

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 shall comprise a front and a back page 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 pages or reproduce only such entries as are necessary in the particular case.
3. The ICCS's logo and a reference to this Convention shall appear on the front page (or page 1) of each document.
4. The extracts or certificates drawn up in accordance with ICCS models 1 to 5 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. The issuing authority shall indicate on the documents the number of the record from which these data have been taken or the number of the extract if the record is not numbered; if the record and the extract are both numbered, it shall indicate the two numbers.
5. The certificate drawn up in accordance with ICCS model 4 shall be prepared by the competent authority and reproduce the data in its possession; in the space "7-6-1-5 Surname at the time of issue of the extract" the competent authority shall indicate the surname at the time of issue of the certificate.
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 language. 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. The meaning of the symbols that can be used to fill in the spaces "1-4-4 Other entries" in ICCS models 1, 3 and 4 and the spaces "7-7-6 Other part(s) of the name" in ICCS models 1 to 5 must be indicated on the front page (or page 1) of the models at least in the official language or one of the official languages of the issuing State and in the French language. When the documents are transmitted via the ICCS Platform, the meaning of the symbols shall also be indicated in the official language or one of the official languages of the receiving State, with a limit of three languages in all.
9. All the entries on the front page (or page 1) 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.
10. 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.
11. To fill in the spaces "1-4-4 Other entries" in models 1, 3 and 4 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
 - AS = Simple adoption
 - CMP = Conversion of the marriage into a registered partnership
 - CM = Marriage contract
 - CP = Registered partnership contract

CPM = Conversion of the partnership into a marriage
D = Death
DC = Death of the spouse
Div = Divorce
DP = Death of the partner
DPE = Dissolution of the registered partnership
Mar = Marriage
PE = Registered partnership
SC = Legal separation

Where appropriate, the symbols shall be followed by the date and place of the event and the surname and forenames of the spouse or partner.

12. All the entries to be made on the front page (or page 1) 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 name of the State in which that place is situated, whenever that State is not the State where that document is being issued;
 - (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;
 - (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; in the case of a person of indeterminate sex, the spaces "1-8-2-1 Male" and "1 - 8-2-2 Female" shall be left blank;
 - (d) to fill in the spaces "3-4-1 Father" and "3-4-2 Mother", destined to specify the sex of each parent, the issuing authority will tick the space "father" in one column and the space "mother" in the other column if the parents are of different sex; it will tick the spaces "father" or the spaces "mother" in both columns if the parents are of the same sex;
 - (e) to fill in the spaces "4-1-1 Husband" and "4-1-1-3 Wife", destined to specify the sex of each spouse, the issuing authority will tick the space "husband" in one column and the space "wife" in the other column if the spouses are of different sex; it will tick the spaces "husband" or the spaces "wife" in both columns if the spouses are of the same sex;
 - (f) to fill in the spaces "7-2-1 Surname at birth", the issuing authority will in principle indicate the surname attributed at birth and inserted in the record of birth; if that surname was changed subsequently, by a voluntary declaration or following a name-change decision or a modification of parentage, notably because of adoption, it will indicate the surname resulting from the change that occurred in that way;
 - (g) the spaces "7-3-4 Surname before the marriage", "7-4-2 Surname before the partnership" and "7-6-1-5 Surname at the time of issue of the extract" should make it possible to cover all the potential situations, and notably those where the person's surname, before the celebration of the marriage or the registration of the partnership, is not his or her surname at birth (in the meaning given above) but another legal surname, for example a married surname chosen during a previous marriage or partnership which that person was able to keep after the dissolution of that marriage or partnership; if appropriate, for the space "7-6-1-5" in model 4 the surname indicated will be that borne at the time of issue of the certificate;
 - (h) the spaces "7-7-6 Other part(s) of the name" can, if appropriate, be used to indicate the names which the person uses or by which he or she may be known. Middle names and patronymics will also be indicated there, with a middle name being followed by the symbol "Ni", a patronymic by the symbol "Np" and other names or ingredients of the name by the symbol "Na". Titles will also be inserted in this space, followed by the symbol "Nob";

- (i) to fill in the spaces "7-9 Forenames", the issuing authority will in principle indicate all the forenames, in the manner and in the order in which they were inserted in the original record or subsequently modified; attention is, however, drawn to the fact that some States permit the persons concerned to choose the forename or forenames which they would like to appear in extracts issued on the basis of the records.
13. The back page (or page 2) of each ICCS model must include the translation of the standard entries and the symbols appearing on the front page (or page 1) into at least one of the official languages of the Contracting States which have not been used on the front page (or page 1) and into the English language.
 14. Each document shall indicate the name and capacity of the person drawing it up. When a paper document is issued, it shall be dated and bear the requisite signature and seal. 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.
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