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Presenting to:

Professor

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# Civil registration

جمهوری اسلامی ایران  
سازمان ثبت احوال کشور

Summary of the organization routines and tasks

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## National Organization for Civil Registration:

Mainly in this specific organization registration, issuing and validations of various certificates are being handled.  
Such as:

- Birth certificates for babies
- Death certificates
- Changing the ID certificate
- National card issue
- Marriage and Divorce certificates
- Population statistics gathering

This organization works under the supervision of the country's minister.

Civil registration has one HQ and 31 Administrations.  
Administration quarters work nearly same as HQ.

**System  
analysis &  
design**

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## Targets of this system.

Main concept of this organization's system analysis & design is tracking the population statistics such as:

- Population count
- Birth and death control

This organization's system is the base of all other orgs.

Imagine if you don't have an ID or SSN  
And you are willing to book a room in a hotel or  
you want to have an insurance.

Or if a person dies how should his/hers  
Heritor/s approach the law for claiming their  
inheritance.

After all the data this organization provides  
could be effective in many  
Fields, pollution policies, DOJ (Department of  
Justice) system.

- Each SSN only can have 2 vehicles in possession.
- Referring to the population density of this area needs for hospitals, Fire Stations and ..... are high.
- All male\* citizens that are informed for military service and has never shown their presence by below conditions can be freed of doing the service.
  - Over 30 years old
  - Having 2 or more childs
  - Being married more than 10 years

# System analysis & design

This part refers to the problems, complications, Solutions, that could be Offered and deployed to The Project.

# System analysis & design

## Challenges & Security

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Security Levels of such an important organization is a Challenge so we need the Organization roles and Assignments for every single one of the employees.

**At top of the pyramid, we have:**

**The countries General Minister**

whom that presents the connection between  
The government and the people.

All the operations are being controlled directly &  
Un directly by General Minister.

Choose By: President

**Next person at second position:**

**the General minister's deputy**

Who has the direct and effective vision  
on the organization

Choose By: General Minister

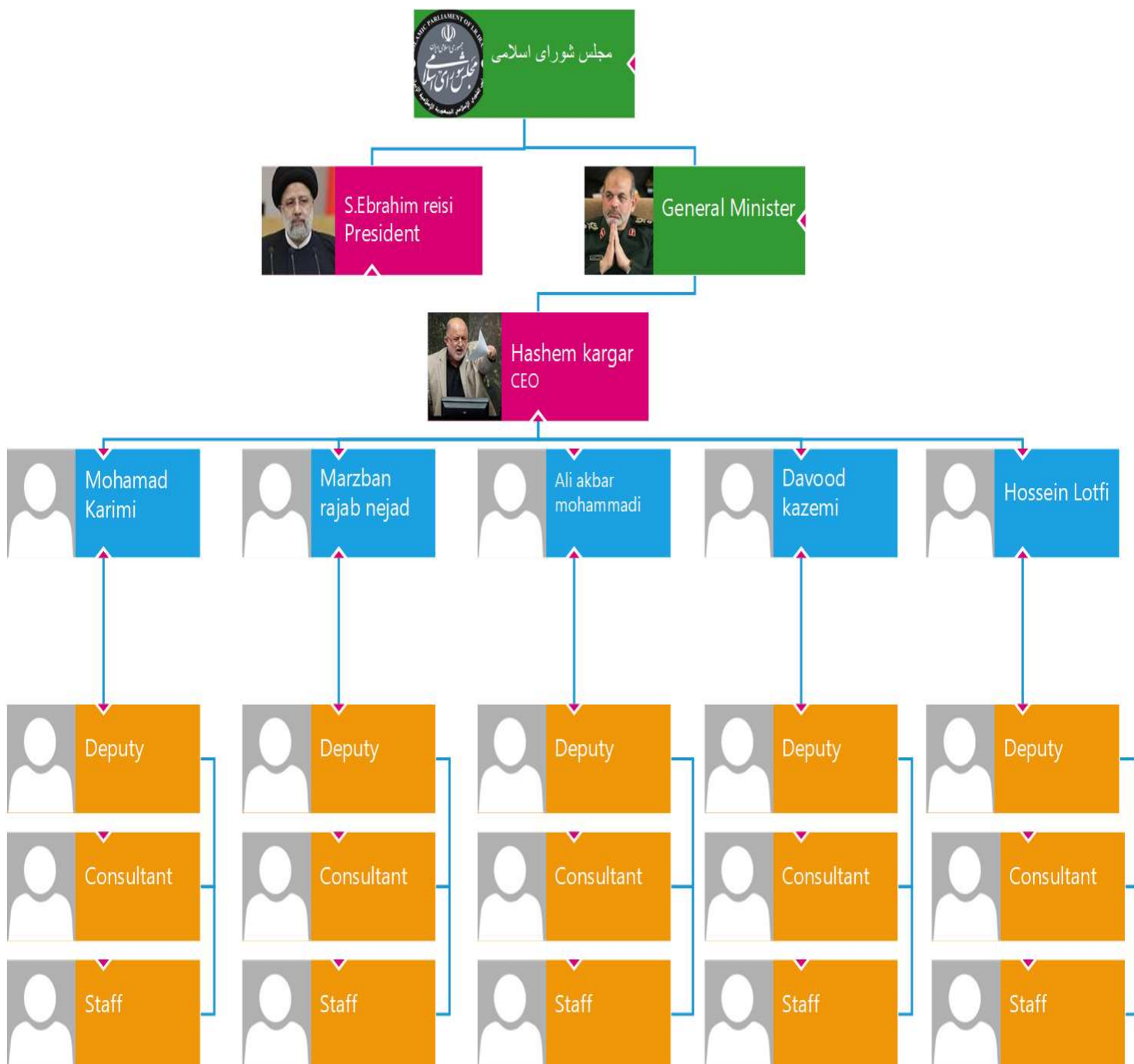
**Next levels are the deputy departments:**

**Every one of them are obliged to serve**

**In one specific department & state.**

Choose By: Minister's Deputy

Chart and Tree of the organization roles would be available in next pages.



**This is a general chart.**

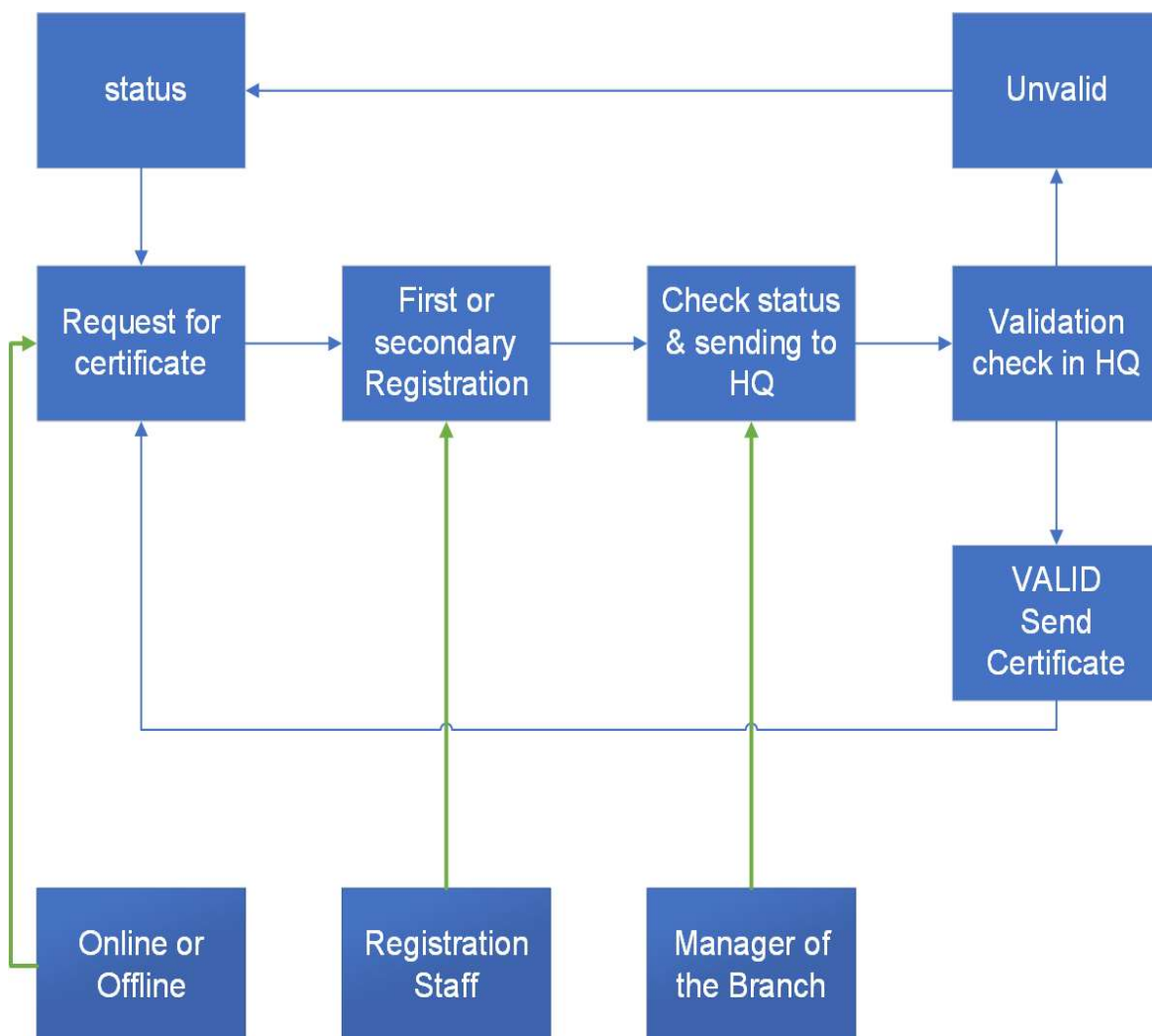
**More specific inheritance chart and layers of access to statistics & Data for employees and staff will be Shown later after some explanation.**

## Security layers and organization rules

*From the highest level of manipulating data in organization:*

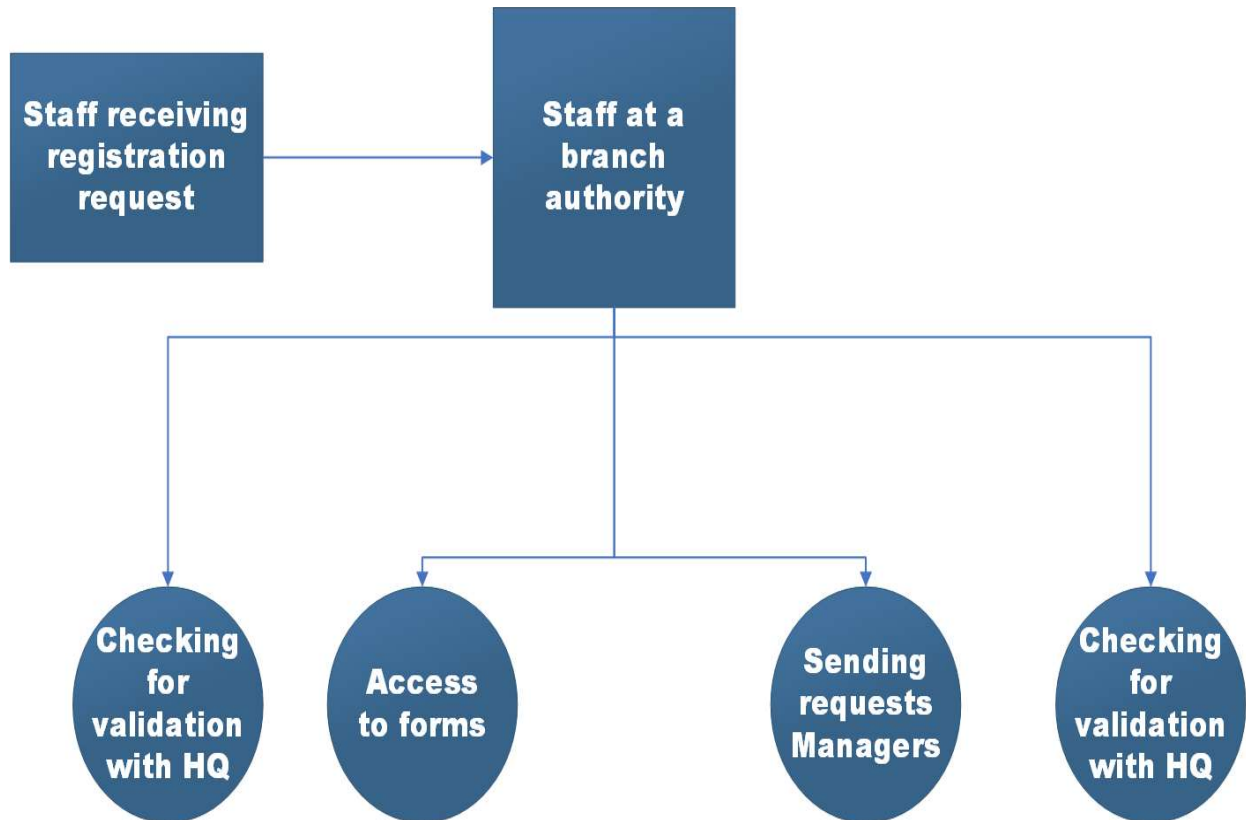
1. Managers at the Head Quarters at the capital
2. Staff at the Head Quearters at the capital
3. Managers at all branches in different states
4. Staff at branches in different states
5. Normal staff that has no authority in the system

For understanding Sub-Layers will be introduced.  
which can be understood by main process.  
(Related Diagrams)

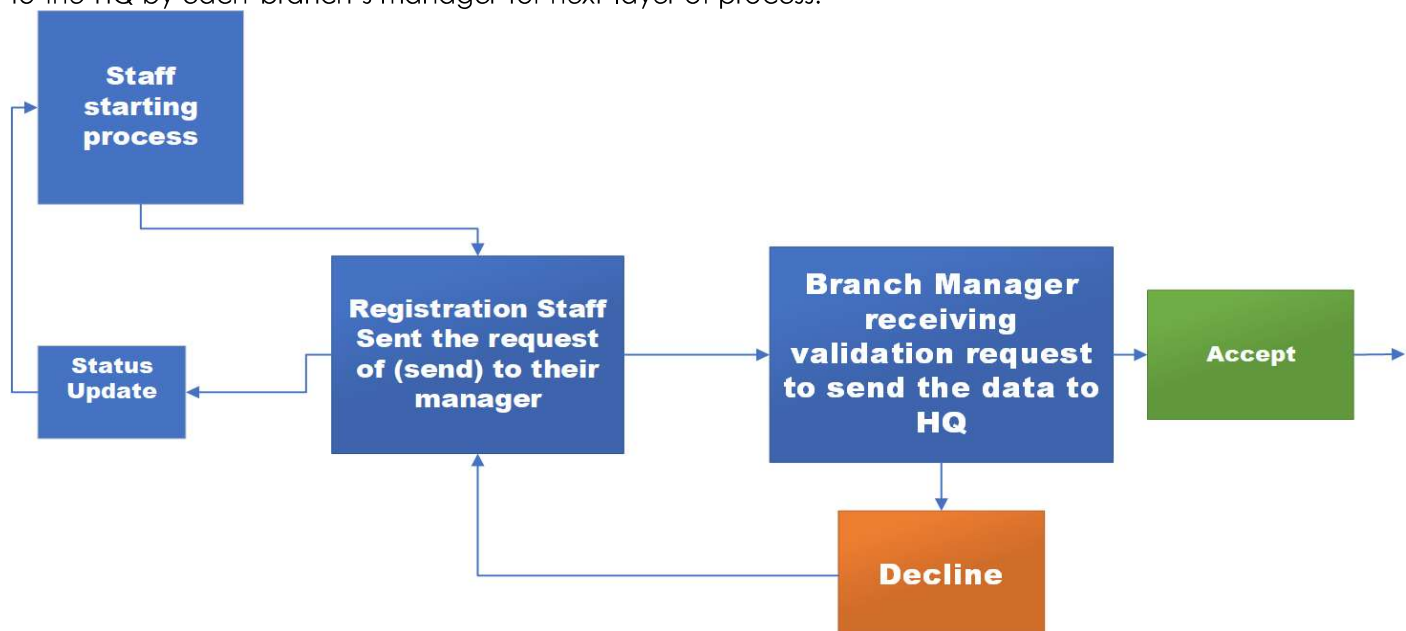


*In above diagram staffs and managers all two main concept of the layers explained in previous page, I try to make their differences clear.*

*Let's start with staff:*



Registration staff at all branches of the organization have access to the containment of circles above. After they start the registration process if integrity of the request is valid, they should start filling the forms With specified protocols and sending them to their managers. Afterwards filled registration form will be sent to the HQ by each branch's manager for next layer of process.

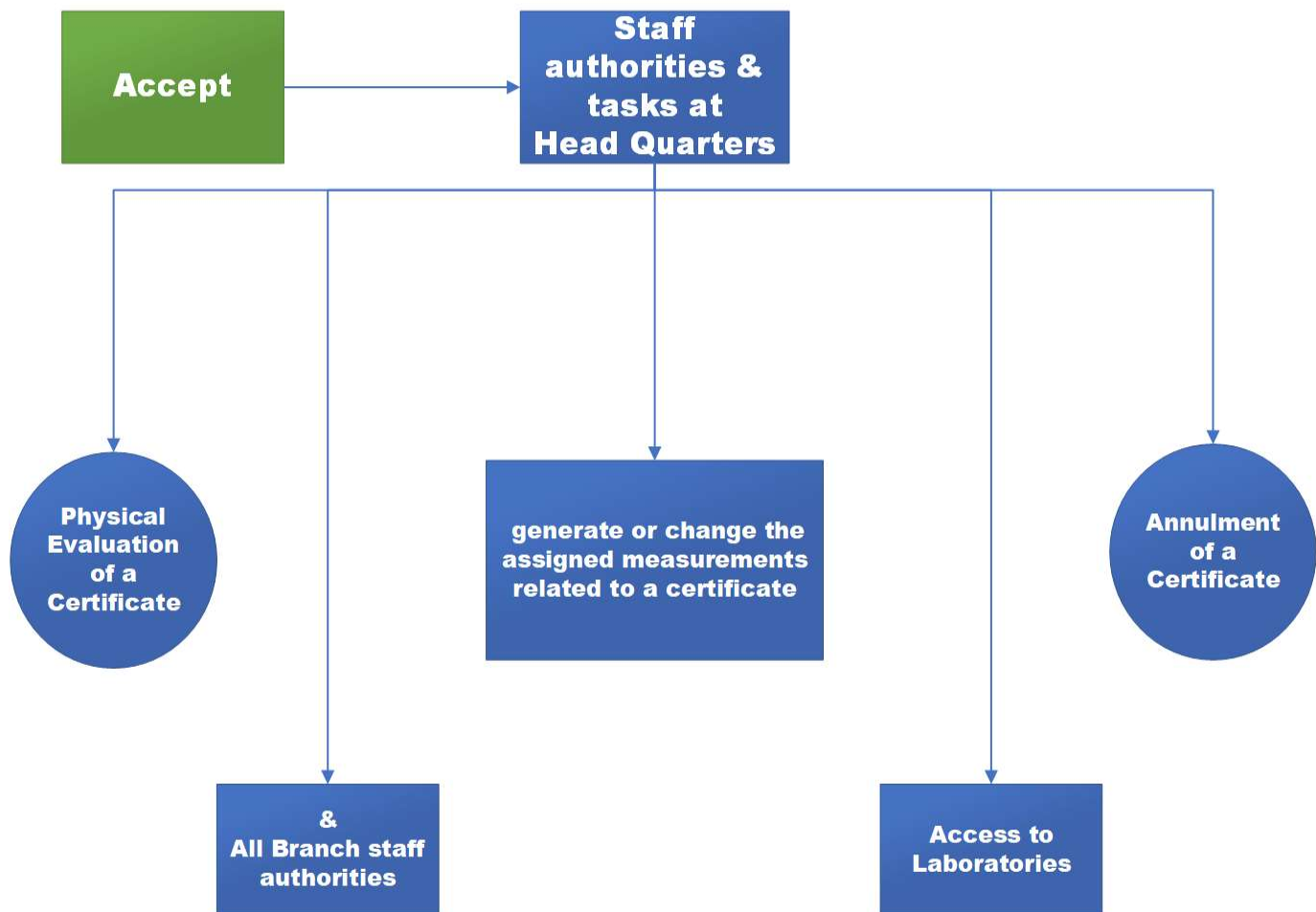


Managers at each branch will check out the received data from their registration staff so they can divide the decision by two:

- 1\_ Accept
- 2\_Decline

In case of relinquishment a decline status and reason will be sent to related registration officer and the case owner.

But if the request gets accepted the process will go on to next level.



All Staff at HQ has authorities as above

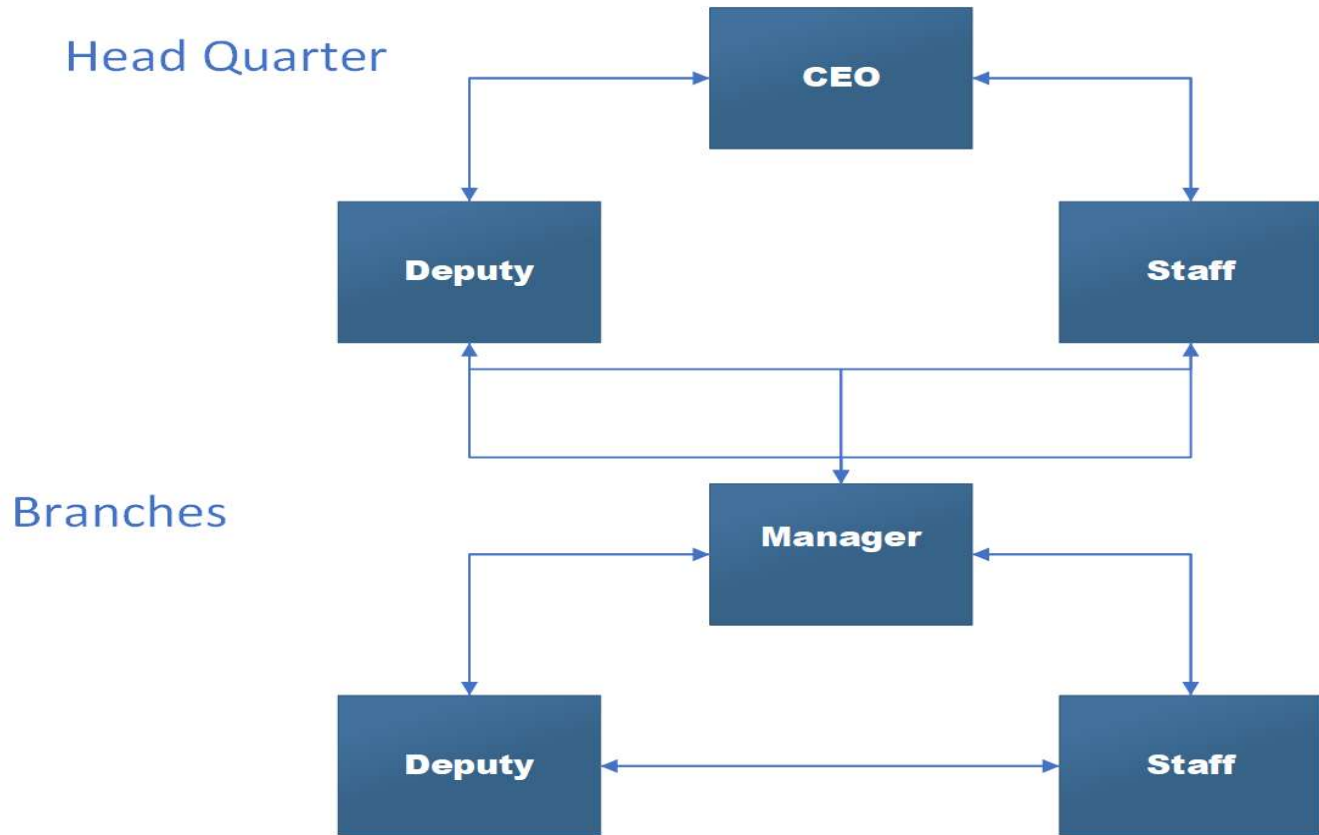
Which their reports are directed to the deputy of organization located at Main origin.

These authorities of staff make them the last and the most internal layer of the journey.

More will be covered about the details of each authority and task in business process.

## Business Process

After all those general explanation about business modeling, organization Rules & Roles it's time to dig deep to main process, start point would be for all processes. Main control flow of the procedure.



Technically, all processes that we would handle in this organization has to pass this procedure.

All the process needs multiple validation by managers and Deputies, so every send request has a receive request for taking the status and sending to next person and layer.

Process Model 1:

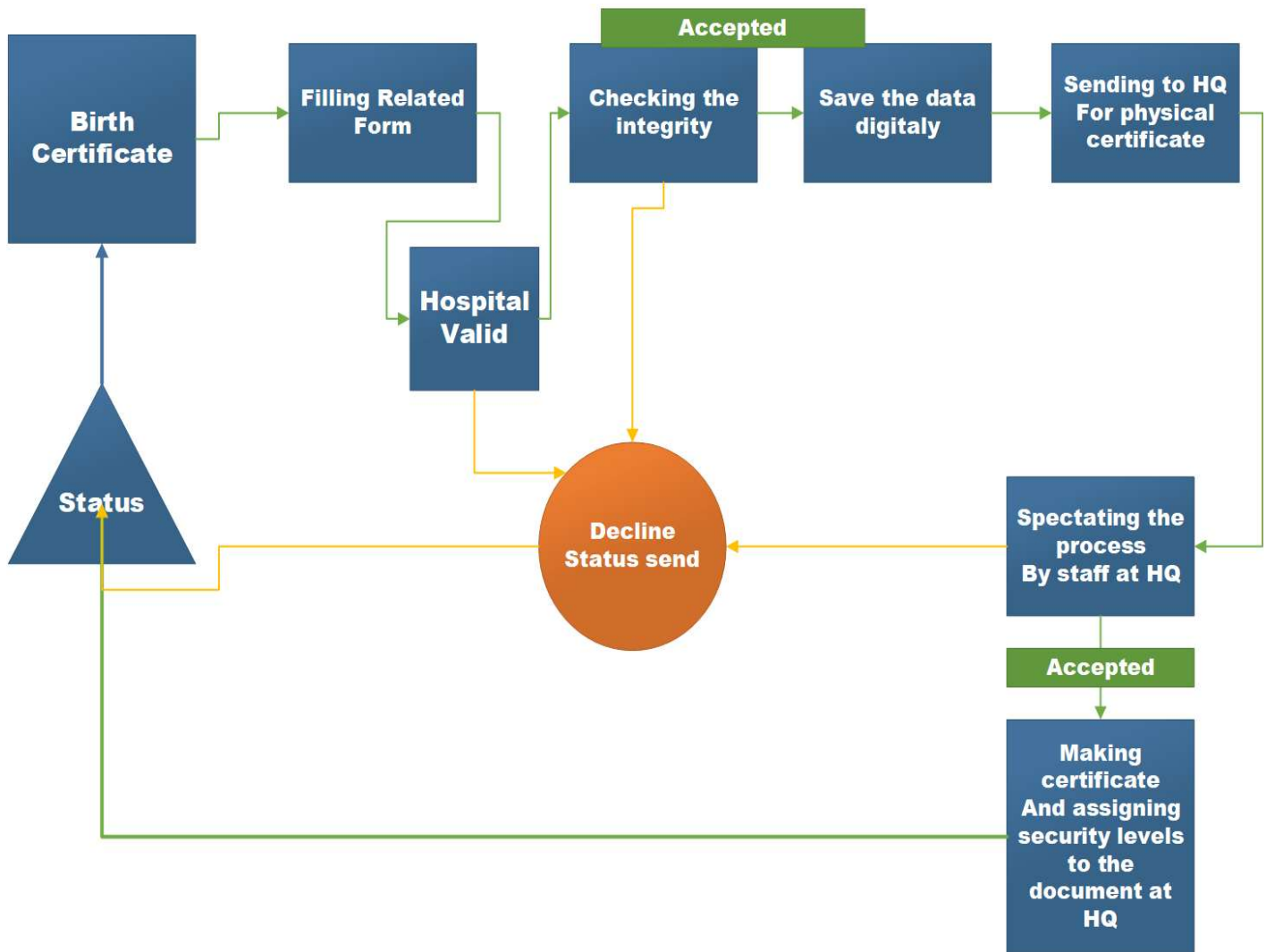
Forms will be introduced later for all processes.

## Birth certificate process

- 1- Request comes from a person to staff at organization.
- 2- Staff fill the forms and check the validation of input with managers and deputy's permission with main data base at HQ if everything was accepted moves to next level.
- 3- Managers at branches send the status back two ways: accepted or relinquished.
- 4- After accept status from HQ references the status or certificate will be returned to Deliver to the person's request.

Check the diagram below.





There is another process like this one that is for a person's certificate that has no visual recognition of the person.

So, the process can be done as an update which adds a picture of a person (over 18) to the certificate without changing any other assignments.

Their form would be same with a picture dialogue that will open if date of birth counts to now for 18 years. (or any other condition)

This kind of certificate will be called **Type 2**.

### National card Issue

This process is related to Type 2 Certificate owners. Which can only be issued for people that have Type 2 certificate. It has a unique chipset which would be programmed to act as a fingerprint.

This chipset will be practical at near future.

This card has a barcode that is being used for archives in the organization for annulments, missing cards destruction. in general, this perk makes destruction, second time issued cards process and other security stuff that is not easy to understand.

There is need of a hardware at HQ and those 6 main branches at big states for registration, update & etc.

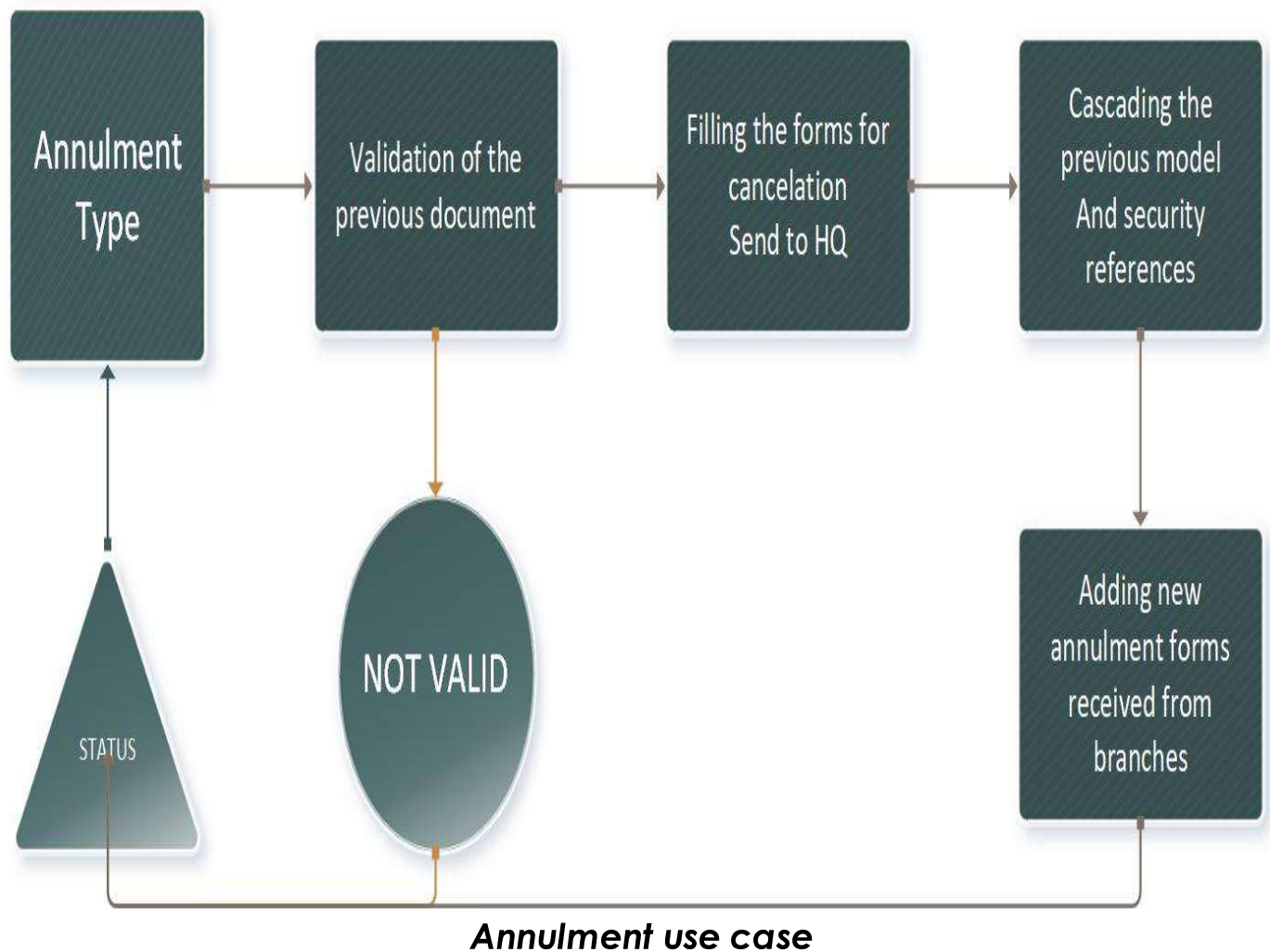


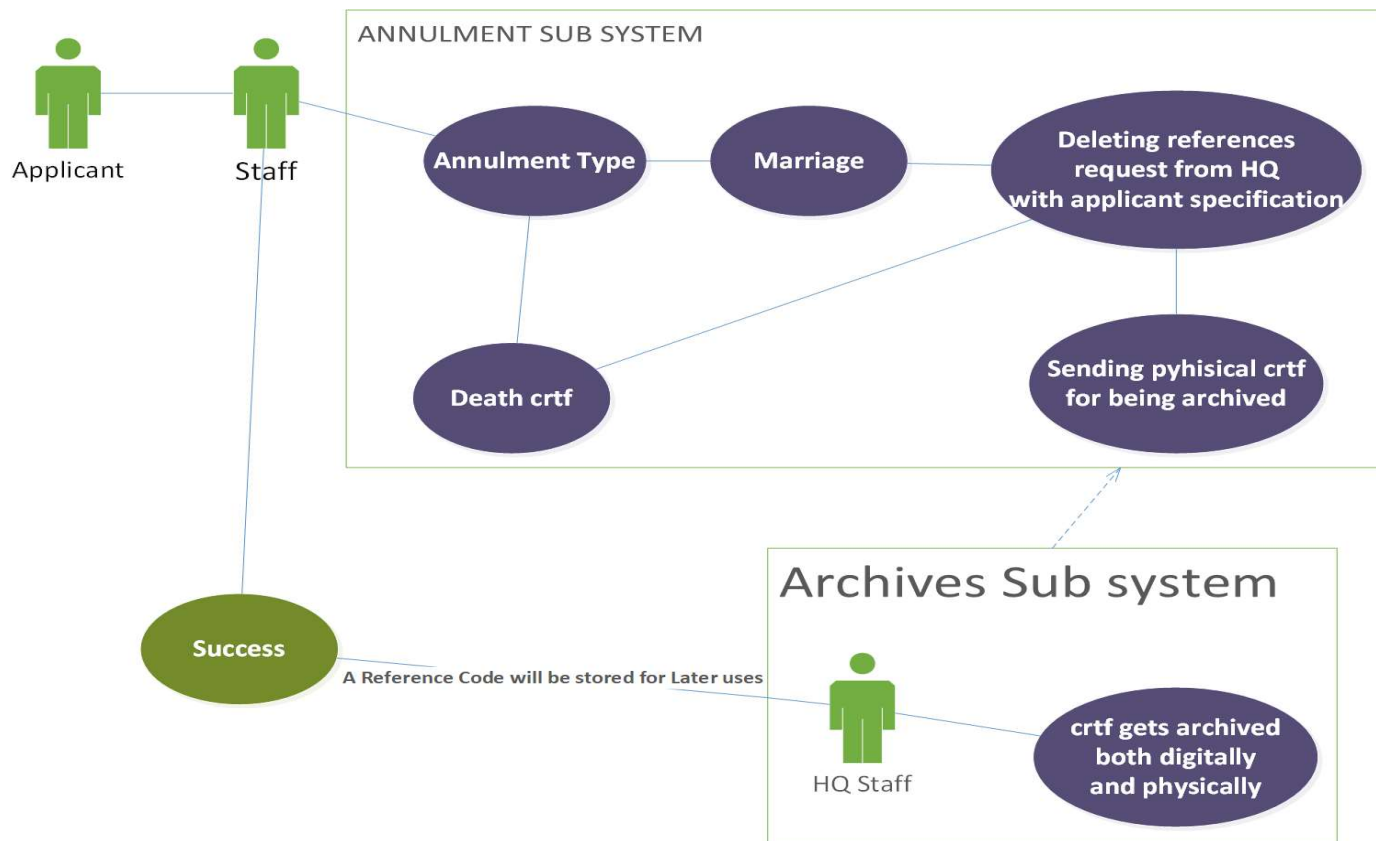
- **Registrations**
- **Death certificates**
- **Marriage certificate**

This part comes to play when something has gone wrong internally in organization or externally with a person specification.

For example, a birth date filled wrong, or the fathers SSN was included incorrectly.  
Or a couple decided to get a divorce or an annulment of a marriage.

So, all the annulments and cancelations will be handled in this process explained Below.





## Population statistic gathering process

This organization is under supervision of the government, so they have the authority to use people's personal information such as age, name ETC.

This kind of information could be used for population control, and many other policies related to people.

- **Age Control**
- **Population Density**
- **Pollution Policies & protocols (API for other governmental organizations)**

This Process is completely in touch with data bases and data that has been stored in data bases are critically important and classified.

Security layers are very different for this part.

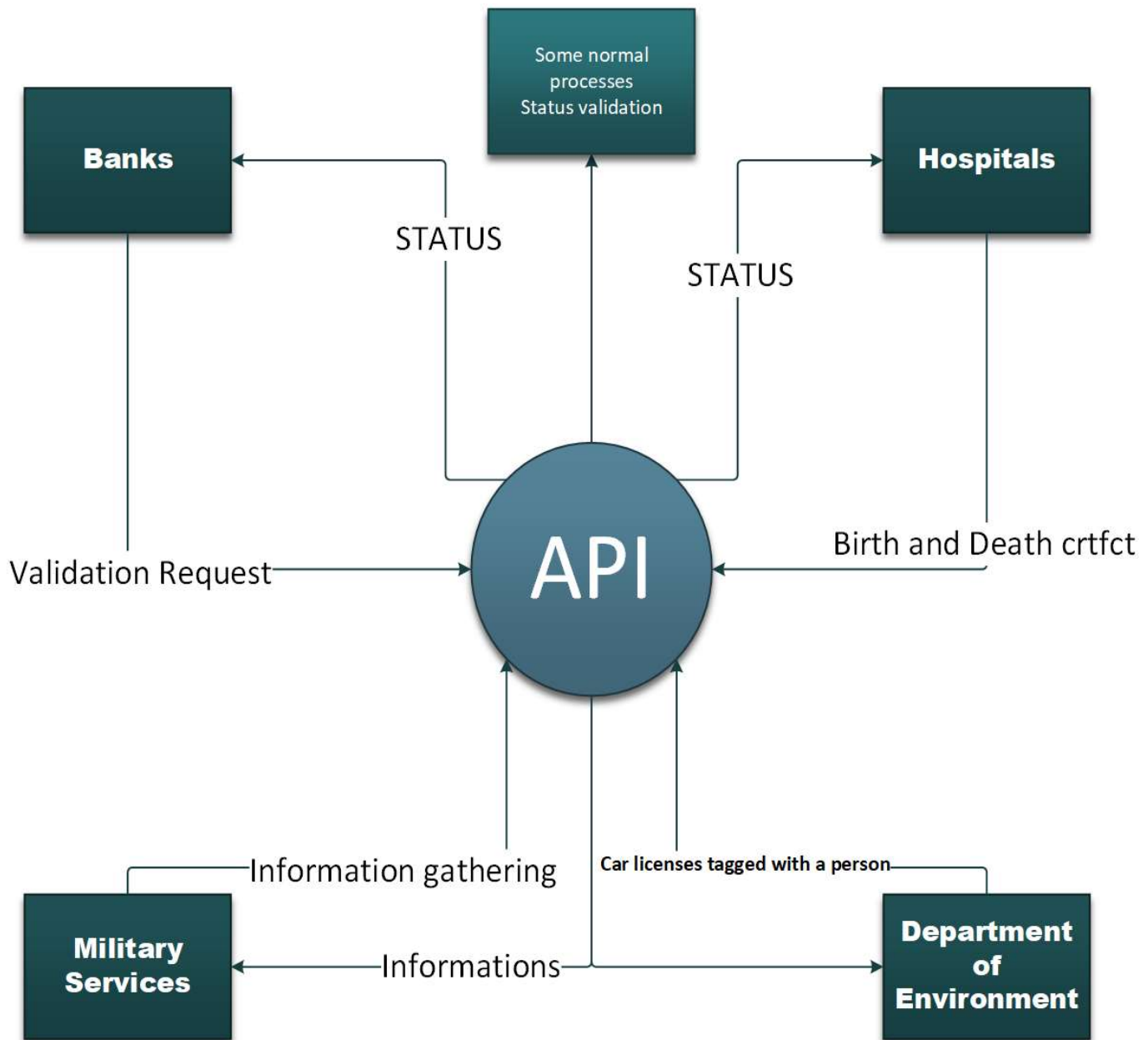
There would not be any UI/UX for this part only high security levels API that only accepts requests from verified Governmental organizations like:

- **Banks**
- **Statistics organization**
- **Hospitals**
- **Military services**
- **Department of Environment**
- **Police Departments**

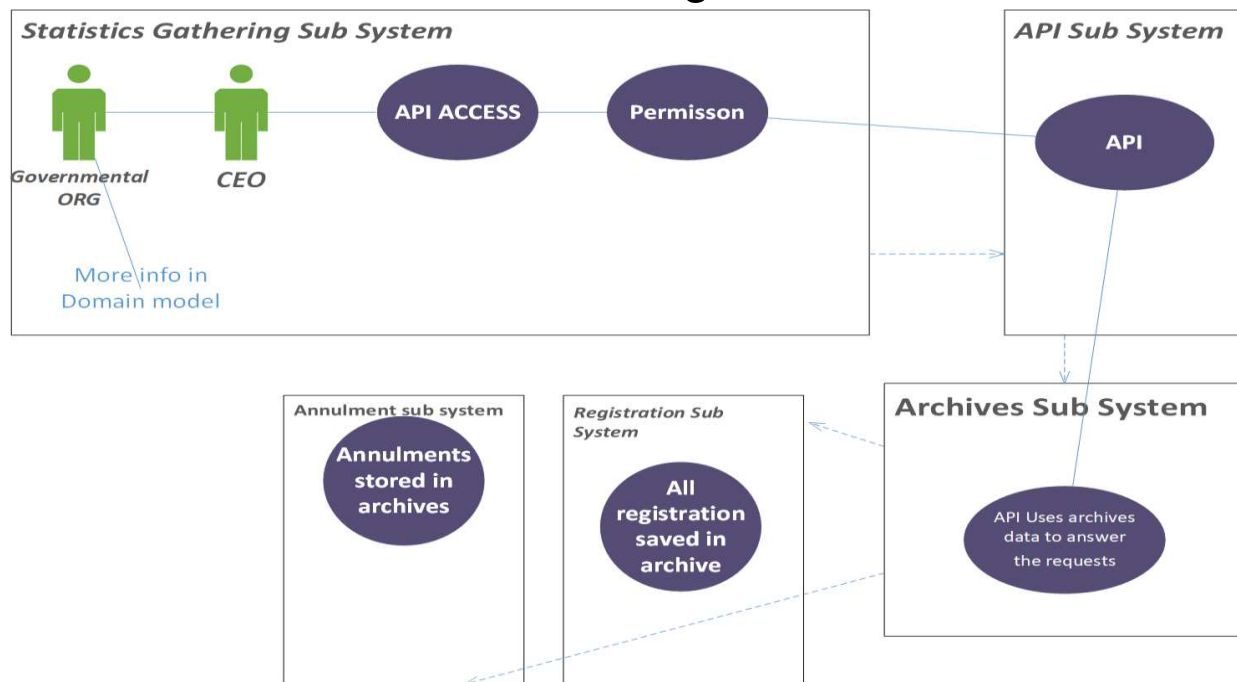
This REST API will be configured to accept and answer the needs of probably all other organizations that is obvious why, because this organization saves the data about everything that a person is being known for.

Like any other API (Application programming Interface) base of the flow is requests, status and raw information answers like JSON or could have any kind of web interface but mainly the servers and data bases handle this part of the process for security nearly under 4 or 3 persons have access to this part and process.

### ***Mainly Requests, status and raw information exchange.***



## Statistic Gathering use case



## Laboratories and processes

Like previous process this one is very critically important, most of the security layers are unknown to majority of people, but there are some that can be explained.

- **Paper's material used on certificates**
- **Chipsets on national cards**
- **Color patterns on certificates**
- **Simple patterns by shapes, numbers and lines**
- **Invisible colors and patterns with bare eye**
- **Ultraviolet visible lines, codes and other specifications**

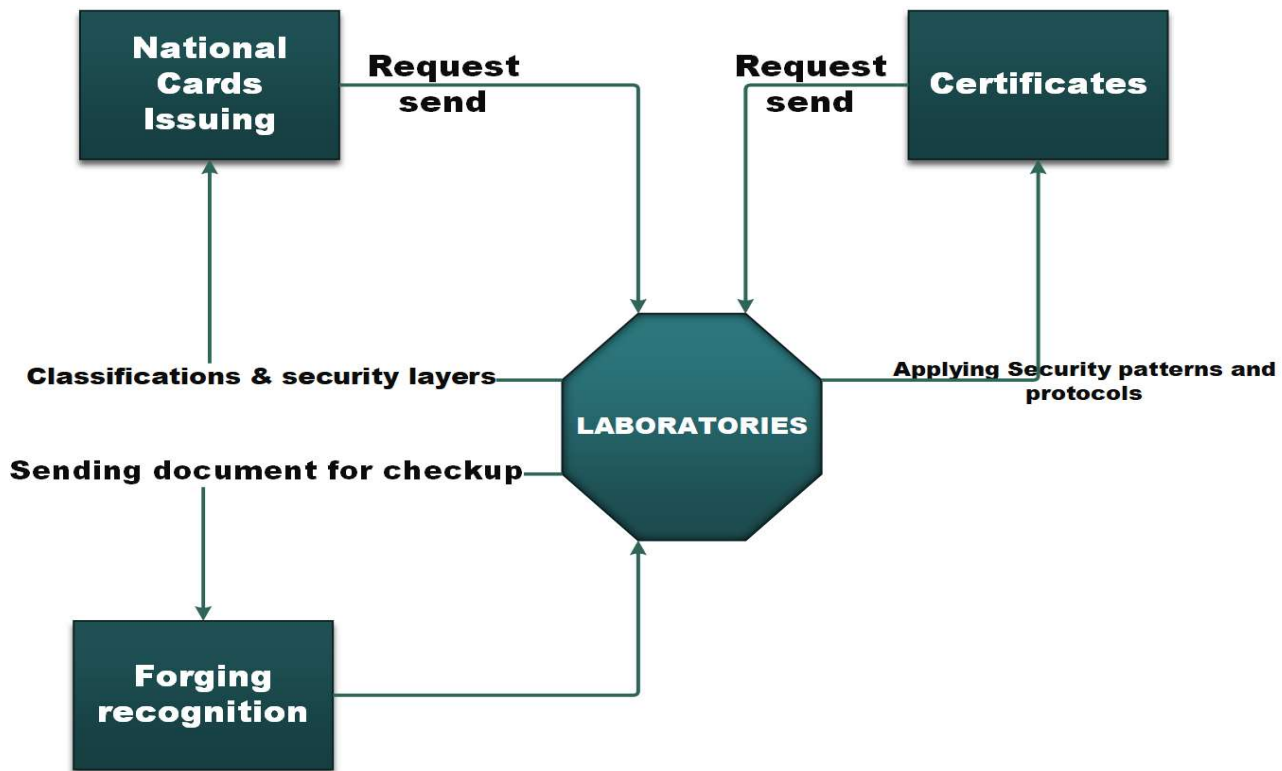
This part of the process has its own special staff that are familiar with forging, specialized signatures like, color patterns, shapes, ultraviolet patterns and ...

National card's chipsets are going to be encrypted by some random encryption system like using hash functions and .....

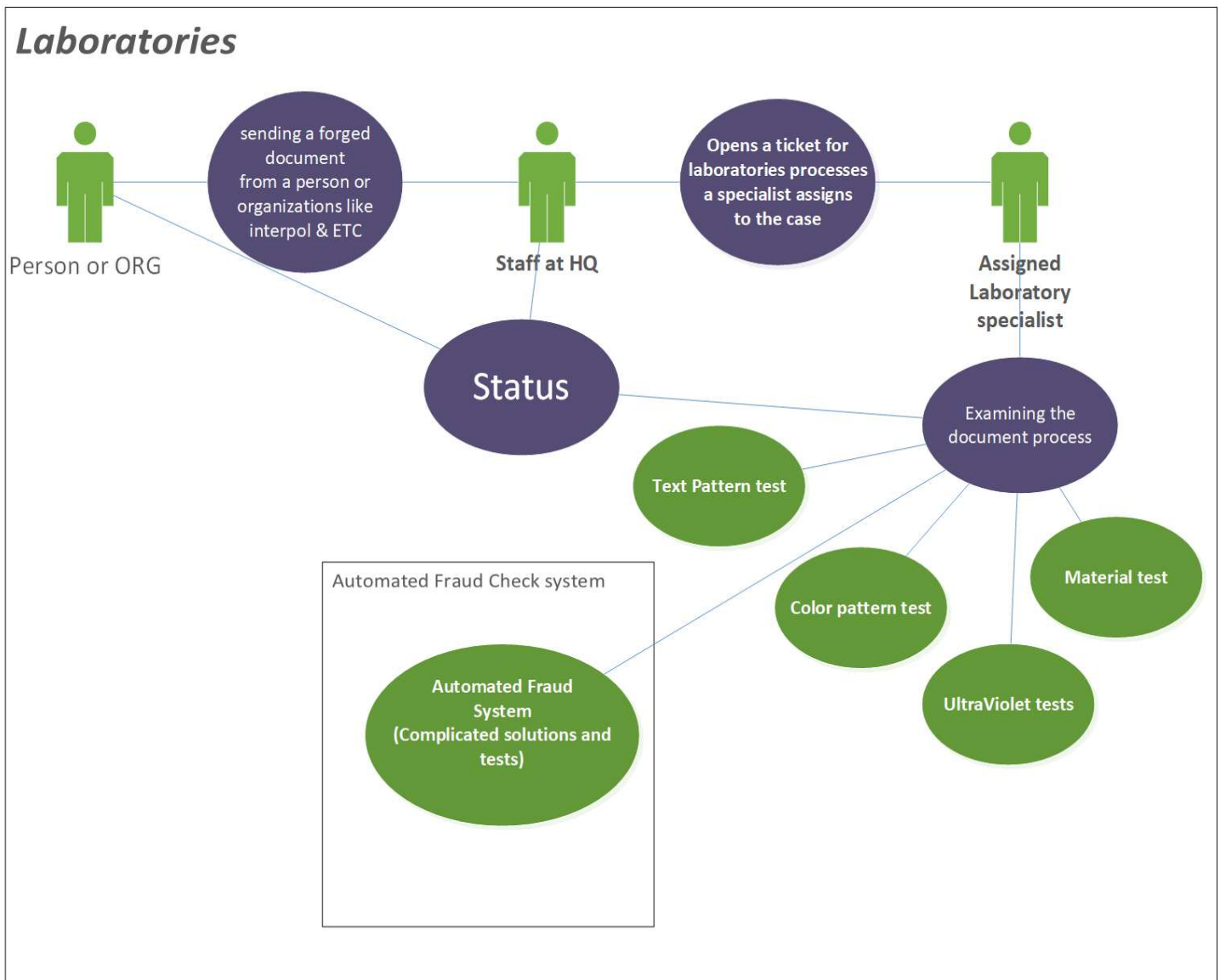
Decryption of the chipsets for showing the data can only happen within this organization system.

If it is necessary to see the data a request with the hash specifications will be send to the API and if the status sends back successful, the process will be continued in other organization.





## Laboratories use case



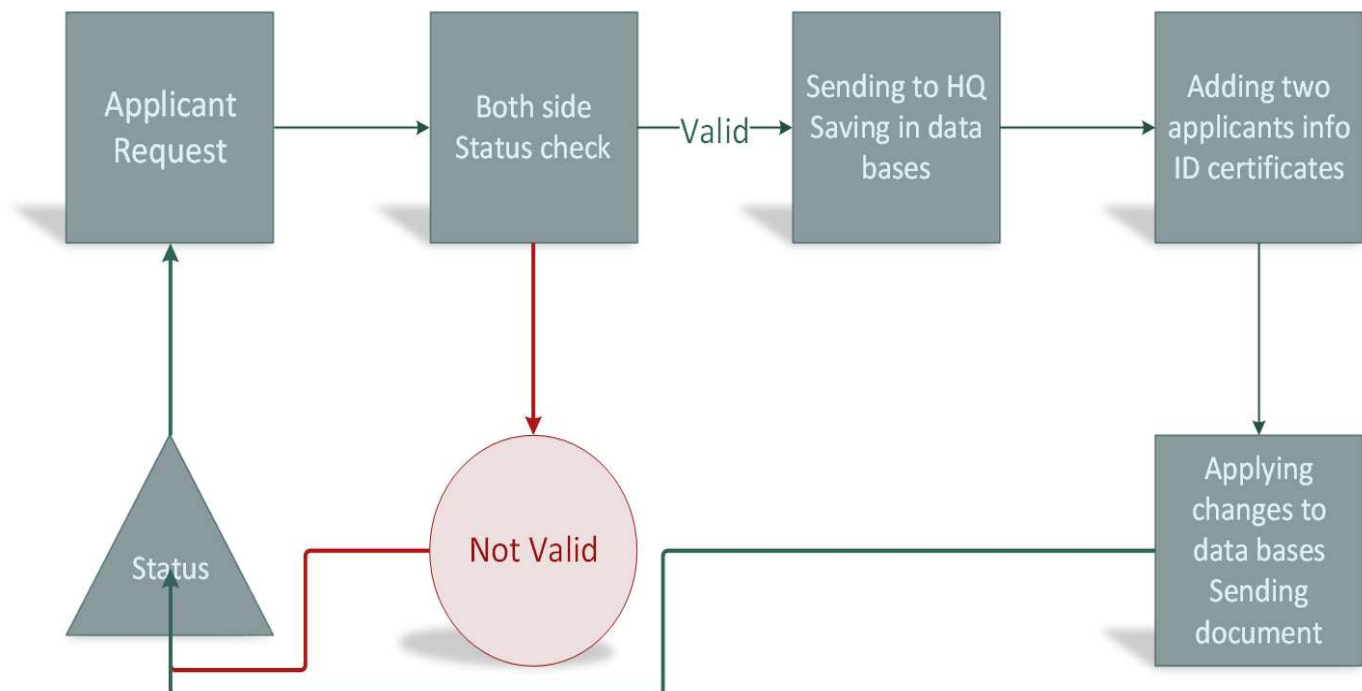
## ***Marriage certificates process***

For marriage certificates task and routine is simple.  
Both sides Men/Women must have eligibility of marriage.  
The possession of certificate and national card necessary.  
Process needs multiple internal organization validation.

In this case problems that stops the process are:

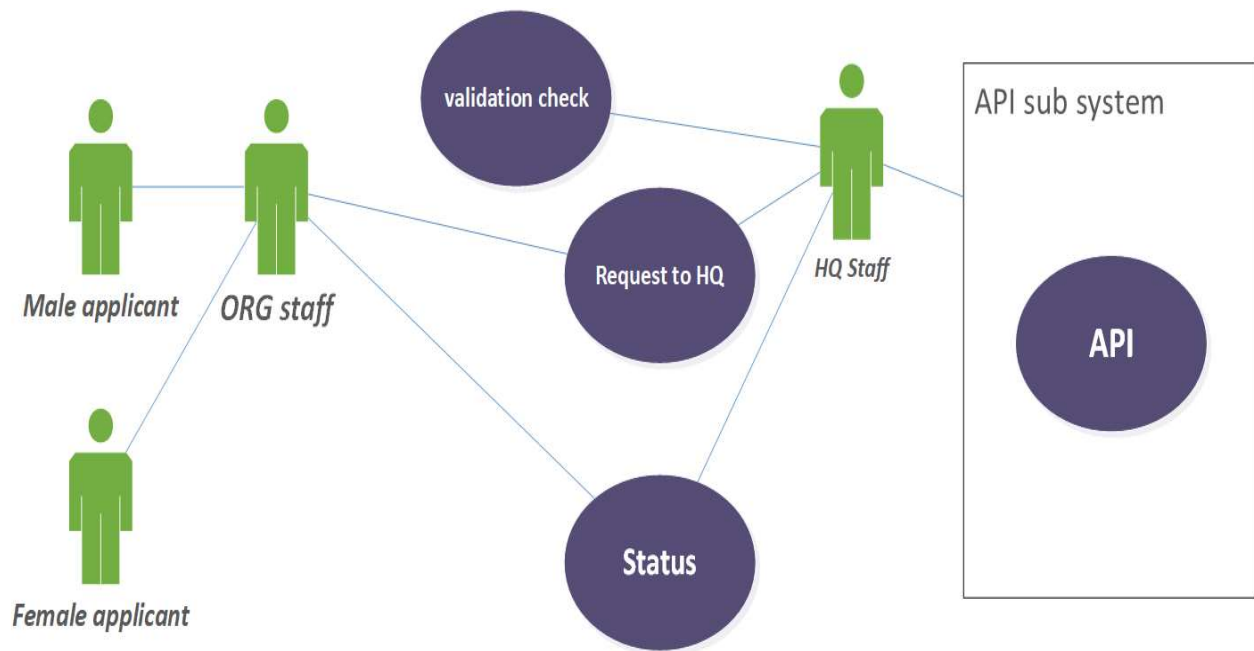
- ***Male/Female applicant is married***
- ***Male/Female applicant has disorders and syndromes like AIDS, HIV, Hepatitis***
- ***Male/Female applicant has unknown status of a child custody***
- ***ETC***

The diagram will explain better:





## ***Marriage certificate use case***



This use case is not that complicated.

### ***General Explanation***

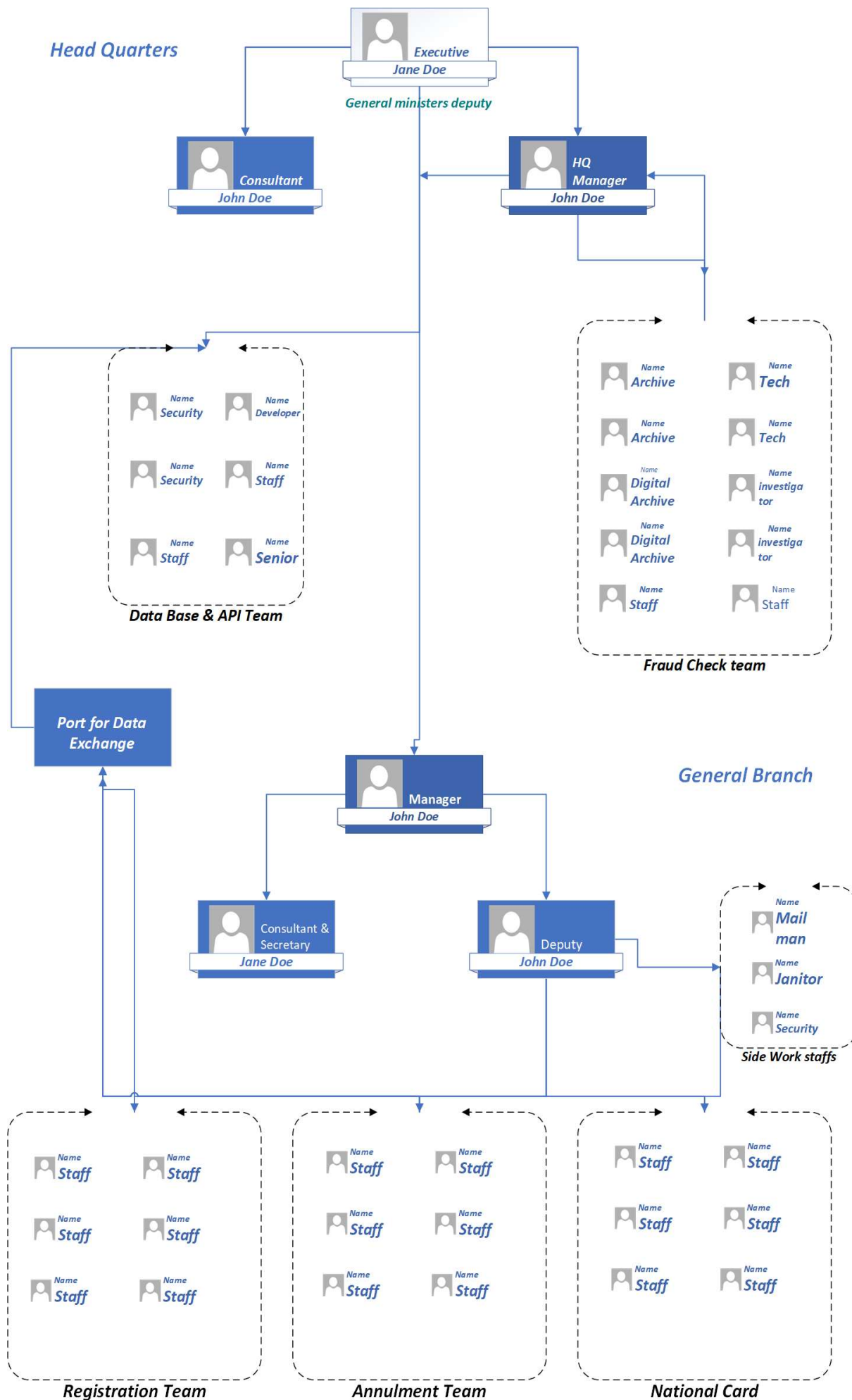
Generally, activities and tasks that has direct interaction with staff or applicants are not that sophisticated.

But implementing of the processes like API and fraud check sub systems would not be that easy more information in further diagrams and articles.

The complexity of the API and Fraud check Systems are obvious, Because of the importance of data that is being stored and exchanged Through different systems and Organizations so even a little leak could Make the whole system vulnerable.

Making less direct interaction of a human being is a simple way to cover and hide the layers of the processes.

The main idea would be obvious but the way that machine does it would not be easy to get.



# Forms and Stored data

## Birth certificate Registration form:

Birth Certification Form

Applicant info

FirstName :

Last Name :

Date Of birth :

State :

City :

Parents Info

Father's Name :

Father's SSN :

State :

City :

Mother's fullname:

Mother's SSN :

State :

City :

API Dedicator

Dedicated SSN :

Dedicated SN :

First Validation

Hospital Birth

Reference

Status

☐ Alive ☐ Dead

☐ Married ☐ Single

Logged in User: Admin

Type 2 configurations

Picture

Signature

Control Deck

TYPE 1

