

REFERENCES FROM CIVIL STATE REGISTRATION

CUSTOMER GUIDANCE FOR THE THE CIVILIAN ARCHIVAL DOCUMENTS

The archival reference may be issued with the consent of a citizen and a legal entity or through limits or a notary in accordance with basis of laws and rules.

A parent or his/her authorized representative or representative of competent authority shall submit and register in registration of birth within 30 days after the birth of a child and the birth certificate will be issued.

The birth certificate is the primary document of a civil registration that is crucial for the verification of a Mongolian citizen and the protection of his legitimate rights and interests.

REFERENCE ON BIRTH CERTIFICATE

1. A citizen's surname, given name and registration number
2. Birth certificate (if it's lost or damaged, birth certificate number)
3. Place of birth (an applicant should know the name of administrative unit of his/her parents' place of birth when he/she was born)
4. Native mother's surname and given name (native mother's surname and given name never change)
5. Information about adoption (when, at what age, where, from/to who(m) etc.) if applicant was adopted. Surname and given name of your adopted parents
6. Information about change of applicant's surname and given name. And applicant's paternity determination certificate and change of surname and given name certificate.

REFERENCE ON REGISTRATION OF ADOPTION, PATERNITY DETERMINATION, CHANGE OF FAMILY NAME, SURNAME AND GIVEN NAME

1. Birth certificate
2. Identity card
3. Applicant should know his/her family name and surname when he/she was born
4. Applicant should know when, where and at what age he/she was adopted and if the applicant used his/her father's family name and given name and should know change of his/her given name.

REFERENCE ON MARRIAGE REGISTRATION

1. Applicants' identity cards

2. Date and place (province, city, soum, district) of registration of marriage
3. If the date and place of registration of marriage is uncertain bring your child/children's birth certificate since the applicant's registration of marriage.

REFERENCE RELATED TO REGISTRATION NUMBER

1. Applicant's identity card
2. Birth certificate

REFERENCE ON MARRIAGE END REGISTRATION

1. Identity card
2. Date and place (province, city, soum, district) of registration of marriage end
3. If required, marriage certificate number and information about when and where the marriage was registered or the copy of court decision.

REFERENCE ON DEATH REGISTRATION

1. Identity card of the deceased
2. Date and place (province, city, soum, district) of registration of death
3. Death certificate and Pensioner Concession Card from the loss of a breadwinner. (Pensioner Concession Card-Australia, Social Security Card-USA.)

REFERENCE RELATED TO A NATIONAL PASSPORT

Applicant's identity card

REFERENCE ON A CITIZEN IDENTITY CARD

Applicant's surname, given name and registration number

REFERENCE ON IDENTITY CARD OF A CITIZEN WHO NEVER OWNED

Reference will be issued to the person who is more than one year after the age of 16. Reference will not be issued to the person who owned a citizen passport (red passport).

1. Birth certificate
2. Description of a governor of khoroo where applicant permanently lives /with recent photo/

REFERENCE ON NOT ISSUED BY A CITIZEN IDENTITY CARD (or NATIONAL PASSPORT) DUE TO MENTAL ILLNESS

1. Birth certificate

2. Identity card (national passport) of parents, guardian and trustee
3. Description of a governor of khoroo where applicant permanently lives /with recent photo/
4. Medical institution's description and hospital record
5. Pensioner Concession Card or Social Security Card

REFERENCE ON NOT ISSUED BY A CITIZEN IDENTITY CARD (or NATIONAL PASSPORT) DUE TO CONVICTION IN PRISON

1. Birth certificate
2. Description of National Police Agency about conviction and release from the prison
3. Description of a governor of khoroo where applicant permanently lives /with recent photo/

REFERENCE ON NOT ISSUED BY A CITIZEN IDENTITY CARD (or NATIONAL PASSPORT) DUE TO THE REASON OF LIVING ABROAD FOR A LONG TIME

1. Birth certificate
2. National passport and its substitute document (to certify the border crossing)
3. Description of a governor of khoroo where applicant permanently lives /with recent photo/

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED FOR VERIFICATION OF AN IDENTITY CARD WITH THE PHOTO:

1. Birth certificate
2. Application for re-issuance of an identity card
3. 2 photos of size 3*4 mm
4. If required, social security card, health insurance card, military ID card and other membership cards, student's record book, yearbook, and other documents with photo
5. An applicant must be in person

REFERENCE ON RELATIVES

1. Birth certificates which prove the applicants are relatives
2. Identity card

REFERENCE ON MARRIAGE

1. Identity cards of applicants
2. Marriage end certificate if you are married, death certificate of applicant's husband/wife if widowed, related court decision if applicant's husband/wife is missing
3. Child's birth certificate if applicant has.

REFERENCE ON NOT REGISTERED IN THE REGISTRATION OF BIRTH

This reference will be issued in case of re-registration of birth if a child is not registered in registration of birth.

1. Medical description of the place of birth (the form CT 4), hospital description where the child was born, if the document is damaged.
2. Parents' identity cards
3. Household doctor's description of a child development and health insurance card
4. School administration's description with photo of a child and a student's record book.

REFERENCE ON FORM-1

Reference on form-1 will be issued in case of exoneration compensation issues, a citizen, who was born before 1951, applying for becoming a citizen of a foreign country or getting a permanent residential certificate overseas, and as of 1988 registration on how many children any woman has. An applicant's identity card is required.

Parents must be in person, in order to be issued the reference on not registered in Mongolian registration of birth on matters of one of parents is a citizen of Mongolia and other one is a foreign citizen or stateless person. If required, the reference shall be issued after the decision of citizenship status.

REFERENCE ON NOT REGISTERED IN MONGOLIAN REGISTRATION OF BIRTH DUE TO BIRTH IN OVERSEAS

1. Hospital document to certify child's birth and its official translation in Mongolian
2. National passport and its identical document which certifies one crossed the border
3. Parents' identity cards
4. Household doctor's description of a child development

If a child acquires another country citizenship and crosses Mongolian border with that country's passport, the issue of issuing registration number shall be decided after a child reaches the age of 16 years and shall be registered in the civil state registration of Mongolia.

Birth certificate shall not be issued to the Mongolian citizen who became a citizen by the presidential decree. And the birth document shall be the decree.

Reference validity period is 45 days. Please, approach to the nearest registration office and have a certificate written by archival reference.