

In the Name of  
**GOD**  
The Compassionate, the Merciful



Personal Status Registration Organization

**P**ersonal  
**S**tatus  
**R**egistration  
**O**rganization





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## Introduction



# Chapter 1



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## Introduction to Personal Status Registration Organization

- History of Personal Status Registration Organization in Iran
- Duties of Personal Status Registration Organization
- Legal Regulations
- Personal Status Registration Organization Outlook
- Activities & Plans
- Organizational Structure of Personal Status Registration Organization
- Supreme Council of Personal Status Registration Organization
- Vital Events Declaration Network
- Civil Status Registry
- Registration of Address in the Country



### History of personal status registration organization in Iran

Following social and political changes in recent years in order to provide citizenship services such as health, education, welfare ...services; the renovation and reconstruction of the complicated administrative and bureaucratic structures of countries became a must; however, planning and providing those demands, in turn, required identification and registration of identities of the subject of countries in order to provide those services. History of an integrated personal status registration in world goes back to 19th century. In Iran, after passing personal status registration law in 1916, finally, on December 24, 1918, based on approval number 1167 of the Council of ministers, the first identity card and birth certificate was issued in the name of (Mrs.) Fatemeh Irani and birth certificates were distributed by people in Tehran city by municipality officers eventually. Later, through the Law of June 14, 1925 of the parliament, offices were developed under supervision of the ministry of the interior as "Statistics and Civil Status " in other cities of the country, gradually, to register the four main vital events and issue birth certificates (Shenasnameh). In 1939, "Census" was added to the duties of the department and in 1941, the name of the department was changed to "State Personal Status Registration Organization". Based on the necessities that came forward by Islamic Revolution, the Islamic Legislative Assembly made some revisions and amendments in the said Law in 1984 as they have become criteria of action and practice since then.

In recent years, by development of information and communication technology and government's attention to that opportunity to provide electronic services to citizens, the law pertaining to requiring allocation of national ID number and postal code was approved by the Islamic Legislative Assembly and by that mean, establishing information structure of the Electronic government was assigned to personal status registration organization. Therefore, the organization established population database, allocated unique national ID. Numbers to people issued national ID. cards for qualified people and established online communication network with governmental systems; that led to establishing modern civil status registration system, making fast responds to people, manage vital events of citizens, present demographic reports and form the concept of "Electronic identity" as one of the most important substructure of E. government.

With respect to the arrangement made by State Personal Status Organization for registering vital events and recognizing the identities of subjects of the country, not only ground is made for receiving citizenship rights by all people in the society, but also by providing statistics demands and establishing human data grounds, the government of Islamic Republic of Iran receives assistance in making policies and executing various social, economic and administrative plans.



## Duties of State Personal Status Registration Organization

According to article 1, the duties of State Personal Status Registration Organization are as follows:

- A. Registration of birth and issuance of Identity Card
- B. Registration of death event and issuance of Death Certificate
- C. Replacement of identity card
- D. Registration of marriage and divorce and any changes
- E. Registration of birth and death of foreign nationals and issuance of the relevant certificates
- F. Preparing general minute books and surname
- G. Collection and preparation of human statistics throughout the country and its publication
- H. Other duties entrusted to the Organization in accordance with Law

**Other laws of the country have set duties for personal status registration organization, the most important of them are:**

- A. To declare particulars of boys who are subject of military service
- B. To establish demographic database
- C. Allocation of national ID. number to all subjects of the country
- D. To issue national IDs and subsequently, national intelligent IDs
- E. To announce children in school age
- F. To cooperate with officials that hold elections such as ministry of the interior, guardian council of the constitution in election (leadership elites parliament, president, Islamic legislative assembly, Islamic councils of cities and villages).

### Legal Provisions:

The executive by-laws are prepared by ministry of the interior and justice ministry, jointly, and are sent to be approved by the council of ministers. Along it, the supreme council for civil status registration approves the executive instructions and civil status registration procedures. In addition, in the Civil Code of Iran, the subject of civil status registration and documents is discussed and some parts of that law relate to personal status registration office.

The penal regulations of civil status registry are passed by Islamic legislative assembly and expediency council and in the Islamic Punishment law, the penal executive measures are predicted in case of breaching civil status registration law. According to the Iranian law, the unity in procedures of State Supreme Court and Administrative Justice Tribunals, within their range of qualification, is indispensable for governmental systems including state personal status registration organization.

### Perspective of Personal Status Registration Organization

In the Islamic Republic of Iran, in order to achieve long term goals of the Islamic revolution and overall development of the country, by approval of the grand leader, the perspective of Iran in horizon 2025 was developed; thus, in this approach, the personal status registration organization in 2025 will be an organization with following quality:

“Learner, effective, systematic, change-acceptance for providing comprehensive electronic services in the substructures of E. government, by establishing database for identification of Iranians and update release of statistics of demographic changes and gaining first rank in the region.”



### Activities & Plans:

The one-year activities and plans of the personal status registration organization as manifested through memos of understanding concluded with the staff and provincial scopes to achieve the perspective of organization in 2025 by macro, long term and strategic plans are assessed as follows:

#### Macro and strategic goals:

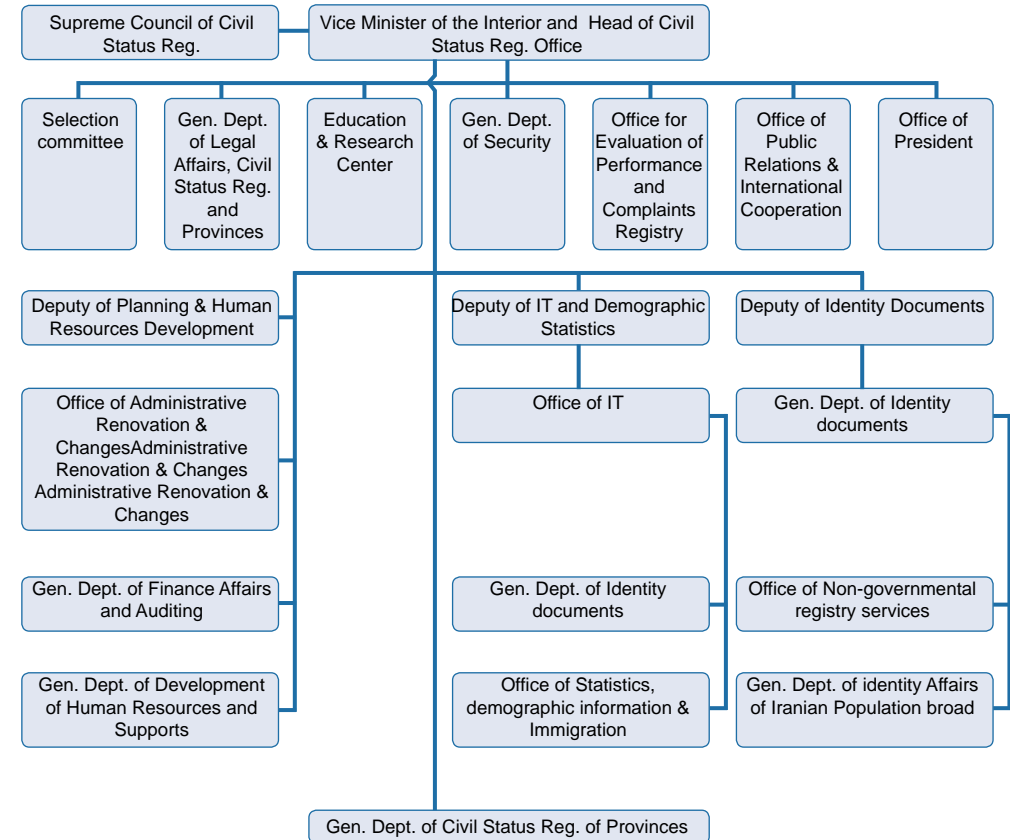
1. To increase the efficiency and promote productivity of the organization
2. To promote quality and quantity of service provisions constantly
3. To establish electronic organization
4. To produce and release demographic statistics and information of Iranian
5. To establish the comprehensive system of Iranians identifications.
6. To ascertain the authenticity of identity documents and papers
7. To organize vital events registry and immigration in the country
8. To make public knowledge sensitive and improve it
9. To correct budgeting system of organization by taking the approach of definition and provision of necessary resources.



## Organizational Structure of Personal Status Registration Organization

State personal status registration organization is legally an independent organization and works under supervision ministry the interior. In internal organization term, it has a central headquarters with three scopes including deputies of identity documents, information and population statistics technology, management and development of human resources planning and 16 general departments, offices and center that have the duty of policy making, coordination and supervision on activities. There are 31 general departments in the provinces that their duties consist of coordination and supervision on executive operations of 1004 offices in the cities, districts, branches, large cities and representatives across the country. Along the duties and specific authorizations of head of organization, in order to make convergence and facilitate policy making and executive operations, there exists supreme council of civil status registration that performs its duties of studying and suggesting systems correction and technical methods, approval and issuance of new instructions and regulations, correction of forms, documents.... In the meantime, in case when plans and projects of the organization have national aspects, those plans take executive aspects by suggestion of the ministry of interior and approval at the council of ministers or Islamic legislative assembly.

There are 4977 permanent (full time) employee in headquarters and line; 3850 of them are male (77%) and 1127 of them are female (23%).



## Supreme Council of Personal Status Registration

To study and suggest technical and statistical methods and state opinions on correction or changes in identity and statistical forms, their collection and release, development of procedures, technical methods for civil status registry, collection of annulled documents, draw up, maintain and protect identity documents and papers, a council is established at the personal status registration organization's center, called supreme council of civil status registration council, consisting of following members:

- A. Head of personal status registration organization or his substitute
- B. A professor from law faculty as appointed by chancellor of Tehran University
- C. Representative of statistics centre of Iran
- D. A judge appointed by minister of justice
- E. An experienced and knowledgeable staff from civil status registration organization.

The head of organization or his substitute will be the head of council. There legal, civil status, statistics and informatics specialized committees at the supermen council of civil status registration; made of experienced mangers and experts of organization.

## Vital Events Declaration Network

Although based on civil status registration law, citizens who become aware of birth or decease of their relatives should refer to the registration department to report as such and have it registered, due to accessibility restriction in some rural and tribal regions to personal status registration office, it is not possible for all individuals to appear in person for registry of the event in the legal deadline; therefore, to remove that problem, personal status registration office, along with encouraging people to refer to personal status registration office in person and have the events registered in the settled date, has also provided some approaches for the registry of events for those people who have difficulty in appearing in person. One of those approaches is establishment of the network for the declaration of vital events registry by participation of



executive agents of governmental systems in villages and tribal zones such as health houses, district governors, teachers, post offices rural and tribal cooperative association and in zones with no such representatives, the local trusted people will do the task. In addition to being obliged to inform certain civil status departments on any birth or death events within maximum 3 days, by using their ideas, the personal status registration organizations are assisted with registration that is more useful. Presently, this network consists of 53 thousand representatives across the country and works as executive arm of personal status registration departments in informing and reflecting the events. Based on those reports, the civil status registration departments send mobile teams in district shift plans to refer to the relevant zones and register vital events.

## Civil Status Registry

Civil status registry including birth, death, marriage and divorce is one of the major activities of Personal Status Registration Organization, and other activities rendered by the organization (including establishment and updating demographic database [data center] as well as production and release of demographic and population statistic and information are associated to it. This part of Organization's activities determines the identity-nationality system of the territory subjects as well as provider of statistics and human information demands of a country so far that the basis of receiving services and benefiting from citizenship rights [via identity documents], state planning and long term policy making, development and changes of various administrative parts of the country are strongly depended on it. In other word, personal status is a reliable index for demographic status of each country and its social change and development which is exclusively possible through on time registry of these events. The issues such as growth rate (birth, death, marriage and divorce), population age pyramid, reasons of death rate, geographical, local and age dispersion of population and ...are considered as essential indices for major policymaking of the country in the area of health, education and welfare that is gained through on time registry of these fourfold events. Moreover, the information resulting from civil status registry is the base for establishment and updating demographic database (data center)

of the country which is the information infrastructure of electronic government. Nonetheless, despite the vastness and geographic largeness of the country, and the legal deadline considered for birth registration in less than 15 days and death in less than 10 days, Personal Status Registration Organization tries to perform this important and basic duty in the best possible manner and its records in this respect have been satisfactory. In other word, considering the emphasis made by the legislator to register civil status events within the legal deadlines, the residence of nearly 40% of population in rural and tribal zones and unsuitable access to the personal status registration offices, the importance and criticality of the issue could be seen. Therefore, the organization has mobilized its resources and facilities as much as possible (such as dispatching mobile groups to far reach regions, establishment of branches in hospitals and cemeteries and using potentials of other legal institutes and natural persons in villages and tribal zones such as teachers, health care personnel, district governors, Islamic councils and local trusted citizen) in its efforts of desirable and constant registry of the civil status and fulfilling its duties in the best quality. According to the statistics, the process of indexes in 1389 (3/2010-3/2011) has enjoyed positive growth.

Event \ Year	2009		2010		Total changes percent	Total changes percent
	Total	Legal Deadline	Total	legal Deadline		
Birth	1348546	1174158	1373420	1239188	1.84	+5.53
Death	393514	293979	433508	312373	+ 10.19%	+6.2
Marriage	890208		974876		+9.5%	-
Divorce	125747		136081		+ 8.21%	-

For protection of individuals> privacy and maintaining their spiritual tranquility, based on Personal Status Registration Organization Act, no one shall be entitled to disclose the information



mentioned in documents of personal status and demographic data center unless otherwise he/she has legal order. Therefore, the information is protected and beyond the availability of unauthorized persons and the disclosure of identity documents is possible exclusively for the holder and in legal cases, upon written request of competent judicial and governmental authorities.

In Islamic Punishment Law and the boards investigating employees> administrative violations, necessary sanction, including punishment, has been foreseen for violation of this subject.

### Registration of address in the country:

Due to the necessity to allocate national ID. number and postal code to all citizens who reach the age 15, such individuals are obliged to put their last address and postal codes in relevant forms when applying to receive national ID. card. On the other hand, the personal status registration organization, along with establishing population data base, established the information bank of address and postal code of individuals in order to provide the ability of exchanging data for legal organizations. In addition, based on existing regulations, the identity card holders are required to inform the personal status registration office of any changes in their address within 15 days through civil status registration department of their location, organization portal, office of non-governmental registration services, representatives abroad or organizations that provide their services based on address. The post company of the Islamic Republic of Iran; too, is required to update the data bank of addresses and postal codes of all zones and areas of the country and put that information in access to civil status registration office. In addition, organizations that provide address-based services, such as traffic department, municipality, passport department, mobile phones...are obliged to check the address of applicant with the address recorded in demographic database prior to fulfilling their requested services and perform the services only the addresses are the same; otherwise, service presentation would be postponed to correcting address in demographic database.



- Identity Documents
  - Birth Certificate
  - Death Certificate
  - Identity Card
  - National Identity Card
  - Death Certificate
  - Birth Certificate of Foreign Nationals
- Tariff of Services rendered by Personal Status Registration Organization
  - Birth Registration
  - Death Registration
  - Marriage & Divorce Registration
  - Selection of Name
  - Surname
  - Modification of Surname
- Modification & Amendment of Documents of Personal Status Registration Organization
  - Judicial Authorities
  - Conciliation Boards
  - Age Amendment Commission



## Identity Documents

After registration of birth and death events, as the case may be, an identity document shall be issued. Based on Civil Law, the documents and certificates issued by personal status registration organization are considered as official documents unless otherwise any change or annulment is made in these documents based on judicial orders or the decision made by conciliation boards. The most important documents are as follows:

### 1. Birth Certificate

Birth certificate is a document in which birth event is registered and is kept by personal status registration departments as an original and important document. All the information related to the infant including his/her particulars (name, surname), place and date of birth, gender, particulars of his/her parents, registration documentation (witness or physician's certificate), residence of parents and ... are mentioned in this document and signed and seal by the personal status registration official after it was confirmed and signed by the child's parents.

### 2. Death Certificate

The death of each person is registered in special death registries, in which some information such as name, surname, the deceased's gender, date, place, reason of death and notifying authority and ... is registered. Then it is seen and signed by the notifier and also signed and sealed by the official of personal status registration department.

### 3. Identity Card

An identity card is issued for all Iranian nationals after registration of birth event. An identity card contains information such as personal particulars, particulars of parents, place and date of birth, a place for registration of marriage, divorce and death information and ... Identity cards are issued in form of a booklet containing non-forgable safety and security specifications and in each time of issuance, its changes must be notified and registered with

demographic database of the country. The identity card of persons less than age 15 has no the page for marriage and divorce registration and the place for affixing photo.

#### 4- National Identification Card

National identification card is issued for all persons over 15 years old. The card consists of specifications such as personal data, national ID number and postal code. The card has been issued by headquarters of Personal Status Registration Organization with the validity of 7 years. In case of any change in identity particulars (such as any change in name, surname and ...) or residence, the card is replaced.

#### 5-Death Certificate

Death certificate is issued after death registration and is submitted to the deceased's relatives. This certificate is issued for following up legal affairs of the deceased and shall be valid for presentation to official and judicial authorities instead of annulled identity card.

#### 6. Birth Certificate of Foreign Nationals

After birth registration of foreign nationals, a certain certificate is issued for them. Foreign nationals may use this certificate up to age 15 years and if they interested and upon observation of some requirements, they may be a citizen of Islamic Republic of Iran Government and obtain identity card through competent authorities. This certificate may be also used for following up their legal affairs in their own country.

If, due to any reasons, these documents are lost or annihilated, they shall be issued again immediately within necessary deadlines.

### Tariff & Services of Personal Status Registration Organization

Death and birth event is registered in Iran free of charge. But other services of personal status registration organization are rendered against payment. These charges are specified upon



approval of Islamic Consultative Assembly and in some case as permitted by the Parliament, upon approval of the Cabinet. The followings are the most important services rendered by personal status registration organization:

#### 1. Birth Registration

The birth of each child in Iran, either his/her parents would be Iranian or foreigner, must be notified to the agent or official of Personal Status Registration Organization. Birth is registered in birth document by the agent or official of Personal Status Registration Organization. The moratorium for birth notification is fifteen days as of child's birth date. The birthday and official holiday after the last day of moratorium is not calculated in the said deadline.

##### Notifies:

The following persons shall be respectively responsible for birth notification:

1. Father or paternal grandfather
2. Mother, in absence of father
3. Executor, guardian or trustee
4. The persons who are legally responsible for taking care of the child.
5. Official or representative of the institute which acts as the guardian.

If the child is born to unknown parents, the document shall be issued with an optional surname and presumptive names shall be written in the place specified for the parent's names. The issue of parents' presumptive names shall not be reflected in the identity card.

If the parent's marriage has not been registered, the parents shall jointly notify the birth and sign the relevant documents. The representative or official of personal status registration department registers the birth of the non-guardian child and inform the matters to public prosecutor for taking legal measures.

Birth is registered based on the certificate issued by the physician or midwife; otherwise, it shall be registered upon testimony of two witnesses.

## 2. Death Registration

The death of each person, either Iranian or foreigner, as well as the birth of a child who is born dead or passes away immediately after his/her birth, must be registered with Personal Status Registration Organization. Death event should be registered based on physician's certificate; otherwise at the presence of two witnesses in special death register and the matter shall be registered in the deceased's identity card and identity cards of his/her parents and also demographic database.

In case of occurrence of any force majeure events such as earthquake, flood and ..., the police or rescue authorities shall be bound to provide Personal Status Registration Organization with the deceased's particulars. The presumptive death of persons and missing person shall be registered upon order of judicial authorities.

The deadline specified for death notification shall be ten days as of occurrence or awareness date. The death date and official holiday after the last day of moratorium is not calculated in the said deadline.

### Notifiers:

The following persons may notify death event and sign death certificate:

1. The deceased's closest relative who was present at the time of death.
2. The official, proprietor or owner of the place where death event has been occurred or his/her representative.
3. Any person who was present at the time of death.
4. Police officers or district governors
5. Officials of cemeteries and burial

## 3. Marriage & Divorce Registration

In Islamic Republic of Iran, marriage and divorce are registered with marriage and divorce registry offices which are affiliated to the Judiciary. Moreover, notary publics are bound to submit and notify the registered events to Personal Status Registration Organization once every 15 days on



electronic basis so as to be registered in the couple's identity cards after relevant formalities. All the records of marriage and divorce of Iranian nationals are reflected in civil status documents of Personal Status Registration Organization, but the last effective and valid marriage or divorce is only registered in identity card.

## 4. Selection of Name

The child's name shall be selected by the person who notifies the childbirth. A simple or compound name, which is commonly considered as one name, can be selected for a child. It is prohibited to select names which are repulsive and obscene, unsuitable with the gender and contrary to the religious and national culture.

Recognition of the fact that the chosen name is prohibited or not is at the discretion of Supreme Council of Personal Status Registration and this council expresses its opinion based on national and regional customs using university professors and relevant specialists. Selection of name concerning religious minorities approved by Constitutional Law shall be subject to their religious language and culture.

**Each person should have a surname.**

## 5. Surname

Pursuant to the Law, each person should have a surname. The child's surname shall be the same surname of his/her father. People aged over 18 may select another surname for themselves.

The priority right of holders of surname must be observed at the time of selecting or changing one's surname. In selecting or changing surname, the person who has registered a specific surname for himself/herself with the personal status registration department of the issuance pale of his/her identity card for the first time has priority. This right is transferred to the children as the parents' intellectual right. Holder of priority right of his children may authorize others to use their surname.

It is authorized to use the husband's surname for the wife, if she interested and notwithstanding

the provisions of surname priority right as long as she has marital relationship with the husband; otherwise, it shall be subject to the husband's permission.

In case of independent surnames, there is no restriction for its selection.

### 6. Modification of Surname

According to Personal Status Registration Act, any modification in surname shall be made by Personal Status Registration Organization if it would be changeable, having no opponent and upon permission of priority rights and observing legal formalities of department, department general and organization, as the case may be.

## Modification & Amendment of Personal Status Registration Documents

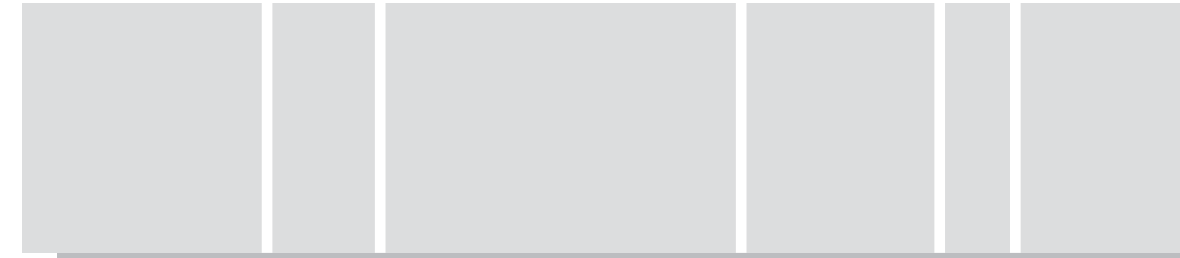
Pursuant to Civil Law and Personal Status Registration Act, the documents issued by Personal Status Registration Organization are considered as official documents and shall be valid and effective as long as they have not been modified or amended based on legal provisions.

### Competent authorities for modification of personal status documents:

#### A. Judicial Authorities

Judicial authorities shall have general jurisdiction in investigating complaints and they may issue order concerning modification of the documents of personal status registration organization after necessary investigations.

Pursuant to Personal Status Registration Act, judicial authorities shall have jurisdiction for investigation on the complaints resulting from the decisions made by conciliation boards or any other claims as to the documents of personal status registration. Investigation on penal claims related to documents of personal status registration, such as usurpation, forgery and annulment of documents, is within the exclusive jurisdiction of judicial authorities.



### B. Conciliation Board

For the purpose of investigating the mistakes of personal status registration officials during issuance of documents and identity documents, a board consisting of director of personal status registration department, head of filing department and one of the notifying employees is established in each personal status registration department. These boards mainly investigate on the mistakes which have no judicial nature and are not required to initiate in judicial authorities.

In addition to investigating the mistakes of officials, other duties such as changing the name contrary to gender or obscene names, cancellation and annulment of repeated and unreal documents, deletion of unnecessary words are within the competency of these boards.

### C. Age Change Commission

The legislator has authorized people to change their age in special cases and this duty is within the competency of Age Discretion Commission. This commission is consisted of governor, director of city council, trustee physician and director of personal status registration (the secretary of meeting) and the judge of competent local court.

# Chapter 3 State Demographic Database



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- Data Center
  - National Identity Number & Its Application
  - National & Smart Identification Cards
  - Specifications of Smart Identification Cards
- Improvement of Documents Safety & Security Coefficient



## Data center:

In line with the renovation and changes in the structure and bureaucratic processes of the country in 1997, a law passed by the Islamic legislative assembly that required allocating national Id. number and a postal code to all Iranian nationals. By virtue of that law and subsequent approvals, duties such as allocating national ID. number and postal code (with cooperation of post company), completion of demographic database and notifying national ID. No. to people and organizations were entrusted to the civil status registration office. In addition, the organizational and service departments of public sectors were required that in addition to using national identity number and postal code in their daily operations, organize their database in a way that any individual could be identified in all specialized systems through his national ID. Number or postal code (as derived from his identity and home address). Based on this approach, following measures have been already taken for establishing the center:

- A. Taking certified copies of all civil status documents available in departments across the country (all individuals with birth certificates, including the dead or alive)
- B. Data processing and saving information in an information bank
- C. Allocation of a unique national ID. to each person
- D. To establish databank for pictures of individuals older than 15 years
- E. To establish information bank of address and postal code
- F. Establishment of external organizational networks and development of online communication with more than 100 governmental institutes.



### 1. National ID. card and its application

National ID. cards, also known as ID number or social security number is a unique number that is designed based on modern system of applicable systems and is considered as one of the important indexes of electronic government. This number is allocated to any individuals with birth certificate in Iran. It is the basis of identity manifestation of people and using it makes it possible to while observing private life of people, generate basic changes in administrative service system and providing fast, accurate and proper services to applicants. This identity number was allocated to each record in the beginning at the same time as state demographic database was developed and the data of Iranians with birth certificate was entered in each record. The number became applicable in following way:

- A. Notifying national ID number to all qualified individuals (older than 15 years);
- B. To allocate national Id. number for newly born people along with issuance of birth certificates for neonates;

Since using information technology requires the administrative systems and governmental organizations to provide their database and communication systems available to each other, an agreement was made with service systems to notify the national ID. number of concerned persons to systems and based on this arrangement, so far, one and a half billion national ID. numbers have been notified to organization in on-line, batch and per case methods so by facilitating their terminals, they could provide the possibility of offering services in electronic environment.

Design and execution of new system that appeared by national ID. key not only made it possible to identify and verify the digital identity of Iranian, but also inspired significant changes in governmental service fields.



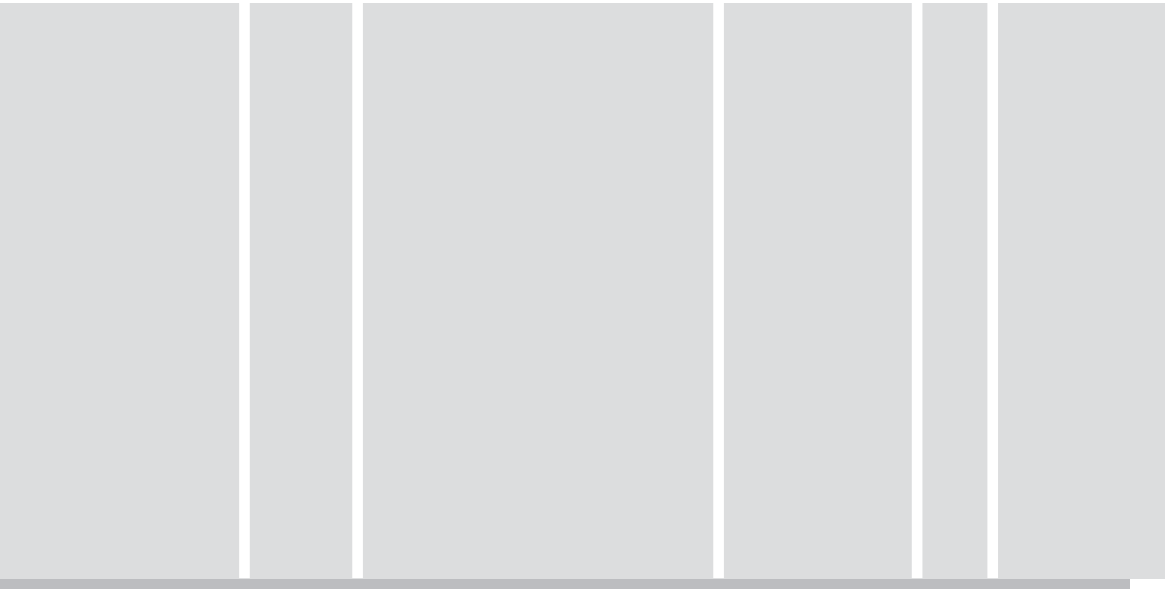
### 2. National & Smart Identity Cards

After the design and establishment of demographic database of the country, aimed at establishing electronic infrastructure for data collection and improvement of administrative system, issuance of national ID card for all persons over 15 year old as an identity communication tools and people's interactions with governmental organizations and institutes became the top priority in the agenda. By passing the Act requiring presenting identity card in routine official formalities, the card is now the basis of governmental organizations' actions and in order to benefit from public and state-owned services, all Iranian citizens are required to provide the card. On the other hand, presently, the card is only used for identification and confirmation of identity and lacks the characteristics for receiving services; thus, in order to promote existing cards the government has planned to replace national ID. card with smart cards so in addition to the possibility of identification check, there would be possible to provide "on-card" services. This card is a key for entering electronic government enabling people to benefit from easy, fast and safe services.

Although even at present, governmental and state owned institutes through establishing communication network with civil status demographic database and establishing especial databank are able to present various services in electronic form, by the issuance of smart national card they could provide especial services such as health system, e-money, social security insurance, election and so forth via the card.

- **Characteristics of Smart National Card**

In addition to having the characteristics of available identification card, such as identity data, national ID. number, picture and postal code, smart card has also the ability of storing biometric data and digital signature and other information due to having an electronic memory; therefore, it not only serves as an identity tool and identification control of people, but also could provide governmental services as well and each governmental institute could load particular indexes on the card chip proportion to the demands and present its services on line.



### Improvement of Documents Safety & Security Coefficient

The documents of Personal Status Registration Organization are considered as the major documents for ascertaining the identity and nationality of Iranian and most communications and administrative, economic and social activities are performed through these documents. In other word, nowadays not only the identification of citizens of each country is established through official documents, but also they may not benefit from their citizenship rights without having these documents. For this reason, there is a high risk of forgery or stealing and this causes problems such as social disorder and loss of public trust. Therefore, due to the critical role of those documents (including birth certificates and governmental certificates) in all administrative and social aspects, its safety has always been a basic necessity and issue. Therefore, proportion to the progresses obtained in technology of design and print, the Organization has planned to design documents in non-forgable characteristics that include:

1. Design and print: some special characteristics in designing documents and identity cards are embossed print, intaglio print, separating print, small letters, hologram and laminate coat.
2. In the issuance stage too, in addition to online conformation of document information with demographic database, documents are issued by printers that would in turn improve safety and security measures of documents.



## 4 Personal Status Registry and Electronic Government

- Role of Personal Status Registration Organization in Electronic Government
  - Establishment of Intra & Inter-Organizational Network for providing services (Electronic Inquiry)
  - Development & Release of Statistical Data
  - National Identity Electronic Inquiry Terminal
  - Providing services in electronic form
- Government Counters
- Civil status registration and participation in economic plans of the Government



### Role of personal status registration in electronic government

Establishment and utilizing electronic government needs providing substructures, grounds and various facilities including software and hardware, organization, management, regulations, laws...some of them includes making governmental or joint portals, establish vast and safe internet network, data center establishment, development of governmental service centers, allocation of national ID. for entering into digital world and using services, placing information and services on internet networks, establishing organization center, network administration and backup and support management.

On the other hand, personal status organization, due to benefiting from human information and following potentials is able to play following roles in establishing electronic government.

- A. Full coverage of registry of vital events and on time registry of changes in all zones of the country (all cities, villages and tribal zones)
- B. Establishment of overall stations based on registration documents (ore than 100 million demographic statistic records)
- C. Allocation of unique national ID. number to all population that hold birth certificates
- D. Allocation of national identity cads to all qualified persons
- E. Establishment of full local networks and updating database immediately upon registry of new events across the country
- F. Establishment of foreign networks (linking other systems to demographic database) and providing the possibility of using information in the base.

With respect to these cases, it could be concluded that potentials and capacities of personal status organization in establishing demographic database, allocation of national ID., establishing overall networks inside and outside organization and issuance of national ID. cards for qualified persons provides information substructure for the electronic government and causes

establishing modern administrative and digital service system. The most important role of civil status registration in establishing electronic government is listed below:

### 1. Establishment of Intra & Inter-Organizational networks for providing services (Electronic inquiry)

In modern world, the requisite condition for government's meeting its citizens' claims and providing them with citizens requires the authentication of individuals' identity and recognizing them, as first step. In this approach, the state civil status organization, due to its determining and recognizing individuals' identity (ID. registry) not only integrates social identity of people, but also assists governmental systems to identify people and present services. Before national use of IT, identification communication and detection was done through paper documents (such as birth certificate); however, gradually, the progresses were made in IT, linking this organization with design and development of demographic database, allocating a unique number (national number) as well as establishing on line network with governmental systems and all together, made it possible to have digital identity. Therefore, each governmental organization could establish an on line link with the organization base and make its special database (with national ID. as a key) to identify people digitally for providing fast, safe and efficient services.

On the other hand, in the internal range, this organization has a large administrative network (1004 departments and representatives) and makes digital links between 632 departments, representatives, hospitals and cemetery with the base to exchange the necessary data on line. In addition, by putting some of its others services on internet ground, it provides efficient services to the citizens.

### 2. Development and release of statistical data

Today, information is considered as the base of decision-making and statistics provides grounds for decision making through processing data and changing them into required information. Statistics is considered as one of the most important sciences with various applications in different areas. Personal status registration organization has strong potentials in developing



statistics and demographic information and in ideal situation; the data could be used in economic and social planning. The statistics of the organization includes birth, decease, marriage and divorce. This data could be used in realizing development goals of the country, including improvement of public health, education and economic growth and development. Since the statistical is produced in registered form, they are more reliable and less costly than other collection methods and are always accessible.

According to the law, due to the nature of duties which are assigned to state civil status organization, collection and preparation of human statistics and its release are done in the organization. For this purpose, in order to develop production systems and releasing statistics, recently, by designing and implementing on line vital statistics collection networks in all departments in the country, efforts are done to release statistics in general and specialized levels to fit the demands of policy making, executive, scientific and ordinary people.

In addition, a terminal has been designed and used as terminal for preparing statistics reports by using demographic database. The reports of this terminal includes statistical and demographic items based on birth, decease, marriage and divorce documents; which are put in access of users in province departments and staff users of the organization on-line.

In addition, by releasing statistics in form of yearbooks, seasonal journals and specialized demographic journal, and the ordered statistics of officials, it is tried to perform this important duty in an essential way.

At present, this organization has statistical link and journals exchange relations with most universities, research centers, ministries and governmental institutes and declares its preparation to exchange experiences in preparation and releasing specialized statistics with esteemed ECO members,

### 3. National Identity Electronic inquiry terminal:

Confirmation or verification of people's identity in virtual space is of great importance because in that environment, people do not present written documents and are not in service receipt place in person. Due to the needs of organizations and institutes to have particulars or to assure

the accuracy of presented information, the electronic inquiry network has been established between legal systems and database of organizations and the departments inquire database of civil status registry on-line. So far, 100 governmental institutes including public departments and executive offices are linked to the base and the daily operations of identification and identity verification of people is done via this terminal.

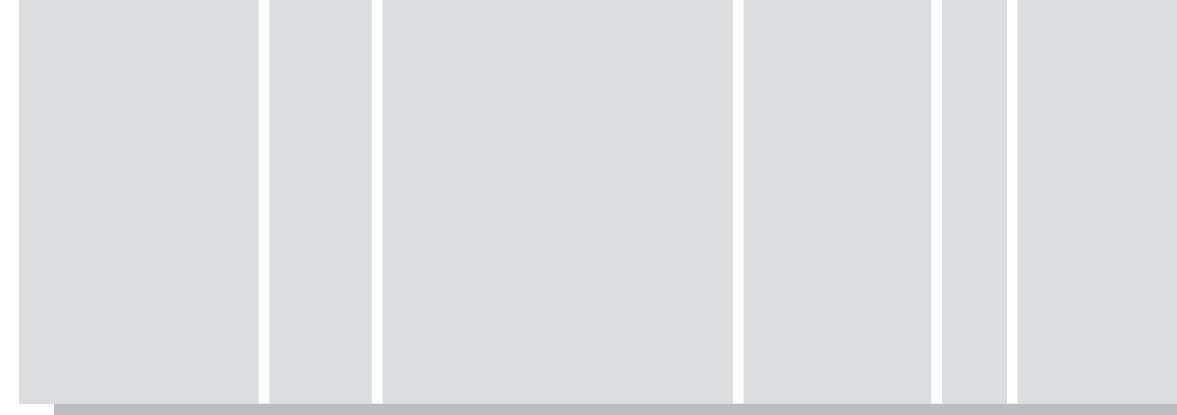
In addition, by establishing special information terminals by database core and national ID. key, organizations have made significant changes in service range.

#### 4. Providing services in electronic form:

Along with changes made in IT and communication and the necessity to establish and provide services on electronic ground for providing fast, accurate and lower cost services, the organization has initiated basic actions to present electronic-based services and so far, most services such as services related to changes in name, family name, application to issue national ID. card, issuance of certificates...are presented in this ground. The organization plans to provide nearly most of its services to people via this.

### Government counters

The personal status registration organization is one of the most visited places of urban or rural people and due to its vast geography and largeness of the country, it is not possible to establish personal status registration departments in all places of the country; therefore, in order to improve access of people to civil status registration services, by collaboration of private sector, it has established counter offices of national ID. Electronic services and so far, around 100 offices have been opened in large cities. The plan is to expand those offices suitable with the needs of society in all regions of the country so while lowering the number of in and outbound trips of people, provide the facilities for nearest access to civil status registration services.



### Civil Status Registration and Participation in Economic Plans of the Government

The economic changes plan, allocation, and distribution of justice share are among the important economic plans of the government for executing economic justice. Execution of those plans requires proper and careful identification of people and families so it could include all qualified individuals and second, prevent repetitive use of it. In this approach, to attain certainly of accuracy of information collected via special forms, the entire records were checked with database and based on the controls; 60 million records of information collection from 15 million Iranian families were controlled with database in connection with economic changes plan and 35 million pieces of information on justice shares.



- Rendering Services to Iranian Abroad
- Rendering Services to Foreign Nationals in Iran
  - Birth Registration
  - Death Registration
  - Marriage & Divorce Registration
- General Conclusion



## Civil status registration services to Iranians abroad

According to the provisions of civil law, all Iranians abroad could benefit from consular services including civil status registration services. The civil status registration services of Iranians abroad are provided by the representative offices of Islamic Republic of Iran. The officers take educational courses by personal status registration organization before being dispatched and become familiar with the rules, duties and activities of civil status registry in order to present civil status registration services in consular properly.

In order to establish more facilities for Iranians abroad, the general debarment of identity affairs of Iranian abroad acts as the coordinator between ministry of foreign affairs (consular) and personal status registration offices and in addition, to provide services which could not be presented by consular offices, the general department declares the most recent instructions, circulars and work procedures and supervises their work by receiving the documents they have issued.

Documents and papers needed for the registry of events are prepared by personal status registration organization and are put in their access.

The representatives of Islamic Republic of Iran send a part of civil status registry services directly to those offices and send some of them to Iran for due actions.

According to the civil status registration law, the birth and death of Iranians abroad should be declared to the consular officers in the residence place and in case of absence of such representative, it should be declared to the nearest consular offices or personal status registration organization in Iran.

So far, there are more than 140 civil status registration representative offices provide services to the Iranians abroad.

The Iranian nationals abroad, in addition to registering the death and decease events in consular offices, register their marriage and divorces by representatives through qualified

local officials and those documents are considered as official papers with same validity as documents registered inside the country.

## Providing registration services to foreign nationals

### Birth Registry

The state personal status registration organization, in addition to registering the identity and providing identity services to its nationals, register vital events of foreign nationals inside Iran and provides identity services to them. Based on this service, when a foreign national is born or dies in Iran, his legal relatives are entitled to refer to any registration department and present the birth certificate or decease certificate of hospitals and take actions for the registry of birth or decease. Those certificates could be used as an official document of Iranian government in the subject country for legal activities or receiving identity documents and passing through borders of the country. In addition, those documents are valid in Iran as official documents to receive residence permit or Iranian nationality. The registry of birth or decease of foreign nationals in Iran is done in civil status registration of place by declaration of the relatives of the new born or deceased individuals; and if according to the Iranian civil law, those individuals are considered as Iranian nationals, they could receive Iranian birth certificates; otherwise, they will receive birth certificates for foreign nationals in Iran. The concerned individuals could receive Iranian nationality at the age of 18 and receive Iranian birth certificates.

### Registry of Death

The decease event of foreign nationals in Iran is declared to the civil status registration office of the area through Iranian officials (police...) to be registered and after registry of the event; the matter is informed to the representative office of that country in Iran through ministry of foreign affairs.



### Registry of Marriage and Divorce:

If marriage and divorce re registered in Iranian notary public or official offices, the matter will be reflected to the civil status registration office of the place. The consulate offices in Iran, if they are allowed to register marriage or divorce of their nationals, should inform the event to the civil status registration office of the place for due registry.

## Conclusion



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### Conclusion

With respect to what mentioned above, the personal status registration organization of Islamic Republic of Iran has played a important role in establishing information substructure of electronic government by using modern technologies, including IT and communication technology as well as developing database and the accomplishment is a significant changes in policy making and national planning for providing equal and just opportunities for all people and efficient allocation of resources in various economic, social and political ranges ; on one hand, and , making grounds for dynamism and efficiency of administrative system in providing on line services for people and other governmental systems through establishing comprehensive Iranian ID. System and establishing internal and external organizational communication networks, on the other hand.



