



### **Lost Identity Card Notification**

The following persons may refer to State Personal Status Registration Departments and request for issuance of duplicate identity card (Form No. 2) if their ID Card has been missed or lost.

- 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 (person aged lower 18 years) 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**

- 1- Obtaining Testimony/ Affidavit Form (documentary evidence signed by witnesses) from State Personal Status Registration Departments (Form No. 3)
- 2- Completing the said Affidavit Form and signature attestation of one of the witnesses by notary public.
- 3- Two pieces of 3 x 4 full face front view recent photos while mentioning civil particulars (name, surname, ID Card No., birth date, place of issue) overleaf the photos for the people aged over 15 years
- 4- Original and copy of documents affixed with photo such as (passport, military service completion or exemption card, driving licence, transcript of grades affixed with holder's photo

for junior high school and above programs, letter of introduction affixed with photo issued by the relevant school where the holder is 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.

If the holder has none of the documents mentioned in clause 4, his/her photo is verified through police officers.

5- Original and copy of marriage certificate or divorce bill (as the case may be) and the children's ID Card, if they married; these documents shall be returned after conformity of the original and copy.

6- Banking Slip for sum of RIs. 100,000/- paid to Bank Melli Iran, in favour of State Personal Status Registration Organization.

If the identity card is missed or lost for the second time or more, sum of RIs. 200,000/- must be deposited to relevant bank.

#### **Manner of Refer:**

For issuance of duplicate identity card, all State Personal Status Registration Departments may receive the above mentioned documents within office hours and days.

Meanwhile, submission of request for issuing duplicate identity card in a place other than issuance place of the ID Card is acceptable; in this case, after receiving the request and sending it to the relevant department (issuance place of the ID Card), the ID Card shall be issued, sent and delivered within the specified moratoriums.

#### **Necessary Recommendations:**

1- ID Card is your identity document; please protect it carefully for the purpose of protection of your rights.

2- Please remember the particulars of your ID Card for easier access to your civil records when required.

3- Any alteration or distortion in the ID Card or its misuse is considered as offence and the offender shall be prosecuted.

4- At the time of obtaining ID Card, please ensure from the authenticity of the contents.

5- Issuance of duplicate ID Card has legal restriction; so take care and protect your ID Card.

1- Insertion of any seal, sign and writing in ID Card by any organizations, institutions, governmental institutes and private sectors, except State Personal Status

Registration Organization, marriage and divorce registry office, agencies of Islamic Republic of Iran outside country, Identification Department, International Criminal Police Organization (Interpol), is strictly forbidden and shall be prosecuted.

- 1- It is forbidden to trust ID Card with any entities or taking other's ID Card as trust, under any circumstances.