UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

10/1/2023

Issue of a Birth Certificate

Updated: January 10th, 2023

M i n i s t r y   o f   H e a l t h   &   P r e v e n t i o n   –   U A E ©

1

Table of Contents

1. Service Overview – Summary

This service grants you the ability to issue a newborn birth certificate by following simple steps. Instead of going the long traditional way.

2. Service Conditions

Send both the original and copies of the documents.

An official power of attorney or the father's signature on the birth certificate application are required if the father is unavailable.

Documentation required by the emirate where the child was born to a Public Health Center. A Mabrouk Ma Yak package used by UAE citizens to obtain a birth certificate. The birth certificate is sent to the Federal Authority for Identity and Citizenship on the client's behalf.

The Ministry of Health and Prevention recognizes birth certificates issued by the Department of Health Abu Dhabi, Dubai Health Authority, or Emirates Health Services.

The UAE Ministry of Foreign Affairs and the embassy of the nation in which the birth certificate will be used must both sign off on the document.

If the father is outside the UAE at the time of the birth: you need certified marriage license and a decleration from the wife confirming the marriage's continuity

Attested copy of the husband's passport, a letter from the embassy indicating the father's nationality, or a statement from the husband confirming the child's paternity that has been attested by both the UAE Ministry of Foreign Affairs and his country's embassy.

In addition to the standard documents, a court-issued proof of paternity is required if the time between the birth and marriage is less than six months.

In accordance with the applicable regulations and procedures of the Federal Authority for Identity and Citizenship, "non-citizen" should be entered in the nationality field when registering and issuing birth certificates for parents who are stateless.

The information used must be that of the passport that is used to hold residence in the UAE for holders of multiple passports.

The word "other" ought to be entered in the religion field for individuals who practice non-revealed religions or no religion at all.

The birth certificate will be registered and issued following the court's final decision establishing paternity if a child is born less than six months after the marriage certificate's date or earlier.

The Newborn Committee will issue a birth certificate upon approval, and additional cases should be brought before it.

Letter from the penal and correctional facility.

Initial notification of birth.

A letter from the General Directorate of Residency and Foreigners Affairs or the mother's passport.

Document from the court with the mother and child's names, birth date, and location.

Filled out application form

If any of these documents are missing, the matter will be referred to the Department of Social Services' competent committee for newborn birth registration, along with the following documents:

From the Department of Social Services, a letter or report.

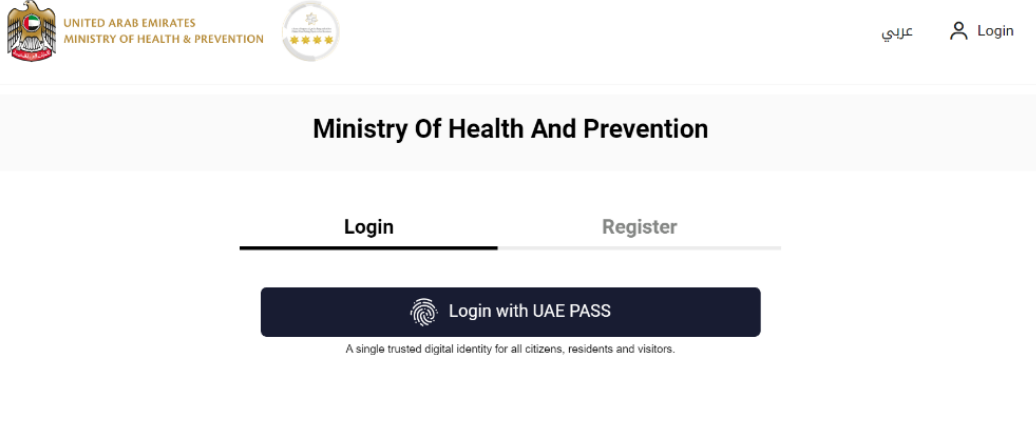Identity papers of the mother, if known.

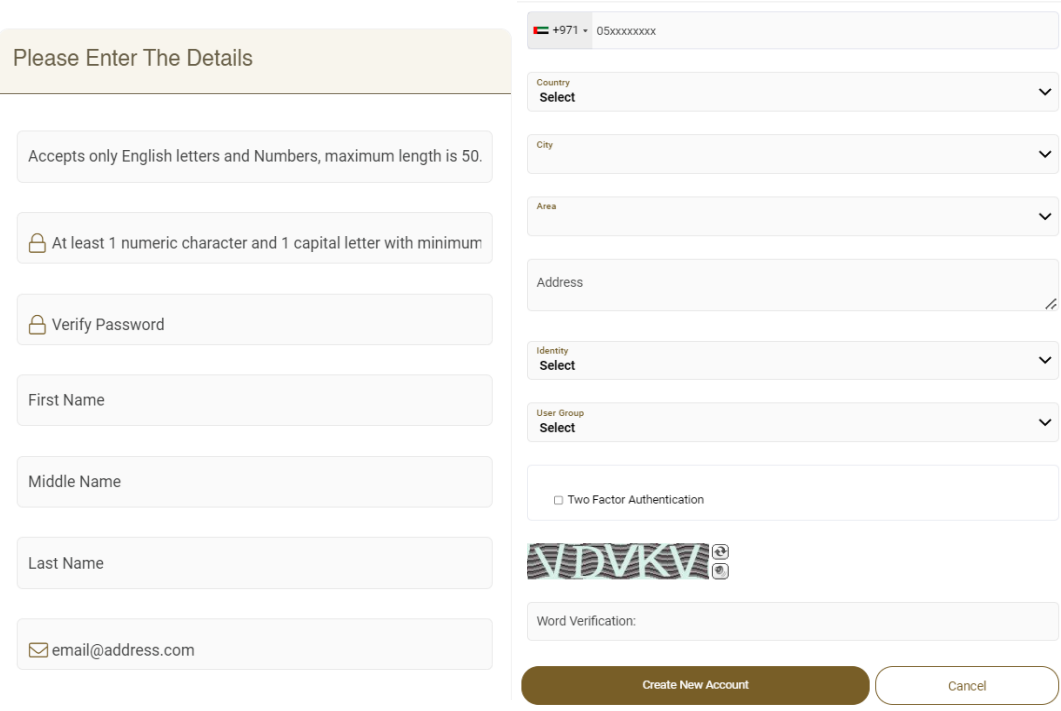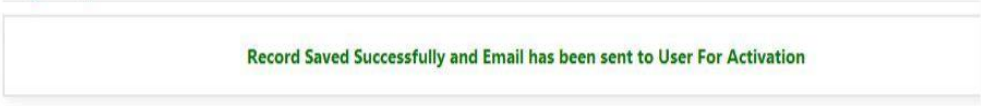Notification of the birth in the event of hospital birth.

Document from the court with the child's name on it.
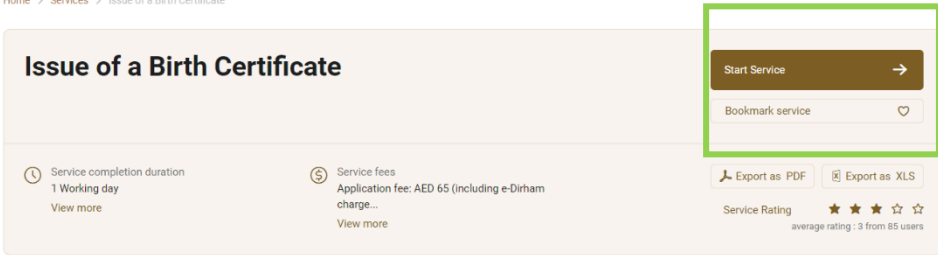
3. Create new account

If the user is new (i.e., you do not have account) you need to Register and Create a New Account to be able to access MOHAP services.

If you are already a MOHAP user, then Login to the system directly.

#	Create New Account – Register/Sign up
1	*If the user is new (i.e., doesn't have an account) the user needs to Create a New Account First* - *Go to the official website of the Ministry of Health* - *On the right side click on the Login tab* - *Since the user does not have an account yet, the user will need to Register*
2	

3	*To Sign Up, the user needs to fill all the required information and follow the steps*
	Please Enter The Details Accepts only English letters and Numbers, maximum length is 50. 🔒 At least 1 numeric character and 1 capital letter with minimum 🔒 Verify Password First Name Middle Name Last Name ✉ email@address.com +971 ▾ 05xxxxxxxx Country Select ▾ City ▾ Area ▾ Address Identity Select ▾ User Group Select ▾ ☐ Two Factor Authentication VDVKV Word Verification: **Create New Account**　　Cancel
4	- *Click create account.* - *After completing the registration steps, the following alert will show to confirm that all records are saved successfully, and a verification email has been sent for activation.*
	Signup Record Saved Successfully and Email has been sent to User For Activation
5	*Go to the email entered when registering, and click on the link to activate the MOHAP Account*
	Dear Thank you for registering with Ministry of Health and Prevention E-Services. Please open below url to activate your account. Account Activation Link Regards, Ministry of Health And Prevention, UAE

4. Log into the system

#	User Login
1	*If the user already has an account and wants to access any of MOHAP services, the user needs to follow the below steps* 1. *Go to the official website of the [Ministry of Health](#)* 2. *Click on Services* 3. *Look for the required service OR search for its name in the search bar* 4. *Select the required Service icon* 5. *After choosing the service click on Start Service as the below screen.* 6. *If the user has logged in from the official page, then when the user clicks on "Services" they will be directly transferred to the service, otherwise the user will have to login after clicking on "Start Service".*

3	

5. Submit Certificate Request

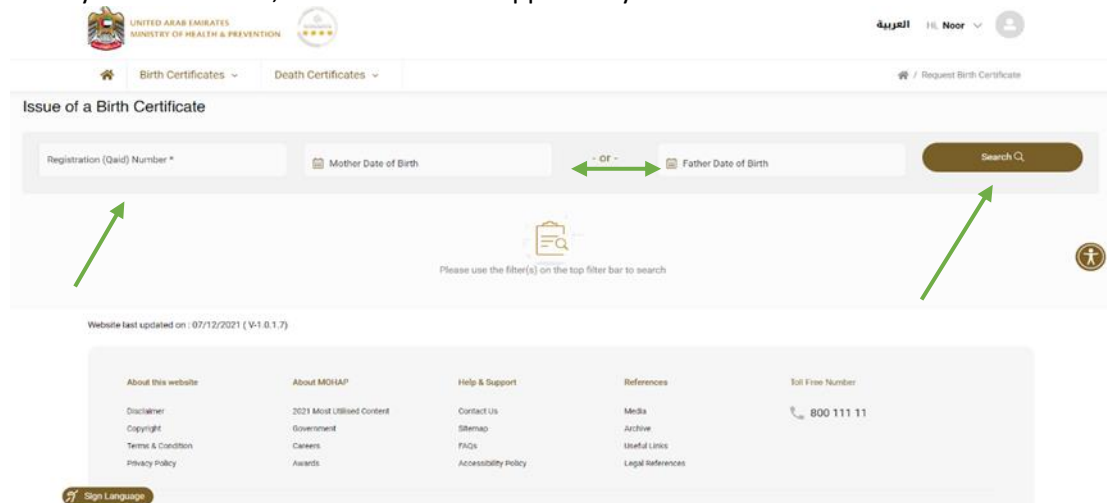**Open the Birth & Death Services System**

- Navigate your way to Birth Certificate List in the header, and click on it
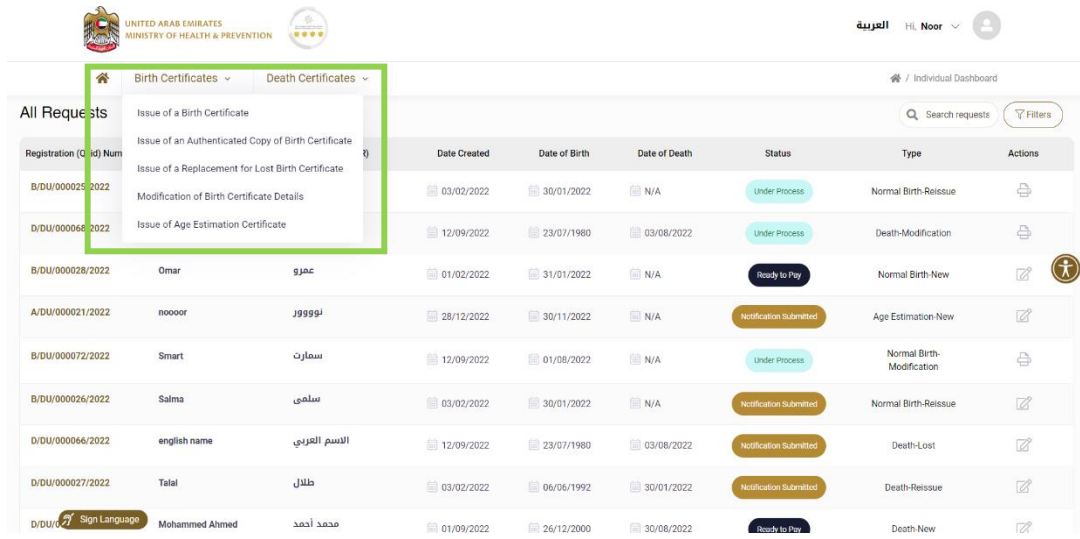
- Choose the first of the list "Issue of a Birth Certificate"
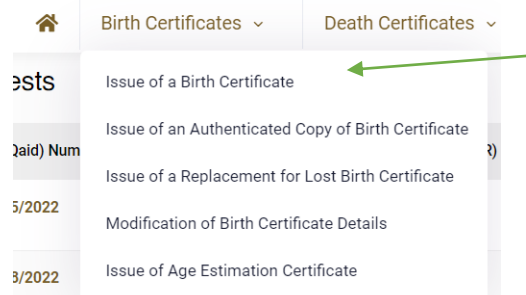
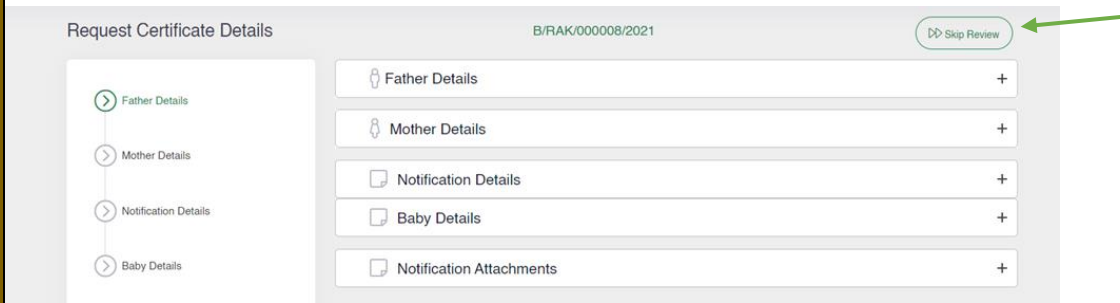- Once you clicked on it, this interface will appear to you:

- Fill the Qaid number, and the Mother or Father Date of Birth, then click on search

- Now you may review the baby's details, and you may skip this step:

- The next step will be in this interface in the <u>Baby Details</u> were you chose the number of wanted copies Arabic and\or English and add the baby's name Arabic & English:
- Then click on <u>Next</u>
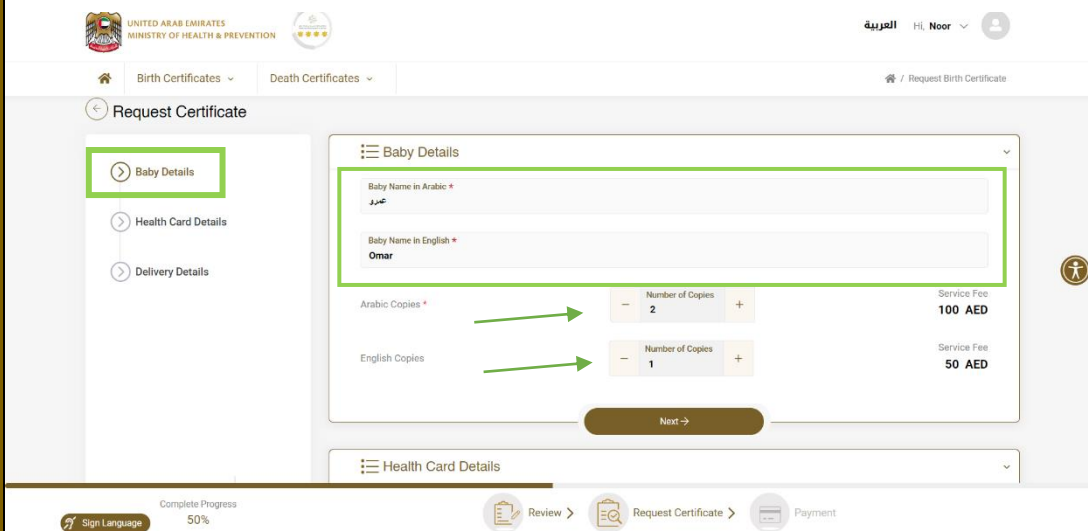
- Once you clicked on <u>Next,</u> You will reach the Health Card Details, choose the answer that suits you,
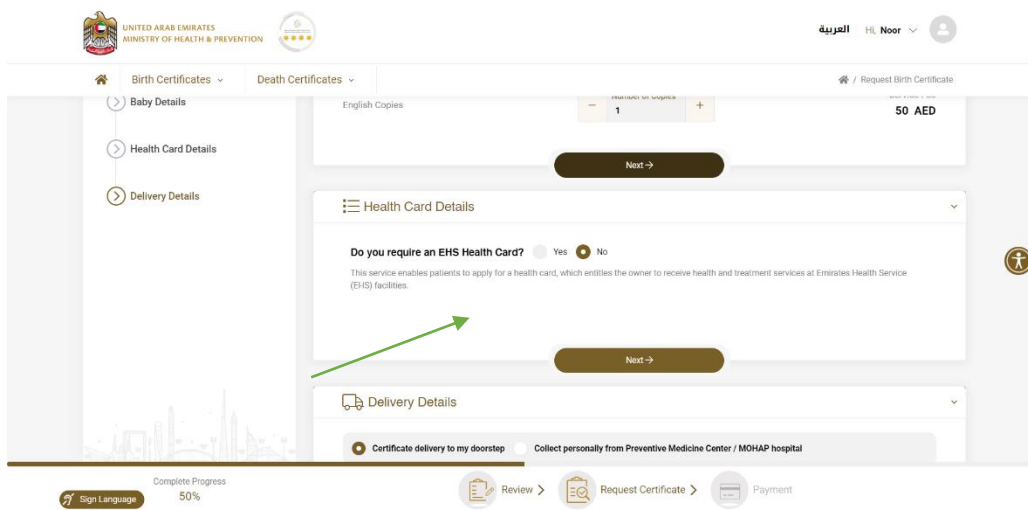
- Click on <u>Next.</u>

- The Delivery Details is the next step, you need to fill you information in the required fields, or you may collect the certificate from the hospital if you clicked on the PMC option

- There is an option save the details, for the application to be saved as a draft so you can go back and fill the applecation when in need.

- If you choosed to fill the information and click to <u>proceed to payment </u>you will be transferred to the paymnet step
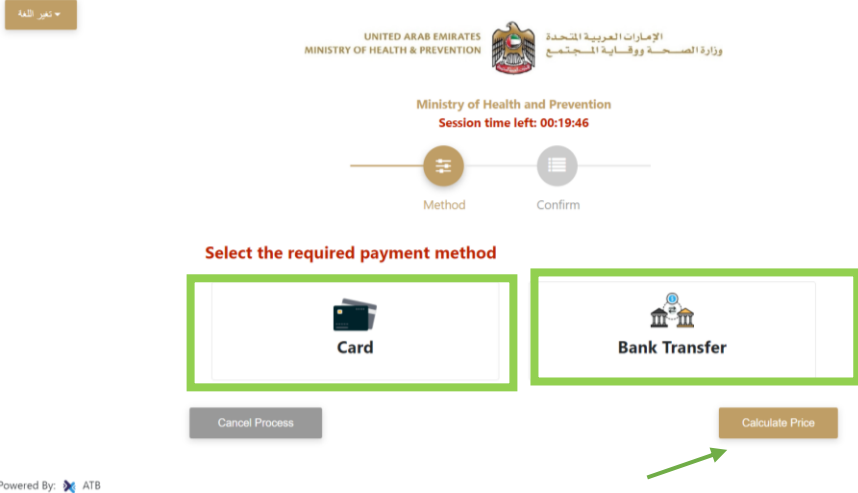
6. Payment Process

Payment Process
• Once you filled the delivery information, and clicked to <u>proceed to payment</u> you will be led to this interface:
• It has the total for the certificate and a set of payment terms to agree to after reading. • After you agree on the terms, you may click on <u>Pay.</u> • The following interface will appear to you, where you can choose your favourite payment method and complete your payment.

7. Notes

*Note: the user will receive a copy of the certificate in a PDF form to facilitate e-transactions.

*Note: If the request got rejected, it will be sent back to be corrected by the user

*Note: SMS and email notifications are sent to the user after payment, in case of approval and rejection

*Note: The certificate will take one working day till you receive it.

*Note: The request will be displayed on the dashboard and the user can print the receipt.