

Guideline

on the order of filling out the forecast-information on the demand for foreign labor force for the upcoming year, in accordance with the requirements of the “Procedure for Determining the Labor Migration Quota” approved by the Decision No. 124 of the Cabinet of Ministers of the Republic of Azerbaijan dated March 14, 2016, by indicating professions according to the Occupational Classification and submitting it to the State Migration Service of the Republic of Azerbaijan

The forecast-information form for the demand of foreign labor force for the upcoming year is to be completed in the following order, by indicating professions according to the Occupational Classification.

I. Using the Electronic Service:

1. Visit the official website of the State Migration Service of the Republic of Azerbaijan (www.migration.gov.az), select the “**Electronic Services**” section, and then enter the “**Forecast Information on the Demand for Foreign Labor**” electronic service.

REGISTRATION OF FOREIGNERS AND STATELESS PERSONS UPON PLACE OF STAY IN THE REPUBLIC OF AZERBAIJAN

EXTENSION OF TEMPORARY STAYING PERIOD OF FOREIGNERS AND STATELESS PERSONS IN THE REPUBLIC OF AZERBAIJAN

RE-ISSUANCE OF THE DECISION ON EXTENSION OF TEMPORARY STAYING PERIOD OF A FOREIGNER AND A STATELESS PERSON IN CASE ANY INFORMATION IN THE IDENTITY DOCUMENTS IS CHANGED OR THE DECISION ON EXTENSION OF TEMPORARY STAYING PERIOD IS LOST

ISSUANCE (EXTENSION) OF PERMIT FOR TEMPORARY RESIDENCE OF FOREIGNERS AND STATELESS PERSONS IN THE TERRITORY OF THE REPUBLIC OF AZERBAIJAN

RE-ISSUANCE OF THE PERMISSION CARD FOR TEMPORARY RESIDENCE TO A FOREIGNER AND A STATELESS PERSON IN CASE ANY INFORMATION IN THE IDENTITY DOCUMENTS IS CHANGED, THE PERMISSION CARD FOR TEMPORARY RESIDENCE IS LOST OR DAMAGED

ISSUANCE (EXTENSION) OF PERMIT FOR PERMANENT RESIDENCE OF FOREIGNERS AND STATELESS PERSONS IN THE TERRITORY OF THE REPUBLIC OF AZERBAIJAN

RE-ISSUANCE OF THE PERMISSION CARD FOR PERMANENT RESIDENCE TO A FOREIGNER AND A STATELESS PERSON IN CASE ANY INFORMATION IN THE IDENTITY DOCUMENTS IS CHANGED, THE PERMISSION CARD FOR PERMANENT RESIDENCE IS LOST OR DAMAGED

ISSUANCE OF WORK PERMIT TO FOREIGNERS AND STATELESS PERSONS TO CARRY OUT PAID LABOUR ACTIVITY IN THE TERRITORY OF THE REPUBLIC OF AZERBAIJAN

EXTENSION OF WORK PERMIT TO FOREIGNERS AND STATELESS PERSONS TO CARRY OUT PAID LABOUR ACTIVITY IN THE TERRITORY OF THE REPUBLIC OF AZERBAIJAN

OBTAINING A NEW WORK PERMIT IN CASE THE FOREIGNER OR STATELESS PERSON IS TRANSFERRED TO ANOTHER JOB WITHIN THE SAME EMPLOYER

OBTAINING A NEW WORK PERMIT FOR THE FOREIGNER AND A STATELESS PERSON DURING THE REORGANIZATION OF THE LEGAL ENTITY (MERGING, BLENDING, SPLITTING, DEMERGING, TRANSFORMATION)

RE-ISSUANCE OR TERMINATION OF THE WORK PERMIT GRANTED TO THE FOREIGNERS OF STATELESS PERSONS

ONLINE PAYMENT OF THE STATE FEE AND FINES RELATED TO THE MIGRATION FIELD

SEARCH FOR THE PAYMENT OF THE STATE FEE AND FINES RELATED TO THE MIGRATION FIELD

TRACKING APPLICATIONS SENT TO THE STATE MIGRATION SERVICE

ELECTRON REFERENCES

CHECKING OF REGISTRATION INFORMATION UPON PLACE OF STAY OF FOREIGNERS AND STATELESS PERSONS

PROVIDING INFORMATION ON TEMPORARY BAN OF DEPARTURE FROM OR ARRIVAL IN THE REPUBLIC OF AZERBAIJAN OF FOREIGNERS AND STATELESS PERSONS WHO HAVE COMMITTED ADMINISTRATIVE OFFENSES ON CASES OF ADMINISTRATIVE OFFENSES CONSIDERED BY THE STATE MIGRATION SERVICE OF THE REPUBLIC OF AZERBAIJAN

ACQUIRING OF CITIZENSHIP OF THE REPUBLIC OF AZERBAIJAN

RESTORATION OF CITIZENSHIP OF THE REPUBLIC OF AZERBAIJAN

REVOCAION OF CITIZENSHIP OF THE REPUBLIC OF AZERBAIJAN

PROVIDING INFORMATION BY A CITIZEN OF THE REPUBLIC OF AZERBAIJAN WHO HAS ACQUIRED THE CITIZENSHIP OF A FOREIGN STATE

TO DETERMINE CITIZENSHIP OF AZERBAIJAN REPUBLIC

REGISTRATION OF A CANDIDATE TO PARTICIPATE IN THE COMPETITION FOR RECRUITMENT IN THE MIGRATION BODIES

DEREGISTRATION OF A CITIZEN OF THE REPUBLIC OF AZERBAIJAN WHO HAS CHOSEN A PLACE OF RESIDENCE IN ANOTHER COUNTRY

FORECAST INFORMATION ON THE DEMAND FOR FOREIGN LABOR

BOOKING A SLOT FOR ONLINE QUEUE IN ORDER TO USE THE SERVICES PROVIDED BY THE STATE MIGRATION SERVICE OF THE REPUBLIC OF AZERBAIJAN

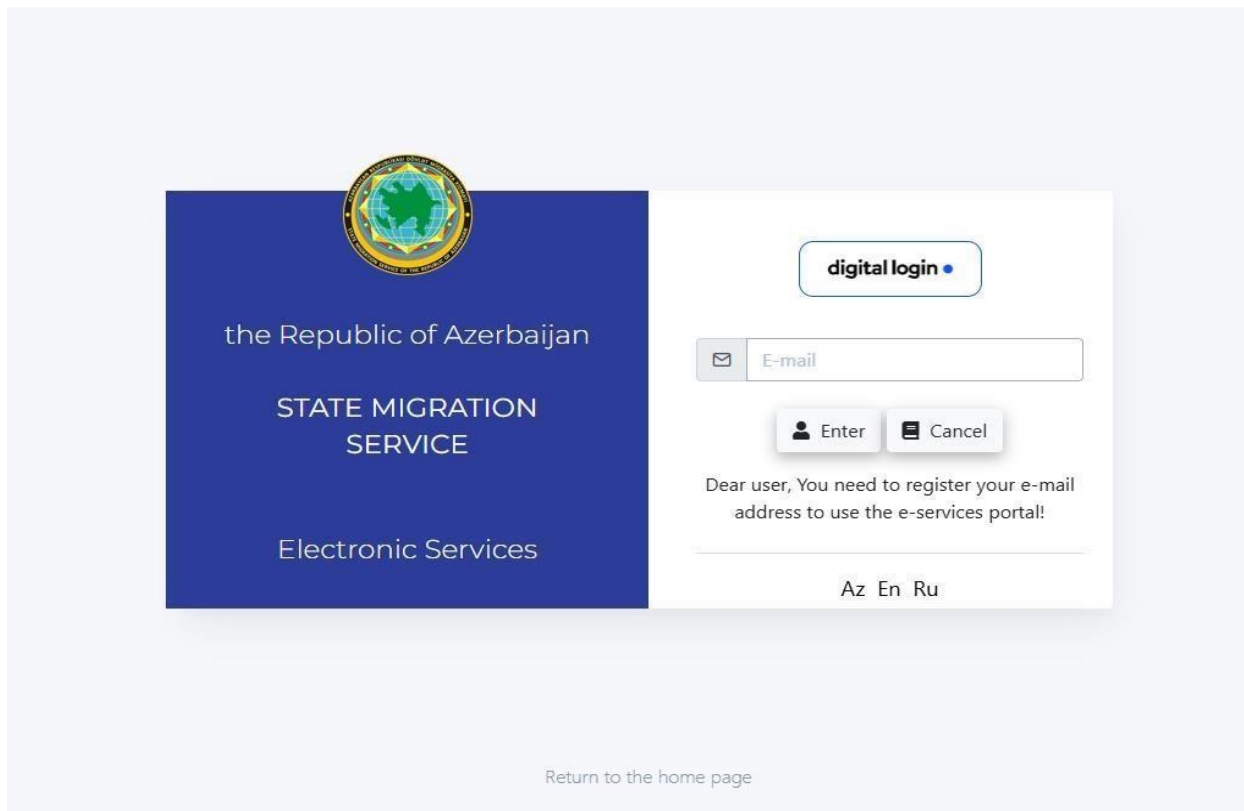
2. The forecast information is submitted by the employer using the **Asan İmza** and **Electronic Signature (SİMA Token)**.



3. Select **Asan İmza** or **Electronic Signature (SİMA Token)**.



4. Enter your email address and confirm the information received by email.



The image shows a digital login interface for the State Migration Service of Azerbaijan. On the left, a blue banner features the national emblem and the text: "the Republic of Azerbaijan", "STATE MIGRATION SERVICE", and "Electronic Services". On the right, a white panel contains a "digital login" button, an email input field with a placeholder "E-mail", and "Enter" and "Cancel" buttons. Below the input field, a message reads: "Dear user, You need to register your e-mail address to use the e-services portal!". At the bottom of the panel are language options "Az En Ru". A "Return to the home page" link is located at the bottom center of the page.

5. Then, access the "Forecast Information on the Demand for Foreign Labor" electronic service again.

REGISTRATION OF FOREIGNERS AND STATELESS PERSONS UPON PLACE OF STAY IN THE REPUBLIC OF AZERBAIJAN	EXTENSION OF TEMPORARY STAYING PERIOD OF FOREIGNERS AND STATELESS PERSONS IN THE REPUBLIC OF AZERBAIJAN	RE-ISSUANCE OF THE DECISION ON EXTENSION OF TEMPORARY STAYING PERIOD OF A FOREIGNER AND A STATELESS PERSON IN CASE ANY INFORMATION IN THE IDENTITY DOCUMENTS IS CHANGED OR THE DECISION ON EXTENSION OF TEMPORARY STAYING PERIOD IS LOST
ISSUANCE (EXTENSION) OF PERMIT FOR TEMPORARY RESIDENCE OF FOREIGNERS AND STATELESS PERSONS IN THE TERRITORY OF THE REPUBLIC OF AZERBAIJAN	RE-ISSUANCE OF THE PERMISSION CARD FOR TEMPORARY RESIDENCE TO A FOREIGNER AND A STATELESS PERSON IN CASE ANY INFORMATION IN THE IDENTITY DOCUMENTS IS CHANGED, THE PERMISSION CARD FOR TEMPORARY RESIDENCE IS LOST OR DAMAGED	ISSUANCE (EXTENSION) OF PERMIT FOR PERMANENT RESIDENCE OF FOREIGNERS AND STATELESS PERSONS IN THE TERRITORY OF THE REPUBLIC OF AZERBAIJAN
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OBTAINING A NEW WORK PERMIT IN CASE THE FOREIGNER OR STATELESS PERSON IS TRANSFERRED TO ANOTHER JOB WITHIN THE SAME EMPLOYER	OBTAINING A NEW WORK PERMIT FOR THE FOREIGNER AND A STATELESS PERSON DURING THE REORGANIZATION OF THE LEGAL ENTITY (MERGING, BLENDING, SPLITTING, DEMERGING, TRANSFORMATION)	RE-ISSUANCE OR TERMINATION OF THE WORK PERMIT GRANTED TO THE FOREIGNERS OF STATELESS PERSONS
ONLINE PAYMENT OF THE STATE FEE AND FINES RELATED TO THE MIGRATION FIELD	SEARCH FOR THE PAYMENT OF THE STATE FEE AND FINES RELATED TO THE MIGRATION FIELD	TRACKING APPLICATIONS SENT TO THE STATE MIGRATION SERVICE
ELECTRON REFERENCES	CHECKING OF REGISTRATION INFORMATION UPON PLACE OF STAY OF FOREIGNERS AND STATELESS PERSONS	PROVIDING INFORMATION ON TEMPORARY BAN OF DEPARTURE FROM OR ARRIVAL IN THE REPUBLIC OF AZERBAIJAN OF FOREIGNERS AND STATELESS PERSONS WHO HAVE COMMITTED ADMINISTRATIVE OFFENSES ON CASES OF ADMINISTRATIVE OFFENSES CONSIDERED BY THE STATE MIGRATION SERVICE OF THE REPUBLIC OF AZERBAIJAN
ACQUIRING OF CITIZENSHIP OF THE REPUBLIC OF AZERBAIJAN	RESTORATION OF CITIZENSHIP OF THE REPUBLIC OF AZERBAIJAN	REVOCAION OF CITIZENSHIP OF THE REPUBLIC OF AZERBAIJAN
PROVIDING INFORMATION BY A CITIZEN OF THE REPUBLIC OF AZERBAIJAN WHO ACQUIRED THE CITIZENSHIP OF A FOREIGN STATE	TO DETERMINE CITIZENSHIP OF AZERBAIJAN REPUBLIC	REGISTRATION OF A CANDIDATE TO PARTICIPATE IN THE COMPETITION FOR RECRUITMENT IN THE MIGRATION BODIES
DEREGISTRATION OF A CITIZEN OF THE REPUBLIC OF AZERBAIJAN WHO HAS CHOSEN A PLACE OF RESIDENCE IN ANOTHER COUNTRY	FORECAST INFORMATION ON THE DEMAND FOR FOREIGN LABOR	BOOKING A SLOT FOR ONLINE QUEUE IN ORDER TO USE THE SERVICES PROVIDED BY THE STATE MIGRATION SERVICE OF THE REPUBLIC OF AZERBAIJAN

6. Select either the "Physical person" or "Legal Person" field and enter your TIN number.

Main activity

Type of person *

Physical person

Taxpayer identification number (TIN) *

Name *

Surname *

Patronymic *

Organizational and legal form

Legal address of the employer *

Current address of the employer *

Workplace address *

Date of issue *

Number of employees (total) *

Number of foreign workers *

Type of economic activity *

7. Add the information about the foreigner you wish to recruit in the upcoming year in the blank fields under the "Type of Activity" section, and save it for later editing.

Type of activity

Relevant occupations considered to involve foreign labor *

Demand for additional manpower (total number of persons (Number) *

Justification for attracting foreign labor *

Demand for additional labor force, including foreigners (number) *

Regarding the use of Quota for the current year *

Add

Save Submit

8. In case you have no additions press the **“Confirm”** button.

Nº	Relevant occupations considered to involve foreign labor	The number of employees	Number of foreigners	Regarding the use of quota for the current year	Note	
1	6123 - Fermer, ipəkçilik	3	3	On territories freed from occupation	İpəkçilik	Delete
2	7123 - Banna, xarici suvaq	3	3	Other	Banna	Delete

Save

Submit

9. You can track the status of your application by entering the "Quota Request" section.

APPLICATIONS

[Create new application +](#)

Status: 10 | Not selected | From date: dd.mm.yyyy | Until date: 12.02.2025 | Keyword: Search | Search

Nº	Created time	Type of person	Application status	Notification	Updated date	Other notification	
1	07.02.2025 04:16	Legal person	Draft	---	---		Edit
2	04.03.2022 04:04	Physical person	Draft	---	---		Edit

« 1 »

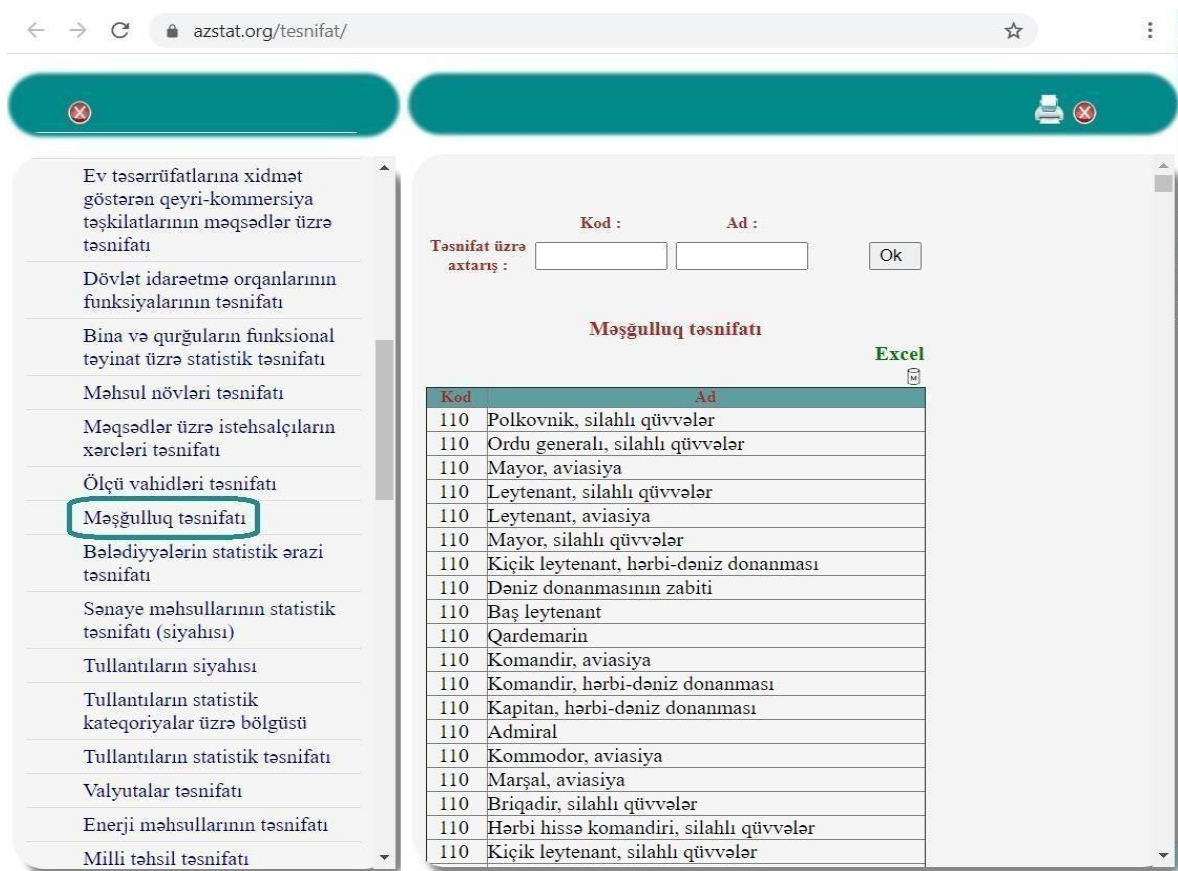
II. Obtaining code of professions according to the Occupational Classification

1. In order to determine the code of professions according to the Occupational Classification, please visit the "Work Permit - Hotline" section on the official website (www.migration.gov.az) of the State Migration Service of the Republic of Azerbaijan and follow the link to the website "www.azstat.org/tesnifat/".

List of occupational classifications (classification code and name of the occupation)

www.azstat.org/tesnifat/

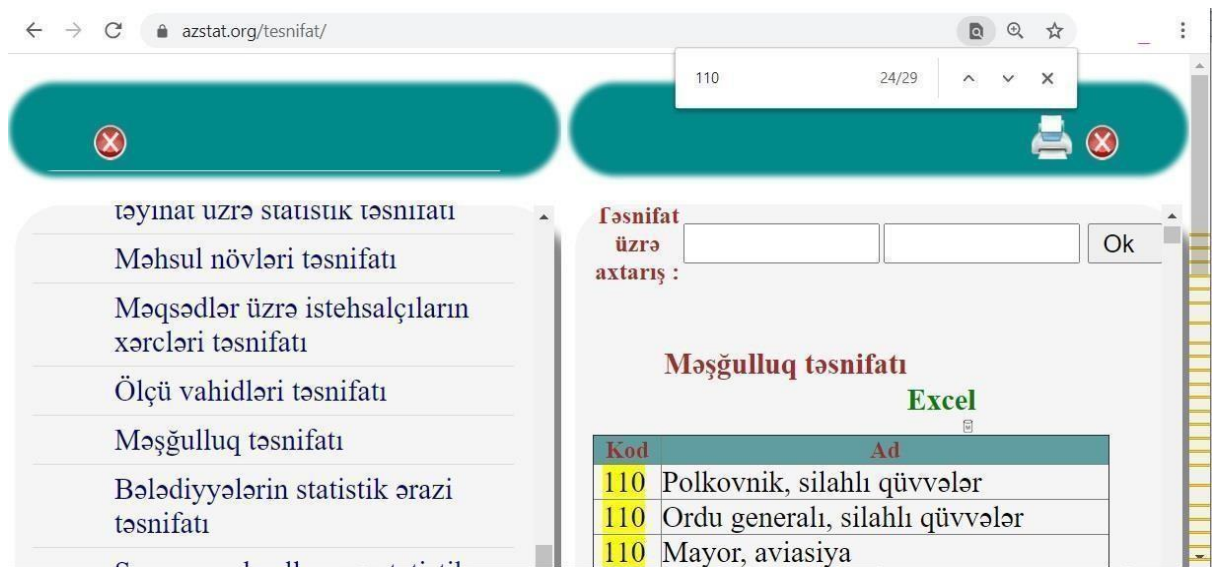
2. Then select the "Occupational Classification" sub-system from the classifications listed.



The screenshot shows the website interface for the Occupational Classification system. The left sidebar contains a list of classification categories, with "Məşgulluq təsnifatı" (Occupational Classification) highlighted. The main content area displays the "Məşgulluq təsnifatı" section, which includes a search form with "Kod" and "Ad" fields, and a table of professions. The table has two columns: "Kod" and "Ad". The table lists various military and aviation ranks and titles, all with a "Kod" of 110. An "Excel" button is visible next to the table.

Kod	Ad
110	Polkovnik, silahlı qüvvələr
110	Ordu generalı, silahlı qüvvələr
110	Mayor, aviasiya
110	Leytenant, silahlı qüvvələr
110	Leytenant, aviasiya
110	Mayor, silahlı qüvvələr
110	Kiçik leytenant, hərbi-dəniz donanması
110	Dəniz donanmasının zabiti
110	Baş leytenant
110	Qardemarin
110	Komandir, aviasiya
110	Komandir, hərbi-dəniz donanması
110	Kapitan, hərbi-dəniz donanması
110	Admiral
110	Kommodor, aviasiya
110	Marşal, aviasiya
110	Briqadir, silahlı qüvvələr
110	Hərbi hissə komandiri, silahlı qüvvələr
110	Kiçik leytenant, silahlı qüvvələr

3. To obtain the code of the desired position, press "Ctrl" and "F" on your keyboard to open the search window, and then type the name of the occupation. After that, by pressing the "Enter" key, you will be able to find the classification code of the profession you are searching for.



4. Only the classification codes and names of occupations listed in the Occupational Classification should be included in the forecast-information regarding the demand for foreign labor.

5. The classification codes and names of occupations mentioned in the forecast-information should match.

III. Final Section:

1. In case of incorrect completion of the quota forecast-information submitted by the employer, it will be returned with the reason for the rejection.
2. Information about the returned requests will be reflected in the "Quota Applications" section.

APPLICATIONS

[Create new application +](#)

Status: 10 | Not selected | From date: dd.mm.yyyy | 12.02.2025 | Keyword: Search

Nº	Created time	Type of person	Application status	Notification	Updated date	Other notification	
1	07.02.2025 04:16	Legal person	Draft	---	---		Edit
2	04.03.2022 04:04	Physical person	Draft	---	---		Edit

- The request must be reconfirmed by entering the "Quota Requests" box and editing the wrongly sent information.

Nº	Relevant occupations considered to involve foreign labor	The number of employees	Number of foreigners	Regarding the use of quota for the current year	Note	
1	6123 - Fermer, ipəkçilik	3	3	On territories freed from occupation	İpəkçilik	Delete
2	7123 - Bəna, xarici suvaq	3	3	Other	Bəna	Delete

Save

Submit