

## **REGISTRATION OF BIRTH**

### **WHERE TO REGISTER?**

- For registration of birth of a child whose both parents are citizens of Mongolia, regardless of the jurisdiction of the administrative unit, it is possible to register at the nearest State registration office (province (aimag), district, soum, khoroo).
- For registration of birth of a child born on the territory of a foreign country, shall approach the Diplomatic Missions of Mongolia.
- For registration of birth of a child born on the territory of Mongolia from parents, one of whom is a citizen of Mongolia and another is a foreign citizen or a stateless person and/or both parents are foreign citizens or stateless persons, shall approach the General Authority for State Registration and its local bodies.

### **REGISTRATION PERIOD:**

- Parent or his/her authorized representative or representative of competent authority shall register in registration of birth within 30 days after the birth of a child.

### **REQUIRED DOCUMENTS:**

- Medical description on the birth of a child;
- Parents' marriage certificate;
- Parent's ID card or, if the parent is a foreign national or a stateless person, a passport or its substitute document;

### **NOTES:**

- If the child born on the territory of Mongolia from parents, one of whom is a citizen of Mongolia and another is a foreign citizen or a stateless person is not registered in registration of birth within the period set forth in the law, a reference letter of competent authority evidencing that a citizenship of foreign country shall be enclosed to the documents.
- If the registration is not maintained within the period set forth in the law, assessment of the state supervision inspector shall be enclosed.
- Documents in foreign languages with their official translation shall be documents verifying the right to register in civil state registration.
- For registration of a child in the registration of birth, state stamp duty fee and service fee shall not be paid.

## **REGISTRATION OF MARRIAGE**

### **WHERE TO REGISTER?**

- For registration of marriage of a citizen of Mongolia, regardless of the jurisdiction of the administrative unit, it is possible to personally approach the nearest State registration office (province (aimag), district, soum, khoroo).
- For registration of marriage of citizens of Mongolia living and working abroad, shall approach the Diplomatic Missions of Mongolia.
- For registration of marriage on the territory of Mongolia, applicants for marriage, one of whom is a citizen of Mongolia, and another is a foreign citizen or a stateless person, and/or a foreign citizen residing privately or officially in Mongolia shall approach the General Authority for State Registration and its local bodies.

### **REGISTRATION PERIOD:**

- State registrars and registration officers shall record registration of marriage within 5 working days after receiving the documents.

### **REQUIRED DOCUMENTS:**

- Separate applications;
- Applicants' ID cards, or if the applicants are foreign nationals or a stateless persons, passports or its substitute documents;
- Medical examination description of applicants referred in Article 8 of the Family law;
- ID card of parents, in the case of a foreign citizen or stateless person, a passport is required, or documents identical to the passport
- Receipt for payment of state stamp duty and service fee in the amount of 2500 MNT.

### **NOTES:**

- When considering a minor with full legal capability in accordance with paragraph 15.2 of the Civil Code, the relevant court decision shall be enclosed.
- When recording registration of marriage, spouses shall be accompanied by witnesses and a witness shall be over the age of 18 years.
- In case of registration of marriage of a foreign citizen with a citizen of Mongolia or foreign citizens residing privately or officially in Mongolia, a document on marriage status issued by competence authority or diplomatic mission of the relevant foreign country shall be enclosed.
- If a citizen of Mongolia, who registered his/her marriage in accordance with legislation of foreign country, wishes to register in registration of marriage, a marriage certificate issued by competent authority of the relevant foreign country shall be enclosed.
- Documents in foreign languages with their official translation shall be documents verifying the right to register in civil state registration.

## **REGISTRATION OF MARRIAGE END**

### **WHERE TO REGISTER?**

- For registration of marriage end of Mongolian citizens, regardless of the jurisdiction of the administrative unit, shall approach the nearest State registration office (province (aimag), district, soum, khoroo).
- For registration of marriage end, citizens of Mongolia living and working abroad shall approach the Diplomatic Missions of Mongolia.
- For registration of marriage end, citizens who are divorcing his/her marriage, one of whom is a citizen of Mongolia, and another is a foreign citizen or a stateless person, shall approach the General Authority for State Registration and its local bodies.

### **REGISTRATION PERIOD:**

- Citizen, who has divorced his/her marriage by judicial procedure, shall register in registration of marriage end within 3 working days after the day the court decision comes into force.

### **REQUIRED DOCUMENTS:**

In case of divorce by administrative procedure:

- Separate applications;
- Citizen ID cards, and passports or their substitute documents of foreign citizens or stateless persons;
- Marriage certificate;
- Receipt for payment of state stamp duty and service fee in the amount of 2500 MNT.

In case of divorce by judicial procedure:

- Citizen ID card;
- Court decision on divorce;
- Receipt for payment of state stamp duty and service fee in the amount of 2500 MNT.

### **NOTES:**

- If a citizen who is divorcing his/her marriage by administrative procedure cannot be present for good reason, the application shall be certified by a notary.
- If spouses are citizens of Mongolia or a spouse is a foreign citizen or stateless person and their divorce in accordance with legislation of a foreign country does not contradict the legislation of Mongolia, their marriage end shall be registered on the bases of a document issued by competent authority of the relevant foreign country.
- Documents in foreign languages with their official translation shall be documents verifying the right to register in civil state registration.
- In case of non-registration in due time, the decision of the state supervision inspector shall be enclosed.

## **REGISTRATION OF MARRIAGE RESTITUTION**

### **WHERE TO REGISTER?**

- For registration of marriage restitution of a citizen of Mongolia, regardless of the jurisdiction of the administrative unit, it is possible to personally approach the nearest State registration office (province (aimag), district, soum, khoroo).
- For registration of marriage restitution of citizens of Mongolia living and working abroad, shall approach the Diplomatic Missions of Mongolia.
- For registration of marriage restitution, citizens who are registering in registration of marriage restitution, one of whom is a citizen of Mongolia, and another is a foreign citizen or a stateless person, shall approach the General Authority for State Registration and its local bodies.

### **REGISTRATION PERIOD:**

- State registrars and registration officers shall record registration of marriage restitution within 5 working days after receiving the documents.

### **REQUIRED DOCUMENTS:**

- Separate applications;
- Citizen ID cards, and passports or their substitute documents of foreign citizens or stateless persons;
- Receipt for payment of state stamp duty and service fee in the amount of 2500 MNT.

### **NOTES:**

- If a court decision on declaring a citizen missing or deceased is cancelled, the court decision shall be enclosed to the documents.
- The court decision on divorce invalid shall be enclosed to the documents.
- Documents in foreign languages with their official translation shall be documents verifying the right to register in civil state registration.

## **REGISTRATION OF PATERNITY DETERMINATION**

### **WHERE TO REGISTER?**

- For registration of paternity determination of a child whose parents are citizens of Mongolia, it is possible to personally approach the nearest State registration office (province (aimag), district, soum, khoroo).
- For registration of paternity determination of citizens of Mongolia living and working abroad, shall approach the Diplomatic Missions of Mongolia.
- For registration of paternity determination of a child whose a parent is a citizen of Mongolia, and a parent is a foreign citizen or a stateless person, shall approach the General Authority for State Registration and its local bodies.

### **REGISTRATION PERIOD:**

- State registrars and registration officers shall record registration of paternity determination within 5 working days after the receipt of the documents.

### **REQUIRED DOCUMENTS:**

- Parents' application;
- Citizen identity cards, or passports or their substitute documents of foreign citizens or stateless persons;
- Marriage certificate;
- Birth certificate, ID card;
- Receipt for payment of state stamp duty and service fee in the amount of 2500 MNT.

### **NOTES:**

- If a parent cannot be present for good reason, his/her application for paternity determination shall be certified by a notary.
- Court decision on the paternity determination.
- Paternity, determined by legislation of a foreign country in respect to a citizen of Mongolia, may be registered in registration of paternity determination in accordance with the Family Law.
- Documents in foreign languages with their official translation shall be documents verifying the right to register in civil state registration.

## REGISTRATION OF ADOPTION

### **WHERE TO REGISTER?**

- Registration of adoption is registered according to the jurisdiction of the administrative unit. If an adopter is a citizen of Mongolia shall register and approach the state registration unit where a child is residing after a court decision on the adoption.
- For registration of adoption, if one of adoptive parents is a citizen of Mongolia, and the other is a foreign citizen or both of them are foreign citizens, they shall approach the General Authority for State Registration and its local bodies after court decision on the adoption.

### **REGISTRATION PERIOD:**

- State registrars shall record registration of adoption within 1 working day after the receipt of the documents.

### **REQUIRED DOCUMENTS:**

- **Step 1. Adopter shall submit the following documents and personally approach a governor of soum or district where a child is residing:**
  - Application on adoption certified by a notary;
  - Application on the consent of parents to give their child for adoption, certified by a notary;
  - Citizen identity cards of adopter and parents or guardian or trustee;
  - Marriage certificate, if married;
  - Medical description;
  
- **Step 2. If adoptive parents are citizens of Mongolia, one of them shall submit the following documents and personally approach the state registration unit (aimag, district, sum, khoroo):**
  - Decision of a governor of soum or district on adoption.
  - Receipt for payment of state stamp duty and service fee in the amount of 2500 MNT.
  
- **Step 3. If an adoptive parent is a foreign citizen or adoptive parents are both foreign citizens, one of them shall submit following documents and personally approach the General Authority for State Registration:**
  - Order of the head of State administrative organ in charge of foreign nationals or decision of a governor of soum or district on adoption shall be enclosed.
  - Receipt for payment of state stamp duty and service fee in the amount of 2500 MNT.

**NOTES:**

- ❑ If adoptive parents are foreign citizens, they shall submit the request for adoption of a child of Mongolian nationality to the central state administrative organ in charge of population.
- ❑ Governor of soum or district, if he/she considers the documents to be completed, shall ask an officer responsible for children and social welfare matters to make a decision.
- ❑ Documents in foreign languages with their official translation shall be documents verifying the right to register in civil state registration.

## **REGISTRATION OF CHANGE OF FAMILY NAME, SURNAME AND GIVEN NAME**

### **WHERE TO REGISTER?**

- For registration of change of family name, surname and given name is registered according to the jurisdiction of the administrative unit, it is possible to register with a state registration unit of the place of the residence.

### **REGISTRATION PERIOD:**

- State registrars shall record registration of changes of family names, surnames and given names within 7 working days after the receipt of the documents

### **REQUIRED DOCUMENTS:**

- Application;
- Birth certificate, citizen identity card, or passport or its substitute document of foreign citizen or stateless person;
- Receipt for payment of state stamp duty and service fee in the amount of 2500 MNT.

### **NOTES:**

- Consent of parents or guardian, if a family name, surname or given name of citizen with partial civil legal capability is changed, shall be enclosed to the documents.
- Consent of parents or trustees, if a family name, surname or given name of citizen with some civil legal capability is changed, shall be enclosed to the documents.
- Court decision, if a citizen considered the person without civil legal capability, shall be enclosed in the documents.
- Citizen may change his/her given name once.
- Documents in foreign languages with their official translation shall be documents verifying the right to register in civil state registration.



## **REGISTRATION OF DEATH**

### **WHERE TO REGISTER?**

- For registration of death, regardless of the jurisdiction of the administrative unit, it is possible to approach and register with the nearest State registration office (province (aimag), district, soum, khoroo).
- For registration of death of citizens of Mongolia living and working abroad, shall approach the Diplomatic Missions of Mongolia.

### **REGISTRATION PERIOD:**

- Family member over the age of 18 years or parent or relative of the deceased;
- If the deceased worked, studied, received medical treatment, nursed or was in military service, detained or convicted in prison, an administrative official of the relevant organization, and in case of finding a dead body a competent official of forensic medical authority;
- If a citizen of Mongolia dies on territory of a foreign country, a citizen of Mongolia or a citizen or legal entity of foreign country shall register within 3 days in aimag and the capital, and 7 days in soum and diplomatic mission.

### **REQUIRED DOCUMENTS:**

- The appropriate decision or description of the following shall be enclosed to the documents such as medical description on the death of a citizen, court decision on declaring a citizen dead, forensic medical conclusion on the cause of death, or decision of an emergency commission created by the Government if a person has died from disaster.
- When registering the deceased, a citizen identity card, and a document confirming his position of the official and legal entity shall be enclosed.

### **NOTES:**

- Death of a foreign citizen or stateless person on the territory of Mongolia, regardless of the jurisdiction of the administrative unit, may be registered with the nearest State registration office (province (aimag), district, soum, khoroo).
- Death certificates shall be issued once to the person who registered the death.
- Documents in foreign languages with their official translation shall be documents verifying the right to register in civil state registration.
- For registration of death, state stamp duty and service fee are free.

## **REGISTRATION OF BIOMETRIC TRAIT /FINGERPRINT/**

### **WHERE TO REGISTER?**

- ❑ For registration of biometric traits, regardless of the jurisdiction of the administrative unit, it is possible to approach and register with the nearest State registration office (province (aimag), district, soum, khoroo).
- ❑ For registration of biometric traits of citizens of Mongolia living and working abroad, shall personally approach the Diplomatic Missions of Mongolia.

### **REGISTRATION PERIOD:**

- ❑ Citizens of Mongolia, who have reached the age of 16 years and are receiving citizen identity cards for the first time, citizens of the age of 25 and 45 years who have changed their citizen identity cards, and citizens who have acquired or restored a citizenship of Mongolia by the degree of the President of Mongolia, shall be registered in registration of biometric trait (fingerprint) within 30 working days after he/she reaches the age of 25 and 45 years.

### **REQUIRED DOCUMENTS:**

- ❑ Birth certificate;
- ❑ Citizen identity card of a parent or guardian or trustee;
- ❑ Receipt for payment of state stamp duty and service fee in the amount of 18300 MNT;

### **NOTES:**

- ❑ Citizens, who have acquired or restored citizenship of Mongolia by the degree of the President of Mongolia, shall submit a description issued by the state administrative organ in charge of foreigners and citizenship shall be enclosed to the documents.
- ❑ Court decision or order of governor of soum or district on the appointment of a trustee shall be enclosed in the documents.
- ❑ Description of a children care institution, where a child lives shall be enclosed to the documents.
- ❑ Court decision on determining age of a citizen who is without a document or does not have a source document in the civil state registration database shall be enclosed to the documents.
- ❑ In case of non-registration in due time, the decision of the state supervision inspector shall be enclosed.

## **REGISTRATION OF ACQUISITION, CESSATION AND RESTORATION OF CITIZENSHIP OF MONGOLIA**

### **WHERE TO REGISTER?**

- For registration of acquisition, cessation and restoration of citizenship of Mongolia is registered according to the jurisdiction of the administrative unit, it is possible to register with a state registration unit.

### **REGISTRATION PERIOD:**

- State registrar shall record registration of acquisition, cessation and restoration of citizenship of Mongolia within 3 working days after the receipt of documents.

### **REQUIRED DOCUMENTS:**

- Passports or their substitute documents of foreign citizens or stateless persons;
- Citizens, who have acquired citizenship of Mongolia by the degree of the President of Mongolia, shall submit a description issued by the state administrative organ in charge of foreigners and citizenship matters.

### **NOTES**

- Citizens may request an application for acquisition, cessation and restoration of citizenship of Mongolia to the state administrative organ in charge of foreigners and citizenship matters.