

Section 2

Obtaining important documentation outside Iraq



Documentation required for children born outside Iraq, before returning to Iraq

1. Birth certificate(s) from the hospital(s) where birth(s) occurred, local/national certification according to laws and regulations in the country of asylum.
2. Certification of the document by the Embassy of Iraq in the country of asylum.
3. Addition of child's name to parent's passport: (by Embassy of Iraq in Country of Asylum). Please note that for parent's of children with G and A series passports each child will need their own individual passport.

Marriage and divorce documents required in country of asylum

Marriage and divorce should be legally registered according to applicable laws and regulations in the countries of asylum.

Before leaving country of asylum

Certification by Embassy of Iraq in country of asylum, (prior to return to Iraq)

Death Certificates, requirements while in country of asylum

1. Hospital/Physician Report of Death in the event of a unnatural or suspicious death of a member of your family a police report must also be obtained.
2. Issuance of Death Certificate by designated authorities in the country of asylum
3. Certification of death certificate by Embassy of Iraq in country of asylum -

Education, Certification requirements outside Iraq, prior to return

1. Certificates of attendance and achievement from schools attended outside Iraq issued pursuant to national laws and regulations.
2. National Ministry of Education AND Ministry of Foreign Affairs (in country of asylum) certification of school documents
3. Embassy of Iraq certification of school documents



Return of Movable Property

Returnees may bring back moveable property (furniture) and must declare all accompanying items at the transportation company in the country of asylum, responsible for the processing of the required clearance (Manifest). Iraqi border instructions stipulate 5% tax of the total amount of the furniture's value which will be determined by a specialized employee.

Documents required:

1. National passport
2. Manifest listing movable property

Obtaining important documentation when in Iraq

As mentioned previously one of the main problems many returnees to Iraq face is a lack of necessary documentation required for re-establishing their lives in Iraq, including, if they wish, registering as a returnee with the Government of Iraq.

Documentation required by the Iraqi Government for children born outside Iraq

1. Certification of birth certificate by the Ministry of Foreign Affairs, Certification Section is required before approaching any other ministry or institution.
2. Submission of certified documents to civil registry (birth/death) of Governorate Health Directorate with request for an Iraqi ID Card
3. Submission of Iraqi birth certificate to Civil Status Directorate



4. Application to Civil Status Directorate for new ID card for child
5. Please note that children registering for Iraqi schools (age 6) for the first time need to register before September of that academic year. For children transferring from schools in asylum countries this can be done at any time except just before or during final exams in June of each academic year.

Documentation required by the Iraqi Government for recording of deaths outside of Iraq:

1. Certification of death certificate by the Government of Iraq Ministry of Foreign Affairs, certification Section
2. Documentation submitted to the Death and Birth Section of the Governorate Health Directorate in Iraq.

Education, Certification requirements required upon return to Iraq

1. Certification by Ministry of Foreign Affairs, Certification Section (in Iraq) is required before approaching any other ministry or institution
2. Submission of Certificates to Governorate Education Directorate for Certification
3. Directorate notification to school indicating level (the process can take three days).

Note: IDP returnees may approach the Education Directorate offices directly to submit documentation and request children's enrollment in school

Marriage and divorce documents required upon return to Iraq

- Certification by Ministry of Foreign Affairs, Certification Section (in Iraq) is required before approaching any other ministry or institution
- Submission of certified documents to the Personal Status Court
- Submission should be accompanied by the following documents:



- Iraqi Civil Status identity Card
- Iraqi Nationality Certificate
- Housing card
- PDS card

Required documents in order to obtain an Iraqi identification card on return to Iraq

Certification by Ministry of Foreign Affairs, Certification Section (in Iraq) is required before approaching any other ministry or institution

Iraqi Civil Status Card

- Application form (cost 750 Iraqi Dinar) from library of the martyrs police families
- Birth certificate or proof of birth in the case of a child
 - Housing card (or supporting letter from the local council to confirm the subject's residence),
- Recommendation from the Mukhtar if the person lives in KRG
- PDS card,
- Photographs: 2 (4 in KRG) of each applicant.

Documents required for the renewal of Public Distribution System (PDS) card

The PDS card may be renewed in Iraq at the Ministry of Trade Branch in the area of residence. The following documents are required for renewal:

- Civil Status ID of all members of the family,
- Personal Civil ID Record,
- Housing card (or supporting letter from the local council to proof area of residence),
- Written statement by the head of the family confirming the accuracy of the information and documents submitted.

* please note that in the KRG, a letter from the Mukhtar is also required.



Documents required in order to obtain an Iraqi Nationality Certificate

The following documents need to be submitted to the General Nationality Directorate in each governorate

- completed Iraqi Nationality Certificate application form (with two 500 Iraqi Dinar stamps)
 - Copy of father's, brother's, grandfather's or uncle Nationality certificate
 - Public Distribution Card
 - Housing card (or supporting letter from the local council to confirm the applicants' residence)-
 - KRG, a recommendation letter from the Mukhtar to confirm residency is required,
- 2 photos of the applicant (4 in KRG)

Obtaining a Housing Card

Obtained from Information Office, local police station of area (in case of issuing a new Housing Card) OR the Information Office at the place of residence (renewals).

Documentation required:

- A letter from the city council, local council or Mukhtar confirming family's residency in the area.
- Public Distribution Card
- Civil Status IDs