



## Request of birth registration

**File No. at the Embassy:** \_\_\_\_\_

**Applicant's name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone no.:** \_\_\_\_\_

**Child name in Arabic (عربي):**

**No. of older siblings:**

1- Place & date of birth: If twins, time of birth:	2- Place & date of birth: If twins, time of birth:	3- Place & date of birth: If twins, time of birth:
4- Place & date of birth: If twins, time of birth:	5- Place & date of birth: If twins, time of birth:	6- Place & date of birth: If twins, time of birth:

**Father's name:** \_\_\_\_\_

**Place and date of birth:** \_\_\_\_\_ **Religion :** \_\_\_\_\_

**Mother's first and maiden name:** \_\_\_\_\_

**Place and date of birth:** \_\_\_\_\_ **Religion :** \_\_\_\_\_

### Please attach the following original documents with 2 photocopies of each one:

- 1- Family civil registration (recent Ikhraj kayd, not older than 1 year).
- 2- Lebanese marriage certificate.
- 3- (long form/ statement of live birth) / or one notarized copy with two photocopies.
- 4- 2 prepaid self addressed envelopes with phone number:

**Date:**

**Signature:**

a- First envelope, (Express post) is to return the original documents to the applicant.

b- Second envelope, (regular mail with stamp) is to mail the new Ikhraj Kayd upon reception from Lebanon. (In case the second envelope is not available the Ikhraj Kayd remains in the family file).

\***N.B.** In case you change your residence you need to contact the Embassy with your new address.

### Reserved for the Embassy

رقم الوثيقة	التاريخ / /	رقم السجل	الصفحة	رقم العائلة
رقم الجدول / 3 /	التاريخ / /	كتاب الإحالة	التاريخ / /	

## **Birth**

### **In person**

- 1- Fill out a Birth Application.
- 2- Family **recent** (not older than 1 year) original Ikhraj Kayd with two photocopies.
- 3- Lebanese original Marriage Certificate with two photocopies.
- 4- Child original statement of live birth (long form) with two photocopies / or one notarized copy with two photocopies.

*This formality is free of charge.*

**N.B:** An attestation will be issued by the Embassy confirming the registration.

### **By Mail**

In addition to the above-mentioned, please send 2 self-addressed stamped, Express Post, envelopes with phone number:

- a- First envelope, to return the original documents to applicant.
- b- Second envelope, to mail the new Ikhraj Kayd upon reception from Lebanon (In case the second envelope is not available the Ikhraj Kayd remains in the family file).



EMBASSY OF LEBANON  
OTTAWA  
AMBASSADE DU LIBAN

طلب إلزامي لفتح أو تجديد ملف شخصي/عائلي (يرفق مع جميع المعاملات)  
Application to open or renew a personal/family file (Mandatory for all Applications)

First name \_\_\_\_\_ الاسم

Last name \_\_\_\_\_ الشهرة

D.O.B \_\_\_\_\_ تاريخ الولادة

Father's name \_\_\_\_\_ اسم الأب

Mother's name \_\_\_\_\_ اسم الأم وشهرتها

No and place of registry \_\_\_\_\_ رقم ومحل السجل

Spouse's first & last name \_\_\_\_\_ اسم الزوج/الزوجة والشهرة

Number of children in Canada \_\_\_\_\_ عدد الأولاد في كندا

Occupation \_\_\_\_\_ الوظيفة

Work address and Phone number \_\_\_\_\_ عنوان العمل ورقم الهاتف

Residence address and phone number \_\_\_\_\_ عنوان المنزل ورقم الهاتف

E-mail address \_\_\_\_\_ البريد الإلكتروني

Cellular \_\_\_\_\_ الخليوي

خاص بالبعثة

تاريخ فتح الملف \_\_\_\_\_

رقم الملف \_\_\_\_\_