

**Ministry of Immigration & Population
Department of Immigration and National Registration**

(Immigration logo)

(UNHCR logo)

The facts that should be known for household family list

- 1) Do not unofficially make changes, delete, add any data in your household family list.
- 2) Do not decrease or increase family members on your own.
- 3) Do not add your new-born baby name on your own.
- 4) Do not delete a member of your family on your own when he or she dies.
- 5) If you want to make changes/add above items, you must come and apply at the department of Immigration and National Registration concerned.
- 6) You will be taken action if you have more than one household family list with different address.

Supporting documents in applying household family list

Adding a new-born baby name

- 1) Head of the family must come to the office. However, if the head of the family could not come to the office with a sound reason, he or she must send a family member who has already attained 18-years old with a letter of authority. In order to confirm the letter of authority, this letter must be endorsed by the administrator of ward/village tract concerned.
- 2) The application signed by the head of the family must be submitted.
- 3) A household family list where the names of parents are included must be submitted (original + copy).
- 4) If the parents are included in different (separate) household family lists, the original and copy of household family list of the parent that is intended to be added the name of the new-born baby, and the copy of the household family list of the other parent must be submitted.
- 5) In order to confirm that the applicant resides within the ward/village tract, a testimony of the administrator of the ward or village tract concerned must be submitted.
- 6) Form General- 1 (A) or birth certificate (original + copy) must be submitted.

(It will be processed within one day free of charge).

Canceling the name of death person

- 1) Head of the family must come to the office. However, if the head of the family could not come to the office with sound reason, he or she must send a family member who has already attained 18-years old with a letter of authority. In order to confirm the letter of authority, this letter must be endorsed by the administrator of the ward/village tract concerned.
- 2) Form General- 2 (A) or death certificate (original + copy) must be submitted.
- 3) Household family list where the names of applicant and death person are included must be submitted (original + copy).
- 4) In order to confirm that the death person resided within the ward/village tract, a testimony of the administrator of the ward or village tract concerned must be submitted.

(It will be processed within one day free of charge).

Separating from a family/household

- 1) The applicant and the head of the family must come to the office. However, if the head of the family could not come to the office with sound reason, he or she must send a family member who is already 18-years old with a letter of authority. In order to confirm the letter of authority, this letter must be endorsed by the administrator of ward/village tract concerned. Similarly, if the applicant could not come to the office, he or she can also use a letter of authority.
- 2) The separation from current family must be in line with 4 separations namely Keeping separate messing arrangement as an extended family/ partition of apartment/room as a separate family/ splitting family with different head/ separation of business).
- 3) The head of the family must agree on that.
- 4) Household family list where the names of applicant and head of the family are included must be submitted (original + copy).
- 5) In order to confirm that the applicant resides within the ward/village tract, a testimony of the administrator of the ward or village tract concerned must be submitted.

(It will be processed within one day free of charge).

Moving the whole family to a new address

- 1) Head of the family must come to the office. However, if the head of the family could not come to the office with a sound reason, he or she must send a family member who has already attained 18-years old with a letter of authority. In order to confirm the letter of authority, this letter must be endorsed by the administrator of ward/ village tract concerned.
- 2) The application signed by the head of the family must be submitted.

- 3) Transfer Form- 10 from a township where they previously resided must be submitted.
- 4) The administrator of the ward/ village tract concerned must confirm that their new address is correct.
- 5) The document of title (original/copy) of the new apartment or house must be submitted. If there is no document of title, the recommendation letter from the administrator of the ward/ village tract on how and on what status the family lives in new address must be submitted.

(It will be processed within one day free of charge).

(Please do not (do not) process through brokers).

Leaving the whole family from an old address

- 1) Head of the family must come to the office. However, if the head of the family could not come to the office with sound reason, he or she must send a family member who has already attained 18-years old with a letter of authority. In order to confirm the letter of authority, this letter must be endorsed by the administrator of ward/ village tract concerned.
- 2) The application signed by the head of the family must be submitted.
- 3) Household family list where the names of those who will move are included must be submitted (original + copy).
- 4) In order to confirm that the applicant resides within the ward/village tract, a testimony of the administrator of the ward or village tract concerned must be submitted.

(It will be processed within one day free of charge).

Increasing family's population

- 1) The applicant and the head of the family must come to the office. However, if the head of the family could not come to the office with sound reason, he or she must send a family member who has already attained 18-years old with a letter of authority. In order to confirm the letter of authority, this letter must be endorsed by the administrator of the ward/village tract concerned. Similarly, if the applicant could not come to the office, he or she can also use a letter of authority.
- 2) The application signed by the applicant must be submitted.
- 3) Transfer Form- 10 from a township where they previously resided must be submitted.
- 4) The agreement of the head of the family who will accept the applicant must be submitted.
- 5) Original household family list including the name of the head of the family must be submitted.

- 6) In order to confirm that the applicant resides within the ward/village tract, a testimony of the administrator of the ward or village tract concerned must be submitted.

(It will be processed within one day free of charge).

Reducing family's population

- 1) The applicant and the head of the family must come to the office. However, if the head of the family could not come to the office with sound reason, he or she must send a family member who has already attained 18-years old with a letter of authority. In order to confirm the letter of authority, this letter must be endorsed by the administrator of the ward/village tract concerned. Similarly, if the applicant could not come to the office, he or she can also use a letter of authority.
- 2) An agreement of the head of the family must be submitted.
- 3) Household family list where the names of applicant and the head of the family are included must be submitted (original + copy).
- 4) In order to confirm that the applicant resides within the ward/village tract, a testimony of the administrator of the ward or village tract concerned must be submitted.

(It will be processed within one day free of charge).