

## 1) Birth Registration

### *Birth Registration of Baby's ID Card (Booklet)*

#### **According to Article 12 of CR (Civil Registration) law:**

The birth of each child in Iran, either his/her parents would be Iranian or foreigner, must be notified to the agent or official of National Organization for Civil Registration; and the birth of Iranian children residing abroad should be notified to the official of Iranian Consulate Affairs in country of residence, if possible; otherwise it should be notified to the nearest consular office or National Organization For Civil Registration (NOCR).

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- The following persons may refer to I.R. of IRAN agencies in abroad or Civil Registration Departments and notify childbirth and obtain identity card (ID Booklet) for the newly born child:

1. Father or paternal grandfather by presentation of identity card (Booklet).
  2. Mother, if her marriage has been legally registered.
  3. Executor, guardian or trustee while presenting the relevant documents.
  4. Official or representative of the institution where the child has been entrusted.
  5. The holder personally who has reached to 18 years old and upper.
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- Necessary Documents

- 1- Original ID card (booklet) of the father and mother
- 2- Birth Certificate issued by the physician or midwife.

3- Bank slip for sum of Rls. 150,000/- paid to Bank Melli Iran, in favour of National Organization for Civil Registration.

4- Presence of one of the parents or paternal grandfather and if the parent's marriage has not been registered, the parents shall jointly notify the birth and sign the relevant documents.

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• **Naming:**

- The child's name shall be selected by the person who notifies the childbirth.

- A simple or compound name, which is commonly considered as one name, can be selected for a child.

- It is prohibited to select names which denigrate Islamic sanctities as well as repulsive and obscene titles, nicknames or unsuitable names with the gender.

- Selection of name concerning religious minorities approved by Constitutional Law shall be subject to their religious culture and language.

- It is mandatory to mention the word "Seyyed or Sadat" to the name of Seyyeds or Sadats whose descendance of the Prophet has been mentioned in ID Card of their father or paternal grandfather.

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• **How to Refer & Obtain ID Card (Booklet)**

In order to obtain ID Card for the newly born child, you may refer to all Civil Registration Departments within office hours and days and if the required documents are complete and you referred to the relevant department before 10 A.M., the ID Card shall be draw up, issued and delivered at the same day

## • **Necessary Recommendations**

- 1- According to the Law (note of article 15 of civil registration law), the deadline for notification of childbirth and obtaining Booklet is maximum 15 days after the birthday.
- 2- Since modification of holder's name is not easily possible after issuance of ID Card, it is required to consider all aspects especially observing Islamic and Iranian Culture as wells as future personally of your child at the time of naming.
- 3- Issuance of ID Card requires drawing up an identification certificate. Considering the importance of the issue, it is essential to ensure from the authenticity of the contents mentioned in the relevant document before signing it.
- 4- At the time of obtaining ID Card, please ensure from the accuracy of the contents.
- 5- Issuance of duplicate ID card (booklet) has legal restriction; so take care and protect your ID card (booklet).
- 6- Insertion of any seal, sign and writing in baby's ID card (booklet) is strictly forbidden (newly issued ID Card).
- 7- Any change in the contents of ID card (booklet), in any way, is strictly forbidden, and the offenders shall be treated in accordance with Law.
- 8- It is forbidden to trust ID Card with any entities and due to any reasons.

## **Definitions & Concepts**

- 1- The children for whom ID Card (Booklet) may be issued:
  - The children whose father is of Iranian National.
  - The children were born in Iran to unknown parents.
  - The children who are born in Iran to foreign parents; on condition that one of parents has been born in Iran.

2- Civil document:

It is an official document in which the individuals' birth is registered and based on which the ID Card is issued.

3- ID Card (Booklet):

It is the identity and nationality document of each Iranian person.