

## **Civil Affairs system, its Modifications and Executive Regulation:**

### **General Rules:**

First Article: This system is called Civil Affairs System and its rules are as follows:

- a. Adjust the civil status for each Saudi Citizen, and register all civil incidents occurring to him on his record.
- b. Register all civil incidents occurring to expatriates inside the Kingdom on their records.

Second Article: Whenever the following expressions are mentioned in the system and the Executive Regulation; they indicate the description below:

- a. The Directorate: This is the General Directorate of Civil Affairs responsible for Civil Affairs business.
- b. Civil Affairs Administration: This is a Directorate branch situated in the regions, and responsible for registering the civil status of the citizens.
- c. Civil Affairs Office: This is the authority responsible for registering the incidents in the Incidents Record
- d. The Organisation: This is the Civil Affairs Central Organisation formed according to the Article (86) in this system.
- e. The Committee: This is the Civil Affairs Committee in each region according to the Article (82) in this system.
- f. Central Civil Record: This is the General Record where the civil status for all Saudi Citizens is registered.
- g. Incidents Record: This is the record where Civil Affairs incidents are registered.
- h. The Incident: Birth, marriage, divorce, losing the Citizenship or retrieving it, death and other incidents required to be registered. In addition, all what results from the incidents mentioned above such as emergencies, accidents and record updates.
- i. Civil Status: Describes the Citizen's life according to the incidents mentioned above.

Third Article: The Civil Affairs Administrations and Offices must register status and civil incidents, issue personal and family IDs.

Fourth Article: The Civil Affairs Offices cooperate with Civil Affairs Administrations in fulfilling their responsibilities, these offices are established as a result of the decision of the Minister of Interior and the Civil Affairs Administration

Fifth Article: The Saudi Authority Representatives outside the Kingdom is responsible for Civil Affairs functions as in registering the civil incidents for Saudi residents living abroad. Each civil incident registered in a foreign country in accordance to the host country system must be considered legitimate if the incident does not conflict with the Kingdom's regulations. According to the registration regulations abroad, the incident must be registered in the Incidents Record and the Civil Record within 180 days of the incident's occurrence,.

### **Civil Records:**

Sixth Article: According to this system, a central Civil Record must be created to register the civil status of each Saudi Citizen within the Kingdom or abroad, and the record must be organised, classified and registered.

Seventh Article: Records must be prepared in the Civil Affairs Offices to register civil affairs incidents of Saudis and preparing separate records to register civil affairs incidents of residents inside the Kingdom.

Eighth Article: The Incidents records for Saudis and Non-Saudis must include a record for birth, death, marriage and divorce. In addition, other incidents records for Saudis and Non-Saudis can be added.

Ninth Article: The pages of the incidents record for Saudis and Non-Saudis must be numbered and officially stamped by the Directorate, and the number of the pages must be registered in the first and last page of the record and officially stamped by the Directorate.

Tenth Article: The Civil Record including its data, copies and the official documents, are considered as evidence to proof, unless the opposite is proven or its invalidity by a judgment or official decision issued regarding this matter in accordance with the Executive Regulation.

Eleventh Article: The Civil Record information is confidential, and these records cannot be removed out of the Civil Affairs premises. If an official investigation authority issues a decision to view it, an investigator, judge or a trusted representative must be sent to the record's location.

Twelfth Article: The Executive Regulation of this system defines the relation between the Central Civil Record and the Incidents Record. In addition, it defines the templates of the records, Personal IDs, Family IDs, testimonies, documents, reports and other documents required to implement this system.

### **Registration in the record:**

Thirteenth Article: Registration in the Central Civil Record must be in the specified area for each Saudi family, while registration in the Incidents Record is done according to the reporting priority.

Fourteenth Article: Registration in the Incidents Record, testimony and documents must be done by stable ink and clear handwriting to include dates, numbers and letters. No abbreviations or symbols must be written and no spaces must be left while registering. It is prohibited to fill-in between words and lines, erase, scratch and

invalidates the registration. In case of mistake occurrence while registering; correction must be done by a light cross out, and each cross out or addition must be written on the sideline of the page along with the date and signed by the record writer and his direct manager.

Fifteenth Article: Except for the mentioned in article 14; no addition, deletion or update shall be made to the Incidents Record after completing the registration unless a decision by the committee. Additionally, it is allowed to update the information derived from these incidents such as marital status (married or single), occupation, location, qualification...etc. according to the documents or official investigations that the record writer and his direct manager find them convincing.

Sixteenth Article: Updating registration and information of records according to Article 15 is done by adding, deleting or changing in the sideline of the registration page and it must be signed by the record writer and his direct manager.

Seventeenth Article: Each Citizen acquiring the Family ID (Hafeethat Nofoos) must visit one of the Civil Affairs Institutes and provide them with the information and documents necessary to register him and his family members. In addition, each Citizen must report the incidents required to be registered within the statutory period.

Eighteenth Article: The record writer must register each civil incident reported immediately, and write the date of registration, name and surname of informant, his address, scenario and date of reporting.

Nineteenth Article: If the record writer has refused to register any civil incident, he must provide a valid excuse through reporting to his administration within seven days. The Administration manager must provide his opinion by a written decision and inform the record writer and the concerned individual within 30 days of reporting. In the event of the registration being rejected or the mentioned period expired; the concerned individual has the right to complain to the committee.

Twentieth Article: In case of reporting a civil incident after the statutory period and before one year of the incident occurrence, the record writer has to ensure the accuracy of the incident's date, and he must require evidence and carry on the necessary investigations. After the assurance of the incident, he must register this incident in the record. However, incidents reported after one year of their occurrence must not be registered unless by the Committee's Decision.

Twenty First Article: The informant must be provided with a copy of the registration after registering the incident. The record writer and the informant must sign on the registration and its copy. In case the informant refuses to sign; it must be registered in the record in the presence of witnesses.

Twenty Second Article: The record writer must not register an incident if he is the informant or the witness of this incident, or if the incident is related to him or to one of his relatives up to the fourth grade unless the issue is submitted to his Administration manager who reviews the case and ensure its safety and completion and issues the order to register the incident. If the incident is related to the manager mentioned above, the issue must be submitted to the Directorate to review the case and ensure its safety and completion, and then the Di-

rectorate issues the approval by an official memo to carry on the registration required. The record writer must mention the reference number and the date of the official memo in the registration.

Twenty Third Article: Each individual is allowed to obtain a facsimile of registrations related to him or his relatives. The general authorities or any concerned authorities are allowed to request an official copy of any registration or document, and define the Executive Regulation and procedures of requesting a copy along with the fees.

Twenty Fourth Article: Registration in the incidents record is terminated at the last day of Thul-Hijja of every year, and the record is closed by writing a report that must be signed by the record writer and his direct manager. The New Year records are established at the first day of Moharram.

Twenty Fifth Article: Civil affairs Administrations of each region must create cabinets where all their Incident Records and Applications are saved. These records must be saved in these cabinets within one month of completing the registration. The Executive Regulation defines the processes of saving records and documents in these cabinets and creating indexes for saved files to be used as reference.

Twenty Sixth Article: The Committee must review the records before saving them in the cabinets, and these records must be signed at the end of each registration that they have been reviewed. A report must be written regarding these records status and the committed violations during registration, and submit this report to the organisation within 15 days from date of review.

Twenty Seventh Article: The Civil Records writers are responsible for any distortion, forgery, addition or omission in their records. If more than one writer is assigned for one record, they must cooperate to preserve records and ensure all data kept is accurate and correct.

### **Registration Location:**

Twenty Eighth Article: Registration of each Saudi family guardian and his family members takes place at any Administration of Civil Affairs, while the incidents registration is done at any Civil Affairs office. Registration of incidents for Saudis abroad is executed at the Saudi Authority Representative in the country they reside in, or at any Administration of Civil Affairs inside the Kingdom.

Twenty Ninth Article: The location where the individual inside the Kingdom practices his civil rights and where the official notifications are directed to him; is the location where he resides usually. Additionally, the location where the individual practices his work regularly is considered the permanent location of his residence.

Thirtieth Article: The female's residence location is where her husband resides and the Minor's residence location is where his father or guardian resides.

Thirty First Article: Considering the mentioned above, it is not permitted for any individual to choose a residence location to receive the notifications directed to him in addition to his original residence location.

## Newborns:

Thirty Second Article: All newborns inside the Kingdom or abroad must be reported within the statutory period.

Thirty Third Article: Individuals required to report newborns are:

- a- The newborn's father if he was present in the country during delivery or if he was present during reporting.
- b- The closest male relative to the child of age 17 and above who lives with the mother in the same residence.
- c- The closest male relative to the child of age 17 and above who does not live with the mother in the same residence.
- d- The district Mayor or the Tribe Sheikh.
- e- The Administrative Governor of the village or the centre.
- f- Any responsible individual according to the executive regulation. Reporting must be in the order mentioned above, i.e. reporting by a lower category is not possible if a higher category is available and present.

Thirty Forth Article: Reporting newborns at the Civil Affairs Office of the same region where the delivery occurred must be within 15 days of date of birth. The duration is extended to 30 days if the delivery occurred away by 50 Kilometres and above from the Civil Affairs Administration or Office.

Thirty Fifth Article: If delivery occurred during travelling abroad, reporting must be within 25 days of date of arrival at the Saudi Authority Representative in the intended country. In case of returning, reporting must be at any Civil Affairs Office in the Kingdom.

Thirty Sixth Article: Except the mentioned above, reporting through registered mail is possible if the delivery occurred abroad and faraway from any Saudi Authority Representative, considering the attachment of the Birth Certificate issued by the concerned authorities in the delivery region along with all the necessary information for the registration.

Thirty Seventh Article: Newborn twins must be reported separately, and registered separately, specifying the exact time for the delivery of each.

Thirty Eighth Article: If the newborn died before being registered in the record, his birth must be registered, and his death afterwards. In case he was born dead after the sixth month of pregnancy, he must be registered as (born dead) in the newborns record, and deaths record afterwards.

Thirty Ninth Article: Whoever detects a newborn foundling must report immediately to the nearest police station in the city, or the Administrative Governor in the village or centre, and they must write a report of the incident including the status description, circumstances, location and exact time when he was found. The report must also include the newborn description, age estimation and identification of the individual who found him unless he refused. The report must be signed by the writer and the person who finds the newborn if he agreed to mention his name. The newborn and the report must be submitted to the institution or the individual com-

missioned for his custody unless the individual who found him required taking his custody if the Ministry of Labour and Social Affairs approved on that after naming the foundling according to the statutory regulations.

Fortieth Article: The Institution or the individual authorised for the foundling custody must report receiving the foundling to the concerned Civil Affairs Office within 15 days, and the record writer must register this issue in the record. The Birth Certificate must be handled to the Institution or the individual sponsoring his custody without mentioning that he is a foundling, and if one of the parents or both knew that he is a foundling; the registration must be changed through a decision by the Committee.

Forty First Article: After registering the newborn; the record writer must prepare two copies of the newborn Birth Certificate and attach the number and date of his registration, one copy must be handled to the newborn reporter and the other must be sent to the Administration of the record writer.

Forty Second Article: At the end of each week, the newborn record writer must submit a report of all birth incidents registered in his record and attach a copy of the Birth Certificate, and the Administration must register the incident in the page of the newborn's father within 3 days.

Forty Third Article: The Birth Certificate issued by the record writer must be submitted to one of the Civil Affairs Administrations within 15 days of date of receiving it, to ensure that it is identical with the record registration. Therefore, stamp it by the Directorate stamp and add the newborn to the family ID.

Forty Forth Article: Managers of hospitals, clinics, quarantines, jails and any other institutions where deliveries may occur, and all licensed individuals for practicing midwifery such as Doctors and Midwives must organise regular notes to register all delivery incidents performed by them or under their supervision, these notes must include the following information:

- 1- Date, time and location of delivery.
- 2- Newborn gender (male or female)
- 3- Parents' names, nationality, religion, residency location and occupation.

In addition, they must notify the Civil Affairs Administration of all deliveries occurred in their institutions and under their supervision. However, this notification does not exempt the individuals mentioned in Article (33) from responsibility of reporting, and it is not enough to register the delivery incident in the record.

Forty Fifth Article: It is not permitted for two brothers or sisters of one father, or the son and father to share the same name if they were both alive. It is also not permitted for citizens to register a name that violates the Shari'ah.

### **Marriage and Divorce:**

Forty Sixth Article: Marriage contract and divorce document and judgments issued regarding divorce must be submitted to the Civil Affairs Office within two months (if the concerned individuals are Saudis), in order to be registered and stamped by the Civil Affairs stamp.

Forty Seventh Article: Reporting marriage and divorce issues is the husband's responsibility. Despite this, the wife or the husband's or wife's relatives are allowed to report these incidents.

Forty Eighth Article: The Civil Affairs Administration must register the marriage and divorce incidents in the couple's record immediately after receiving the marriage contract or divorce document.

Forty Ninth Article: In case one of the couple is Saudi and the other is Non-Saudi, registration must be according to the rules defined by the Executive Regulation.

Fiftieth Article: The husband must visit one of the Civil Affairs Administrations within two years of marriage contract date in order to obtain a family ID.

Fifty First Article: At the end of every week, each Marriage Official must report the marriage and divorce incidents to the Civil Affairs Administration, and attach a copy of each document prepared or attested by him. In addition, at the end of every week, each court writer must report to the Civil Affairs Administration the summary of judgments regarding divorces and considering the absent dead...etc.

### **Deaths:**

Fifty Second Article: Reporting must take place within the statutory period regarding deaths inside the Kingdom and deceased Saudis abroad, including infants who were born dead after the sixth month of pregnancy, whether their death was before delivery or during delivery.

Fifty Third Article: Individuals responsible for reporting deaths are:

- a- Close relatives, husband of the deceased or any of his male relatives above 17 who lived with the deceased in the same residence.
- b- The closest degree to the deceased of males above 17 who does not live with the deceased in the same residence and they witnessed the death or knew about it.
- c- Managers of hospitals, nursing centres, shelters, hotels, schools, barracks, quarantines or any other location, including Hajj guides, pilgrims and visitors.
- d- The Doctor or the Health Official assigned for death confirmation.
- e- The district Mayor or the Tribe Sheikh.
- f- The Administrative Governor of the village or centre.

Reporting must be in the order mentioned above, i.e. reporting by a lower category is not possible if a higher category is available and present.

Fifty Forth Article: Reporting deaths must be at any Civil Affairs Office within 15 days from date of death. The duration is extended to 30 days if the death occurred away by 50 Kilometres and above from the Civil Affairs Office.

Fifty Fifth Article: If death occurred during travelling outside the Kingdom, reporting must be within 15 days from date of arrival at the Saudi Authority representative in the intended country. In case of returning, report-

ing must be at any Civil Affairs Office in the Kingdom.

Fifty Sixth Article: Except the mentioned above, if death occurred abroad and away from any Saudi Authority Representative, reporting through registered mail is possible considering the attachment of the death certificate issued by the concerned authorities in the death region.

Fifty Seventh Article: After the registration of death incident; the record writer must prepare two copies of the Death Certificate without mentioning the cause of death unless the concerned individual required. The record writer must attach the number and date of the death registration to the Death Certificate. One copy must be handled to the death reporter and the other copy must be sent to the Administration to be added to the deceased's file.

Fifty Eighth Article: The Death Certificate issued by the record writer along with the deceased ID and the family ID including his name must be submitted to one of the Civil Affairs Administrations within 15 days from issuing the death certificate, to ensure that it's identical with the record registration. Therefore, stamp it by the Directorate stamp, withdraw the deceased's personal ID and mark his name in his family ID.

Fifty Ninth Article: Managers of hospitals, quarantines, nursing centres, jails, shelters or any concerned authority must send the Death Certificate to the Civil Affairs Administration in their region if the death occurred at their region and they carried out the burial procedures.

Sixtieth Article: In case of a shipwreck or an aircraft crash, and some passengers or crew were missing, or in case of disasters and individuals are missing, and registration of death according to the mentioned above was impossible; the Minister of Interior must issue a decision of missing the involved individuals along with mentioning their names, and report to the concerned Civil Affairs Administration in order to mark this issue in their contracts. Despite this, their death is not proved unless a legal judgment is issued.

Sixty First Article: Military Commanders must issue two copies of the Death Certificate for soldiers, employees and volunteers who martyred inside the Kingdom or abroad during Military Operations or Missions according to the agreement in Article (57), considering sending one of the copies to the deceased's relatives through the Ministry of Interior and the other copy must be sent to the Civil Affairs Administration to mark this issue on the deceased's registration.

Sixty Second Article: If an individual was sentenced to death, the Administrative Governor must write the death report and send it to the concerned Civil Affairs Administration to register the death and issue the death certificate without waiting for the deceased's relatives to report the incident and without mentioning the cause of death.

Sixty Third Article: In case a human body was found, the Police Department (if available) or the Governor of the Village or the Centre must write a report including the deceased's description, date, location and circumstances of the body when it was found. A photo of the body must be taken if possible and attached to the report and sent to the Civil Affairs Administration in order to issue the Death Certificate.

Sixty Forth Article: No deceased individual must be buried unless permission is issued by an authorised doctor (two copies). If no doctors are available, the permission must be issued by the Governor of the Village or the Centre when he ensures that the death was normal. In case the cause of death was suspicious; he must collect the necessary information and write a report that indicates the body status, and burying is not permitted unless the Region's Prince is informed.

Sixty Fifth Article: Burying procedures must be hastened unless the cause of death was suspicious, in that case, burying procedures must be delayed in order to investigate this issue, and the concerned Doctor must specify the burying date.

Sixty Sixth Article: Individuals who must obtain the burying permission are the individuals required to report the death. The individual assigned to transport the body must ensure the availability of the burying permission, and the Grave Guard must obtain a copy of the burying permission before burying, and submit copies of all permissions at the end of each month to be sent to the concerned Civil Affairs Administration (the copy must be attached to the death report).

### **Personal IDs and Family IDs:**

Sixty Seventh Article: Saudi Males above 15 years must enquire one of the Civil Affairs Offices to obtain their personal ID, and obtaining a personal ID for females and individuals between 10 to 15 is optional if the Guardian approved. Issuing the ID is according to Civil Record registration.

Sixty Eighth Article: Except for the mentioned in Article (67), Saudi residents abroad are permitted to apply to issue a personal ID, renew it and report its loss or damage to the Saudi Authority Representative in the country where they reside, and the Executive Regulation defines the terms and conditions of such cases.

Sixty Ninth Article: Each Citizen must constantly carry his personal ID, and produce it while carrying out applications that require identification verifying. In addition, the Citizen must produce his ID to the authorities whenever required.

Seventieth Article: Governmental Authorities, General Establishments (including universities, institutions and schools), companies, associations, private establishments and individuals are not allowed to hire any Saudi employee or student above 15 years unless he obtains a personal ID.

Seventy First Article: Individuals in charge of hotels, shelters or any other places prepared to shelter people must register in their records the resident's information as it appears in his ID card if he was above 15 years.

Seventy Second Article: Considering Article (50) of this system, each Saudi family guardian must enquire the Civil Affairs Offices within three years of this system's validity in order to obtain the family ID card which includes the personal information of him and his family. Family ID is issued according to the Central Civil Registrations.

Seventy Third Article: The Citizen must not have more than one registration in the Central Civil Record. In addition, he is must not have more than one personal ID or family ID and he is not permitted to use an ID that does not belong to him.

Seventy Forth Article: The family ID is provided for an open period which expires in case of family guardian's death. The personal ID validity period is for 10 years starting from date of issuing, and renewed before 180 days of expiry.

Seventy Fifth Article: If any civil incident occurred that requires changing information in the Personal or Family ID of the Citizen, he must report to any Civil Affairs Administration in order to change the necessary information of the ID within 60 days from the incident occurrence, and he is not permitted to use the new information before registering it in the ID.

Seventy Sixth Article: In case of loss or damage of personal ID or Family ID, the ID owner must report to one of the Civil Affairs Departments within 15 days from date of loss or damage, and acquire a replacement according to the Executive Regulation procedures.

Seventy Seventh Article: In case of Saudi Citizenship lapse from its owner for any reason, the personal ID and family ID must be submitted to the Civil Affairs Department to withdraw or mark the ID according to the Executive Regulation.

### **Penalties:**

Seventy Eighth Article: Without violating the required statutory of other systems, violators of this system must be penalised according to the following statutory penalties.

Seventy Ninth Article: Imprisonment for six months as maximum and/or 10,000 S.R. fine as maximum for the following:

- 1- Informant of false report concerning this system.
- 2- Violator of Article no. 73 (10,000 S.R.)

Eightieth Article: Violator of Articles no. 32, 39, 45, 52, 70, 71 must be fined 10,000 S.R. as maximum.

Eighty First Article: Violators of any other terms in this system and Executive Regulation's terms and conditions must be fined 5,000 S.R. as maximum.

The Committee and the Organisation:

Eighty Second Article: The Committee and the Organisation are formed in accordance with a decision by the Minister of Interior and in accordance with the requirements of Subcommittees in the regions. Each Committee consists of:

- a- Consultant assigned by the Minister of Interior
- b- Representative assigned by the Minister of Justice

c- Doctor assigned by the Minister of Health

Eighty Third Article: The Subcommittees are specialised in handling the following issues:

- a- Requests for incident>s registration after one year of occurrence.
- b- Requests for updating the Civil Affairs registrations and complaints of registration rejection, considering that modifying date of birth is done according to the current regulations until the special regulations regarding this issue are defined by the decision of the Cabinet.
- c- Investigate with the violators of this system>s regulations, and execute their penalties and fees.
- d- Any other issues submitted by the Civil Affairs Administration.

Eighty Forth Article: The Subcommittee must submit each decision issued by them to the Directorate within one week of date of issuing, and the Directorate has the right to reject the Committee>s Decision in front of the Civil Affairs Organisation within 60 days as maximum.

Eighty Fifth Article: Except for the mentioned in Article 84; the Committee>s decision regarding penalties and fees of violators is considered final, and the convicted individual has the right to complain to the Board of Grievances within 30 days from notifying him with the Committee>s decision.

Eighty Sixth Article: A central Organisation must be formed in the General Directorate of Civil affairs consisting of:

- |    |   |          |
|----|---|----------|
| a- | General Manager of Civil Affairs                                    | Chairman |
| b- | Grievance Consultant assigned by the Chairman of Board of Grievance | Member   |
| c- | Legal Consultant assigned by the Minister of Interior               | Member   |
| d- | Doctor assigned by the Minister of Interior                         | Member   |

Eighty Seventh Article: The Central Organisation of Civil Affairs is specialised in handling the following issues:

- a- Determine the complaints against Subcommittees> Decisions.
- b- Sanction the records> examination report.
- c- Provide guidance regarding Civil Affairs> issues submitted by the Minister of Interior.

Eighty Eighth Article: The Executive Regulation defines the procedures required for good performance of the Committees and the Organisation including the procedures of applications and complaints.

Eighty Ninth Article: The ID is essential to register all the Saudi Citizens in the Central Civil Record unless its accuracy was suspicious, in that case; it must be submitted to the resource in order to ensure that it is identical in accordance with the source, if not possible; the ID must be submitted to the Civil Affairs Organisation to ensure its accuracy or withdraw it if not, and punish the concerned individuals.

Ninetieth Article: The ID is reliable until it is withdrawn and the replacement is granted within 4 years of this system>s validity. By the end of this period; the ID is considered invalid unless the respite is extended in order to exchange it through the order by Minister of Interior.

Ninety First Article: According to this system; the Family guardian is:

- a- The husband for his wife.
- b- The father for his sons added to him and his unmarried daughters.
- c- The mother for her underage sons and her unmarried daughters after the father's death.
- d- The relative for the individuals living with him and under his guardianship after their family guardian death.

Ninety second Article: After the validity of this system; birth and death certificates are issued according to its statutory regulations. The Health Offices continue issuing these certificates until this speciality is transferred gradually to the Civil Affairs Offices within five years and it is possible to modify this period by the Cabinet's Decision.

Ninety Third Article: Except for the Articles' terms regarding reporting duration mentioned in this system; the Minister of Interior can define the cases that require extending the reporting duration according to the standards of the Executive Regulation.

Ninety Forth Article: The Minister of Interior issues the Executive Regulation and decisions for this system. These regulations and decisions must be published officially in the newspaper afterwards.

Ninety Fifth Article: This system invalidates the IDs Department's system issued by the High Decree no. 8172 dated in 15/7/1358 Hijra, and birth and death system issued by the Royal Decree no. 2 dated in 11/1/1382 Hijra. In addition, this system invalidates all its conflicts.

As an exception, the Royal Decree no. M/52 dated in 3/9/1405 Hijra sanctioned by the Cabinet's Order no. 160 dated in 25/7/1405 Hijra is still valid until issuing the Cabinet's Decision of creating general terms and conditions to modify the date of birth as mentioned above in item (b) of Article (83). (This Decree states the modification of item (d) of Individual's Services System)

Ninety Sixth Article: This system is published officially in the newspaper, and executed after one year from date of publishing.

### **Modifications Issued for the System:**

Memorandum No. 16/T/H dated 15/4/1412 Hijra

The Decision of HRH the Minister of Interior no. 356/WZ dated 15/4/1412 Hijra to extend the period of exchanging IDs for 3 years starting from 10/5/1412 Hijra (mentioned in Article 90 of Civil Affairs System)

Organise and classify the Civil Record

Ministerial Decree no. 386/WZ dated in 1/9/1408 Hijra.

Executive Regulation of Civil Affairs System:

Ministerial Decree no. 95/WZ dated 4/3/1408 Hijra

Modifications to the Executive Regulation of Civil Affairs System

Ministerial Order no. 183/WZ dated 3/4/1410 Hijra

Ministerial Order no. 696/WZ dated 17/11/1410 Hijra

To obtain a copy of the system:

In order to obtain a copy of the system, please enquire one of the Ministry of Finance and National Economy branches described as the table below:

Riyadh	Security Government Press	4768916
Mecca	Finance of Mecca	025587774 / 025582221
Jeddah	Finance of Jeddah	026315909
Eastern Province	Finance of Eastern Province	038323355 / 038323918
Madinah	Finance of Madinah	048260433
Al-Tayif	Finance of Tayif	027369994 / 027323810
Al-Qassim	Finance of Qassim	063231549 / 063231446
Hael	Finance of Hael	065321148
Yanbu	Finance of Yanbu	043225577 / 043228444
Diba	Financial Office in Diba	044321900
Amlaj	Financial Office in Amlaj	043821953
Tayma	Financial Office in Tayma	044632328
Rabigh	Financial Office in Rabigh	024221927 / 024221018
Allayth	Financial Office in Allayth	077421016
Al-Wajh	Financial Office in Al-Wajh	044421883
Al-Ola	Financial Office in Al-Ola	048841424 / 048840713
Al-Qurayyat	Finance of Al-Quarayyat	046423700 / 046421811
Arar	Finance of Arar	046621904
Tabuk	Finance of Tabuk	044221438
Al-Baha	Finance of Al-Baha	077251228 / 077251277
Aseer (Abha)	Finance of Aseer	072246389 / 072246305
Jazan	Finance of Jazan	073221677 / 073221678
Bisha	Financial Office in Bisha	076226273 / 076226274
Dhahran Al-Janoub	Financial Office in Dhahran Al-Janoub	072550016
Al-Qunfotha	Financial Office in Al-Qunfotha	077320564
Najran	Finance of Najran	075221761
Al-Jouf	Finance of Al-Jouf	046241855