

## WHERE TO GO/Centre

DIRECTORATE'S MAIN PREMISES | CIVIL STATUS AND PASSPORTS OFFICE OF WEST BANK AND GAZA | CENTRAL EXPATRIATES STATUS OFFICE  
(tel. 06/5636666)

WEST OF AMMAN PASSPORTS DEPARTMENT | WEST OF AMMAN CIVIL STATUS DEPARTMENT  
(tel. 06/4613055 - 06/4623435)

WADI AL-SEER OFFICE (tel. 06/5810279)

SWEILEH OFFICE (tel. 06/5357428)

JABBAL AL-HUSSEIN OFFICE (tel. 06/4610278)

MARKA AL-SHAMALIAH OFFICE (tel. 06/4887556)

AL-JIZA OFFICE (tel. 06/4882968)

SAHAB OFFICE (tel. 06/4460138)

AL-ASHRAFIEH OFFICE (tel. 06/4059175)

NAOUR OFFICE (tel. 06/4754932)

AL-MOWAQAR OFFICE (tel. 06/5727130)

AMMAN SOUTH (tel. 06/4127418)

AMMAN

ZARQA OFFICE (tel. 05/3997720)

WESTERN ZARQA OFFICE (tel. 05/3932875)

RUSAIFEH OFFICE (tel. 05/3744277)

AL-SUKHNEH OFFICE (tel. 05/3844758)

AL-HASHIMEIH OFFICE (tel. 05/3811117)

AL-AZRAQ OFFICE (tel. 05/3834300)

AL-DLEIL OFFICE (tel. 05/3825923)

ZARQA

**Info-line: 065502141**

from Sunday to Wednesday from 08:15 am to 03:15 pm



### UNHCR Office - AMMAN

Khalda Area, former International Community School (ICS), in-front of Paradise Bakery, Musa George Fram Str.



### UNHCR Help Desk - ZARQA

Health Aid Clinic- Ma'soum Neighborhood  
Emirates Jordan Camp at Mrajeeb Fhood, Zarqa



### UNHCR Office - AZRAQ

## WHERE TO GO/South

MADABA (tel. 05/3244079)

LEP (tel. 05/3224040)

THEBAN (tel. 05/3206157)

MADABA

KERAK (tel. 03/2396043)

GHOR AL-SAAFI (tel. 03/2302426)

MAZAR SOUTH (tel. 03/2371069)

AI (tel. 03/2365082)

AL-QASR (tel. 03/2315014)

FAQUAH (tel. 03/2312617)

AL-QATRANA (tel. 03/2394077)

KERAK

TAFILA (tel. 03/2241116)

AL-HASA (tel. 03/2277255)

BASIRA (tel. 03/2267108)

AIN AL-BAIDAA (tel. 03/2264727)

TAFILAH

MA'AN (tel. 03/2132140)

PETRA (tel. 03/2156053)

SHOBAK (tel. 03/2164039)

EIL (tel. 03/2125124)

AL-JAFFER (tel. 03/2119023)

AL-HUSSEINIYA (tel. 03/2172330)

AL-MARIGHA (tel. 03/2120073)

MA'AN

AQABA (tel. 03/2013664)

AL-QWEIRA (tel. 03/2047122)

AQABA

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### UNHCR Help Desk - MA'AN

UNHCR – Ma'an Governorate Building



### UNHCR Help Desk - KERAK

Princess Basma Centre - Al Mazar



PROTECT YOUR  
*child.*  
REGISTER ITS  
*birth.*

*Birth registration  
is the right of every child.*



UNHCR  
The UN Refugee Agency  
مؤسسة الأمم المتحدة لشؤون اللاجئين

unicef



## What is BIRTH REGISTRATION?

Birth registration is the official recording of the birth of your child with the country in which he or she was born. This will allow your child to obtain an official birth certificate. This document gives your child a legal identity.

Registering the birth of your child with the Government of Jordan is separate from registration with UNHCR. Both are important for your child.

## Why is BIRTH REGISTRATION important in Jordan?



### Birth registration proves the child is yours.

This protects the unity of your family. It can also help reunify your child with you, if you become separated from him or her for any reason.



### Birth registration proves the age of your child.

This helps to protect your child from being placed in dangerous situations that are unsuitable for children.



Birth registration helps to ensure children enjoy their rights to education, healthcare, inheritance, and freedom of movement – among others.

## REGISTER THE BIRTH AS SOON AS POSSIBLE

Register new births within 30 days for a payment of 1 JOD.

After 30 days, a 10 JOD fine is required in addition to the payment of 1 JOD.

Register within 1 year, or you will need to file a lawsuit at the conciliation courts to have the child legally recognized as yours.

## What is the procedure for REGISTERING THE BIRTH OF A CHILD in Jordan?

1

### Obtain a Birth Notification



UNHCR recommends that you to give birth in a hospital. If you decide to give birth at home, always ask a licensed midwife (kabeleh qanoneyah) to be present. Not only is this safer, but **only hospitals and licensed midwives can issue an official Birth Notification**. If you have had a home birth without a certified midwife, you can request a Birth Notification from the Mukhtar in your area by presenting two witnesses to the birth, after which it must be validated by your Governorate or sub-Governorate.

2

### Register Birth with the Civil Status Department in your Governorate



You will need to present **proof of identity** and **marriage**. A Syrian marriage certificate or Syrian family booklet listing the spouse is accepted as proof of marriage. You may also be asked for additional proof of identity, in the form of a Syrian passport, Syrian National ID Card, or Ministry of Interior Service Card issued in Jordan. When you complete the procedure you will receive an official birth certificate. Check the

back of this brochure to find the address for the UNHCR and Civil Status Department Offices in your Governorate. If you have questions regarding these requirements, please approach UNHCR for assistance.

If you have given birth in Zaatari, EJC or Azraq camp, please approach UNHCR's Protection Unit for assistance with registering the birth with the Civil Status Department Office either in the camp, or near to the camp.

## What if I Don't Have the Necessary Documents?



If you were issued a Receipt for Retained Documents ("pink receipt"), UNHCR will assist you in obtaining copies of your documents to allow you to register the birth of your new child. If your documents were lost or destroyed in Syria, please approach UNHCR for counseling. Court cases can be filed in some instances to obtain legal proof of the marriage.



## WHERE TO GO/North

**IRBID OFFICE** (tel. 02/7273827)  
**IRBID WEST** (tel. 02/7271779)  
**RAMTHA OFFICE** (tel. 02/7383235)  
**BANI KINANA OFFICE** (tel. 02/7585226)  
**BANI OBAID OFFICE** (tel. 02/7010320)  
**AL-SHUNA AL-SHAMLIA OFFICE** (tel. 02/6587088)  
**AL-MASHAREA OFFICE** (tel. 02/6560069)  
**AL-KRAIMEH OFFICE** (tel. 02/6575889)  
**AL-KORA OFFICE** (tel. 02/6521615)  
**JDEITA OFFICE** (tel. 02/6500111)  
**AL-MAZAR AL-SHAMLI OFFICE** (tel. 02/7031023)  
**AL-TIBAH OFFICE** (tel. 02/7339058)  
**AL-WSSATIEH OFFICE** (tel. 02/7300041)  
**AL-SHAJARAH OFFICE** (tel. 02/7359679)

**MAFRAQ** (tel. 02/6232998)  
**AL-ROWAISHED** (tel. 02/6292164)  
**AL-KHALIDIYA** (tel. 02/6257777)  
**SABHA AND SUBHIA** (tel. 02/6272110)  
**BALAAMA** (tel. 02/6202872)  
**SAMA AL-SARHAN** (tel. 02/6259459)

**IRBID**

**AJLOUN OFFICE** (tel. 02/6420054)  
**KOFRANJA OFFICE** (tel. 02/6454666)

**AJLOUN**

**JERASH** (tel. 6351095/02)  
**SOOF** (tel. 6310201)

**JERASH**

**AL-BALQA** (tel. 05/3554922)  
**AIN AL-BASHA** (tel. 06/5348905)  
**FHAIS** (tel. 06/5310376)  
**SOUTH SHOUNEH** (tel. 05/3581081)  
**DEIR ALLA** (tel. 05/3571834)  
**AL-SABIHI** (tel. 05/3523289)

**BALQA**

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**UNHCR Help Desk - ZAAATARI**

**UNHCR Help Desk - MAFRAQ**

Widows and Orphans Association

**UNHCR Help Desk - RAMTHA**

Health Aid Clinic - Banks Street

**UNHCR Office - IRBID**

Zibdet Farkouh Area, near King Abdullah II School for Excellency