

RENEWAL OF THE REGISTRATION CERTIFICATE FOR SYRIANS ("UN paper")

What should I do to renew my UN paper?

- ✓ Ask for a renewal appointment **one month** before your UN paper expires. You will find the expiry date of your UN paper on the right side. See picture below:



United Nations High Commissioner for Refugees
 Haut Commissariat des Nations Unies pour les réfugiés
 Khater Bldg., Dr. Philippe Hitti St.
 Ramlet el Bayda - Beirut - Lebanon
 PO Box: 7332
 Telephone: 00961 1 849201
 Fax: 00961 1 849211
 E-mail: LEBBE@unhcr.org



شهادة تسجيل

2013-11-07 تاريخ الأصدار:
 999-13C99999 رقم الملف:
 الاسم: **جون رو**
 1976/06/13 تاريخ الميلاد:
 الجمهورية العربية السورية بلد الاصل:
 لمنعهف الأفر

Registration Certificate

ID: 999-9999999
 Date of issue: 07-11-2013
 File Number: **999-13C99999**
 Name: **JOHN, DOE**
 Date of Birth: **13/06/1976**
 Country of Origin: **Syrian Arab Republic**

To Whom it May Concern

This is to certify that the above-named person is registered with the United Nations High Commissioner for Refugees (UNHCR), pursuant to its mandate.

This person's situation and contact information are known to the UNHCR who is ensuring extension of services to persons under its mandate. Any assistance accorded to the persons named herein would be most appreciated.

Questions regarding the information contained in this document may be directed to UNHCR at the address above.

This document is valid until: 22-08-2015
 The following dependants are also registered under the same file number:

كما يؤكد على أن وضع الشخص المذكور أعلاه وبإيات الاتصال الخاصة به هي متوفرة لدى مفوضية الأمم المتحدة لشؤون اللاجئين التي تعمل لضمان تأمين الخدمات للأشخاص الذين تشملهم ولايتهم أي نوع من أنواع المساعدة التي تتوفر للأشخاص المدرجة أسماؤهم في هذه الوثيقة مرتب به كل الترحيب.

يمكن الاستعلام عن المعلومات الواردة في هذه الوثيقة من خلال الاتصال بمفوضية الأمم المتحدة لشؤون اللاجئين على العنوان الوارد أعلاه.

إن هذه الوثيقة صالحة حتى تاريخ: 2015-08-22
 إن الأشخاص المترافقين التالية أسماؤهم مسجلون أيضاً تحت نفس الرقم:

How do I ask for a renewal appointment?

- ✓ If you registered in the **North, South, or Beirut/Mt. Lebanon** approach the registration center in your area from Monday-Friday, 8am-2pm.
- ✓ If you registered in the **Bekaa**, call **08800513** from Monday-Friday, 8am-4pm.

What should I do on the day of my appointment?

- ✓ **Come with all your family members registered with you.** Those who do not come will be inactivated with UNHCR. Thus, they will not appear on your UN paper and will not receive assistance.
- ✓ **Remember to bring:** ① Important documents, i.e. your passports, family booklet, ID, etc. ② Documents to support changes in your family, i.e. birth/marriage/death certificate, etc. ③ New phone number if you have changed it.

What happens if I don't renew my UN Paper?

- ✓ You/your family cannot access UNHCR and Implementing Partner's assistance and services.
- ✓ You/your family will be inactivated with UNHCR if your certificate has been expired for more than three months.



**The renewal of your UN Paper is free of charge, as any other UNHCR services.
 If anyone asks you for money or favours in return for your renewal please
 contact UNHCR immediately!**