

**Investigative Oversight over the Execution of the Law of the Republic of Azerbaijan on Access to Information**

According to Article 1.3 of the Constitutional Law on the Commissioner for Human Rights (Ombudsman) of the Republic of Azerbaijan, the Ombudsman functions supervises over the execution of duties by the information holding state bodies, municipalities and state officials in accordance with the requirements of the Law of the Republic of Azerbaijan "On access to Information".

If the information request is unlawfully refused to be executed or executed inappropriately, the requester has the right to lodge a complaint with the Ombudsman.

With regard to the complaint about the violation of the right to information, the Ombudsman demands from information holding state authorities, self - governing bodies or an official to overcome the violations.

Information holders are liable for the ensuring the access to information in accordance with the legislation.



**How to apply to the Ombudsman?**

**Website:** [www.ombudsman.az](http://www.ombudsman.az)

**E-Government Portal:** [www.e-gov.az](http://www.e-gov.az)

**Address:** 80 Uzeyir Hajibeyli Street, The Government House, Entrance II, Baku, Azerbaijan.

**E-mails:** [ombudsman@ombudsman.az](mailto:ombudsman@ombudsman.az)  
[apparat@ombudsman.az](mailto:apparat@ombudsman.az)

**Call Center:** 916 or (012) 916

**Tel/Fax:** (+99412) 493 74 22

**Facebook:** [@ombudsman.az](https://www.facebook.com/ombudsman.az)

**Twitter:** [@az\\_ombudsman](https://twitter.com/az_ombudsman)

**Youtube:** [Ombudsman of Azerbaijan](https://www.youtube.com/OmbudsmanofAzerbaijan)

**Instagram:** [ombudsman\\_azerbaijan](https://www.instagram.com/ombudsman_azerbaijan)



**THE COMMISSIONER FOR HUMAN RIGHTS OF THE REPUBLIC OF AZERBAIJAN (OMBUDSMAN)**



**RIGHT OF ACCESS TO INFORMATION OF FOREIGNERS AND STATELESS PERSONS**



According to Article 69 of the Constitution of the Republic of Azerbaijan, foreigners and stateless persons staying in the Republic of Azerbaijan shall enjoy all rights and fulfill all duties equally with citizens of the Republic of Azerbaijan, unless otherwise prescribed by law or international treaty to which the Republic of Azerbaijan is a party.

### Right of Access to Information

Under Article 50 of the Constitution of the Republic of Azerbaijan, everyone is free to legally seek, receive, impart, produce, and disseminate any information.

Article 2 of the Law of the Republic of Azerbaijan on Access to Information reaffirms that any person is entitled to apply directly or via his (her) representative to the information owner and to choose the type and form for obtaining the information.



### What is Information?

Information – any facts, opinions, knowledge, news or other sort of information produced or acquired as a result of any activities, irrespective of the date of production, presentation form and classification.

Depending on the type of access, information is divided into open, which is intended for a wide public audience and restricted information.

### Who are Information Holders?

- State entities and municipalities;
- Legal entities, fulfilling public duties (public legal entities), private legal entities and natural persons, serving in education, health, cultural and social fields by normative legal acts or on a contractual basis.

### What is an obligation of an Information Holder?

An information holder should ensure the enjoyment of everyone of the right to access to its information resources freely, without hindrances, and on an equal basis with others as provided by law.

### What is an Information Request?

Information request - writing or oral application to the information holder to acquire the information.  
Information requester - legal and natural persons applying to acquire the information.

### What information should a written request for information contain?

- Name and last name of the requestor;
- Contact details on the requestor to enable the information holder to execute the request (mail or e-mail address, phone or fax numbers);
- Content of the requested information, or type or name of the document, document details known to the requestor;
- Presentation form of the information.

If the requestor wishes to acquire private information, she/he shall provide his/her identification documents.

### Execution Deadlines of an Information Request

Information request is executed within the shortest period of time, but no later than 7 working days. However, if it is needed additional time for the preparation of the information, the execution deadline may be extended for additional 7 days.

If the information loses its efficiency in this period, the request should be processed immediately or, if impractical, no later than 24 hours.

In cases of convincing threat to life, health or freedom of a person, the information requiring a certain time for search and preparation should be presented within 48 hours (except for holidays and weekends).

