

Executive regulations of the civil affairs system

The executive regulations for the civil status system were issued by Ministerial Resolution No. (95/W) dated 3/4/1408 AH, and were canceled by the executive regulations of the civil status system currently in effect issued by Ministerial Resolution No. (27910/39) dated 6/5/1432 AH. Whereas some articles of the regulation were amended by Ministerial Resolution No. (18651/W/1) dated 2/17/1439 AH, some of its articles were amended by Ministerial Resolution No. (9) dated 9/6/1441 AH, and some of its articles were amended by Ministerial Resolution No. (15588) dated 15/ 10/1443 AH.

* Article (1)

Article (1) states that the mandatory of the Ministry of Interior for Civil Status is responsible for supervising the Civil Status departments and offices. Article (1) further specifies that this includes following up on the implementation of their duties and tasks and directing them to carry them out in accordance with the Civil Status Law, its executive regulations, and the powers given to it. Article (1).

* Article (2)

Article (2) defines "Al-Asas" as the container where all documents and records related to the civil status of citizens are stored after obtaining the national identity card (ID card). It is assigned a sequential storage number in each administration or office. Article (2).

* Article (3)

Article (3) states that the center for Documents of National Identity in the offices is the place designated for preserving the basis. Article (3) specifies that this applies unless there is a central archive. According to Article (3), the designated location ensures proper preservation. Article (3).

* Article (4)

Article (4) states that Saudi missions abroad must adhere to the provisions outlined in this regulation when registering any event. They should follow the procedures for registration and notify the Ministry of Interior (General Directorate of Civil Affairs) of the registered events within thirty days from the date of registration, attaching copies of the documents proving the event. The Civil Affairs

Administration or Office should then register these events in the civil register based on the registration conducted at the Saudi mission. Article (4).

* Article (5)

Article (5) states that the failure to report matters of Civil Affairs by the Saudi representativeness of incidents that occurred abroad does not prevent their registration in the register if the concerned person reviews the matter himself. Article (5) clarifies that this is possible after completing the procedures related to the incident mentioned in this regulation. According to Article (5), personal review by the concerned individual ensures the registration process can still proceed. Article (5).

* Article (6)

Article (6) states that all occurrences related to the citizen are registered in a civil registry with its own number. Article (6) also specifies that each occurrence is given its own electronic number. According to Article (6), this ensures that every occurrence is uniquely identified and properly recorded. Article (6).

* Article (7)

Article (7) states that the civil registry number mentioned in Article (6) of these regulations shall be recorded when providing any of the services provided to citizens in all governmental and private sectors. Article (7) mandates that this number must be approved in everything they issue, such as legitimate deeds, agencies, and official correspondence, and in everything provided by the concerned party from requests from any party. According to Article (7), this ensures uniformity and proper identification in all transactions. Article (7).

* Article (8)

Article (8) states that: A- According to Article (8), the basis serves as the primary reference point in the event of any discrepancies, regardless of their nature, unless there is an amendment or addition. As stated in Article (8), these discrepancies are resolved based on the relevant documents and evidence. B- Furthermore, as stated in Article (8), all main and subsidiary information in the civil registry is directly corrected according to this basis. Article (8).

* Article (9)

Article (9) states that the civil registry comprises both main and subsidiary data as outlined in Article (25) of these regulations. Each statement is recorded in its designated field, as specified by Article (9). In accordance with Article (9), the recording of each statement follows the structure provided in Article (25). Article (9).

*** Article (10)**

Article (10) states that the location of the occurrence is registered according to the labels mentioned in the zones system and its executive regulations. As specified in Article (10), these names align with the city, governorate, or center. Article (10).

*** Article (11)**

Article (11) states that civil occurrences are recorded electronically. Furthermore, Article (11) emphasizes that the data entry of these incidents electronically completely eliminates the need for maintaining manual records. Article (11).

*** Article (12)**

Article (12) states that the competent side, referred to in article 10 from the system, is a subcommittee. Article (12).

*** Article (13)**

Article (13) states that the occurrence's register must include the full name of the person involved, their civil registry number, the type of incident, its registration number, the place and date of occurrence (including day, month, and year), and the number, date, and location of the document proving the incident. Additionally, Article (13) specifies that the electronic system will determine the name of the employee who registered the incident and the time of registration. Article (13) ensures that all these details are meticulously recorded. Article (13).

*** Article (14)**

Article (14) states that the incidents of foreigners acquiring or granting Saudi nationality are meticulously recorded in a comprehensive register. This register includes fields that clarify detailed information about these individuals, such as their full name, place, date of birth, previous nationality, marital status, and parents' name and nationality. Additionally, Article (14) requires that the register specify the article under which they obtained Saudi nationality or the manner in which they acquired it, along with the matter based on that acquisition. As per Article (14), this ensures a thorough documentation process for all cases of nationality changes. Article (14).

*** Article (15)**

Article (15) states that names are registered in the civil registry as a quadrinomial name as a minimum, provided that the last part of them is what indicates fame. Article (15) requires the following considerations when registering names: A- Proof of the word (son-daughter) between the person's name and the names of his father and grandfather, as stipulated in Article (15). B- When registering the citizen's first name, what is stipulated in Article (45) of the system shall be noted, and

whatever was recorded in previous documents that violates the text of the article must be changed according to the procedures stipulated in Articles (27), (40), (33), and (28) of this regulatory list, as outlined in Article (15). C- Adherence to the rules of the Arabic language in all uses and taking into account accuracy when registering names, according to Article (15). D- The first name is recorded devoid of titles, so words that are not part of the name, such as Al-Sharif, Al-Sayyid, Al-Hajj, and the like, not recorded, as mandated by Article (15). E- Names are recorded stripped of the (non-additional) compound. Names are not registered as composite, such as (Muhammad Saleh and Muhammad Mustafa), except for those whose name was registered in their official documents as compound before the date of AH 1393/25/1, in accordance with Article (15). F- It is not permissible to record additional phrases in the name field, such as known as such or such, as specified in Article (15). Article (15).

* Article (16)

Article (16) states that as an exception to Paragraph (D) of Article (15), the title (Prince) may be added to individuals whose fathers are Their Highnesses, members of the royal family. Article (16) also allows this title to extend to the wives of Their Highnesses, princes, provided they remain under their guardianship. Furthermore, Article (16) stipulates that this title will continue for these individuals after their divorce if they have children. However, Article (16) clarifies that this title will be removed for those who do not have children when they divorce, and it amends anything contrary. Article (16).

* Article (17)

Article (17) states that: A- According to Article (17), The personal photo and the photo taken in the automated systems required for the issuance of the national identity must adhere to several criteria: they must be current, colorful, clear, and show all facial features. Additionally, these photos must have a white background, be taken in a facing position, and be free from glasses and non-medical lenses, as well as any adornment. Furthermore, the photos may not depict the individuals in work attire or clothes for any specific category. B- Article (17) also assigns the Ministry's Agency for Civil Status the responsibility of establishing special regulations for personal photos and photos taken in automated systems for certain age groups, people with special needs, and other cases not explicitly mentioned in this article. Article (17).

* Article (18)

Article (18) states that documents are archived electronically immediately after any action is taken. Article (18).

* Article (19)

Article (19) states that The Ministry's Agency for Civil Status is responsible for reviewing the applicable forms. According to Article (19), the Agency must also take the necessary measures in accordance with the provisions of these regulations. Article (19).

* Article (20)

Article (20) states that reporting an event is a request to register the event based on proven documents. This is done via reviewing Civil Status offices or the entities it has been linked with electronically. Alternatively, as per Article (20), it can be registered through an electronic platform designated for that purpose. Article (20).

* Article (21)

Article (21) states that the central civil registry for each citizen is electronically linked with the civil records of their origins, branches, and spouse. Article (21).

* Article (22)

Article (22) states that when the electronic link is completed between the Ministry of the Interior (the Ministry of the Interior's Mandatory for Civil Status) and one of the authorities that has a specialty in providing proofs or acknowledgment about any civil occurrence. Article (22) states that the law and its regulations require its registration, so its registration by that authority is considered a notice. Article (22).

* Article (23)

Article (23) states that registration in the civil records is considered whole after it is approved by the competent employee. Also, Article (23) specifies that the proven document should be activated and received. Article (23).

* Article (24)

Article (24) states that when an error occurs in the data entered into the electronic records, the wrong statement must be blocked so that it does not appear in the extracted documents. Article (22) states that a mistake should stay blocked until it is corrected in accordance with the procedures contained in the system and its executive regulations. Article (24).

* Article (25)

Article 25 specifies the data included in the civil registry: Main Data: - Parts of the name except the first name, and deletion of any part of the name from the civil registry only. - Amendment of nationality (by origin - by naturalization). - Sex. - Place and country of birth. - Date of birth. - Civil registry number. Sub-Data: - First name and deletion of any part of the name from the civil registry only. - Linking parent's civil records. - Distinguishing mark. - Marital status. - Recording number, date, and source. - Education level. - Occupation. - Address. - Vital properties. - Correcting restrictions

according to the basis. - Any other data that may require registration, or that the Ministry's Agency for Civil Status deems necessary to transfer from main data. Article (25).

* Article (26)

Article (26) states that the modification requests mentioned in Article (15) from the system shall be submitted to the Civil Status Department or any of its offices so it can handle the completion of the necessary procedures regarding the modification requests in the main data and refer it to the relevant subcommittee. According to Article (26), it is possible for the main modification requests to be submitted to the committee directly. Article (26).

* Article (27)

Article (27) states that the sub-data is amended by the Civil Status Management or Office based on the documents, records, or proven investigations to modify in light of the regulations contained in the regulations list. Article (27).

* Article (28)

Article (28) states that changing the first name for who is under eighteen years old is done by acknowledgement obtained from his parents or their authorization through the electronic platform designated for this, or a private agency, or through the way of a legal guardian. Additionally, Article (28) states that the desired name change must comply with Article (15) and Article (115) of the executive regulations. Article (28).

* Article (29)

Article (29) states that modifications to marital status and husband's record number for a married woman shall be amended in accordance with the regulations contained in Article (46) and what is related in the regulations. Article (29).

* Article (30)

Article (30) states that the level of education is modified according to a photocopy of the proven document, authenticated as being identical to the original. Article (30).

* Article (31)

Article (31) states that first: Occupation is modified based on the following:

- 1- A letter or proven definition from the relevant entity, effective from the specified date in the document, and the amendment is going to be made by the entity whenever electronic linkage is available.
- 2- If the document is from a governmental entity, then the occupation field will write

down "Government Employee," whether they are under the retirement system or social insurance. 3- If the document is from a private or local entity or institution, the occupation field will state "Private Employee." 4- For who finished his services and retired, the occupation field will state "Retired" without classification. 5- For those whose services were terminated for any reason other than (retirement), the modification will be made for them through an official message and a copy of the decision according to which their services were terminated, and their profession will be changed to (unemployed) in accordance with the restrictions regulating it after confirming their identity. 6- If the modification is from "Male Student - Female Student" to "Unemployed - Homemaker," it will be based on an acknowledgment to that effect. 7- Those who held a valid commercial registry will have their occupation listed as "Male Merchant - Female Merchant," and those with three or more valid and diverse commercial registries will have their occupation listed as "Businessman" or "Businesswoman." 8- Modification is done from "Merchant" or "Businessman/Businesswoman" according to regulations after providing proof of the cancellation of commercial registries. Second: The Civil Status Ministry's Proxy is responsible for establishing particular guidelines for modifying occupations, which are approved and amended by the Agency. It coordinates with relevant entities to enable them to amend the occupations of their employees. Article (31).

* Article (32)

Article (32) states that the place of residence is modified in accordance with the regulations contained in Article (81). Article (32).

* Article (33)

Article (33) states that the main data is modified by the Civil Status Management or a civil affair office in accordance to a decision from the relevant subcommittee unless an objection is received, taking into account what is stated in Article (15) of the system. Article (33).

* Article (34)

Articles (34) states that the amendment of the date of birth by the Civil Status Administration or Office is carried out after ensuring the following: 1- It has never been modified. 2- The date of birth is not built on a birth certificate or a certified medical report, only if the request is to correct a proven material error in the report. 3- That the amendment does not lead to a difference in birth order among brothers, or an unacceptable age difference between him and his parents or his eldest child, and similar cases. 4- That the modification does not lead to a violating the regulations and instructions, such as resulting in enrollment in education or employment, or obtaining a national ID card or Hafizah before the specified legal age for them, or the modification being subsequent to the date of registering him with his father, among other considerations. 5- If the amendment exceeds five years or the applicant is military personnel, it must be referred to the proxy. 6- The correction of the date of birth for all cases is done without any operation that is not in accordance with the basis, the original birth certificate, birth notification, birth statement, or registration certificate, after verifying the authenticity of the document, in accordance with Article 15 of the system. 7- After the amendment or correction, the individual is provided with an official notification according to the

approved form, detailing the amendment or correction made and supporting documentation. Article (34).

* Article (35)

Article (35) states that taking into account what Article (34) contained in these regulations, the dates of birth of military personnel are not modified except in accordance with the express approval of the competent authority and in accordance with the instructions specific to each sector. Article (35).

* Article (36)

Article (36) states that facts established by material evidence may only be modified by similar or stronger evidences. Article (36).

* Article (37)

Article (37) states that if the name of the place where the birth occurred is changed, it may be changed in the civil registry to the new name upon application. Article (37).

* Article (38)

Article (38) states that the designation of the location of the incident may be changed in accordance with the designations mentioned in the zone system and its executive regulations. Article (38).

* Article (39)

Article (39) states that when changing gender from male to female or vice versa after registration for medical reasons, the following steps must be taken: A - The submission of a request for changing the name and gender by the concerned individual or their guardian. B - Changing the gender type is done based on a medical report from inside or outside the Kingdom after approval by a medical committee from the Ministry of Health. C - After a decision from the relevant subcommittee approving doing the modification, all related data is be updated accordingly in their civil record, old documents should be canceled, withdrawn, and archived based on the cancellation, establishing a new basis with a new number and date, and updating this in the civil record while providing new documents. Article (39).

* Article (40)

Article (40) states that it is permissible changing the first name for those over eighteen years old under sanction with the desire to change, provided that it is taken into account that the name to be changed to comply with what is included in Article (15) and Article (115) of these legal regulations. According to Article (40), the first-time change or return to the previous name is done through the

offices. According to Article (40), everything else must be submitted to the general administration in the region, with the reasons for the request attached. Article (40).

* Article (41)

Article (41) states that when requesting to delete a nickname, clan, tribe, or second grandfather, this shall be done according to the following: A- According to Article (41), Refer to the basis of the applicant through electronic archiving, and ensure that there is no note. B- According to Article (41), The registration of the name requested to be deleted must not be based on naturalization procedures or special committees for granting citizenship or granting civil registries. C- According to Article (41), If the deletion is requested for a deceased person, it must be done through a special power of attorney from all the heirs whose names are mentioned in the inheritance inventory instrument, or an electronic power of attorney via the platform designated for that purpose. D- According to Article (41), The deleted name may be restored whenever desired. E- According to Article (41), Deletion takes place in the civil registry only and basically remains as long as the name is not less than a quadrinomial in the civil registry after deletion. F- According to Article (41), Taking into account what is stated in Article (15) of the system. Article (41).

* Article (42)

Article (42) states that when requesting a modification to the father's name or the first grandfather's name, or adding the second grandfather's name, the following guidelines apply

A- The basis of the applicant shall be referred to through electronic archiving and ensuring no remarks exist.

B- If the modification is in the father's name, it shall be amended according to the Saudi document proving the father's identity, and if the father has passed away before obtaining the family book, it shall be according to Saudi documents for the siblings of the applicant based on their acknowledgment.

C- If the modification is in the first or second grandfather's name, it shall be according to the Saudi document proving the father's identity, and if the father has passed away before obtaining the family book, it shall be sequentially according to the documents of the siblings (both males and females), or paternal uncles and aunts, or children of the direct paternal cousin (who meet in the first grandfather's name).

D- Taking into account what is stated in Article 15 of the system.

Article (42).

* Article (43)

Article (43) states that when requesting a modification in the name of fame, thigh, or tribe, it shall be done according to the following guidelines: A- Referring back to the applicant's basis through electronic archiving and ensuring no remarks exist. B- The modification shall be in accordance with

the Saudi document proving the identity of the father or grandfather, after ensuring the legality of the requested name modification based on the foundation. C- If there is no identity for the father or grandfather, the modification shall be based on documents of siblings or uncles, ensuring the legality of the name to be modified based on the foundation. D- If the person requesting the modification is deceased, it shall be done under a special agency for modification by the heirs mentioned in the inheritance settlement deed, taking into consideration the provisions (A), (B), (C). E- Considering what is stated in Article 15 of the regulation. Article (43).

* Article (44)

Article (44) states that when duplicate preservation numbers appear, the following procedures shall be followed: A- If a duplicate preservation number appears from the same issuing authority for two different individuals, after verifying their legality and the validity of their document acquisition procedures, the older preservation number shall be adopted. A new preservation number shall be assigned to the other individual, and this shall be amended in the civil register. Any documents carrying the duplicate preservation number shall be withdrawn and replaced, with notification provided accordingly. B- If an individual holds two preservation numbers, after verifying the validity of the issuance procedures and ensuring that both preservations belong to the individual according to regulated means: - The preservation registered in the civil register with all its correct data shall be adopted, and the other preservation shall be canceled. D- If both preservations are registered, the older preservation shall be adopted, and the canceled preservation shall be considered void with all its data, except for what concerns the dependents added to it after verifying the validity of the addition procedures and completing the deletion procedures of duplicate civil records based on Article (159) of this regulation. Article (44).

* Article (45)

Article (45) states that if an error in the preservation number registration is confirmed after referring back to the basis between the citizens' records and the naturalized records, it shall be annotated in the basis and the civil register to reflect its true state. Article (45).

* Article (46)

Article (46) states that upon completion of any modification or change in the data: A- After any modification or correction in any of the primary or secondary data in the civil register, the concerned party shall be provided with an official notification from any administration, according to the approved template and stamped with the official seal of the administration. B- After modification in the first name, father's name, grandfather's name, thigh, family name, or tribe, the modification shall be applied directly to their children, and to independents upon their request. Article (46).

* Article (47)

Article (47) states that it is not permissible to amend the nationality recorded in the birth certificate or death certificate if it was established according to official documents at the time of registration. In the event of an error, the correction shall be made according to the documents proving it at the time of the incident. Article (47).

* Article (48)

Article (48) states that when a newborn or either of its parents acquires Saudi nationality at a later date than the date of birth, the birth certificate and its basis shall be annotated with the phrase "(His parents or one of them acquired Saudi Arabian nationality)", stamped with the official seal of annotation. Article (48).

* Article (49)

Article (49) states that the distinctive mark, height, facial color, eye color, and blood type shall be registered and modified based on proof from a government hospital, private hospital, or government health center if no hospital is available. Article (49).

* Article (50)

Article (50) states that requests for corrections in primary entries based on what is recorded in the basis or modifications in children's data based on what is recorded for the head of the family shall not be referred to the subcommittees. Article (50).

* Article (51)

Article (51) states that when modifying the civil register, the number and date of the order relied upon for the modification shall be recorded. The system shall retain the previous data, and electronically identify the employee who made the modification, along with the date and time of the modification. Article (51).

* Article (52)

Article (52) states that if the preservation is not registered in the civil register, an application for registration must be submitted according to the following procedures: A. If the application is submitted by the owner of the preservation, the following steps shall be taken: 1. Submitting the registration application using the designated form, along with attaching the original preservation. 2. If the preservation is lost, the applicant shall be required to bring a personal guarantor and have the guarantor sign a form specifically for this purpose. 3. Referring back to the basis and record of the preservation, ensuring that it was issued in a lawful manner and that any additions (if any) were made through lawful procedures, and verifying that there are no remarks on it. 4. Ensuring that the applicant is the rightful owner of the preservation and matching the personal photo on the preservation with the photo attached to the basis, and comparing them to the applicant's photo. If matching

the photo is not possible or if there is doubt, the photos shall be compared and fingerprints on the basis (if any) shall be matched with the applicant's fingerprints using criminal evidence. 5. Inquiring with the passports authority through fingerprints and name to confirm the absence of the mentioned person's name on the lists, the absence of holding documents, and that the person has not left the Kingdom. 6. Inquiring with the criminal evidence about registered precedents through fingerprints, with women exempted from this. 7. Discussing with the specialized employee about the work he/she has been engaged in and his/her place of residence during the past period, and reasons for not registering him/her previously in the civil register. If married, clarification should be provided about his/her spouse's situation, attaching a copy of the marriage certificate, and identifying the names of his/her children and their occupations. Discussions should also cover his/her Saudi relatives, his/her father, brothers, or paternal uncles and their Saudi relatives, attaching copies of their national IDs, obtaining their kinship statements, and requesting two witnesses to confirm the truthfulness of the information before the specialized employee. 8. If the father is deceased, attaching a copy of the inheritance settlement deed and bringing the original for verification by the specialized employee. If it is not possible to bring the original, the copy must be authenticated by the issuing authority, along with attaching copies of the heirs' documents. 9. A declaration from the applicant confirming the existence of the individuals added to the preservation and verifying that they are not registered in the civil register and do not hold any documents. 10. Submitting the documents to the agency to complete the necessary procedures for deciding on the preservation registration in the civil register. B. If the preservation owner is deceased and the registration is requested by the spouse, one of the heirs, descendants, or close relatives of the first and second degrees, or requested by an official entity, it shall be registered according to the following guidelines: 1. Filling out the necessary form at the preservation source. 2. Attaching the original preservation document. If the original is lost, a copy shall be attached. 3. Referring back to the basis and record of the preservation to verify its accuracy and the legality of its procedures. 4. Attaching a copy of the inheritance settlement deed and bringing the original for verification by the specialized employee. If it is not possible to bring the original, it must be authenticated by the issuing authority. 5. The General Directorate of Civil Affairs in the region shall decide on the preservation registration in the civil register, and then record the death based on the inheritance settlement deed, also indicating it in the preservation and the basis. 6. After completing the preservation registration in the civil register, recording the death shall be done based on the evidence mentioned in item (4), and also indicating the death in the preservation and the basis. 7. A citizen's data chip shall not be issued until it is confirmed that the death has been noted in the civil register, preservation, and basis. C. If the preservation owner or his/her requesting children hold foreign nationalities, or there is doubt about their Saudi nationality, their Saudi nationality shall be verified according to the procedures stipulated in the Saudi Arabian Nationality System, its executive regulations, and attached instructions. Article (52).

* Article (53)

Article (53) states that if it is not possible to prove the authenticity of the preservation, it shall be referred to the General Directorate of Civil Affairs to decide on its validity or withdrawal, in accordance with the provisions of Article (89) of the system. Article (53).

* Article (54)

Article (54) states that the Ministry of Foreign Affairs notifies foreign embassies accredited in the Kingdom to urge their nationals to report civil incidents that occur to them in the Kingdom within the specified periods in the Civil Affairs System. They are also informed that a birth incident in the Kingdom is only proven by a Saudi birth certificate. Article (54).

* Article (55)

Article (55) states that Eid holidays and National Day are not counted within the specified periods for reporting incidents. However, Fridays and Saturdays are counted in the period unless they coincide with the last day for reporting, in which case they are not counted towards the period. Article (55).

* Article (56)

Article (56) states that the request form for registering the incident must include - in addition to the data of the person involved in the incident - the name of the informant, his degree of kinship or capacity, his identity number, his place of residence, his signature, and the date of submitting the request. According to Article (56), It must also include a field with the reasons for any delay, a field with the reasons for refusal if the registration is denied, and a field with an explanation to the informant regarding the provisions of Article (79) of the Civil Status Law and Article (26) of the Saudi Arabian Nationality Law, as specified in Article (56). Article (56).

* Article (57)

Article (57) states that specific provisions for each incident as stipulated in these regulations shall be considered when requesting evidence and conducting the necessary investigation. Article (57).

* Article (58)

Article (58) states that every civil incident shall be registered immediately upon its report. The record must include the name of the person involved in the incident, the full name of the informant, their civil registry number, place of residence, telephone number, and their relationship to the incident perpetrator. According to Article (58), the electronic system specifies the date of incident registration and the responsible employee. The signature of the registry clerk referred to herein suffices as per Article (21) of the system. Article (58).

* Article (59)

Article (59) states that if it is impossible to view the original document proving the incident, it shall be substituted with a certified copy from the issuing authority, and the incident shall be registered accordingly. Article (59).

* Article (60)

Article (60) states that the procedures taken by the registry clerk, including the investigation regarding reporting an incident after the expiry of the period specified in the system, are considered a record of the violation to determine the penalty against the violator, as specified in Article (60). Article (60).

* Article (61)

Article (61) states that the violation and penalty must be recorded electronically against the person decided upon and they must be informed accordingly, and the fine must be paid via the electronic system (Sadad), as specified in Article (61). Article (61).

* Article (62)

Article (62) states that incidents proven by reports, instruments, or contracts issued by government agencies domestically are approved - after verifying their authenticity - without the need for further proof unless there is a reason for verification, in which case this is done while applying the penalty for delayed reporting within the specified period in the system, as specified in Article (62). Article (62).

* Article (63)

Article (63) states that judicial judgments proving incidents issued from a foreign country and requiring enforcement as determined by the competent authority must be authenticated by the competent judicial authority in the Kingdom, as specified in Article (63). Article (63).

* Article (64)

Article (64) states that the private facts of Saudis and foreigners are electronically registered on their records, as specified in Article (64). Article (64).

* Article (65)

Article (65) states that the fourth degree referred to in Article (22) of the system includes the cousin, the cousin, and those of their rank, as specified in Article (65). Article (65).

* Article (66)

Article (66) states that the public authority referred to in Article (23) of the system includes every government agency whose work, tasks, or services require obtaining a copy of the registration or document, as specified in Article (66). Article (66).

* Article (67)

Article (67) states that the fixed interest referred to in Article (23) of the system includes everything that brings benefit or prevents harm, which is fixed or determined by an official, civil, or competent authority, as specified in Article (67). Article (67).

* Article (68)

Article (68) states that the form of restrictions mentioned in Article (23) of the system refers to the segment of citizen data extracted electronically from the central civil registry, as specified in Article (68). Article (68).

* Article (69)

Article (69) states that a fee of twenty riyals is collected for each request for a copy of the registration or document referred to in Article (23) of the system, and the collection is made through the electronic system (Sadam), as specified in Article (69). Article (69).

* Article (70)

Article (70) states that procedures for requesting copies of records and documents under Article (23) of the system are as follows: A- Verify the identity of the person requesting the photo and fill out the form prepared for that purpose. B- If the request is from someone with a vested interest, clarify the reasons requiring the photos and attach supporting evidence. C- If the request is from a public authority, a special letter is sufficient. D- Pay the required fees for extracting the images. E- Write the name of the requesting party on the photo if requested by a public authority; if the applicant has a vested interest, their description shall be written on the photo. F- Ensure that the copy of the document or registration is distinguishable from the original and is signed by the director or their authorized representative and stamped with the management seal. Article (70).

* Article (71)

Article (71) states that a woman may obtain an official, true copy of the records recorded in the civil status records relating to her, her assets, her children, or her husband, according to the procedures outlined in these regulations. Article (71).

* Article (72)

Article (72) states that copies of registrations or documents are received based on daily records containing the registration or document number, the recipient's name, capacity, signature, civil registry number, and date of receipt. Article (72).

* Article (73)

Article (73) states that if a citizen requests a copy of a document or record and it becomes clear that there is no valid basis for it, the papers will be referred to the subcommittee for study and issuance of the necessary decision. Article (73).

* Article (74)

Article (74) states that all documents (records, registration certificates), and procedures are sent to the concerned person after being electronically archived by the administering authority. Regarding documents that have been replaced, such as the national ID card or family registry, they are perforated to ensure they are not used and are then either delivered to the concerned person or destroyed if delivery is not possible. Article (74).

* Article (75)

Article (75) states that regarding the methods and procedures for preservation in archive cabinets and the base file, and how to create clear indexes for the preserved records as per Article (25) of the system, it adopts what is stipulated in the Documents and Archives System and its executive regulations, as well as the Electronic Transactions System and its implementing regulations related to preservation. Article (75).

* Article (76)

Article (76) states that it is the responsibility of the local committee to examine electronically extracted records referred to in Article (11) of these regulations and to take the actions stipulated in Article (26) of the system. Article (76).

* Article (77)

Article (77) states that anyone authorized to work or access the electronic data system using their designated operation number is responsible for all entries made under their number in the civil registry. They are obliged to maintain the confidentiality of their secret number and ensure that the device is not left open after accessing the system. Article (77).

* Article (78)

Article (78) states that upon discovering a violation, it is necessary to immediately file a correction lawsuit before the authority concerning actions specified in Article (27) of the system. Article (78).

* Article (79)

Article (79) states that after conducting the necessary investigation into actions specified in Article (27) of the system, and if forgery is found, the matter should be referred to the competent authority investigating forgery crimes. If no forgery is evident, the matter is referred to the subcommittee for imposition of penalties. Article (79).

* Article (80)

Article (80) states that every individual must specify their place of residence, workplace, address, and contact information (P.O. Box number, email, phone number, etc.), and report any changes promptly. They are responsible for the accuracy of the information provided and the consequences and obligations arising from it, according to a model prepared for this purpose. Article (80).

* Article (81)

Article (81) states that the general (usual) place of residence is determined based on a copy of the property deed, a copy of the rental contract, a certification from the employer, or a certification from the mayor, tribal sheikh, or an officially recognized identifier. According to Article (81), if a person chooses a specific place of residence according to Article (31) of the system, in addition to their general place of residence, it shall be according to a designated form that includes specifying the subjects or transactions for which notifications and announcements are received. Notifications via their national address or the Absher platform are considered effective. Article (81).

* Article (82)

Article (82) states that the arrangement contained in Article (33) of the system is for determining responsibility and does not result in the rejection of notifications from any other category, as specified in Article (82). Article (82).

* Article (83)

Article (83) states that the mother of the newborn is responsible for reporting births in addition to the categories stipulated in Article (33) of the system, as specified in Article (83). Article (83).

* Article (84)

Article (84) states that if the notification of the newborn is made by one of the persons responsible for notification, subsequent notifications shall not be taken into account unless they include information that affects the validity of the earlier notification. According to Article (84), in this case, the notification that confirms the incident and is closest to the date of its occurrence shall be approved after conducting the necessary investigation. Article (84).

* Article (85)

Article (85) states that if the child's father objects to the newborn's name, whatever is necessary regarding it shall be completed in light of what is stipulated in Articles (27) and (28) of these regulations, as specified in Article (85). Article (85).

* Article (86)

Article (86) states that if the objection concerns the denial of lineage to the newborn or an objection to lineage, the objector is informed to review the competent court to consider the lawsuit in accordance with the legitimate procedure. Once a final ruling is issued, it is referred to the Civil Status Department for enforcement, as specified in Article (86). Article (86).

* Article (87)

Article (87) states that the period for reporting birth incidents stipulated in Article (34) of the system for births within cities is thirty days, as specified in Article (87). Article (87).

* Article (88)

Article (88) states that the period for reporting birth incidents stipulated in Article (35) of the system is thirty days, as specified in Article (88). Article (88).

* Article (89)

Article (89) governs the registration process for a Saudi national's birth based on an unregistered birth certificate or a hospital notification of birth. The following steps must be observed before registering the birth: A- Fill out the designated form. B- Refer to the original unregistered birth certificate. C- Register the birth notification in the automated registration system for healthcare facilities. For manual birth notifications, it must include the name of the attending physician, their stamp and signature, the date of signature, the official stamp of the facility, and the signature of the authorized person. If any data is missing or incomplete, verification can be sought through the relevant healthcare authority. D- Upon registering the birth, ensure electronic linkage to the parents' civil records. E- The Ministry's agency for civil affairs establishes guidelines for other registration requests not covered in this article. Article (89).

* Article (90)

Article (90) states that when applying to register a birth event for a Saudi based on a notification issued by a government clinic, the following must be considered before registering the event in the events registry and the civil registry: A- Completion of the procedures outlined in the preceding article. B- The clinic's notification must be stamped with the statement (We certify the authenticity of the contents of the document) and signed by the administrative director of the clinic. C- The Health Affairs Directorate in the region to which the clinic belongs must authenticate the notification, confirming the validity of the signature of the responsible administrative director, and specifying the number and date of the obstetrics permit issued to the clinic. Article (90).

* Article (91)

Article (91) states that when applying to register a birth event for a Saudi citizen based on a birth notification issued by a private clinic, the following must be considered before registering the event in the events registry and the civil registry: A- Completion of the procedures outlined in the preceding two articles. B- The father and witnesses will be interviewed by the Civil Status Officer using the designated discussion form, and additional matters may be discussed if necessary. C- If there are additional children registered with their father who are younger than the applicant, their father will be questioned regarding why the applicant was not included when adding his siblings. D- A comparison will be conducted between the birth dates of his registered and unregistered children, obtaining the full name and nationality of each mother, along with her documents, and verifying that there are no discrepancies in the birth dates of children from the same mother or inconsistencies between birth dates and marriage contracts. E- It is the responsibility of the father to ensure the accuracy and absence of any comments regarding his submission. Article (91).

* Article (92)

Article (92) states that Medical reports confirming the birth issued by government hospitals, emergency services, or certified private hospitals and dispensaries within one year from the date of the birth incident shall substitute the birth notifications issued by them. Article (92).

* Article (93)

Article (93) states that when requesting registration of a home birth for a Saudi national born at home, the procedures are completed as follows: A- Filling out the relevant forms and having them signed by the informant and witnesses in the presence of the designated employee. B- Completing the provisions of Paragraphs (A, D) of Article (89) and Paragraphs (B, C, D, E) of Article (91) of these regulations. C- Attaching a copy of the newborn's vaccination card, if available. D- Referring the newborn to the hospital for age estimation based on a medical report with a personal photo attached and stamped with the official seal. E- Writing to the Passport Office to request a segment of the mother's travel data during the year of birth and comparing the mother's entry date with the date of birth. If it is found that the date of birth precedes the mother's entry date, an investigation is conducted with the informant and the documents are submitted to the Directorate. Article (93).

* Article (94)

Article (94) states that when submitting a request to a Saudi representation abroad to register the birth event that occurred to a Saudi outside the Kingdom, the Saudi representation shall act according to the following: A- Verifying the Saudi documents carried by the informant and their description in the notification. B- Requesting a certified copy of the newborn's birth certificate from the competent authorities in the country where the birth occurred. C- Ensuring that the birth certificate states the father's nationality as Saudi. D- If the documents proving the incident are in a language other than Arabic, they must be authenticated by the Saudi representation office after translation. E- Taking into account the provisions of Article (89) of these regulations regarding the status of the wife. Article (94).

* Article (95)

Article (95) states that the Saudi representation abroad must notify Civil Affairs of the incidents registered with it within thirty days from the date of their registration, attaching copies of the documents proving the incident and retaining copies thereof. Article (95).

* Article (96)

Article (96) states that when submitting a request to any administration or civil status office to register the birth incident that occurred to a Saudi abroad, the following shall be taken: A- If the incident was registered at the Saudi representation abroad, the following is sufficient to register the incident in the civil registry: 1. The birth certificate issued from abroad, certified by the Saudi Representation and the Saudi Ministry of Foreign Affairs, and if the certificate is in a language other than Arabic, it must be translated and the translation must be certified by the Saudi Representation and the Saudi Ministry of Foreign Affairs. If the translation was done by an accredited office in the Kingdom, it must be certified by the Chamber of Commerce. 2. Verifying that the father holds Saudi nationality at the time of the birth incident. 3. Copies of the parents' documents and a copy of the document through which the newborn was brought to the Kingdom. 4. If the newborn is still residing abroad, after registering the incident, it should be noted in the civil registry that the newborn is still residing abroad. 5. If the newborn entered the Kingdom using non-Saudi documents, after registering the incident in the civil registry, the Passport Department will be notified along with a copy of the document through which the newborn was presented. B- If the birth event was not registered at the Saudi representation abroad, the following steps shall be taken: 1. Attach the birth certificate issued from abroad, certified by the representative of the country where the incident occurred and by the Saudi Ministry of Foreign Affairs. If the certificate is in a language other than Arabic and was translated outside the Kingdom, it shall be certified by the representative of the country where the incident occurred and by the Saudi Ministry of Foreign Affairs. If the translation was done by one of the accredited translation offices in the Kingdom, it must be certified by the Chamber of Commerce. 2. Complete what is stated in (5, 4, 3, 2) of Paragraph (A) of this Article. 3. Discuss with the informant the reasons that prevented the registration of the incident at the Saudi representation abroad and fill out the prepared form for this purpose. C- If the father submits a request to add a child born outside the Kingdom who does not have a birth certificate, the following steps shall be taken: 1. Complete what is stated in (5, 4, 3, 2) of Paragraph (A) of this Article. 2. Take into account the regulations governing DNA analysis tests. Article (96).

* Article (97)

Article (97) states that taking into account what is stated in Articles (89) to (96) of this regulation, if more than fifteen years have passed since the birth incident, the following procedures shall be completed in this regard: A- Discuss with the applicant and his father, or one of his brothers, or one of his uncles about his place and date of birth, his full name, his mother's name, his relationship to them, and the reasons that led to him not being added before reaching the age of majority, and obtain an acknowledgment from them about that. B- If his father is deceased, attach a copy of the heirs identification instrument. C- Obtain acknowledgment from two witnesses and the tribal sheikh or mayor of the locality, identifying himself and specifying his place and date of birth. D- Place the applicant's personal photo on all declarations and stamp them with the civil status stamp. E- Attach a certified copy of the last academic certificate he obtained, along with copies of the documents according to which he joined the study. If he is working, he must attach an identification from his

employer, along with a certified copy of the documents according to which he joined the work. F- Inquire at the passport office through fingerprint and name to ensure that the person mentioned has no name on the lists, does not carry documents, and has not left the Kingdom. G- Inquire from criminal evidence about the criminal records recorded against him through fingerprinting, and women are exempted from that. H- Fill out personal information form No. (215) in three copies for males. I- If the child was born outside the Kingdom or was born within it and then left it and submitted the application after reaching the age of 18 years, forms No. (71) and (72) must be filled out, along with copies of the documents under which he left. Article (97).

* Article (98)

Article (98) states that after completing what was indicated in Articles (89) to (97) of these regulations and the absence of any observation, the following shall be taken: A- If the notification is within the first year from the date of birth, the incident shall be recorded, and the birth certificate shall be delivered to the informant. B- If more than eight years have passed since the birth, the application will be completed according to regulations issued by the agency. C- Whoever applies after reaching the age of majority to register the birth event and was born outside the Kingdom or was born inside it and then left it without carrying proof of his Saudi Arabia and his father carried proof of his Saudi Arabia and was not registered with the Saudi representation, he will be treated in accordance with Council of Ministers Resolution No. (179) dated 6/22/1422 AH, and his application will be referred to the Agency's General Department of Nationality for study by the Recovery and Naturalization Committee. D- In the previous cases, the provisions of Article (171) of these regulations must be taken into account, and this does not prevent the incident from being registered after verifying its authenticity and completing all its procedures and requirements, as specified in Article (98). Article (98).

* Article (99)

Article (99) states that the nationality of the parents is recorded in the register according to their status at the time of birth after verifying the documents proving their nationality, as specified in Article (99). Article (99).

* Article (100)

Article (100) states that anyone holding a Saudi passport but not enjoying Saudi Arabian nationality according to the second article of the travel document system, their civilian incidents are recorded in the records of foreigners after issuance of the foreign record by the competent authority, as specified in Article (100). Article (100).

* Article (101)

Article (101) states that if the mother's nationality is not proven through official documents, the field for the mother's nationality will be marked as "not established". Article (101).

* Article (102)

Article (102) states that when applying to register the birth of a foreigner within the Kingdom, the following steps must be taken: First: - Verify that the birth notification is recorded in the automated registration system of healthcare facilities. For manual birth notifications, ensure it includes the attending doctor's name, stamp, signature, and date, along with the official stamp and signature of the healthcare facility's relevant personnel. If any data is missing or incomplete, verification can be sought through written correspondence with the relevant healthcare facility. - Confirm the parents' documents and ensure the newborn is not added to the father's foreign document. If the addition exists, attach a copy of the document showing the addition, if available, and verify the data. - Verify that the birth incident occurred within the Kingdom. - Confirm the validity of the incident according to the verification procedures stated in Articles (89 to 92) of the regulations. - Verify the existence of a marital relationship and that the marriage was approved by the competent authorities, either through a certificate from the competent authorities, a Saudi embassy, or a certified document with the approval stamp of one of the competent authorities, or by the number and date of the competent authority's approval in the marriage contract. If the husband is from the Gulf Cooperation Council (GCC) countries, the contract is sufficient if issued or certified by one of the competent courts or the competent authority in the Kingdom, or certified by one of the Saudi representatives for those married outside the Kingdom, or any certificate from the Saudi representative proving the marriage. Second: For requests to issue a replacement birth certificate for lost or damaged certificates, the following steps must be taken: - Verify the integrity of the original certificate, ensuring it was issued legally. - Obtain a written declaration that the certificate is genuinely lost and has not been handed over to the government of the certificate holder's country or pledged. For damaged certificates, the original should be collected and marked accordingly. - Refer the "lost and damaged" request to the subcommittee at the place of application for the necessary decision, applying Article (81) of the system. Third: The Ministry's Civil Affairs Agency shall set guidelines for other registration requests not mentioned in this article Article (102). Article (102).

* Article (103)

Article (103) states that if a stillborn child is born after the sixth month of pregnancy, the death notification must include the date of birth and the gestation period. Article (103).

* Article (104)

Article (104) states that if a child dies after birth or is stillborn after the sixth month of pregnancy, both the birth and death incidents shall be registered in the civil registry, and a death certificate is issued only upon request by the relatives. Article (104).

* Article (105)

Article (105) states that if a child is born before the father acquires Saudi nationality, the father must provide copies of his previous documents, and the newborn will be registered in the foreigners' registry. Article (105).

* Article (106)

Article (106) states that reporting foundlings within the Kingdom is managed through the Ministry of Human Resources and Social Development, specifically the agency responsible for social welfare and family affairs. The foundling is registered in the civil registry upon completion of the following requirements: a) A letter from the relevant authority in the Ministry of Human Resources and Social Development requesting registration of the case in accordance with Article (39) of the system. b) Completion of the designated form for civil registry registration and the "Special Circumstances" form, accompanied by a stamped photograph of the individual. c) Attachment of DNA test results for unknown parents if the birth occurred outside of hospitals or accredited healthcare facilities. The Civil Affairs Agency is tasked with coordinating with the relevant authority in the Ministry of Human Resources and Social Development and related entities to establish specific guidelines for procedures concerning individuals with special circumstances. Article (106).

* Article (107)

Article (107) states that the term "page of the child's father" mentioned in Article (42) of the system refers to the family booklet (family register). Article (107).

* Article (108)

Article (108) states that following the registration of a birth based on a foreign birth certificate, an electronic birth certificate is issued. The foreign birth certificate is stamped with "Registered in the Civil Register under No...." and returned to the holder, while a copy is retained as the basis for the registration. Article (108).

* Article (109)

Article (109) states that civil affairs departments and offices register reported birth incidents and issue the necessary documents when the notifier appears in person. Article (109).

* Article (110)

Article (110) states that Saudi citizens registered in the civil register who have not previously obtained a birth certificate and apply for one shall receive a birth certificate based on the central civil register. Article (110).

* Article (111)

Article (111) states that the birth certificate includes the following details: a) Certificate number, date, and place of issuance. b) Name of the newborn and their registration number. c) Place and date of birth in both Hijri and Gregorian calendars. d) Day and time of birth, including the hour and

minute. e) Gender. f) Father's name, registration number, and place and date of birth. g) Mother's name, registration number, nationality, and place and date of birth. h) Nationality of the father for non-Saudis. Article (111).

* Article (112)

Article (112) states that if a citizen residing abroad wishes to receive their birth certificate through the Saudi representation in their country of residence, the birth incident is registered in the civil register based on documents received from the Saudi representation. Subsequently, the birth certificate is issued and forwarded to the Ministry of Foreign Affairs for delivery to the citizen via the Saudi representation. Article (112).

* Article (113)

Article (113) states that birth certificates are authenticated by the Saudi Ministry of Foreign Affairs following certification by one of the authorized civil affairs departments or offices. Article (113).

* Article (114)

Article (114) states the Permanent Committee for Scholarly Research and Ifta as the competent authority to identify names that contravene Islamic law. Article (114).

* Article (115)

Article (115) states that in accordance with the guidelines in Article (15) of these regulations, the first names of citizens and those who acquire Saudi nationality are registered as follows: a) Names that violate Islamic law, such as those implying servitude to anyone other than Allah (e.g., "Abd al-Nabi," "Abd al-Husayn"), compound names, socially inappropriate names, and names with religious or political connotations, are not to be registered. b) First names prefixed with "al-" (e.g., "al-Hakim," "al-Amir," "al-Sultan") are not to be registered. However, names traditionally recognized among Arabs and commonly used in society, such as "al-Baraa," "al-Walid," "al-Anoud," "al-Jawhara," "al-Hassan," and "al-Husayn," are permitted. The Civil Affairs Agency is tasked with establishing a mechanism to create an electronic platform listing all names and identifying prohibited names after coordinating with relevant authorities. Article (115).

* Article (116)

Article (116) states that the reporting period for incidents outlined in Article (46) of the system begins from the date of the contract, document, or judgment that proves the incident, not from the date the incident occurred. Article (116).

* Article (117)

Article (117) states incidents specified in Article (46) of the system after verifying the following: a) Submission of a request to register the incident according to the prescribed procedures. b) Verification of the spouses' nationality through documented evidence. c) Confirmation of the incident with a contract, document, or judgment certified by the issuing authority. d) Ensuring that the judgment proving the incident is final, in accordance with Article (63) of these regulations. e) No amendments exist in the contract, document, or judgment data unless certified by the issuing authority. Article (117).

* Article (118)

Article (118) states that the incidents listed in Article (46) of the system must be registered in the civil register, and electronically reported data to civil affairs is sufficient once electronic linkage with the relevant authorities is complete. Article (118).

* Article (119)

Article (119) states that in accordance with Article (165) of these regulations, when registering a divorce incident for any Saudi woman, her name must be removed from her husband's civil register. Article (119).

* Article (120)

Article (120) states that when requesting to register a marriage incident involving a divorced woman whose previous divorce incident has not been registered, the divorce must be registered according to the procedures outlined in these regulations before considering the marriage registration request. Article (120).

* Article (121)

Article (121) states that when requesting to register a marriage incident involving a woman without documents proving her nationality, the following steps must be taken: a) Verify her nationality according to her situation, following the procedures and guidelines specified in the Saudi Arabian Nationality Law and these regulations, and report to the directorate. b) If her Saudi nationality is proven and the directorate issues instructions to register her in the civil register, the following should be considered: 1. If her father is registered in the civil register, she will be registered as his dependent. 2. If her father is not registered in the civil register, she will be registered in the civil register and issued a national identity card. c) If her Saudi nationality is not proven, her documents are referred to the Emirate of the region for necessary action regarding her residency and marriage documentation. d) The marriage incident is registered after confirming the marital relationship according to Sharia. Article (121).

* Article (122)

Article (122) states that when registering an incident involving a non-Saudi party, the following steps must be taken: a) Complete all prescribed registration procedures and guidelines as outlined in Article (117) of these regulations. b) Ensure the marriage was approved by the competent authority and that the residency in the Kingdom is legal. c) Register the marriage, divorce, khula (mutual divorce), or return of a Saudi party in the register designated for Saudis, and then in their civil register. d) For the non-Saudi party, register the incident in the register designated for foreigners. e) Link the foreign record of a non-Saudi woman married to a Saudi man with her husband's civil register so that she appears in the family register with her foreign registration number (residence permit). This linkage does not confer Saudi nationality nor exempt from residence permit renewal. Article (122).

* Article (123)

Article (123) states that the document proving the marriage, if one of the parties is non-Saudi, must indicate that the individual is not among those prohibited from marrying or that the marriage was approved by the competent authority, along with the approval number and date. Article (123).

* Article (124)

Article (124) states that the Saudi representation will record the number and date of the competent authority's approval on the marriage contract when certifying it and in the passport when issuing an entry visa to the Kingdom. Article (124).

* Article (125)

Article (125) states that the registration of a divorce in the civil register for a Saudi woman divorced from a foreigner, who is still listed in her father's record and whose marriage was not previously registered, follows these steps: - According to Article (125) If the foreign registration number of the ex-husband is known, the following steps are taken: 1. Issue a personal identity card (national ID) for the divorced woman according to standard procedures. 2. Register the marriage of the foreigner to the Saudi woman. 3. Register the divorce from the foreigner. According to Article (125) If the foreign registration number of the ex-husband is unknown, the following steps are taken: 1. Issue a personal identity card (national ID) for the divorced woman according to standard procedures. 2. Amend her marital status to "divorced" based on the divorce document. Article (125).

* Article (126)

Article (126) states that the names of the husband and wife (Saudis) must be recorded in full with their civil registration numbers and the place and number of the record in marriage contracts, divorce documents, khula (mutual divorce) documents, return documents, and judicial rulings establishing any of the aforementioned incidents. For non-Saudis, the names recorded in their documents should be used. Article (126).

* Article (127)

Article (127) states that failure to notify the Civil Affairs Department of the incidents listed in Article (51) of the system does not prevent their registration and necessary actions upon notification and submission of original or certified documents and judgments proving the incidents. Article (127).

* Article (128)

Article (128) states that the manager of any establishment is responsible for reporting deaths that occur within the establishment among the categories listed in paragraph (c) of Article (53) of the system. Article (128).

* Article (129)

Article (129) states that the reporting period for death incidents listed in Article (54) of the system is thirty days. Article (129).

* Article (130)

Article (130) states that when requesting to register a death incident based on a notification or medical report issued by a government or private hospital, the following steps must be taken: - Fill out the designated form. - Attach the death notification or medical report, including the full name of the deceased, civil registration number, date of death in both written and numerical formats (day, month, year, hour, and minute), direct cause of death, name, stamp, and signature of the physician who confirmed the death, date of the signature, official stamp of the institution, and the signature of the relevant official.

* Article (131)

Article (131) states that when requesting to register a death incident based on a death notification issued by a government or private clinic, the following steps must be taken before registering the incident: - Complete the requirements stated in the previous article. - Ensure the notification is stamped by the clinic with the phrase "We certify the accuracy of the document's contents" and signed by the clinic's administrative manager. - Obtain certification from the regional health directorate confirming the validity of the administrative manager's signature on the notification. Article (131).

* Article (132)

Article (132) states that when requesting to register a death incident of a citizen that occurred outside the Kingdom based on a foreign death certificate, the following steps must be taken: - If it is registered with the Saudi representation in the country where the death occurred, it suffices to

register it in the civil register with the foreign death certificate, certified by the Saudi representation and the Saudi Ministry of Foreign Affairs after filling out the designated form. If the certificate is not in Arabic, it must be translated and the translation certified by the Saudi representation and the Saudi Ministry of Foreign Affairs. If translated by an accredited office within the Kingdom, it must be certified by the chamber of commerce. - If it is not registered with the Saudi representation abroad, it is registered in the incident register and the civil register after the following steps: 1. Complete the designated form. 2. Attach the foreign death certificate certified by the representation of the country where the incident occurred and the Saudi Ministry of Foreign Affairs. If the certificate is not in Arabic and was translated abroad, it must be certified by the representation of the country where the incident occurred and the Saudi Ministry of Foreign Affairs. If the translation was done by an accredited office within the Kingdom, it must be certified by the chamber of commerce. 3. Discuss with the notifier the reasons for not registering the incident with the Saudi representation abroad and fill out the designated form. Article (132).

* Article (133)

Article (133) states that when applying Article (60) of the system, the provisions outlined in Article (22) of these regulations must be observed, with death annotations made on the records of the reported deceased. Article (133).

* Article (134)

Article (134) states that death certificates issued by military leaders according to Article (61) of the system are relied upon for registering deaths and annotating their records. Article (134).

* Article (135)

Article (135) specifies that when requesting to register the death of a citizen without a death notification or medical report, the following steps must be taken: First: If the death occurred within the Kingdom: 1- Record all available information about the deceased necessary for registering the death incident on the designated form. 2- Add the notifier to the wanted list system (service suspension) and annotate their civil record until the death status is confirmed and registered. 3- Provide proof of death according to Sharia. 4- Record the notifier's data as per Article (56) of these regulations. 5- Register the death incident and issue the death certificate according to the guidelines in Article (140) of these regulations. Second: If the death occurred to a citizen outside the Kingdom: 1- Complete the steps (4, 3, 2, 1) listed in "First." 2- Notify the General Directorate of Passports to update the passport status. Third: The Civil Affairs Agency shall establish guidelines for registering other death incidents not covered in this article. Article (135).

* Article (136)

Article (136) states that after completing the procedures outlined in the previous article, the documents are referred to the competent court to confirm the death according to Sharia. Based on

the court's decision, the following steps are taken: A- According to Article (136), in accordance with Article (20) of the regulations, if the death is confirmed by a Sharia ruling, it is registered in the incident register and the civil register as per the procedures in these regulations. The name remains on the missing persons list, and the General Directorate of Passports is notified to electronically update the passport status to invalid. B- If the court does not confirm the death, the following steps are taken: 1. Issue a family record (family register) for the missing person according to standard procedures, annotating it with the word "missing" in the civil register and family register. 2. Notify the General Directorate of Passports to electronically update the passport status to invalid, while keeping the name on the missing persons list. Article (136).

* Article (137)

Article (137) states that when requesting to register the death incident of a citizen holding old personal records (Hafizah al-Nufus) not registered in the civil register, the necessary steps are completed to register the personal records according to paragraph (b) of Article (52) of these regulations. Article (137).

* Article (138)

Article (138) states that the death certificate includes the following information: A- Certificate number, date, and place of issue. B- Full name of the deceased as per official documents. C- Registration number. D- Gender. E- Date of birth. F- Place and date of death in both Hijri and Gregorian calendars. G- Cause of death. H- Nationality, passport number, and religion for non-Saudis. Article (138).

* Article (139)

Article (139) states that if the death occurs in a police station, detention center, prison, or due to execution, this is clarified in the incident register and the civil register but does not appear on the death certificate. Article (139).

* Article (140)

Article (140) states that the death certificate and national identity card of the citizen are delivered after perforation to the individuals responsible for reporting, as specified in Article (53) of the system. If necessary, the family record is replaced, and lost certificates are recorded in the lost items system. In the case of applying for a replacement certificate due to loss or damage, verification of a power of attorney from the heirs is required. Article (140).

* Article (141)

Article (141) states that when requesting an electronic death certificate instead of a manual one, this is done after verifying the integrity of the manual certificate. The manual certificate is then collected

and preserved as a basis for the electronic certificate, with the incident being registered electronically if it has not been previously registered in this manner. Article (141).

* Article (142)

Article (142) states that after registering the death of a citizen based on a foreign death certificate, an electronic death certificate is issued, and the foreign certificate is preserved as the basis for registration. Article (142).

* Article (143)

Article (143) states that if a person declared dead is found to be alive, this is not documented in their file until a final judgment nullifies the death ruling. The issued death certificate is then canceled, and all consequent entries in the incident register and civil register are amended according to the procedures in these regulations. Article (143).

* Article (144)

Article (144) states that if a human body is found, the person responsible for preparing the report according to Article (63) of the system must take the ten fingerprints and a DNA sample from the deceased. Article (144).

* Article (145)

Article (145) states that if the deceased is a non-Saudi, the incident is recorded according to the guidelines in these regulations, and a copy of the death certificate is sent to the regional Emirate for the following actions: A- Notify the embassy or consulate of the deceased's country through the Ministry of Foreign Affairs to inform the relatives about burial in the Kingdom or transportation abroad within two months from the notification date, specifying the address and destination. B- If no response is received within the specified period, burial procedures commence, and the consulate assumes responsibility. C- Require sponsors to promptly complete the necessary procedures according to regulations, considering placing them on the wanted list if they fail to follow up. D- A specialized department in the regional police handles all death procedures to unify and expedite the process. E- If one of the heirs or a legal representative is in the Kingdom and wishes to receive the body for transportation abroad or burial in the Kingdom, they must provide a consent from the heirs certified by the embassy and the Saudi Ministry of Foreign Affairs. Article (145).

* Article (146)

Article (146) states that the national identity card (printed or digital) contains the following information: - Personal photo. - Full name, comprising not less than four names (first name, father's name, grandfather's name, family name) in both Arabic and English. - Place of birth. - Date of birth in both Hijri and Gregorian calendars. - Civil registration number. - Expiry date in both Hijri and

Gregorian calendars. - Version number. - Official logos and security features. - Any data considered necessary by the Civil Affairs Agency for addition or deletion. Article (146).

* Article (147)

Article (147) states that when issuing a national identity card, the following steps must be taken: - Fill out the designated form. - Identification by the father, grandfather, brother, uncle, cousin, maternal uncle, or maternal cousin, or by the mother, sister, paternal aunt, cousin, maternal aunt, or grandmother, or a legal representative, or two Saudi witnesses if no relatives are present. The identifier must be at least 18 years old and hold a national identity card. - Verify the data of the family record in which the applicant is listed through the system. - Attach two personal photos meeting the criteria stated in Article (17) of these regulations. - Identification from an educational institution, or attach a copy of the academic certificate, or identification from the workplace if employed. For unemployed women, a declaration of their activity is sufficient. - Attach a copy of the birth certificate and present the original for verification, or refer to the original document to verify the addition. If not found, complete the request based on the applicant's registration in the civil register, attach a data chip, and notify the regional Civil Affairs office to review the procedures. - The responsible officer must match the photo on the form with the applicant before taking the photograph and fingerprints, and the certification officer must match the registered information and photo with the submitted documents before approving the request. - Deliver the national identity card according to the procedures outlined in Article (170) of these regulations. Article (147).

* Article (148)

Article (148) states that if the applicant is a man registered in the civil register and has reached the age of twenty, after completing the procedures outlined in Article (147), the following steps are taken: A - According to Article (148), discuss with the father if alive, or one of the brothers if the father is deceased or unavailable, or a paternal relative if there are no brothers, regarding the reasons for delaying the request for a national identity card and the applicant's occupation. B - According to Article (148), attach a copy of the inheritance document and present the original for verification if the father is deceased. C - According to Article (148), consider the guidelines for DNA testing. Article (148).

* Article (149)

Article (149) states that if the applicant is not registered in the civil register but the father is, the birth incident is registered in the civil register according to the guidelines in these regulations. Article (149).

* Article (150)

Article (150) states that if the applicant's father is not registered in the civil register, the father is processed as follows: A - According to Article (150), if the father holds an old personal record

(Hafizah al-Nufus), complete the necessary steps to register him in the civil register according to these regulations. B - According to Article (150), if the father does not hold an old personal record, verify his Saudi nationality according to the Saudi Arabian Nationality Law, its implementing regulations, and related instructions. Article (150).

* Article (151)

Article (151) states the following guidelines for women obtaining a national identity card: - Applications are submitted to the women's section in offices that have a women's section, and all procedures are completed there. - Applications can be received in the men's section if the form is filled out and signed by the guardian or legal representative, the photo is signed on the back and placed in an envelope, sealed, and immediately forwarded to the women's section. - If received by an external office in the women's section, the form is filled out by the guardian or legal representative, the applicant's name is written on the photo, and the form is signed in front of the responsible female officer after affixing the photo and stamping it. - Verification of the woman's identity in the absence of the guardian or legal representative is done as follows: - Identification by a male relative or a Saudi woman at least 18 years old holding a national identity card. - Presentation of her Saudi passport for the female officer to match the photo in the passport with the applicant. - The women's section maintains record number (8) for issuing national identity cards for women, starting with number (1) in each section issuing cards. - The file clerk numbers the form sequentially. - The woman's name remains in her father's or husband's family record after receiving the national identity card. - If the applicant holds an old personal record registered in the civil register, it is collected and measures are taken to prevent its use, such as perforation, and linked to the new basis with annotations in the old record. It is then registered in the files with a new number and date, correcting the old record's number, date, and source in the civil register according to the new registration, and issuing a certificate accordingly. - Upon receipt of the application from the men's section, the responsible female officer verifies that the envelope is sealed with the photo inside. - Procedures are completed according to Article (147) of these regulations. Article (151).

* Article (152)

Article (152) states that for applicants unable to attend Civil Affairs offices due to illness, disability, or imprisonment, the following steps are taken: - According to Article (152), the designated form is filled out by the applicant, guardian, or legal representative, including complete information and a personal photo of the applicant, and their location. - According to Article (152), for the ill, elderly, or disabled, a medical report from a hospital detailing the condition is attached. - According to Article (152), the request is submitted through the electronic portal for approval by the authorized official after verifying the basis through electronic archiving to match the photo on the form and stamp it. If matching is not possible or doubts arise, the request is sent to the original record location for verification. - According to Article (152), after committee review and no objections, the administration director sets a visit date within a week of the request submission, informing the applicant, guardian, legal representative, or the hosting entity, and a security officer accompanies the committee. - According to Article (152), the photo on the form is matched with the applicant before taking photographs and fingerprints. After completion, a report is filled out and signed by the committee members and the applicant or guardian. - According to Article (152), if the photo and

fingerprints are already recorded in the Civil Affairs system and the applicant is abroad, the applicant must submit a certified power of attorney or authorization from the Saudi embassy and Ministry of Foreign Affairs, or an electronic authorization through the designated platform, filling out the request form after presenting the original national identity card if available. The request is processed and the applicant is informed to update the photo and fingerprints upon return, perforating the old identity card if present, and issuing or destroying it accordingly, with annotations in the system. Article (152).

* Article (153)

Article (153) states that if the applicant is added to the father's record according to Article (14) of the Saudi Arabian Nationality Law, the following steps are taken after completing Article (147): - According to Article (153), attach a copy of the father's basis through electronic archiving, showing the addition and the applicant's birth date and place. - According to Article (153), attach a copy of the document granting the father Saudi nationality and the document showing the addition. Article (153).

* Article (154)

Article (154) states that when a woman who has acquired Saudi nationality receives a national identity card, an annotation is made in the basis and civil register indicating the article number under which she obtained Saudi nationality. Article (154).

* Article (155)

Article (155) states that the validity of the national identity card for different age groups is as follows: - According to Article (155), five years for ages 15 to 30. - According to Article (155), ten years for ages 31 to 50. - According to Article (155), twenty years for ages 51 and above. Article (155).

* Article (156)

Article (156) states that renewing the national identity card involves the following steps: - According to Article (156), for those with recorded photo and fingerprints in the Civil Affairs system, the photo and fingerprints are matched with the original identity card, and if they match, the renewal is processed immediately without requiring a photo or form. - According to Article (156), for those without recorded photo and fingerprints in the system, the photo and fingerprints are taken and matched with the original identity card. If matching is not possible, the basis is verified through electronic archiving. If still not possible, a report is prepared and signed by the responsible officer, section head, and office director, and the documents are sent to the original record location for verification. - According to Article (156), renewal is allowed for those over 60 or with visible disabilities if fingerprints cannot be read, with a report signed by two officers and the office director verifying the photo with the applicant and their documents, and the basis is verified if needed. For

medical reasons preventing fingerprint reading, a hospital report with the applicant's photo is required, certified, and the request is processed according to office authority. Article (156).

* Article (157)

Article (157) states that Civil Affairs issues national identity cards (printed or digital) and all printed and digital documents such as family records, birth certificates, death certificates, data chips, and modification notifications. - According to Article (157), all government and non-government entities requiring identity verification must record the data without taking a copy. - According to Article (157), Civil Affairs is responsible for the accuracy and authenticity of issued identity cards and documents. - According to Article (157), the Civil Affairs Agency sets guidelines for issuing and renewing national identity cards (printed or digital) and related documents. Article (157).

* Article (158)

Article (158) states that Saudi representations abroad complete the procedures outlined in these regulations for submitted requests according to Article (68) of the system and forward the documents to the General Directorate of Civil Affairs. Article (158).

* Article (159)

Article (159) states that if a citizen is found to have multiple civil records in the system, the following steps are taken: - According to Article (159), verify the basis of the records, matching the data and the documents obtained with the records. - According to Article (159), obtain a declaration from the individual, guardian, or legal representative stating all records belong to them and which record they wish to delete, annotating the record for deletion with "duplicate record pending deletion," and recording the chosen record's number, processing requests based on the chosen record, without linking the request to deleting the other record. - According to Article (159), verify any links to the records pending deletion and notify relevant linked entities. - According to Article (159), refer the documents to the subcommittee for verification, identifying the reasons for obtaining multiple records, and issuing a decision to retain one record and delete others, modifying the individual's data as necessary according to the system and regulations. - According to Article (159), after deletion, collect documents associated with the deleted record and issue an official notice according to the approved form. Article (159).

* Article (160)

Article (160) states that if a person has added one or more fictitious names to the basis of the personal record (Hafizah al-Nufus) or civil register based on submitting false documents or witness testimony, the following steps are taken: - According to Article (160), obtain a declaration from the head of the household, guardian, or legal representative (in case of the head of household's death) that the record for deletion is fictitious, attaching a copy of the inheritance document. - According to Article (160), verify the basis of the records, matching the data and the documents obtained with the

records, ensuring no links exist. - According to Article (160), annotate the civil record with "fictitious record pending deletion." - According to Article (160), refer the documents to the subcommittee. - According to Article (160), after the subcommittee issues a deletion decision, annotate the basis and civil record accordingly, stamp it officially, and collect documents resulting from the fictitious record.

Article (160).

* Article (161)

Article (161) states that: Firstly, the family record is a document proving the family members listed in it, and it includes the following information: - Personal photo. - Full name, not less than four names (first name, father's name, grandfather's name, family name or nickname). - Civil registration number. - Version number and page. Secondly, it includes: - Names of family members. - Relationship of family members to the head of the household, their civil registration numbers, and their place and date of birth. - Issuing authority and date. - Any data deemed necessary by the Civil Affairs Agency for addition or deletion. Secondly, family records are issued to the head of the household as specified in Article (91) of the system. Thirdly, the Civil Affairs Agency sets guidelines for cases in which family records are issued. Article (161).

* Article (162)

Article (162) states that upon registering a marriage for the head of the household in the civil register, a family record containing the family members must be promptly issued and delivered, in accordance with the provisions outlined in the third section of Article (161) of the regulations. Article (162).

* Article (163)

Article (163) states that a family record containing the family members is issued, taking into account the provisions outlined in the third section of Article (161) of the regulations. Article (163).

* Article (164)

Article (164) states that, in accordance with Article 76 of the system, obtaining a replacement for a damaged or lost national identity card or family record proceeds as follows: 1- Individuals whose photo and fingerprints are registered in the Civil Affairs system have their identity verified without needing to attach a personal photo or fill out a form. Upon verification, the replacement card is issued directly. 2- For individuals without a registered photo and fingerprints, their photo and fingerprints are taken and then matched with the archived record electronically. If clarity is lacking, an official request is sent to the original record source. 3- Individuals whose photo and fingerprints are registered but are unable to appear due to being outside the Kingdom must provide a duly attested agency or authorization from the Saudi embassy and Ministry of Foreign Affairs, or electronically through the designated platform. They must also fill out the designated application form. A note is made in the system to review the individual upon their return to update the photo

and fingerprints, invalidate the damaged national identity card, and either return it to the owner or dispose of it. 4- It is necessary to present the original national identity card and family record in case of damage. 5- Procedures for reporting the loss are completed immediately upon notification of the lost document by the offices. Article (164).

* Article (165)

Article (165) states that every citizen who has not applied to any of the Civil Affairs departments for the modification or replacement of the national identity card or family record, in accordance with Article 75 of the system, shall have their documents modified or replaced upon submitting an application for any procedure or registration incident with the Civil Affairs. Article (165).

* Article (166)

Article (166) states that when requesting to link the civil record of a divorced or widowed woman to her father's civil record, the following steps must be taken: A. Verify that the incident has been registered according to the procedures stipulated in this regulation. B. Verify her lineage to her father, ensuring she has not remarried after divorce or the death of her husband. C. If it is found that her father's first name, father's name, grandfather's name, family name, tribe name, or clan name has been previously modified, resulting in her name not matching her father's name, the modification shall be made according to the modification made to her father's name. D. Withdraw the family register (family record) and replace it accordingly. Article (166).

* Article (167)

Article (167) states that when registering the personal record (Hafizah al-Nufus) of a deceased person in the civil register according to paragraph (b) of Article (52) of this regulation, a family register (family record) shall be issued instead of the personal record if the deceased has dependents added with him, after ensuring that these dependents were not previously registered in the civil register. It should be noted in the register where the photo of the deceased person would be placed that they have passed away. Article (167).

* Article (168)

Article (168) states that if the deceased has dependents in the family register (family record), the death shall be recorded according to the procedures. The family register shall be withdrawn and appropriate measures shall be taken to ensure it is not used, such as marking it. A new family register shall be issued for the deceased, indicating the place of the photo where the death is noted. Article (168).

* Article (169)

Article (169) states that when a national ID card or family record is found, it shall be sent to the nearest Civil Affairs Agency or office. Upon receipt, appropriate measures shall be taken to ensure it is not used, in accordance with Article 74 of these regulations. Article (169).

* Article (170)

Article (170) states that the personal identification card (national ID) and family record (family register) are delivered to its owner, his agent, or guardian, and the delivery is documented electronically. The employee responsible for the delivery must collect the previous document in the case of renewal or damage before activating the new document. Article (170).

* Article (171)

Article (171) states that the violation is documented through an arrest report, which includes copies of the documents proving the violation, and the documents are referred to the relevant committee within a period not exceeding five working days from the date of its documentation. Article (171).

* Article (172)

Article (172) states that a violation involving the pawning of a personal identification card (national ID) or family register (family record) is to be detected and documented by the relevant authority that discovers it. The report should include the document that was mortgaged, including the number and date of the document, the name of the document owner, the location where the violation was discovered, the name of the individual or enterprise who possessed the document. In addition to their license number or commercial registration, the name and ID number of the employee or worker who committed the violation, the name of the representative of the supervisor authority who prepared and signed the report, and also any available witnesses to the case. In addition to their signatures. This report, along with the mortgaged document, is sent to the nearest Civil Status Administration or Office from the location where the violation occurred. Article (172).

* Article (173)

Article (173) states that the penalty stipulated in Article (81) of the Civil Status Law shall be applied to anyone who mortgages their personal status card (national ID) or family register (family record), or leaves it with others with the intention of using it for purposes other than those for which it was intended. Article (173).

* Article (174)

Article 174 states that the Director General of Civil Affairs shall designate a specific department within the directorate to undertake the following tasks: A. Monitoring decisions or copies thereof

received from local and branch committees, and referring them to the relevant department for filing appeals and objections against those decisions. B. Following up on matters referred to the relevant department and appeals filed before the central Civil Affairs Agency, and ensuring the implementation of decisions issued by the Agency. C. Evaluating the work of committees and proposing necessary amendments regarding procedures required for the effective performance of committees and the Agency. D. Referring proposed amendments to the Administrative Development Department for necessary study, preparation of plans and programs, monitoring and analysis of statistical information, updating and organizing databases to provide indicators, utilizing them in decision-making, and proposing necessary amendments. Article (174).

* Article (175)

Article (175) states that the form prepared for recourse, should be submitted to the Authority against committee decisions must include the following: A - Name of the applicant, their civil registration number, place of residence, address, telephone number, and the name of their representative if applicable. B - It should include the subject of the appeal, mentioning the data and facts, specifying the justifications and supporting evidence. C - Number of the committee decision being appealed, its date, and attaching a copy of it. D - Date of submission and signature by the applicant. Article (175).

* Article (176)

Article (176) states that the commission has a secretary who holds a legal or administrative qualification and a clerk staff appointed by the General Directorate of Civil Affairs. Article (176).

* Article (177)

Article 177 outlines the responsibilities of the Secretary of the Agency as follows: A. Supervising the agency's secretarial work and recording completed matters in the case register after their completion. B. Notifying the plaintiff in case of any deficiencies in the required data or documents within fifteen working days from the date of receiving the lawsuit file, necessitating the completion of the required data or documents in the lawsuit file. C. If the plaintiff fails to complete the required data or documents within a maximum of thirty working days from the date of receipt of the notification, the Secretary of the Agency shall return the transaction to its source. D. Notifying the defendant in the lawsuit file within ten working days from the date of completing the required data and documents, to submit a response to the lawsuit supported by documents within thirty working days from the date of notification. E. Notifying the parties to the lawsuit of the scheduled session at least five working days before its date if their presence is required. F. Requesting the completion of documents and records as deemed necessary by the Agency, and summoning those whom the Agency deems necessary to attend for consultation. G. Drafting minutes of the Agency's sessions and meetings, documenting the date and time of opening each session, the names of attendees including members of the Agency, parties, and their representatives, documenting all procedures and events that occur in the session, testimonies heard, statements of parties, their requests, objections, and having the minutes signed by the members of the Agency, its secretary, parties, and any attendees; if any refuse to sign, this shall be recorded in the session minutes. Article (177).

* Article (178)

Article (178) outlines the responsibilities of the Agency's Secretariat as follows: A. Receiving appeals against decisions of local and subcommittees, registering them in the incoming register in an organized and sequential manner, and referring them to the Secretary. B. Maintaining records of case registrations and recording outgoing and incoming transactions. C. Presenting matters within the Agency's jurisdiction for deliberation and decision. D. Organizing and maintaining cases referred to it, arranging the Agency's work and session schedules to ensure easy reference. E. Preparing agendas for the Agency's meetings and session schedules for submission to the Agency for approval. F. Notifying Agency members of meeting dates. G. Directing notifications and announcements to parties to the lawsuit and relevant authorities regarding scheduled session dates, requesting their attendance, and ensuring follow-up. H. Organizing the Agency's minutes, decisions, arranging, numbering, and electronically archiving them. I. Notifying the relevant Civil Status Administration and parties to the lawsuit of decisions issued by the Agency, providing the committee against which the decision was appealed with a copy of the decision and notification letter. J. Compiling a monthly report on the Agency's activities, presenting it to the Agency, and providing a copy to the specified administration under Article 174 of these regulations after the Agency's approval. Article (178).

* Article (179)

Article (179) states that for each (local/sub) committee has a secretary responsible for the tasks mentioned in Article (177) of these regulations, and a clerk who handles the tasks outlined in Article (178) of these regulations, concerning the committee's activities. Assuming the clerk's rank must not be lower than the fifth rank, and they are appointed by the director of the Civil Affairs department or office manager. Article (179).

* Article (180)

Article (180) states that each (local/sub) committee selects a chairman from among its members that handles the supervision of the committee's activities. Article (180).

* Article (181)

Article (181) states that the members of the local committees and subcommittees must hold a rank not lower than the sixth rank or equivalent, in terms of experience and competence. Article (181).

* Article (182)

Article (182) states that matters that require adjudication by committees may be submitted to the Civil Affairs Department or office for necessary procedures and referral to the relevant committee. Article (182).

* Article (183)

Article (183) states that Civil Affairs departments and offices are responsible for implementing decisions issued by the local committees, subcommittees, and the commission. Regarding the fines, the department or office registers the fine in the electronic system (Sadad). Article (183).

* Article (184)

Article (184) states that Civil Status departments and offices seek assistance from the emirate of the region, governorate, center, or the wanted list system if necessary. Article (184).

* Article (185)

Article (185) states that if the commission requests the presence of a party involved in a session of the authority, and if they have been properly informed, they must attend. If there was a failure to attend by the plaintiff without an excuse accepted by the commission, the commission may order the case's dismissal. If the defendant fails to attend, the hearing is postponed to the next session, with the defendant informed. If the defendant misses the next session or another session without an excuse accepted by the authority, the commission may proceed with the case and issue a decision, which will be considered as if the defendant was present. Article (185).

* Article (186)

Article (186) states that a person who does not attend within thirty minutes of the scheduled start time of the session is considered absent. If they arrive while the session is still held, they are considered present. Article (186).

* Article (187)

Article (187) states that proof can be established by all methods of proofing, including electronic data, documents generated from the computer, fax communications, and emails. Article (187).

*Article (188)

Article (188) states that if the committees (local/sub) or the commission deems it necessary to conduct an inspection, a supplementary investigation, or to hear statements, they shall either carry it out themselves or appoint a member of its members to do the task, or someone else if the situation requires. Article (188).

* Article (189)

Article (189) states that the committees (local/sub) and the commission issue decisions by a majority of all its members' votes. A member that adopts a contrary opinion must guarantee their opinion in

the minutes, providing reasoning for their stance, and in the case when the votes are equal in the commission, the side with the chairman prevails. Article (189).

* Article (190)

Article (190) states that the subcommittees and the commission should look into and issue a decision on matters referred to them within sixty days from the registration date. Article (190).

* Article (191)

Article (191) states that for any matters not mentioned in these regulations concerning the work of the committees or the commission, then reference should be made to the general rules established in the procedural systems and any other relevant provisions consistent with the nature of the cases. Article (191).

* Article (192)

Article (192) states that local committees, at the end of each Hijri year, visit affiliated Civil Affairs offices and departments in order to examine and close records according to a unified form, then reporting this to the commission. Article (192).

* Article (193)

Article (193) states that the subcommittees issue a decision specifying some penalties, that do not go beyond (1,000 SAR) for violations of the provision of the Articles (52, 46, 39, 32) of the system, taking into account the gradient of fines based on the delay period. Article (193).

* Article (194)

Article (194) states that the implementation of the decisions issued by the committees does not prevent the directorate or the party with interest from appealing these decisions to the commission within the period specified in Article (84) of the system (sixty days). Article (194).

* Article (195)

Article (195) states that the decisions coming from the Central Civil Status Authority are final. Article (195).

* Article (196)

Article (196) states that the personal records (Hafizah al-Nufus) are considered canceled. Article (196) also states that what is recorded from it must be replaced with national identity cards and family records registered in the civil register. Article (196).

* Article (197)

Article (197) states that when electronic transaction is implemented in any procedure mentioned in these regulations, it can be switched to and worked on according to the Electronic Transactions Law. Article (197).

* Article (198)

Article (198) states that these regulations replace the executive regulations issued by Ministerial Decision No. (95/W) dated 4/3/1408 AH, and repeal any conflicting decisions and instructions. Article (198).

* Article (199)

Article (199) states that these regulations are published in the official gazette and come into effect sixty days after publication. Article (199).