



2/24/2016

ORPHANAGE REGISTRATION POLICY

National Database and Registration
Authority

ORPHANAGE REGISTRATION POLICY

1. **Background:** The registration of orphans with NADRA is a critical step in safeguarding their fundamental rights and ensuring their inclusion in society. Orphan children are among the most vulnerable segments of the society, often facing challenges such as lack of access to education, healthcare and social protection. Through proper registration, these children can secure a legal identity, which is the cornerstone of their recognition as equal citizens under the law.
2. NADRA formulated the policy for registration of orphan children residing in **Orphanages** and **Child Protection Institutes**. The same was presented to the Honorable Supreme Court of Pakistan in Human Rights Case No. 22607-S/2011 and was endorsed accordingly. Moreover, it was also presented before the Honorable Lahore High Court, Lahore in W.P. No. 20197/2014.
3. Policy for registration of orphans is comprised of following two (02) portions:-
 - a. Registration of Orphanages / Child Protection Institutes (CPIs)
 - b. Registration of Orphans / children living in Orphanages / CPIs
4. Detailed procedure of both portions of the policy is as under:-
 - a. **Procedure for registration of Orphanages / Child Protection Institutes (CPIs)**
 - i. Orphanages / CPIs shall submit following to NADRA Regional Head Offices: -
 - Application for registration of Orphanage / CPI
 - Registration Certificate of Orphanage with concerned Federal / Provincial Government (Only for Orphanages)
 - Orphanage Registration Form on **prescribed format (Annex-A)** including details (name, CNIC, designation & signatures) of designated guardian
 - ii. NADRA Regional Head Offices shall forward the case to HQ NADRA after scrutiny
 - iii. HQ NADRA shall register the Orphanage in database after approval of the Chief Operating Officer / DG (Ops).

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- iv. After registration, name of the said Orphanage / CPI will be available at DAUs for registration of Orphans residing therein. Concerned Regional Head Office will be informed accordingly for onward intimation to the Orphanage / CPI.

b. Procedure for registration of Orphans / Children residing in Orphanages / CPIs – CRC / Juvenile

- i. Requirement for registration of children residing in Orphanages / Child Protection Institutes is as under: -
 - Every child is eligible for registration in CRC / Juvenile card
 - Presence of Minor (For Juvenile card only)
 - Registration Form of the child (against which child was first registered in orphanage) containing the child's particulars
 - Affidavit (Rs. 20/- or above) against each child from In-charge Orphanage / Child Protection Institute on **prescribed format (Annex-B)**
 - In case of Child Protection Institute, requirement of court orders issued in the favor of CPI / any employee of CPI / private individual for custody, is mandatory
 - Child Registration Certificate (CRC) / Birth Certificate (if available)
 - Biometric verification of any blood relative (if available)

OR

- Attestation as per Regulation 9 (a – h) of NADRA Regulations, 2002
- ii. Orphan registration shall be carried out free of cost under Gratis reason "Orphan Registration"
 - iii. Affidavit (Rs. 20) or above from In-charge of Orphanage / CPI, mentioning the particulars of all the children. 1 x affidavit is sufficient for processing of all cases of same Orphanage / CPI in case of same In-charge
 - iv. Biometric verification of mother of orphan child may be sought, if applicable / conveniently available. Orphanage / CPI shall not be insisted

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for Biometric Verification of mother, if she is deceased or not easily available

- v. In case of unknown parentage, any name for parentage shall be randomly selected from NADRA name library
- vi. The designated guardian can be made head of orphan children even with marital status as “unmarried”
- vii. Guardian’s name will be printed on the card as guardian

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Annex-A

ORPHANAGE REGISTRATION FORM

1. Orphanage Name _____
2. Orphanage Provincial /Federal/Authority Registration No _____
3. Head Name _____ 4. Head CNIC No _____
5. Registration Year _____
6. Address Detail _____
7. Telephone No _____ 8. Fax No _____
9. Email _____
10. Number of Children held so far _____ 11. Number of Children adopted by Someone _____
12. Below 18 years (Number) _____ 13. Above 18 years (Number) _____
14. Disabled children (Number) _____ 15. Children with known parentage (Number) _____
16. Children with unknown parentage (Number) _____
17. Children with CRC/CNIC/NICOP (Number) _____

Name of Head _____

Signature _____

Date _____

FOR NADRA USE ONLY

Application No: _____

Application Submission Date: _____

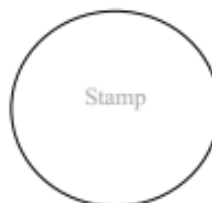
Registration No: _____

Recommended By: _____

Approved By: _____

Registration Date: _____

COO Signature: _____




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Annex-B

عنوان ملحق

(میں روپے پاس سے ذائقہ کے اشیاء ہیں)

- 1۔ ادارہ ہذا اس کی تصدیق کرتا ہے کہ (نام) _____
 ولد / سرپرست _____ قومی شناختی کارڈ نمبر (والد / سرپرست / کسی بھی خونی رشتہ دار اگر ہے تو)
 _____ رجسٹریشن نمبر _____ اوراد ہذا _____
 میں رجسٹرڈ ہے اور اس بچے کے والد / والدہ / والدین فوت ہوئے عرصہ _____ ہو چکا ہے۔ سب بچے کے تمام کوائف اوراد ہذا کے ریکارڈ
 کے مطابق درست ہیں اور متعلقہ اوراد ہذا اس کا ذمہ دار ہے۔

تصدیق کنندہ (والد سے کالنا محمد)	
	<p>نام: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

