



Mahdiyeh educational medical center

Obtain confirmation of birth certificate



1. Receiving the birth inquiry letter Iranian nationals receive letters

- ✚ from civil registration offices Non-Iranian nationals receive a letter .

- ✚ from the Department of National Affairs, Security Police/ Police Stations/ Embassy.

2. Refer to the management/head of the hospital to carry out the order on the received letter .

3. Refer to the hospital secretariat to register the incoming letter .

4. Refer to the Medical Documents Unit - Health Information Technology Department to register the response letter and provide medical documents .

5. Refer to the secretariat unit for the issued registration.

6. Referral of the applicant to the relevant organization .

Tips and standards:

⊕ Answering the birth confirmation letter is done only to the patient himself or to persons with legal authority: The referring person must have the necessary legal authority to do this. The following people have the legal authority:

- The patient or the patient's guardian ,the patient's wife.
- The legal guardian of the patient .
- Legal lawyer of the patient (with a notarized power of attorney regarding the relevant action).

Note: Handing over documents to other relatives is legally prohibited.

- When visiting the medical documents unit, it is mandatory to bring the following items with you.
 - ❖ (Iranian citizens): National card or birth certificate with the national code of Zao and his wife.

If the marriage is not registered in the birth certificate, it is mandatory to submit a marriage certificate/contract.
 - ❖ (Non-Iranian citizens): passport or residence card or census card or marriage certificate of Zao and his wife.
- Presentation of the birth certificate if it is issued by the birth certificate issuing unit of the hospital.