists of:

- Registration of Khmer identity cards,
- Issuance of the first Khmer identity cards,
- Issuance of duplicate Khmer identity cards,
- Correction of personal identification data in the record and Khmer identity cards,
- Cancellation of Khmer identity card record,
- Annulment of Khmer identity cards,
- Revocation of Khmer identity cards, and
- Action on appeals.

**Praka 5.\_**

Khmer identity card is used to identify individuals with Khmer nationality to ensure their participation in the exercise of their rights and obligations as Khmer citizens in accordance with applicable laws and regulations.

Khmer citizens may use Khmer identity cards for various purposes, including school registration, application for employment, real estate registration, vehicle registration, opening of bank accounts, business registration, signing of contracts, or other administrative services, except otherwise provided.

## **Section 2**

### **Competences**

#### **Praka 6.\_**

The General Department of Identification, as a secretary to the Ministry of Interior, has the competences to lead and manage the work on Khmer identity cards as defined in Praka 4 of this Prakas.

The Department of Khmer Identity Card, as a secretary to the General Department of Identification, has the competence to carry out the work as defined in paragraph 1 above.

The General Department of Identification may establish a mobile task force to register and issue Khmer identity cards as necessary.

The General Department of Identification may accept and decide on complaints in the event of loss or damage of Khmer identity cards and request for issuance of new ones upon request from citizens.

#### **Praka 7.\_**

Commissioner of the capital/provincial police commissariat, inspector of the municipal/district/Khan police inspectorate, chief of commune/Sangkat administrative police post are responsible for leading, assigning, and implementing the work of Khmer identity cards within their respective jurisdiction and shall be the ones to sign the list of citizens requesting for the issuance of the first Khmer identity cards, for duplicate Khmer identity cards, and for correction of data.

## **Section 3**

### **Khmer Identity Card Registration Officers and Khmer Identity Card Work Process**

#### **Praka 8.\_**

Khmer identity card registration officers include:

- Officers in charge of Khmer identity cards of the commune/Sangkat administrative police post,
- Officers in charge of Khmer identity cards of the municipal/district/Khan police inspectorate,
- Officers in charge of Khmer identity cards of the capital/provincial police commissariat,
- Officers in charge of Khmer identity cards of Khmer Identity Card Issuance Office,
- Officers in charge of Khmer identity cards of the Department of Khmer Identity Card, and
- Officers in charge of Khmer identity cards of other places as determined by the Minister of the Ministry of Interior.

#### **Praka 9.\_**

Khmer identity card registration officers are tasked with the following roles and duties:

- Review, record, and register or refuse applications for registration of Khmer identity cards within their jurisdiction;
- Issue Khmer identity cards as prescribed by the Ministry of Interior;
- Prepare a list of citizens who have completed the procedures and data for the issuance of the first Khmer identity cards, issuance of duplicate Khmer identity cards, and correction of data, and submit them according to the identity card administrative hierarchy to the General Department of Identification for review, decision, and printing;
- Prepare procedures related to cancellation of record, annulment and revocation of Khmer identity cards and submit them according to the identity card administrative hierarchy to the General Department of Identification for review and decision;
- Cooperate with relevant authorities on the registration of Khmer identity cards;
- Raise awareness among citizens and remind them of their rights and obligations pertinent to the registration and use of Khmer identity cards;
- Provide reports associated with the registration of Khmer identity cards according to the hierarchy in a timely and accurate manner as prescribed;
- Perform other necessary duties as determined by the Minister of Interior.

#### **Praka 10.\_**

All individuals with Khmer nationality may apply for their first Khmer identity card, duplicate Khmer identity card, and correction of data in case of data errors, at the following places:

- Administrative police post of the commune/Sangkat of residence where the person concerned is currently residing,
- The police inspectorate of the municipality/district/Khan of residence where the person concerned is currently residing,
- Police commissariat of the capital/province of residence where the person concerned is currently residing,
- Department of Khmer Identity Card,
- Khmer Identity Card Issuance Office,
- Mobile location of the Khmer Identity Card Issuance Team, or
- Other places as determined by the Minister of the Ministry of Interior.

Any person awarded with a Royal Decree on Khmer Naturalization shall apply for registration of a Khmer identity card, request for a duplicate Khmer identity card, and request for correction of data in the event of data errors at the Department of Khmer Identity Card of the General Department of Identification, Ministry of Interior.

#### **Praka 11.\_**

Commissioner of the capital/provincial police commissariat, who is tasked with the duties and responsibilities as specified in Praka 7 of this Prakas, shall submit data and list of citizens requesting for the issuance of Khmer identity cards to the Department of Khmer Identity Card of the General Department of Identification, Ministry of Interior.

Where necessary, the commissioner of the capital/provincial police commissariat may delegate the authority to a deputy commissioner to review, decide and sign on his or her behalf.

The capital/provincial police commissariat may establish a mobile team to register and issue Khmer identity cards within their respective jurisdiction.

Commissioner of the capital/provincial police commissariat shall be accountable for the work of issuance of Khmer identity cards to the governor of the capital/provincial board of governors.

#### **Praka 12.\_**

Inspector of the municipal/district/Khan police inspectorate, who is tasked with the duties and responsibilities as specified in Praka 7 of this Prakas, shall submit data and list of citizens requesting for the issuance of Khmer identity cards to the commissioner of the capital/provincial police commissariat.

Where necessary, the inspector of the municipal/district/Khan police inspectorate may delegate the authority to a deputy inspector to review, decide and sign on his or her behalf.

The municipal/district/Khan police inspectorate may establish a mobile team to register and issue Khmer identity cards within its jurisdiction.

Inspector of the municipal/district/Khan police inspectorate shall be accountable for the work of issuance of Khmer identity cards to the governor of the municipal/district/Khan board of governors.

#### **Praka 13.\_**

Chief of the commune/Sangkat administrative police post, who is tasked with the duties and responsibilities as specified in Praka 7 of this Prakas, shall submit data and list of citizens requesting for the issuance of Khmer identity cards to the municipal/district/Khan police inspectorate.

Where necessary, the chief of the commune/Sangkat administrative police post may delegate the authority to a deputy chief to review, decide, and sign on his or her behalf.

The commune/Sangkat administrative police post may establish a mobile team to register and issue Khmer identity cards within its jurisdiction.

Chief of the commune/Sangkat administrative police post shall be accountable for the work of issuance of Khmer identity cards to the commune/Sangkat chief.

### **Chapter 3**

## **Application for Issuance of the First Khmer identity Card, Application for Issuance of Duplicate Khmer Identity Card, and Application for Correction of Data**

### **Praka 14.\_**

Every Khmer citizen from the age of 15 (fifteen) and above may request for the issuance of the first Khmer identity card, for the issuance of a duplicate Khmer identity card, and for correction of data in case of data errors.

A citizen who requests for the issuance of the first Khmer identity card, for the issuance of a duplicate Khmer identity card, and for correction of data shall appear before a Khmer identity card registration officer in order to fill out the application form, affix his or her thumbprint, and have his or her photo taken.

The general guardian of a person with mental disorder or a person under curatorship may request for the issuance of the first Khmer identity card, for the issuance of a duplicate Khmer identity card, and for correction of data in case of data errors by bringing the person concerned with them and attaching a court decision acknowledging them as a guardian or a letter of confirmation from the hospital or a letter of confirmation from the authority of the locality where the person concerned is living.

### **Praka 15.\_**

The application form requesting for the issuance of a Khmer identity card, either the first or duplicate one, or for correction of data and other annexes as specified in this Prakas, shall be in done writing in paper or electronic form.

A sample application form requesting for issuance of the first Khmer identity card or a duplicate one in the event of expiration or loss or damage, or correction of data and receipt for Khmer identity card application contain in Annex 1 of this Prakas.

## **Chapter 4**

### **Procedures for Registration and Request for Issuance of the First Khmer identity Card and Request for Duplicate Khmer Identity Card**

#### **Section 1**

#### **Registration and Request for the First Khmer identity Card**

### **Praka 16.\_**

Citizens who request for registration and for issuance of the first Khmer identity card shall fill out the application form requesting for a Khmer identity card and attach with the following documents:

A. For Khmer nationals:

- Copy of birth certificate or certified birth certificate, and

- Document attesting to residence (legalized residence book or family book or a residence certificate).
- B. For foreigners who have acquired Khmer nationality:
  - Legalized Royal Decree on Khmer Naturalization,
  - Document attesting to residence (legalized residence book or family book or a residence certificate), and
  - Original passport with the original nationality or a copy of passport with original nationality legalized by a competent institution. In the event of loss of passport with the original nationality, other original identity document(s) with photograph(s) and legalization in accordance with the procedures shall be attached.
- C. For Khmer citizens who are serving as Buddhist monks, additional documents shall be attached, including a Chaiya (portrait) or Sangha Deika (monk's ID card) or certificate of good conduct. When leaving their monkhood, the persons concerned shall request for a change of data on their Khmer identity card, including the photo and address.

In the event of doubt about nationality, the competent officer may request for additional official evidentiary document(s) to confirm that the person concerned is truly a Khmer citizen or has obtained Khmer nationality in line with the laws and regulations in force, or may conduct further inspection and investigation.

#### **Praka 17.\_**

Upon receiving the application form and supporting documents, Khmer identity card registration officer shall properly examine and verify the application form and supporting documents, and conduct an interview to confirm that a person is truly a Khmer citizen, and then have the person concerned affix his or her fingerprint on the application form, check his or her facial feature/scare, and then the Khmer identity card registration officer shall perform the following tasks:

- A. Scan relevant documents,
- B. Capture the applicant's biometric fingerprint,
- C. Take a digital photo,
- D. Take applicant's electronic signature,
- E. Enter the information on the application form into the electronic system,
- F. Issue a receipt for the Khmer identity card to the applicant.

## **Section 2**

### **Request for Issuance of a Duplicate Khmer Identity Card in Case of Expiration**

#### **Praka 18.\_**

Khmer citizens who use an expired Khmer identity card or one whose validity is less than 180 (one hundred and eighty) days may request for issuance of a duplicate Khmer identity card by filling out an application form requesting for issuance of a Khmer identity card and attaching the following documents:

- Expired Khmer identity card, and
- Document attesting to residence (legalized residence book or family book or residence certificate) in case of change of residence.

**Praka 19.\_**

Upon receiving the application form and supporting documents, Khmer identity card registration officer shall properly examine and verify the application form and supporting documents, and conduct an interview to confirm that a person is truly a Khmer citizen, and then have the person concerned affix his or her fingerprint on the application form, check his or her facial feature/scare, and then the Khmer identity card registration officer shall perform the following tasks:

- A. Scan relevant documents,
- B. Capture the applicant's biometric fingerprint,
- C. Take a digital photo,
- D. Take applicant's electronic signature,
- E. Enter the information on the application form into the electronic system,
- F. Issue a receipt for the Khmer identity card to the applicant.

**Section 3**

**Request for Issuance of Duplicate Khmer Identity Card in Case of Loss or Damage**

**Praka 20.\_**

Citizens whose Khmer identity card is lost or damaged may request for issuance of a duplicate Khmer identity card at the commune/Sangkat administrative police post or at the General Department of Identification by filling out the application form requesting the issuance of a Khmer identity card, attaching a complaint, in case of loss or damage.

A sample complaint form for lost or damaged Khmer identity cards at the General Department of Identification contains in Annex 2 of this Prakas.

A sample complaint form for lost or damaged Khmer identity cards at the commune/Sangkat administrative police post contains in Annex 3 of this Prakas.

In case of damage, citizens shall attach the damaged Khmer identity card.

Citizens whose Khmer identity cards have frequently been lost or damaged for 3 or more times shall submit additional documents confirming the reasons to the competent officers for further review and investigation.

**Praka 21.\_**

Upon receiving the application form and supporting documents, Khmer identity card registration officer shall properly examine and verify the application form and supporting documents. Where the Khmer identity card registration officer finds that the application form is correct, he or she shall issue a receipt for the Khmer identity card to the applicant.

**Chapter 5****Procedures for Request for Correction of Personal Identity Data in the Record and Khmer Identity Card****Section 1****Data Errors That Can Be Corrected****Praka 22.\_**

Cases where data in the record and Khmer identity card may be corrected according to the Law on Civil Registration, Vital Statistics and Identification are defined as follows:

- A. Correction of data in the record and Khmer identity card based on the civil registration record, which is corrected in line with the provisions of Section 10 (Correction to Civil Registration Records) of Chapter 2 (Civil Registration).
- B. Correction of data in the Khmer identity record and card based on civil registration record, where Khmer identity card record is different from the civil registration record.

- C. A person who has acquired Khmer nationality and has not had his or her civil status registered may request for the correction of his or her identity data in Khmer identity record and card based on the information in the Royal Decree on his or her naturalization.

**Praka 23.\_**

In case the data in the civil registration record contains no error, but the data in the Khmer identity card contains an error, corrections are prescribed as follows:

- A. Technical errors resulted from entering incorrect data into the system, such as spelling errors on:
- Surname and/or given name (Khmer and/or Latin)
  - Date of birth
  - Gender
  - Place of birth and/or
  - Address.
- B. Other technical errors, including mistaken, unclear or incorrect completion of the application form versus the reference documents attached, in order to ensure “one person, one identity” in accordance with the law and regulations in force.

**Praka 24.\_**

Citizens who have moved and who wish to change the address of their residence on their Khmer identity card shall attach the following documents:

- Original Khmer identity card, and
- Document attesting to residence (legalized residence book or family book or residence certificate).

**Section 2**

**Procedures for Correction of Data**

**Praka 25.\_**

Citizens who use Khmer identity cards which contain data errors may request for correction of their personal identity data in their Khmer identity records and cards by filling out the request for correction of Khmer identity card data and the application form requesting the issuance of Khmer identity cards, which require the attachment of the following documents:

- A. In case of correction of data due to technical errors:
- Original Khmer identity card,

- Copy of birth certificate or certified birth certificate or legalized Royal Decree on Khmer Naturalization, and
  - Document attesting to residence (legalized residence book or family book or residence certificate)
- B. In case of correction of data, as in the Law on Civil Registration, Vital Statistics and Identification
- Original Khmer identity card,
  - Copy of birth certificate or certified birth certificate and/or final decision of the court and/or decision of civil registrar and/or legalized Royal Decree on Khmer Naturalization,
  - Document attesting to residence (legalized residence book or family book or residence certificate)
  - Other support documents (if any).

A sample application form for correction of data on a Khmer identity card contains in Annex 4 of this Prakas.

**Praka 26.\_**

Upon receiving the application for correction of data and the application slip, as well as supporting documents, the Khmer identity card registration officer shall properly review and verify the application for correction of data, the application slip, and supporting documents.

Where they are found correct, the Khmer identity card registration officer shall issue a receipt for the Khmer identity card to the applicant.

**Section 3**

**In the Event that Khmer Identity Card is Expired and/or Lost and/or Damaged and/or Correction to Data is Concurrently Made**

**Praka 27.\_**

Citizens whose Khmer identity cards have expired, been lost, damaged and/or correction to data is concurrently made may request for reissuance at the same time.

The Khmer identity card registration officer shall examine and verify supporting documents as specified in Praka 18, Praka 20, Praka 24 and Praka 25 of this Prakas and follow the prescribed procedures.

**Chapter 6**

**Decision on the Request for Issuance of Khmer Identity Cards**

**Praka 28.\_**

Upon receiving data, lists of names and other relevant documents requesting for the issuance of the first Khmer identity cards or requesting the issuance of duplicate Khmer identity cards from the capital/provincial police commissariat or the Khmer Identity Card Issuance Office or other places as determined by the Minister of the Ministry of Interior, the Department of Khmer Identity Card shall review and submit its recommendations to the Director General of the General Department of Identification for review and decision.

After receiving the decision from the Director General of the General Department of Identification, the Department of Khmer Identity Card shall enter the notation in the Khmer identity card data management system and print the Khmer identity cards for citizens.

In case of doubt or irregularity, the Department of Khmer Identity Card shall collaborate with line units to investigate further and submit recommendations to the Director General of the General Department of Identification for review and decision.

**Praka 29.\_**

In the event of refusal to the request for issuance of the first Khmer identity card or of a duplicate Khmer identity card, the Khmer identity card registration officer shall clearly provide the reasons for the refusal in writing to the applicant.

A sample letter of refusal to a request for issuance of the first Khmer identity card or of a duplicate Khmer identity card contains in Annex 5 of this Prakas.

**Chapter 7****Time Period for Registration, Issuance and Delivery of Khmer Identity Cards****Praka 30.\_**

Request for issuance of the first Khmer identity cards and of duplicate Khmer identity cards in cases of expiration, loss or damage [shall be processed within] 21 (twenty-one) working days from the date the citizens have submitted the request.

Request for duplicate Khmer identity cards in case of correction of data [shall be processed within] 14 (fourteen) to 21 (twenty-one) working days from the date the citizens have submitted the request, depending on the type of data errors.

The time period for correction of data as specified in paragraph 2 above may be extended, as necessary, in certain cases which require a reasonable timeframe for further investigation.

**Praka 31.\_**

Express service with a fee for requests for issuance of the first Khmer identity cards and of duplicate Khmer identity cards shall be determined by a separate regulation.

**Praka 32.\_**

The time period for registration of Khmer identity cards and issuance of duplicate Khmer identity cards is allocated according to the administrative hierarchy as follows:

- Capital/provincial police commissariat or places designated by the Ministry of Interior shall collect data from the date the citizens apply for registration of Khmer identity cards and request for issuance of duplicate Khmer identity cards from the commune/Sangkat administrative police post, municipal/district/Khan police inspectorate, or places designated by the Ministry of Interior, and submit supporting documents, lists of citizens, list of applications for registration of Khmer identity cards, request for issuance of duplicate Khmer identity cards and data to the General Department of Identification of the Ministry of Interior within 7 (seven) working days.
- The General Department of Identification of the Ministry of Interior shall review, decide, print and deliver the Khmer identity cards to the capital/provincial police commissariat, or places designated by the Ministry of Interior within 7 (seven) working days.
- The Capital/provincial police commissariat or places designated by the Ministry of Interior shall be responsible for distributing Khmer identity cards in order of hierarchy to the citizens within 7 (seven) working days.

**Praka 33.\_**

The Capital/provincial police commissariat shall prepare and submit reports to the General Department of Identification as follows:

- Monthly progress reports on the work of Khmer identity card, and
- Reports on the delivery of Khmer identity cards to citizens within a period not exceeding 1 (one) month after the delivery of Khmer identity cards to citizens.

**Chapter 8**

**Procedures for Cancellation of Khmer Identity Card Record, Annulment of Khmer identity cards and Revocation of Khmer Identity Cards**

## Section 1

### Competences and Conditions

#### **Praka 34.\_**

The Khmer identity card registration officer shall temporarily revoke Khmer identity cards in the event that any Khmer identity card is found to be suspicious or irregular under the conditions of cancellation of the record and/or annulment.

The Director General of the General Department of Identification has the competence to review and decide on the cancellation of record, annulment and revocation of Khmer identity cards according to the prescribed procedures.

#### **Praka 35.\_**

Cancellation of record is carried out under any of the following conditions:

- Khmer identity card was not registered in line with the procedures prescribed by law,
- The person who registered for a Khmer identity card has died,
- The person who registered for a Khmer identity card has lost his or her Khmer nationality.

#### **Praka 36.\_**

A Khmer identity card is annulled under any of the following cases:

- A Khmer identity card is not issued in line the procedures prescribed by law or is in violation,
- A Khmer identity card issued by a person without legal capacity,
- If it is found that a person has been using more than 1 (one) valid Khmer identity,
- If it is found that the person who registered for the Khmer identity card has died,
- If it is found that the person who registered for the Khmer identity card has lost his or her Khmer nationality.

#### **Praka 37.\_**

A Khmer identity card shall be revoked in the event of cancellation or annulment as provided for in Praka 35 and Praka 36 of this Prakas.

The provisions set forth in paragraph 1 above do not prevent the Minister of Interior from issuing a Prakas to prescribe other conditions.

## Section 2

### Revocation of Khmer Identity Card in the Event of Cancellation of Khmer Identity Card Record and Annulment of Khmer Identity Card

#### Praka 38.\_

With regard to temporary revocation of Khmer identity cards, the Khmer identity card registration officer shall prepare and submit a request and relevant documents to the General Department of Identification for review and decision by attaching:

- The revoked Khmer identity card,
- A record of revocation with the participation of relevant competent officials, and
- Other relevant documents.

#### Praka 39.\_

Upon receiving a request for temporary revocation of a Khmer identity card, the Department of Khmer Identity Card shall review, investigate, and/or collaborate with relevant authorities to investigate and submit recommendations to the Director General of the General Department of Identification for review and decision.

#### Praka 40.\_

With regard to the decision to revoke [Khmer identity card] under the conditions of cancellation of record and/or annulment of a Khmer identity card, the Director General of the General Department of Identification shall issue a decision on the revocation.

The Department of Khmer Identity Card shall follow prescribed procedures by making and dispatching a copy of the decision on revocation under the conditions of cancellation of record and/or annulment of the Khmer identity card to relevant authorities and shall make a notation in the Khmer identity card management system, specifying the reasons for cancellation of record and/or annulment and revocation of the Khmer identity card, and then stamp “Annulled” on the Khmer identity card and store relevant documents in the system.

The specialized officers of the Department of Khmer Identity Card shall not delete the record from the Khmer identity card management system.

## Chapter 9

### Procedures for Appeals

#### Section 1

#### Filing an Appeal

**Praka 41.\_**

A person who is not satisfied with the refusal, by the registration officer, to the registration or correction of the record or cancellation of the record or revocation of a Khmer identity card, or other requests, or the arrangement or delay or negligence in the arrangement or decision of the Khmer identity card officer has the right to appeal.

Any appeal as stipulated in paragraph 1 above does not prevent, at any stage, a direct complaint to the court.

A sample appeal form contains in Annex 6 of this Prakas.

**Section 2****Venue for Filing an Appeal****Praka 42.\_**

A person who is not satisfied with the arrangement or delay or negligence in arrangement, including the decision by a registration officer may file an appeal at the registration office that is one level higher in hierarchy as of the followings:

- In the event that a person is not satisfied with the registration officer at the commune/Sangkat administrative police post, he or she shall file an appeal at the municipal/district/Khan police inspectorate;
- In the event that a person is not satisfied with the registration officer at the municipal/district/Khan police inspectorate, he or she shall file an appeal at the capital/provincial police commissariat,
- In the event that a person is not satisfied with the registration officer at the capital/provincial police commissariat, or the Department of Khmer Identity Card, or a location designated by the Ministry of Interior, he or she shall file an appeal at the General Department of Identification of the Ministry of Interior;
- In the event that a person is not satisfied with the decision of the General Department of Identification, he or she shall file an appeal to with the Minister of the Ministry of Interior.

**Section 3****Process of Filing an Appeal****Praka 43.\_**

In the event that a person has submitted a request to a Khmer identity card officer for the issuance of the first Khmer identity card, and request for the issuance of a duplicate Khmer identity card or other requests at the commune/Sangkat administrative police post, and that person is not satisfied

with the arrangement or delay or negligence in the arrangement, he or she may file an appeal at the police inspectorate of the municipality/district/Khan where he or she lives.

Upon receiving an appeal from a person, the officer in charge of appeal handling at the municipal/district/Khan police inspectorate shall examine the correctness of the appeal and supporting documents and address [the matter] within 7 (seven) working days.

In the event that the municipal/district/Khan police inspectorate refuses a person's appeal, the municipal/district/Khan police inspectorate shall issue a decision on refusal, clearly specifying the reasons, and send it to the person concerned within 3 (three) working days.

In the event that the municipal/district/Khan police inspectorate fails to respond or refuses the appeal, the person concerned may file an appeal at the capital/provincial police commissariat.

#### **Praka 44.\_**

In the event that a person has submitted a request to a Khmer identity card officer for the issuance of a Khmer identity card and request for the issuance of a duplicate Khmer identity card or other requests at the municipal/district/Khan police inspectorate, and that person is not satisfied with the arrangement or delay or negligence in the arrangement or is not satisfied with the refusal by the municipal/district/Khan police inspectorate, he or she may file an appeal at the police commissariat of the capital/province where he or she lives.

Upon receiving an appeal from a person, the officer in charge of appeal handling at the capital/provincial police commissariat shall examine the correctness of the appeal and supporting documents and/or the refusal by lower-level officer and address [the matter] within 7 (seven) working days.

In the event that the capital/provincial police commissariat refuses the appeal, the capital/provincial police commissariat shall issue a decision on refusal, clearly specifying the reasons, and send it to the person concerned within 3 (three) working days.

In the event that the capital/provincial police commissariat does not respond or refuses the appeal, the person concerned may file an appeal to the General Department of Identification.

#### **Praka 45.\_**

In the event that a person has submitted a request to the Khmer identity card officer for the issuance of the first Khmer identity card and request for the issuance of a duplicate Khmer identity card or other requests at the capital/provincial police commissariat, and that person is not satisfied with the arrangement or delay or negligence in the arrangement or is not satisfied with the refusal by the capital/provincial police commissariat, he or she may file an appeal at the General Department of Identification.

Upon receiving an appeal from a person, the officer in charge of appeal handling at the General Department of Identification shall review the correctness of the appeal and supporting documents and/or the refusal by lower-level officer and address [the matter] within 7 (seven) working days.

The person who filed the appeal shall obtain the decision of the Director General of the General Department of Identification at the General Department of Identification within 7 (seven) working days from the date the appeal was filed.

**Praka 46.\_**

A person who has submitted a request to the Khmer identity card officer for the issuance of the first Khmer identity card and request for the issuance of a duplicate Khmer identity card or other requests at the Department of Khmer Identity Card or other places designated by the Ministry of Interior, and is not satisfied with the arrangement or delay or negligence in the arrangement, may file an appeal at the General Department of Identification.

Upon receiving an appeal from a person, the officer in charge of appeal handling at the General Department of Identification shall review the correctness of the appeal and supporting documents and/or the refusal by lower-level officer and address [the matter] within 7 (seven) working days.

The person who filed the appeal shall obtain the decision of the Director General of the General Department of Identification at the Department of General Administration of the General Department of Identification within 7 (seven) working days from the date the appeal was filed.

**Praka 47.\_**

A person who is not satisfied with the decision of the Director General of the General Department of Identification, including the decision on cancellation of a record, annulment, or revocation of a Khmer identity card, may file an appeal to the Minister of the Ministry of Interior within 30 (thirty) working days. The Minister of the Ministry of Interior shall decide on the appeal within 30 (thirty) working days from the date of receipt of the appeal. The decision made by the Minister of the Ministry of Interior shall be issued as a Decision.

In the event that a person is not satisfied with the decision of the Minister of the Ministry of Interior, that person may file a complaint to a competent court within 30 (thirty) working days from the date of receipt of the decision.

**Section 4**  
**Administrative Sanctions**

**Praka 48.\_**

Where any wrongful act by a Khmer identity card registration officer is found in relation to the arrangement or delay or negligence in the arrangement, including his or her decision, he or she shall be subject to the following administrative sanctions:

- Warning and correction of the mistake, and/or
- Implementing other laws and regulations on the imposition of administrative sanctions.

**Praka 49.\_**

Procedures for imposing sanctions on Khmer identity card registration officers who commit wrongful acts associated with the arrangement or delays or negligence in the arrangement, including his or her decisions, shall be implemented in line with the regulations set by the institution or entity.

**Chapter 10**  
**Transitional Provisions**

**Praka 50.\_**

Khmer identity cards which have been issued to citizens prior to the existence of this Prakas and remain valid shall continue to be used until their expiration date.

After the Prakas is implemented, any procedures which have commenced based on the old regulations but have not completed shall continue to be implemented in accordance with the old regulations.

**Chapter 11**  
**Final Provisions**

**Praka 51.\_**

Prakas No. 6375 Br.K, dated 29 July 2015, on procedures and conditions for request for issuance and use of Khmer identity card; Prakas No. 065 Br.K, dated 13 January 2016, on the amendment of Praka 3 of Prakas No. 6375 Br.K, dated 29 July 2015, on procedures and conditions for request for issuance and use of Khmer identity card; and any provisions that contradict this Prakas shall be abrogated.

**Praka 52.\_**

The Secretary General of the General Secretariat, Director General of the General Department of Administration, Director General of the General Department of Logistics and Finance, Director General of the General Department of Human Resources, Director General of the General Department of Identification, General Commissioner of the General Commissariat of the Cambodian National Police,

Director General of the General Department of Immigration, Inspector General of the General Inspectorate, and heads of line units and capital/provincial administrations shall be in charge of implementing this Prakas according to their respective duties from the date of signature.

Friday, 14<sup>th</sup> day of waxing moon, Lunar Month of Chet,

Lunar Year of Dragon, Chorsak, B.E 2568

Phnom Penh, 11 April 2025

**Deputy Prime Minister, Minister of Interior**

**(Stamp and signature)**

**Abhisantibindit SAR Sokha**

**CC:**

- Office of the Council of Ministers
- Ministry of Economy and Finance
- Cabinet of Samdech Moha Borvor Thipadei Prime Minister
- Cabinet of His Excellencies Deputy Prime Ministers
- Capital/ provincial administration
- As in Praka 52
- Royal gazette
- Documents / Archive

**Annex 1 of Prakas No. 4221Br.K, dated 11 April 2025, on Procedures for Application for Registration, Issuance, Correction of Data, Cancellation, Annulment, Revocation of Khmer Identity Cards, and Appeals**

Kingdom of Cambodia  
Nation Religion King  
\*\*\*\*\*

**Ministry of Interior  
General Department of Identification**

**Application form for issuance of  
Khmer Identity Card**

Place of issuance (Post/Inspectorate/Commissariat/  
Office or Department).....

Bar code 01001096876
-------------------------

Request for first ID  Or request for duplicate  Expired  Lost  Damaged

Correction of data

Surname and first name..... In Latin.....		Ethnicity.....
Sex:....., Date of birth: ....., Khmer ID card No:.....		
Place of birth: Village....., Commune/Sangkat.....		Nationality.....
Municipal/District/Khan....., Capital/Province.....		Religion:.....
Current address: No....., Street....., Village.....		
Commune/Sangkat....., Municipal/District/Khan.....		
Capital/Province....., Telephone.....		
Occupation:.....		
Father's name....., Age: ..... Ethnicity: ....., Nationality: .....		
Mother's name....., Age: ..... Ethnicity: ....., Nationality: .....		
Parents' address.....		
Spouse's name ....., Age: ..... Ethnicity: ....., Nationality: .....		
Name of emergency contact: ..... Occupation:.....		
Height..... cm, Skin color.....	Day.....month.....year.....	
Special marks.....	Both thumbprints	
.....	Left thumbprint	Right Thumbprint
Nickname.....		
Unique Identification Code.....		
Supporting documents (Please tick one box of supporting document for each item below)		
1. <input type="checkbox"/> Copy of birth certificate or certified birth certificate <input type="checkbox"/> Royal Decree on Khmer Naturalization		
2. <input type="checkbox"/> Copy of residence book <input type="checkbox"/> Copy of family book <input type="checkbox"/> Residence certificate		
3. <input type="checkbox"/> Complaint (in case of loss) <input type="checkbox"/> Khmer identity card (in case of damage)		
4. <input type="checkbox"/> Decision or permission on correction of data (from the court or civil registrar)		
..... day..... Month..... Year.....	..... day..... Month..... Year.....	
Seen and agreed Signature and name of the issuance officer	Reviewed and confirmed that the above information is correct. Signature and name of the review officer	

**Receipt for Khmer identification card**

Request for first ID  Or request for duplicate  Expired  Lost  Damaged  Correction of data

- Name: .....

- Date of application: .....

- Date to receive Khmer identification card: .....

Bar code 01001096876
-------------------------

**Annex 2 of Prakas No. 4221Br.K, dated 11 April 2025, on Procedures for Application for Registration, Issuance, Correction of Data, Cancellation, Annulment, Revocation of Khmer Identity Cards, and Appeals**

**Kingdom of Cambodia  
Nation Religion King  
\*\*\*\*\***

**Complaint Form in the Event of Loss or Damage of Khmer Identity Card**

I ....., Sex: ....., Date of Birth: ....., Occupation: .....  
Current address: No....., Street....., Village..... Commune/Sangkat.....,  
Municipal/District/Khan..... Capital/Province..... being   
Person concerned (Applicant) or  Representative of the person concerned, who is .....

**Respectfully submitting to**

**His Excellency Director General of the General Department of Identification**

**Subject:** Filing a complaint regarding  loss or  damage of the Khmer identity card numbered ..... dated ..... and request for its reissuance.

As stated in the above-mentioned **Subject**, I would like to respectfully inform **His Excellency, Director General** that my Khmer identity card.....

\* **Supporting documents:** (1) Application form, (2) Khmer identity card (in case of damage), and (3) Support documents (in case representing the person concerned).

Accordingly, please, **His Excellency Director General**, kindly review and authorize the reissuance of the aforementioned Khmer identity card.

....., Lunar day of ..... Month of ..... Year of ..... B.E 25  
.....Month.....Year 20....

**Right thumbprint and name**

No:.....

Having seen and respectfully submitting to

**Director of Department**, for review and decision

Phnom Penh                      Month                      Year 20

No:.....

Having seen and respectfully submitting to

**H.E Director General**, for review and decision

Phnom Penh.....Month..... Year 20.....

**Director of Department of General Administration**

**Annex 3 of Prakas No. 4221Br.K, dated 11 April 2025, on Procedures for Application for Registration, Issuance, Correction of Data,**

**Cancellation, Annulment, Revocation of Khmer Identity Cards, and Appeals**

**Kingdom of Cambodia  
Nation Religion King  
\*\*\*\*\***

**Complaint Form in the Event of Loss or Damage of Khmer Identity Card**

I ....., Sex: ....., Date of Birth: ....., Occupation: .....  
Current address: No....., Street....., Village..... Commune/Sangkat.....,  
Municipal/District/Khan..... Capital/Province..... being   
Person concerned (Applicant) or  Representative of the person concerned, who is.....

**Respectfully submitting to**

**Mr./Mrs. Chief of Administrative Police Post of .....**

**Subject:** Filing of a complaint regarding  loss or  damage of the Khmer identity card with number  
....., dated ..... and request for its reissuance.

As stated in the above-mentioned **Subject**, I would like to respectfully inform **Mr./Mrs. Chief of Police Post** that my Khmer identity card.....

\* **Supporting documents:** (1) Application form, (2) Khmer identity card (in case of damage), and (3) Support documents (in case representing the person concerned).

Accordingly, please, **Mr./Mrs. Chief of Police Post**, kindly review and authorize the reissuance of the aforementioned Khmer identity card.

....., Lunar day of ..... Month of ..... Year of ..... B.E 25  
.....Month.....Year 20....

**Right thumbprint and name**

No:.....

Seen and respectfully submitted to

**Mr./Mrs. Chief of Police Post**, for review and decision

Phnom Penh.....Month..... Year 20.....

**Specialized Officer in charge**

Seen and agreed

.....Month..... Year 20.....

**Chief of Administrative Police Post**

Annex 4 of Prakas No. 4221Br.K, dated 11 April 2025, on Procedures for Application for Registration, Issuance, Correction of Data, Cancellation, Annulment, Revocation of Khmer Identity Cards, and Appeals

Kingdom of Cambodia  
Nation Religion King  
\*\*\*\*\*

Request for Correction of Khmer Identity Card Data

I ....., Sex: ....., Date of Birth: ....., Occupation: .....  
Current address: No....., Street....., Village..... Commune/Sangkat.....,  
Municipal/District/Khan..... Capital/Province..... Telephone No.....

Respectfully submitting to

His Excellency Director General of the General Department of Identification

Subject: Request for Correction of Data of Khmer Identity Card numbered .....  
dated ..... and request for its reissuance.

As stated in the above-mentioned **Subject**, I would like to respectfully inform **His Excellency, Director General** that I would like to request correction of data of the Khmer identity card as follows:

- 1. Correction from .....to .....
- 2. Correction from .....to .....
- 3. Correction from .....to .....

\*Reasons: .....

\* Supporting documents: (1) Application form, (2) Original Khmer ID card or complaint form for case of loss, (3) copy of birth certificate or certified birth certificate or Royal Decree on Khmer Naturalization, (4) Residence book or family book, (5) Decision or permission on correction of data, (6) Other supporting documents.

Accordingly, please, **His Excellency Director General**, kindly review and authorize the reissuance of the aforementioned Khmer identity card.

....., Lunar day of ..... Month of ..... Year of ..... B.E 25  
.....Month.....Year 20....

Right thumbprint and name of person concerned

No:.....

Having reviewed as correct and respectfully submitted to

Mr./Mrs. C  
Seen and agreed

Phnom Penh.....Month..... Year 20.....

Phnom P  
Commune/Sangkat Chief  
Ch

**Annex 5 of Prakas No. 4221Br.K, dated 11 April 2025, on Procedures for Application for Registration, Issuance, Correction of Data, Cancellation, Annulment, Revocation of Khmer Identity Cards, and Appeals**

**Kingdom of Cambodia  
Nation Religion King  
\*\*\*\*\***

**Letter of Refusal**

**Reference:** - Prakas No. ...., dated ..... 2025, of the Ministry of Interior on Procedures for Application for Registration, Issuance, Correction of Data, Cancellation, Annulment, Revocation of Khmer Identity Cards, and Appeals  
- Request made by Mr./Mrs....., dated ..... 20.....

**Commune/Sangkat Administrative Police Post or Municipal/District/Khan Police Inspectorate  
or Capital/Provincial Police Commissariat or Department of Khmer Identity Card**

-----  
**Hereby refuses**

The request for issuance of the first or duplicate Khmer identity card of the following case:

Name..... In Latin....., Gender.....  
Date of birth..... Occupation..... Current address No. .... Street  
.....Group..... Village ..... Commune/Sangkat. ....  
Municipal/District/Khan.....Capital/Province..... Telephone No.....

Whose request was submitted on.....Month.....20.....for the following reasons:

.....  
.....  
.....  
.....  
.....

Therefore, please, Mr./Mrs....., who made the above request, be informed.

....., Lunar day of ..... Month of ..... Year of ..... B.E 25  
.....Month.....Year 20....

**Signature and stamp of the unit**

**Annex 6 of Prakas No. 4221Br.K, dated 11 April 2025, on Procedures for Application for Registration, Issuance, Correction of Data, Cancellation, Annulment, Revocation of Khmer Identity Cards, and Appeals**

**Kingdom of Cambodia  
Nation Religion King  
\*\*\*\*\***

**Appeal Application**

**(Against the arrangement or delay or negligence or decisions  
by the officer in charge of Khmer identity card)**

I ....., Sex: ....., Date of Birth: ....., Occupation: .....  
Current address: No....., Street....., Village..... Commune/Sangkat.....,  
Municipal/District/Khan..... Capital/Province..... Telephone No.....

**Respectfully submitted to**

**Excellency/Mr./Mrs.....**

**Subject:** Filing of an appeal against the arrangement, or delay, or negligence, or decisions of the officer in charge of Khmer identity card.

As stated in the above **Subject**, I would like to respectfully inform **Your Excellency/ Mr./Mrs.** ..... that I would like to appeal against the arrangement by the officer in charge of Khmer identity card as follows:

1. Name of the officer in charge ..... Position.....
2. Name of the officer in charge ..... Position.....
3. Reason for appeal .....

.....  
.....  
.....

Therefore, please **Excellency/Mr./Mrs.** kindly review and address the aforementioned appeal.

....., Lunar day of ..... Month of ..... Year of ..... B.E 25  
.....Month.....Year 20....

**Right thumbprint and name of appellant**

No: .....

Seen and respectfully submitted to  
Excellency/Mr./Mrs.

-----

For review and decision.

.....Month..... Year 20.....

**Appeal Intake Officer**