

# HOW TO ISSUE IRAQI GOVERNMENT DOCUMENTATION

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# Introduction

Heartland Alliance, an international organization, works to attain justice for every citizen, regardless of their sex, race, nationality, origin, color, religion, sect, beliefs, or financial or social status. It does so through legal protection programs which guarantee the rights of every prisoner and detainee in order to attain justice and prevent human rights violations. Heartland Alliance provides local attorneys trained on legal representation, government procedures, and the provision of legal consultations. All legal services are free and include:

## Official Documents

- Civil Status Card (Jensiya)
- Iraqi Nationality Certificate
- Other identification documents

## Individual Petitions:

- Petition to prove marriage
- Petition to prove relatedness
- Divorce petitions and petitions for certifying divorces from abroad
- Petition to prove the status of a missing person
- Petition to prove the death of a missing person

## Issuing of Documents:

- Death Certificate
- Inheritance documents
- Birth Certificate
- Custody / Guardianship documents
- Court order granting fiduciary power of attorney in cases where a relative is missing or incarcerated

Certifying the authenticity of official documentation obtained from government departments and the courts.

- All services are free of charge.
- All information will be used for the benefit of the beneficiary only, will be kept confidential, and will not be shared with any entity that does not have a right to the information.
- The consent of the beneficiary is required in order for referrals to be made to other organizations or the purpose of obtaining services from those organizations.

# Chapter One

## **Unified National ID Card**

The Unified National ID card is an official document issued in accordance with the provisions of the Unified National ID Card Law III, 2016. It records household information. It functions as an alternative to the Civil Status Card, the Nationality Certificate, and the Residency Card. The Unified National ID card is issued by the Directorate of Citizenship and Passports in the Ministry of Interior. In order to obtain the Unified National ID card, follow these steps:

1. Download the form from the Ministry of Interior's website. Fill out the household's information. Persons who are 18 years or older can submit a separate form of their own.
2. After filling out the form, an appointment is automatically scheduled for processing at the relevant directorate.
3. Submit the a printed copy of the form at the appointment. Household information will be updated and a Unified National ID card is issued within one day.

## **Civil Status Card (Jensiya)**

Each citizen, in accordance with the law, has the right to a Civil Status Card; a very important document that citizens need for most procedures. It is issued to persons born of an Iraqi father or mother. In order to obtain the Civil Status Card, follow these steps:

1. Fill out the "Civil Status Card" request form at the local Civil Status Directorate office that the the family is registered at.
2. Attach the following documents: Residency Card, support letter from the local City Council of the area in which the applicant resides, and two personal photos.
3. The laminated Civil Status Card will be delivered by the Civil Status Directorate upon receipt of 1,250 Iraqi Dinars.
4. The government fees are 1,250 Iraqi Dinars for the Civil Status Card + 250 Iraqi Dinars for the form = 1500 Iraqi Dinars.
5. The ID will be issued within one day if all required documents are provided.
6. The same steps are to be followed when reissuing, renewing, or replacing a lost or damaged Civil Status Card.
7. Please note: For children, the Birth Certificate is sent from the office that oversees births to the Civil Status Directorate via certified mail.

## **Transferring Civil Status Registration from the Wife's Civil Status Directorate Office to the Husband's Civil Status Directorate Office**

Please note: This process can also be done in the reverse, meaning that the husband's registration can be transferred to the wife's Civil Status Directorate office. This is an important step that happens after marriage. You must first identify the local Civil Status Directorate office at which the husband or wife is registered.

Required documentation:

1. Confirmation letter from the City Council affirming that the wife resides within the same area as the husband. It should be addressed to the husband's Civil Status Directorate office.
  2. Original marriage certificate, a copy of the original marriage certificate, or a record authenticating a marriage abroad sent by mail directly from the court to the husband's Civil Status Directorate office. (In some cases, marriage certificates may take months to arrive via certified mail).
  3. Four personal photos of the wife.
  4. Copy and original of the Civil Status cards of both the husband and the wife.
  5. Copy and original of the Nationality Certificates of both the husband and the wife.
  6. Copy and original of the Residency Cards of both the husband and the wife.
  7. Letter from the wife's Civil Status Directorate office stating that it holds no objection to the transferring of the wife's record to the husband's Civil Status Directorate.
- The process takes four days, excluding the time needed for the marriage certificate to reach the Civil Affairs Directorate from the Court.
  - The official fees are 3,000 Iraqi Dinars for lamination of both IDs after they are issued + 500 Iraqi Dinars for the form = 3,500 Iraqi Dinars.

The following steps should be taken by the husband:

- Fill out the form requesting that his wife be included in his record.
- Submit the form to the Civil Status Directorate office at which the wife is registered.
- Return to the Civil Status Directorate office at which he is registered and request that his wife be added to his record and that a new Civil Status Card be issued to her.

After submitting the documents above, the wife will be added to the husband's record and new Civil Status Cards are issued.

Layla did not know that she could follow up with the Civil Status Directorate in order to issue an ID for her newborn son until her cousin, a lawyer, told her about it and explained the steps that must be followed. She was then able to obtain an ID for her son within a day.

## **Unifying A Qayd Zawjiya**

In some cases a husband may live in, and possess a Residency Card from, one governorate while being registered with the Civil Status Directorate office of another. The wife can be in a similar situation. In such cases, the husband and wife have the right to transfer their Family Book from the governorate in which they are registered to the governorate in which they possess Residency Cards. Follow these steps:

1. Go to either the Civil Status Directorate with geographic jurisdiction over the area where the husband or wife reside based on their Residency Card or the Civil Status Directorate where the wife is registered.
  2. Submit a request to unify the Family Book.
  3. The husband and wife must provide a letter from the respective Civil Status Directorates in which they are registered stating no opposition to the transfer of registration. This must be submitted to the directorate offices where they are registered.
  4. The approval will be issued by the manager of the Directorate office after the required documents are submitted.
  5. Submit the records to the relevant Civil Status Directorate and obtain new Civil Status Cards.
- The process takes a total of four days, excluding the time needed for the marriage certificate to reach the Civil Status Directorate from the Court.
  - The official fee is 1,000 Iraqi Dinars.

Please note: This right is equally granted to the wife and is not limited to the husband alone.

## **Iraqi Nationality Certificate**

The Nationality Certificate is a document that proves the citizenship of an Iraqi citizen and is issued by the Directorate of Nationality and Travel of the Ministry of Interior in accordance with The Nationality Law 26, 2006.

In order to obtain this certificate, you must go to the Directorate of Nationality. You must go yourself as the use of a legal representative or proxy is not possible. This is also required for newborn children.

Required documentation:

1. "Request for Nationality Certificate" form. This costs 250 Iraqi Dinars.
  2. Father's Nationality Certificate. Where the father's Nationality Certificate is unavailable or damaged, the applicant must provide the Nationality Certificate of the mother, brother, biological grandfather, or uncle. If these documents are all unavailable, the applicant should provide a copy of the family's Qayd 1957.
  3. Residency Card.
  4. Two recent personal photographs of the citizen applicant.
- The process takes one day.
  - The official costs are 250 Iraqi Dinars for the form + 1,750 Iraqi Dinars for the issuance of the certificate = 2,000 Iraqi Dinars.

Select a directorate based on the geographical location on the applicant's Residency Card. The relevant government directorates are:

- Nationality Certificate Directorate / Baghdad / Al-Rusafa / General Directorate – Karadah Dakhil, near the Sayyed Idris shrine.
- Nationality Certificate Directorate / Baghdad/ Al-Rusafa / Waziriya – Maghreb St.
- Nationality Certificate Directorate / Baghdad/ Al-Rusafa/ Sadr City.
- Nationality Certificate Directorate / Baghdad/ Al-Karakh / Al-Mansour.
- Nationality Certificate Directorate / Baghdad/ Al-Karakh / Al-Mahmoudiya.
- For the other governorates, the relevant directorate is the Nationality Directorate of that governorate or the General Nationality Directorate - Al-Karadah Dakhil, near the Sayyed Idris shrine.

Note that certain situations may require the applicant to travel between governorates, such as in cases where the Iraqi citizenship of returnees was revoked **or** where individuals lack evidentiary documents proving that they are Iraqi. This requires travel to Baghdad in order to obtain the required evidentiary documentation from the General Directorate on Al-Rashid Street.

Note that citizenship is granted to any child born of an Iraqi mother, just as it is given to any child born of an Iraqi father (Article 3 of Citizenship Law 26, 2006).

When Suad felt that her son Ali needed a Nationality Certificate in order to enroll him in school, she gathered the required documentation and went to the Rusafa Directorate in Waziria / Maghrab Street, filled out the form, and obtained the certificate for her son Ali.

## **Passport**

A passport is a document issued by the government and granted to Iraqis seeking to travel abroad. A passport is issued for a limited time period, after which it must be renewed. This can also be done at Iraqi embassies abroad. The required documents for obtaining a passport are as follows:

1. "Passport Issuance Request" form (obtained from the Passports and Nationality Office in Baghdad and the governorates. This form can be filled out online).
2. Nationality Certificate (original and color copy)
3. Civil Status Card (original and colored color copy)
4. Residency Card (original and colored color copy)
5. A letter of support from the City Council of the area in which the applicant was displaced or a letter from the Immigration and Displaced Ministry confirming displacement.

6. An certified check of 25,000 Iraqi Dinar from a governmental bank made out to the Nationality and Travel Directorate (مديرية السفر والجنسية)
  7. Two personal photos
- It takes about one week to issue a passport, according to the availability of passports and demand at the Passport Office.

The relevant government directorates are:

- The General Nationality and Travel Directorate office to the applicant's area of residence. Passports can be picked up at the General Directorate of Passports in Al-Karadah.
- As for other governorates, passports are issued as per the regulations to the governorate.

A woman can apply for a passport by herself by following the above steps without involving her husband, father, or brother. However, her father, brother, or husband must attend the Passport Directorate with her, fill out the form, and provide an electronic fingerprint. If she does not have such a family member, her mother can attend. If the mother is not alive, the applicant can attend on her own. This does not apply to widows, divorcees, or women 45 years old and above.

## **Ration Card**

The Ration Card is issued by the Ministry of Trade and distributed to citizens by foodstuffs agents across the country. Each family has the right to the ration card through which they can acquire monthly rations.

### **Applying For A Ration Card**

To obtain a ration card, go to the ration center within the geographical area of the family and submit the following documents:

1. Civil Status Cards for all family members (original and copy).
  2. Residency Card or a letter from the City Council confirming the address of the family for all family members including copies.
  3. A support letter from the Residency Office for refugee applicants.
- The ration card for individuals and families is issued without any fees.
  - The time needed for issuance, whether in Baghdad or the Governorates, is one month from the date that a request was made.

### **Separating Ration Cards**

Ration Cards may need to be separated in cases where a family member gets married, is taken into the custody / guardianship of another individual, or gets divorced. The following documents are required:

1. Ration card separation form (Obtained at price of 2,000 Iraqi Dinars from a ration center)
2. Originals and copies of the Civil Status Cards of the individuals being separated.
3. Copy of the ration card of the family which the head of the household wishes the applicant to be separated from.

4. Confirmation of address from the City Council.
5. For refugee applicants, a support letter from the Residency Office.
6. Certified copy of the marriage contract or decision, divorce decision, or custody decision.

Relevant directorates:

- The ration center where the family is registered
- Ministry of Trade / Computer Branch
- Baghdad / Al-Rusafa/ Al-Karada - near al-Mishin complex (for the issuance of cards).

## **Ration Card Transfer**

Transfer of a ration card occurs within a governorate or between two governorates. The required documents are:

1. The ration card transfer form, available at a ration center.
2. Originals and copies of the Civil Status Cards of all members of the household.
3. Letter of support from the City Council.
4. Copy of the family's Ration Card.

## **Adding Children to the Ration Card**

The required documents are:

1. The "Adding Children" form (Obtained at price of 2,000 Iraqi Dinars at the ration center).
2. The child's Civil Status Card (original and copy).
3. The family's Ration Card (original and copy).

If the child that to be added is older than 1, a letter confirming the authenticity of the Civil Status Card is required upon receipt of a request letter from the ration center.

## **Reactivating a Void Ration Card**

Family ration cards are void when they are not been picked up from the ration center within the time frame determined by the Ministry of Trade, which is usually within the first few months of each year.

The following documents are required to reactivate the ration card:

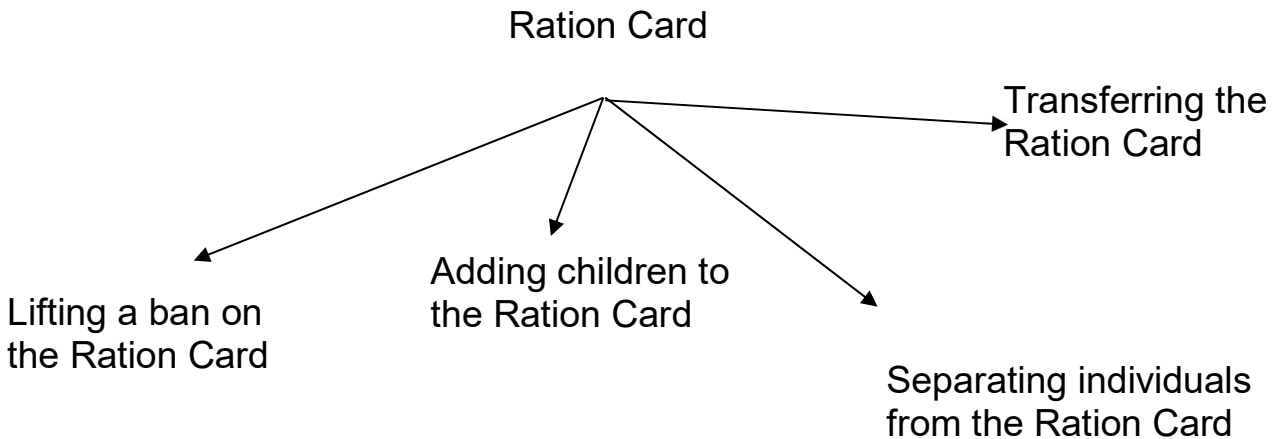
1. An original or copy of the previous / old ration card.
2. Civil Status Cards for all family members whose names are listed in the card (original and copy).
3. Letter of support from the City Council.
4. A form requesting that a ration card be reactivated (Obtained from offices close to the ration center).

The process is as follows:

1. Head of household receives a letter from the Ration Center authorizing the reactivation of the ration card.
2. He submits this letter to the Accounting Branch of the Ministry of Trade.



3. He receives a report containing all the information relating to the Ration Card and an approval for the reactivation of the card.
4. He submits this report to the ration center.
5. The Ration Center provides him with a temporary replacement card. A new ration card is issued after two months



A ration card can be issued in a woman's name if her husband is deceased or if she is divorced and is the family's sole provider.

### **Residency Card**

The residency card indicates the address of the family and contains information related to the house, street, and district. The required documents for obtaining a Residency Card are as follows:

1. Where a new Residency Card is being requested, a letter of support from the City Council or *Mukhtar* (mayor) addressed to the Central Information Bureau is necessary. Where an Address Card is being renewed, this letter should be addressed to the Information Bureau in the area of residency .
2. Family Ration Card (original and copy).
3. Civil Status Cards for all members of the household (original and copy).
4. Nationality Certificates for all members of the household (original and copy).
5. A "Residency Card Request" form, which can be obtained at the Information Bureau.

- This process takes 2 days.
- The cost is 500 Iraqi Dinars for the card and 2,000 Iraqi Dinars for the form, for a total of 2500 Iraqi Dinars.

## Chapter Three

### **Birth Certificate (Birth Confirmation)**

The birth certificate is a document issued by official authorities containing complete information about the time and place of birth. The birth certificate is the document on the basis of which a newborn's Civil Status Card is issued.

The process is as follows:

1. The father receives a pink copy of the birth certificate from the hospital ten days after the occurrence of the birth upon submission of the following documents:
  - a. Civil Status Card of both parents (original and copy)
  - b. Marriage certificate (original and copy)
  - c. The relevant employee fills out a form containing information about the family.
2. The father goes to the Office of Births and Deaths associated with the hospital and submits the pink copy of the birth certificate along with the documents mentioned above.
3. The authorities stamp and date the pink copy, after comparing it with the original white copy of the birth certificate, and return it to the father.
4. The original white copy of the birth certificate is sent to the Civil Status Directorate via certified mail within 2 to 5 months.

### **Birth Record**

A Birth Record is a document issued by a court proving that a birth took place.

The required documents for obtaining a Birth Record are as follows:

1. 'Birth Record Request' form submitted by the parents (obtained from the relevant Personal Status Court)
2. Civil Status Card of both parents (original and copy).
3. Parents' marriage certificate.

The process is as follows:

1. The Civil Status Directorate of the father's city of residence stamps the 'Birth Record Request' form, affirming that the father has not previously requested birth records for the child(ren) and thus has not previously registered them.
2. The father receives an official letter from the court addressed to the Age Assessment Committee of the Ministry of Health.

3. The father receives a letter 20 days afterwards containing the age of the child and submits it to the court.
  4. The birth record is issued within two days of all documents being submitted and the completion of all legal procedures. The record is sent via certified mail to the Health Directorate, either in Karakh or Rusafa in Baghdad, in accordance with the family's address. If the family resides in another governorate, the birth record is sent to the governorate Health Directorate where the birth is registered.
  5. The birth record is then sent from the Health Directorate to the Office of Births and Deaths closest to the family's address via certified mail.
  6. Finally, the birth record is sent to the Civil Status Directorate office of the father's city of residence via certified mail within 2 to 5 months.
- The legal fees for issuing a birth record are 5,000 Iraqi Dinars + 3,000 Iraqi Dinars for certification.

# Chapter Four

## **Returnee Registration**

### **Registering Internally Displaced Persons (IDPs)**

The required documents for registering as an IDP are as follows:

1. The head of household's Civil Status Card
2. The head of household's Civil Status Card Residency Card
3. The head of household's Nationality Certificate
4. A letter confirming residency or displacement from the area to which the head of household was displaced
5. Any official document issued from the area of displacement.

Application procedure:

Submit the above mentioned documents to the National Center for Registering Displaced Persons or to any of the governorate branches of the Ministry of Immigration.

The relevant government departments are as follows:

- The local councils in the areas of internal displacement
- The National Center for Registering IDPs or the governorate branches of the Ministry of Immigration

### **Registering Internally Displaced Persons IDPs Who Have Returned (Returnees)**

The required documents for registering that you, an IDP, have returned, are as follows:

1. The head of household's Civil Status Card
2. The head of household's Civil Status Card Residency Card
3. The head of household's Nationality Certificate
4. A letter confirming that the internal displacement file has been closed (for IDPs)
5. Letter of support from the Local Council in the area that the family has returned to that includes a picture of the head of household

Application procedure:

Submit the above mentioned documents to the National Center for Returnee Registration or to any of the governorate branches of the Ministry of Immigration.

The relevant government departments are as follows:

- The local councils in the areas of internal displacement
- The National Center for Returnee Registration or the governorate branches of the Ministry of Immigration

Time period: 1 to 3 months

## **Registering Refugees Who Have Returned (Returnees)**

The required documents for registering that you, a refugee, have returned, are as follows. This applies to refugees who left Iraq before 2003 or who left Iraq after the sectarian violence of 2006.

1. Head of household's passport (submit all passports if there is more than one)
2. Head of household's Residency Card
3. Civil Status Cards for all members of the household.
4. Head of household's Nationality Certificate
5. Residence permit in the country of refuge, if one exists.
6. A support letter from the City Council containing a picture of the head of household

Application procedure:

Submit the above mentioned documents to the National Center for Returnee Registration or to any of the governorate branches of the Ministry of Immigration.

The relevant government departments are as follows:

- The City Council in the area where the returnee lives
- The National Center for Returnee Registration
- The governorate branches of the Ministry of Immigration

Time period: 1 to 3 months, depending on the availability of the necessary documents.