

Appendix 3

Rules applicable to the ICCS models

1. The documents referred to in Article 1 of this Convention shall be prepared in conformity with the ICCS models reproduced in Appendix 1.
2. In principle, each document comprises 3 pages and reproduce all the standard entries appearing in the ICCS models. However, in order to take computer and electronic technology into account, a document may be prepared on two or several pages.
3. The ICCS's logo and a reference to this Convention shall appear on each page of each document.
4. The certificates drawn up in accordance with ICCS models 1A, 2A, 1B and 2B shall be prepared on the basis of the original entries and the subsequent annotations and shall show the last personal or family status resulting therefrom.
5. The certificates drawn up in accordance with ICCS models 1B and 2B shall be prepared by the competent authority and reproduce the data in its possession.
6. The reference to the Convention and the standard entries appearing on the front page (or page 1) of the ICCS models shall be written at least in the official language or one of the official languages of the issuing authority and in the French and English language or at least in one of these two languages. When the documents are transmitted via the ICCS Platform, the reference and the standard entries shall also be written in the official language or one of the official languages of the receiving State, with a limit of three languages in all ; the official language of the issuing authority shall in principle be the one chosen by the civil registrar when connecting to the Platform.
7. The standard entries appearing on the front page (or page 1) of the ICCS models shall bear the code numbers a list whereof is set out in Appendix 2 to this Convention.
8. All the entries of the ICCS models shall be written in Latin characters in detached script ; they may also be written in the characters of the language of the authority drawing up the document.
9. Dates shall be written in Arab numerals denoting successively the day, the month and the year (DD/MM/YY). The day and the month shall be indicated by two figures, and the year by four figures. The first nine days of the month and the first nine months of the year shall be indicated by numbers running from 01 to 09.
10. In order to indicate the sex, (1-8-2) the following symbols, exclusively, must be used : M = male, F = female and X = other (in this case, the issuing authority may specify the designation employed, e.g. "X diverse").

To fill in boxes « 1-1-1-7 Civil status of the person concerned » in models 1A, 2A, 1B and 2B only the following symbols shall be used :

Clb = Single

Dve = Divorced

Pl = no entry regarding marriage or register partnership

V = Widower/Widow

To fill in boxes "4-7-1-6 "X-X-X Previous union dissolved by" in models 1A, 2A, 1B and 2B only the following symbols shall be used :

Abs = Absence

AbsC = Absence of the spouse

AbsP = Absence of the partner

AMar = Annulment of the marriage

APE = Annulment of the registered partnership
D = Death
DC = Death of the spouse
Div = Divorce
DP = Death of the partner
DPE = Dissolution of the registered partnership
PE = Registered partnership
SC = Legal separation

To fill in the space « 6 Nationality » in models 1A, 2A, 1B and 2B the letters used to designate the country of registration of motor vehicles shall be used ; to indicate the condition of refugee, the letters REF shall be used and to indicate the condition of stateless person, the letters APA.

11. All the entries to be made on the pages 1 et 2 of the ICCS models must be as precise as possible. In particular:
 - a) the name of any place mentioned in a document shall be followed by the indication of the State in which that place is situated, whenever that State is not the State where that document is being issued; letters used to designate the country of registration of motor vehicles are used for this purpose;
 - b) the identity number shall be indicated as far as possible; it shall be followed by the name of the State that attributed it; if the State issuing the ICCS model and the receiving State both attribute such a number, both numbers shall be indicated on the same line, followed by the name of the State; letters used to designate the country of registration of motor vehicles are used for this purpose;
 - c) if the original entries and subsequent annotations do not make it possible to fill in a space or part of a space in the ICCS model, that space or part of a space shall be scored through; this course will be followed only if an issuing authority does not have an item of information, but it does not prevent the space's being filled in whenever the authority has definite knowledge of that information, in particular if it appears in the record and concerns notably parentage, but also if the information can be easily deduced from application of the law and other legal rules.
12. The page 3 (and following if necessary) of each ICCS model must include the translation of the standard entries and the symbols appearing on the pages 1 and 2 into at least one of the official languages of the Contracting States which have not been used on the pages 1 and 2
13. Each document shall indicate the name and capacity of the person drawing it up. It shall be dated and bear the requisite signature and seal; only one signature is required per document. The signature requirement will be considered fulfilled in relation to an electronic document if a reliable method is used to identify the signatory. The seal requirement will be considered fulfilled in relation to an electronic document if a reliable method is used to provide reliable assurance of the origin and creation date and time of signature of the electronic document, and to detect any alteration to the electronic document after the time and date of affixation.
14. When a document is transmitted via the ICCS Platform, the signature and seal of the sender shall be created in conformity with the Convention on the use of the International Commission on Civil Status Platform for the international communication of civil-status data by electronic means, signed at Rome on 19 September 2012; if appropriate, the receiving authority shall issue a paper copy of the document, declared by it to conform to the data it has received.