

UNITED ARAB EMIRATES MINISTRY OF HEALTH & PREVENTION

10/1/2023

# Issue of a Birth Certificate

Updated: January 10<sup>th</sup>, 2023

Ministry of Health & Prevention - UAE©

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### 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.	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.		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 pape if l	rs of the mother, Notification nown. event of	of the birth in the hospital birth. the child's r	the court with 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 <u>Login to the system</u> 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 <u>Ministry of Health</u> - 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	UNITED ARAB EMIRATES يبي ي Login
	Ministry Of Health And Prevention
	Login Register
	Cogin with UAE PASS A single trusted digital identity for all citizens, residents and visitors.

	To Sign Up, the user needs to fill all the required information and follow the steps					
	Disease Enter The Date?!-	► +971 • 05xxxxxxxxx				
	Please Enter The Details	Country Select	~			
	Accepts only English letters and Numbers, maximum length is 50.	City	~			
	At least 1 numeric character and 1 capital letter with minimum	Area	~			
		Address	1.			
	Cerify Password	Identity Select	~			
	First Name	User Group Select	~			
	Middle Name	Two Factor Authentication				
	Last Name					
	☑ email@address.com	Word Verification:				
		Create New Account Cancel				
	confirm that all records are save	ed successfully, and a verification email				
	has been sent for activation. Signup					
	has been sent for activation. Signup Record Saved Successfully and Email	Il has been sent to User For Activation				
5	has been sent for activation. Signup Record Saved Successfully and Email Go to the email entered when registeri MOHAP Account	I has been sent to User For Activation				
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5	has been sent for activation.         Signup         Record Saved Successfully and Email         Go to the email entered when registerie         MOHAP Account         Dear         Thank you for registering with Ministry of Health	I has been sent to User For Activation Ing, and click on the link to activate the				
5	has been sent for activation.         Signup       Record Saved Successfully and Email         Go to the email entered when registering       MOHAP Account         Dear       Thank you for registering with Ministry of Health         Please open below url to activate your account.	I has been sent to User For Activation				
5	has been sent for activation.         Signup         Record Saved Successfully and Email         Go to the email entered when registering         MOHAP Account         Dear         Thank you for registering with Ministry of Health         Please open below url to activate your account.         Account Activation Link	I has been sent to User For Activation				
5	has been sent for activation.         Signup         Record Saved Successfully and Ema         Go to the email entered when registeri         MOHAP Account         Dear         Thank you for registering with Ministry of Health         Please open below url to activate your account.         Account Activation Link         Regards,	I has been sent to User For Activation				

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 require	ed Service icon						
	5. After choosing th	e service click on Sta	rt Service as the belo	w screen.				
	6. If the user has log	gged in from the offic	ial page, then when	the user clicks on				
	"Services" they w have to login afte	vill be directly transfe er clicking on "Start S	rred to the service, o ervice".	therwise the user will				
		-						
	Services		issue of	Q				
88 All 7고 Most used services 및 Individual services 後 Social services 田 Business services 兪 Government services Q				ces 🔿 My Favourites				
	Issue of a Birth Certificate 🛛 🛇	Issue of quality report for medical $\bigcirc$ product issued by Drug Quality Control Laboratory	Issue of permit to Export $\heartsuit$ Medicines	Issue of Good Professional Conduct Certificates for Professionals in the Private Health Sector				
	Start Service ⊕	Start Service ⊕	Start Service ④	Start Service 🕣				
	Issue of a License for a Healthcare $\bigcirc$ Advertisement in a Medical or Commercial Directory	Issue of Permit to Import $\heartsuit$ Medicines for Personal Use	Issue of a Certificate of $\bigcirc$ Amendment of Registered Pharmaceutical Products	Issue of a Certificate of Accreditation for a Center of Clinical Studies or Bioequivalence				
	Start Service ⊕	Start Service ⊕	Start Service ④	Start Service 🕣				
	Issue of a Replacement for a lost $\bigcirc$ Death Certificate	Issue of Permit to Import Medical $ extsf{O}$ Equipment	Issue of a Death Certificate	Issue of a Single Medical Product $\heartsuit$ Pricing Certificate				
	Home > Services > Issue of a Birth Certificate  Issue of a Birth Certificate  Start Service  Bookmark service							
	Service completion duration 1 Working day View more	<ul> <li>Service fees Application fee: AED 65 (including e-Dirham charge View more</li> </ul>	Lexport as PDF Service Rating average	E Export as XLS ★ ★ ☆ ☆ ating: 3 from 85 users				

3	Ministry of Health and Prevention
	Login Register
	Login with UAE PASS           A single trusted digital identity for all citizens, residents and visitors.
	or
	은 User Name
	A Password ()
	Remember me Forget Password ?
	Login
	Login with MOHAP

## 5. Submit Certificate Request

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<b>A</b> E	Birth Certificates 👻	Death Certificates 🐱					😤 / Individual Dashboar	d
All Requests							Q Search requests	Filte
Registration (Qaid) Number	Person Name (EN)	Person Name (AR)	Date Created	Date of Birth	Date of Death	Status	Туре	Actions
B/DU/000025/2022	Khalid	خالد	03/02/2022	iii 30/01/2022	N/A	Under Process	Normal Birth-Reissue	ð
D/DU/000068/2022	english name	الاسم العربي	12/09/2022	23/07/1980	03/08/2022	Under Process	Death-Modification	4
B/DU/000028/2022	Omar	عمرو	01/02/2022	31/01/2022	📋 N/A	Ready to Pay	Normal Birth-New	Z
A/DU/000021/2022	noooor	نووور	28/12/2022	30/11/2022	N/A	Notification Submitted	Age Estimation-New	Z
B/DU/000072/2022	Smart	سمارت	12/09/2022	01/08/2022	N/A	Under Process	Normal Birth- Modification	0
B/DU/000026/2022	Salma	سلمى	03/02/2022	30/01/2022	N/A	Notification Submitted	Normal Birth-Reissue	Z
D/DU/000066/2022	english name	الاسم العربي	12/09/2022	23/07/1980	03/08/2022	Notification Submitted	Death-Lost	ľ
D/DU/000027/2022	Talai	طلال	03/02/2022	6/06/1992	30/01/2022	Notification Submitted	Death-Reissue	Ø
D/DU/0 Sign Language	Mohammed Ahmed	محمد أحمد	01/09/2022	26/12/2000	30/08/2022	Ready to Pay	Death-New	172

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The next step will     wanted copies A     Then click on <u>Nex</u> WHITE A ALL COMMAND	I be in this interface in the <u>Baby Deta</u> rabic and\or English and add the bab <u>kt</u>	<u>ails</u> were you chose the number y's name Arabic & English: العربية العربية
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Baby Details	E Baby Details	· · · · · · · · · · · · · · · · · · ·
> Health Card Details	sagy varies in Arabic * عرز	
> Delivery Details	Baby Name in English * Omar	A
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	English Copies +	Service Fee
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Birth Certificates ~	Death Certificates • English Copies -	
> Health Card Details		
Delivery Details	Health Card Datails	
	This service enables patients to apply for a health card, which entities the owner to (EHS) facilities.	receive health and treatment services at Emirates Health Service
	Not+	
	Not →	
	Net -> Delivery Details Certificate delivery to my doorstep Collect personally from Preventive	» Medicine Center / MOHAP hospital

- 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.

	es ~	😤 / Request Bin	th Certificate
Baby Details	Certificate delivery to my doorstep     Collect personal	ly from Preventive Medicine Center / MOHAP hospital	
Preath Card Details	Please ensure that you provide a complete and correct addr	ess to avoid delivery delays.	
Delivery Details			
	Receiver contact name *	Receiver company name	
	Receiver address *	Receiver city * Select	· C
	Receiver contact mobile *	Receiver contact phone *	
	Receiver email *		
Complete Progress 50%	Review >	Request Certificate > Payment	
	Receiver email *		
	Receiver email *	(중 Save Details)	
Complete Progress 50%	Receiver email *	Proceed to payment  Request Certificate  Payment	
Complete Progress 50% Website last updated on : 07/12/2021 (V+1.0.1.7)	Receiver email *	Bave Details	

transferred to the paymnet step

#### 6. Payment Process

Payment Process	
Once you filled the delivery information, and clicked to procee	<u>d to payment</u> you
will be led to this interface:	
Image: Specificates -         Death Certificates -         Image: Specificates -	
Certificate Details	
A transaction of total amount 180.75 AED excluding Bank Charges will be initiated on your confirmation	
Fees Details	
Smart Q health 80 S AED MUH2P these of the smart form for issues a smartflow or scalarion birt mon birth, notificate senaratis. C AED	
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D Payment Methods	
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(f) Sign Language	
<ul> <li>It has the total for the certificate and a set of payment terms to</li> </ul>	o agree to after
reading.	
<ul> <li>After you agree on the terms, you may click on <u>Pay.</u></li> </ul>	
• The following interface will appear to you, where you can cho	ose vour favourite
payment method and complete your payment.	,
UNITED ARAB EMIRATES	
Ministry of Health and Prevention Session time left: 00:19:46	
Method Confirm	
Select the required payment method	
Card Bank Transfer	
Cancel Process Calculate Prior	æ
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#### 7. <u>Notes</u>

\*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.