

4) Issuance of the Lost ID Card (Booklet)

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

- 1- Persons aged over 18
- 2- Persons under 18 years old by presentation of Growth Award
- 3- Father or paternal grandfather while submitting identity card, for children under 18 years old
- 4- Mother, as long as she has marital relationship with the child's father (person aged lower 18 years) while submitting her 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:

- 1- Obtaining Affidavit Form from the related page on the website of NOCR departments.
- 2- Completing the said Affidavit Form.
- 3- Two pieces of 3 x 4 full face front view recent photos with details on the back : (name, surname, ID Card No., birth date, place of issue) , for the persons 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 civilian staffs including their identity 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- Bank Slip for sum of Rls. 200,000/- paid to Bank Melli Iran, in favour of National Organization for Civil Registration.

* If the identity card (booklet) has been missed or lost for the second time or third time, respectively, sum of Rls. 400,000/- or Rls. 1,000,000/- must be deposited to relevant bank account.

How to Refer:

To issue duplicate ID card (booklet) , all departments of NOCR are ready to receive the mentioned documents during office hours and days, and are bound to issue duplicate ID card (booklet) and deliver it within the due time regardless of the issuance place of the ID card (booklet).

Necessary Recommendations

- 1- ID card (booklet) is document of your identity, so it is necessary to keep it safe carefully in order to protect your rights.
- 2- Please remember your national identification number for easier access to your civil records when required.
- 3- Any modification and distortion in the ID Card (booklet) or its misuse is considered as offence and the offender shall be prosecuted.
- 4- At the time of obtaining ID Card (booklet), please ensure from the authenticity of the contents.
- 5- Issuance of duplicate ID Card (booklet) has legal restriction; so take care and protect your ID Card.
- 6- Insertion of any seal, sign and writing in ID Card (booklet) by any organizations, institutions, governmental institutes and private sectors, except National Organization for Civil Registration, marriage and divorce registry offices, diplomatic missions of the Islamic Republic of Iran outside country, Identification Department, International Criminal Police Organization (Interpol) and Department General of Elections, is strictly forbidden and shall be prosecuted.
- 7-It is forbidden to trust ID Card (booklet) with any entities or taking other's ID Card as trust, under any circumstances.



Application form for issuance of duplicate ID card (booklet)