

3) ID Card (Booklet) Replacement

How to replace ID Card (booklet) against Submission of Previous ID Card

ID card (booklet) is replaced in the following cases:

- 1- Replacement of Old Version Identity Cards in execution of NOCR Law
 - A) Against submission of old version identity card
 - B) Without submission of old version identity card
- 2- Replacement of Worn Out New Version Identity Cards
- 3- Replacement of ID Card due to execution of the awards issued by judicial courts, or the decisions made by Dispute Settlement Councils or the verdicts issued by Age Ascertainment or Surname Approvals Commissions.
- 4- Renewal of ID Card when a person reaches to 30 years old for the purpose of replacement of its photo.
- 5- Replacement of ID Card when a person reaches to 15 years old.

- **Competent Persons:**

The following persons may refer to NOCR departments and request for drawing up and signing the application form of ID replacement (Form No. 1) and obtain new identity card.

- 1- Persons aged 18 and over
- 2- Individuals under age 18 by presentation of Growth Award
- 3- Father or paternal grandfather while submitting identity card, for children less than 18 years old
- 4- Mother, as long as she has marital relationship with the child's father while submitting identity card

5- Legal guardian (guardian, trustee, administrator) of minors and incapacitated persons, while submitting the relevant documents in which his/her position has been ascertained.

- **Necessary Documents:**

2) Replacement of Worn Out New Version Identity Card

1- Original identity card

2- Three pieces of 3 x 4 full face front view recent photos (for persons aged 15 years and over)

3- Payment of the relevant fees according the current tariff

4- If the ID Card which is going to be replaced has no photo, it is mandatory to present original and copy of valid documents affixed with photo such as (passport, military service completion or exemption card, driving licence, transcript of grades affixed with the holder's photo for junior high school and above programs, letter of introduction affixed with photo issued by the relevant school for the students who are studying, or identity card affixed with photo for civilian staffs in which their identity particulars has been mentioned). Meanwhile, the original document shall be returned after conformity of the original and copy of the above mentioned valid documents.

- If booklet holder lacks each of the mentioned evidences in Clause 4, he/ she will be introduced to police office (NAJA) in order to verify his/ her photo.

- Civilian staffs or businessmen (holding business licence) may verify the holder's identity through endorsement of the photos.

- **How to Refer:**

- All departments of NOCR are ready to receive the mentioned documents for ID card (booklet) replacement within office days and hours.

Additionally, submission of request for replacing identity card in a place other than issuance place of the ID Card is of no restriction; in this case, after receiving the request and sending to the relevant department (issuance place of the ID Card), the relevant department (issuance place of the ID Card) shall replace and deliver the ID Card to the owner.

- **Necessary Recommendations:**

1. Since ID card (booklet) will be exclusively issued according to the contents of identity documents, please read the contents of the replaced identity card carefully and in case of any contradiction, avoid from its receipt as long as the contradiction has not been removed.
2. The Identity Card (booklet) must be renewed (replaced) when the holder reaches to thirty years old by affixation of newly taken photo at the same year.
3. Since ID Card is considered as the individual's identification certificate, please take care and protect your ID Card in order to protect your rights.
4. It is entirely forbidden Giving or taking ID card (booklet) as a deposit at any condition.

Definitions and Concepts:

1- Guardian:

He/ she is the legal representative of the incapable person who is appointed by competent judicial officials in the absence of natural guardian (father- paternal grandfather) and administrator to do his/ her affairs.

2- Administrator

3- Trustee:

Trustee is a person who is appointed temporarily by competent judicial authorities in order to perform the affairs of incapacitated person as stipulated in law whenever he/she has no natural guardian (father, paternal grandfather) or the guardian is not capable of doing the affairs of the incapacitated who is under his guardianship, due to any reasons.

4- Incapacitated:

The following persons are considered incapacitated:

1- Minors (below 18 years old)

2- Immature persons

3- Lunatics

[Application Form for ID Card \(Booklet\) Replacement](#)

