

# Q & A Birth Registration Procedure

Beirut, 05 December 2012



## Birth Registration Procedure for Children Born in Lebanon of Syrian Parents

### Step 1 – The Birth Notification Document

- This document is provided by the authorized doctor/ midwife on the birth of your child. You can get assistance with hospital fees for the delivery through UNHCR.
- You will need the birth notification document in order to register the birth of your child.
- This document is also necessary for your child to sign-up with UNHCR.



*You will need the birth notification document to register the birth of your child*

### Step 2 – The Birth Certificate from the Mokhtar

- Within one year of the birth of your child either you or your spouse will need to visit a local mokhtar for a birth certificate.
- You will need to present the following documents: (1) the birth notification document; (2) the identity documents of you and your spouse (either the family booklet – or the family extract - or valid passports or ID cards and the marriage certificate). The mokhtar should not need to see a return coupon or other proof of valid stay.
- The mokhtar will fill out the birth certificate and will require it to be signed by two witnesses and a parent. The certificate will also be sent to the doctor/ midwife who attended the birth for their signature. The mokhtar will then sign and stamp the birth certificate. The fee for finalizing the birth certificate will vary. Some mokhtars will not charge you while others may ask for 20,000LBP or more.

## Step 3 – Registering with the Department for Foreigners at the Personal Status Department

- After visiting the mokhtar and within one year of the birth, you or your spouse should visit the Personal Status Department in the mohafazat where the child was born.
- You must take the following documents with you: (1) the birth certificate stamped by the mokhtar; (2) the identity documents of you and your spouse (either the family booklet – or the family extract stamped by the Ministries of Foreign Affairs in Lebanon and in Syria – or valid passports and your marriage certificate); and (3) evidence of valid stay such as a return coupon.
- The Department for Foreigners will charge 1,000LBP x 4 for the stamps required for the birth certificate (an additional 1,000LBP after 30 days) and 1,000LBP to certify each copy of documents provided.
- The birth certificate will be stamped and the birth registered in the Foreigners Register.

## Step 4 – Registering the Birth in Syria

- When the time comes for voluntary return to Syria you will need to do the following: (1) visit the Ministry of Foreign Affairs in Lebanon to have the birth certificate stamped (1,000LBP); and (2) approach the Syrian Embassy with the birth certificate and your identity documents.