



## **ID Card Replacement**

ID Card is replaced in the following cases:

- 1- Replacement of Old Version Identity Cards in effect of Personal Status Registration Act
  - 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 verdicts issued by justice administrations, or the decisions made by Conciliation Boards, the verdicts issued by Age Discerning 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.

**The following persons may refer to Personal Status Registration Departments and request and sign ID Card Replacement Certificate (Form No. 1) and obtain new identity card.**

- 1- People aged over 18
- 2- People aged lower 18 having 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 minor 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 expense in accordance with 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 the employees of government departments while mentioning civil particulars). Meanwhile, the original document shall be returned after conformity of the original and copy of the above mentioned valid documents.

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

## **Manner of Refer**

For replacement of ID Card, all State Personal Status Registration Departments may receive the above mentioned documents within office hours and days.

Meanwhile, submission of request for replacing identity card in a place other than issuance place of the ID Card is acceptable; 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 present the ID Card.

## **Necessary Recommendations:**

1- Whereas the identity card is exclusively issued based on the contents of identification certificate; therefore, 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 must be renewed (replaced) when the holder reaches to thirty years old with the holder's photo taken during 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 forbidden to trust ID Card with any entities or accepting others' ID Card as trust under any circumstances.

### **Definitions & Concepts:**

#### **1- Guardian**

Legal representative of the incapacitated person to be appointed by competent judicial authorities if the incapacitated person has no natural guardian (father, paternal grandfather) and trustee in order to perform his/her affairs.

#### **2- Administrator**

#### **3- Trustee**

Trustee is a person 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 (less than 18 years old)
- 2- Immature persons
- 3- Lunatics

### **Suggestions & Criticisms**

In case of any question, criticism or suggestion concerning replacement of identity card or other services rendered by Sate Personal Status Registration Organization, please contact Public Relations Office of this organization.

Public Relations Office:

Tel: (+9821) 66709666 , Fax: (+9821) 66709333