procedures and shift from manual work to automated work through intranet in order to simplify and enhance work with lower cost. In addition, special programs are designed to implement few procedures.

5- Planning: An Administrative Committee was formed at the Civil Affairs according to the Decision of HRH Deputy Minister. This Committee plans, coordinates and organises the procedures of Civil Affairs to achieve the highest levels of quick services and develop work procedures.

6- Monitoring: The employees> attendance and Civil Affairs performance is monitored according to the following:

a- Coordinate with the General Administration of Pursuit for assistance.

b- Carrying out the duties of the Administration of Monitoring at the Civil Affairs.

c- Formation of a work team that consists of qualified employees to monitor work progress of the Civil Affairs branches and ensure the steadiness of work procedures, and finalise the applicants> procedures easily and promptly, and define the obstacles. Forms are created to evaluate the performance of the Administration regarding attendance, number of applicants, time consumed to perform a service, status of Documents Saving Departments and status of computers.

d- Issue a circular regarding the methods of dealing with employees that are frequently late or absent and distribute this circular on all Administrations and Branches of Civil Affairs.

7- Statistics: For the first time, statistical information for the activity of a specific year was collected; this information was registered in a statistical book issued annually including charts and statistical tables regarding the activity of each procedure such as: number of issued Civil Affairs IDs, Family IDs, Birth Certificates….etc.). Analysing the information of this statistical book contributes in defining the quantity of work in each branch of Civil Affairs. In addition, it helps in planning and analysing statistics related to security issues.

8- Equipments: Faxes, copying machines and shredders are supplied; they are distributed on the Administrations and Branches of Civil Affairs according to their requirements. In addition, a Factory is equipped to issue stamps and another factory to issue the employee>s ID by printing the employee>s information and photo electronically, and a copy centre is established as well to provide services for the Civil Affairs> Administrations and Branches, and reequip the Civil Affairs Administrations> offices, stationary, AC units, waiting lounges and Centrals.

Executive Regulation of Saudi Citizenship System:

First Article:

The following expressions are defined as:

a. The System: The Saudi Arabian Citizenship system issued by the Royal Order no. 8/20/5604 dated in 22/2/1374 Hijra along with the modifications.

b. The Citizenship: The Saudi Arabian Citizenship.

c. The Legal Age: 18 and above.

d. The Underage: Individuals who did not reach the legal age.

e. The year: Lunar Hijra year.

f. The Children: males and females.

Second Article:

Birth inside the Kingdom is proven by the Birth Certificate or any official document issued by the concerned authority. If not available, the birth is proven by the common proving methods such as certificates and registra-

tion of witnesses if they were sanctioned by the Mayor or any official identifier.

Third Article:
According to this system; Citizenship applications are accepted from the concerned individual or his legal representative, and the Civil Affairs Administration or the Saudi Authority Representative abroad has the right to request his presence personally.

Forth Article:
Citizenship applications are submitted according to the Article (8) of this system to the Civil Affairs Administration within one year of reaching the legal age.

Fifth Article:
The year required for Citizenship applying is calculated starting from the next day of reaching the legal age.

Sixth Article:
The permanent residence mentioned in Article (8) of this system is the continuous actual residence which is proven by the Resident Permit (Iqama), and it can be proven by other methods such as witnesses, academic certificates and passport registrations.

Seventh Article:
The following procedures must be followed regarding Citizenship requests according to Article (8):
1- Register the request in the incoming record, and the applicant must be provided by a coupon including number and date of his request.
2- Fill-in and sign the Citizenship request application no. (74) by the applicant, and apply his photo on the application then stamp it by the Administration.
3- Fill-in three copies of the information application no. (76).
4- Submit a facsimile of all the documents required from the applicant.
5- Explain to the applicant the Articles (11, 22, and 26) of this system and acquire his signature on that.

Eighth Article:
First: The Ministry of Interior Agency of Civil Affairs is in charge of receiving and registering applications directed to the Minister of Interior to acquire the Citizenship according to the Article (9) of the system (by filling the specified form).
Second: These applications are reviewed initially by a Committee that consists of three members. The members of this Committee must not be less than the 8th grade and one of them must be qualified legally, and they must investigate the following:
1- The applicant>s arrival to the kingdom must be legal, and he must acquire a valid passport allowing him to return to his country without any terms.
2- The applicant>s residence duration must be for 10 years continuously as minimum according to a legal resident permit.
3- The applicant must acquire an occupation that is required in the Kingdom.
Third: According to the information submitted by the applicant; the Committee evaluates the application through 3 elements that presents 33 points distributed as the following:

1- Residence for 10 years continuously as minimum (10 points).

2- The occupation of the applicant which proves (through the qualification) the specialities required in the Kingdom. The sum of the occupation>s points is 13 as maximum, and only one qualification of the application is calculated according to the following:

a- PHD degree in Medicine or Engineering (13 points).

b- PHD degree in other sciences (10 points).

c- Masters degree (8 points).

d- Bachelor degree (5 points).

3- Ensure that the applicant has Saudi relatives, the sum of the Saudi relatives is 10 as maximum calculated according to the following:

a- If the applicant>s father is Saudi, he acquires 3 points.

b- If the applicant>s mother and the mother>s father are Saudis, he acquires 3 points. However, if the mother only is Saudi, the applicant acquires 2 points only.

c- If the applicant>s wife and the wife>s father are Saudis, he acquires 2 points. However, if the wife only is Saudi, the applicant acquires one point only.

d- If the applicant has more than two Saudi children and brothers, he acquires 2 points. However, if they were less than two, the applicant acquires 1 point only.

Forth: If the applicant acquired 23 points as minimum, the committee recommends reviewing his application. However, if the applicant acquired less than 23 points, the Committee recommends saving the application.

Fifth: Procedures of any applications recommended by the Committee to be reviewed must be finalised according to the Article (9) of the system, and must be submitted to the Naturalisation Committee formed by the Ministerial Decision no. 2577 dated in 13/10/1423 Hijra, in order to issue the final recommendation and submit it to the Minister of Interior.

Ninth Article:

The residence mentioned in Article (9) of the system is proven by the Resident Permit (Iqama) according to the regulations of the Iqama System. Residence inside the Kingdom without the Resident Permit is not considered while applying for the Saudi Citizenship.

Tenth Article:

The term of having normal intellect and body according to Article (9) of the system must be proven by a medical report issued by a Governmental hospital.

Eleventh Article:

Occupation holders required in the country according to the Article (9) of the system are Scientist, Doctors, Engineers and rare speciality holders. This must be proven by the submitted qualifications and recommendation of the occupation concerned authority.

Twelfth Article:

The following procedures must be taken regarding Saudi Citizenship applications according to Article (9) of the system:

1- Submit a verified copy of qualifications, and if it was not in Arabic it must be translated and verified, and define the applicant>s productivity and the languages he speaks fluently.

2- Submit a report of the applicant>s fortune inside the Kingdom or abroad and his income sources.
3- Submit a sanctioned certificate by the applicant>s employer defining the applicant>s work nature and his monthly income.
4- Submit a report regarding the religious belief, political activity and military services previously.
5- Submit a facsimile of all the documents required from the applicant.
6- The applicant must fill-in and sign the Citizenship request application no. (75), and apply his photo on the application then stamp it by the Administration.
7- Fill-in three copies of the information application no. (76).
8- Explain to the applicant the Articles (11, 22, and 26) of this system and acquire his signature on that.

Thirteenth Article:
The term of being fluent in Arabic mentioned in Articles (8-9) of the system is proven by a report specified for each Article separately.

Fourteenth Article:
The conditions mentioned in Paragraph (b) of Article (8), and Paragraph (c) of Article (9) are proven by the following:
1- A certificate signed by the Imam of the Mosque at the applicant>s area.
2- Certificate of the applicant>s behaviour by his employer.
3- Confirmation of the applicant that he was never sentenced to a criminal judgment or imprisoned for an ethical crime.
4- There must be no precedents in the Applicant>s Criminal Status.
5- There must be no comments by the concerned authorities regarding the applicant.

Fifteenth Article:
Requests for Saudi Citizenship recovery mentioned in Article (12) of the system are submitted to the Administrations of Civil Affairs or the Saudi Authority Representatives abroad within one year from reaching the legal age.

Sixteenth Article:
Requests for Saudi Citizenship according to Articles (14 – 16) of the system are submitted to the Civil Affairs Administration.

Seventeenth Article:
First: If the foreigner acquired a Saudi Citizenship, his wife will be Saudi if she arrived to the Kingdom and required the Saudi Citizenship.

Second: The Civil Affairs Administrations are responsible to finalise the necessary procedures to register the wife and children of the naturalised individual in the Civil Record according to Article (14) of the system.

Eighteenth Article:
If the children of the Naturalised individual decided to remain on their father>s original Citizenship according to Article (14) of the system, they must declare this to the Civil Affairs Administration or the Saudi Authority

Representatives abroad within one year from reaching the legal age and hand over all the Saudi documents under their possession.

Nineteenth Article:
The Minister of Interior issues the necessary Decisions to grant the Saudi Citizenship according to Article (14) of the system for children who reached the legal age while their father>s application is processing.

Twentieth Article:
The term of being a continuous resident inside the Kingdom to acquire the Saudi Citizenship is considered valid even if the applicant left the Kingdom before applying for the Saudi Citizenship and returned before the end of his Exit Re-entry visa duration. This term is also considered valid even if the applicant left the Kingdom for one year as maximum after applying for the Saudi Citizenship.

Twenty First Article:
Granting the Saudi Citizenship to the foreign wife of a Saudi Citizen takes place by the Decision of the Minister of Interior according to Article (16) of the system if she applied and if the following conditions are applicable:

1- Carrying out the legal marriage relationship.
2- If the wife renounced her original nationality to a judge or a notary.
3- If the marriage is according to the statutory regulations of marriage between a Saudi Citizen and a foreigner.
4- The wife must submit a report that she was never sentenced to a criminal or ethical judgment.
5- There must be no comments by the concerned authorities regarding the wife.
6- The wife must be a resident inside the Kingdom.
7- The marriage duration must be 5 years as minimum. However, applicants who do not conform to this condition may be considered if some or all of the following conditions are applicable:

First: If they have been married for 4 years and have no children, and one or more of the following conditions are applicable:

a- If one of the wife>s brothers or Sisters is Saudi.
b- If the wife was born inside the Kingdom by foreign parents.
c- If the husband is a relative to the wife.
d- If the husband is on of the occupation holders such as doctors and engineers.
e- If the age difference between the husband and his wife is less than five years.

Second: If they have been married for 3 years and one or more of the following conditions are applicable:

a- If they didn>t have children and the wife has more than one Saudi brother or sister.
b- If they have one child and the wife does not have Saudi relatives.

Third: If they have been married for 2 years without having children, and the wife>s mother is Saudi, and she doesn>t match the conditions of Article (8) of the system.

Forth: If they have been married for one year and they have one child, and one or more of the following condi-

tions are applicable:

a- If one of the wife>s brothers or Sisters is Saudi.

b- If the wife was born inside the Kingdom by foreign parents.

c- If the husband is a relative to the wife.

d- If the husband is on of the occupation holders such as doctors and engineers.

e- If the age difference between the husband and his wife is less than five years.

Fifth: The marriage duration may be considered if some or all of the following conditions are applicable:

a- If the wife>s father is a naturalised Saudi and she did not acquire the Saudi Citizenship.

b- If they had more than one child.

c- If they had one child and the wife>s mother is Saudi.

d- If they had one child and the wife had more than one Saudi brother or sister.

e- If the wife was born inside the kingdom and she matches the conditions mentioned in Article (8) of the system.

Sixth: In case of divorce, the marriage duration between a foreign wife and a Saudi husband may be considered if she had children from him.

Twenty Second Article:

Granting the Saudi Citizenship to the foreign widow of a Saudi Citizen takes place by the Decision of the Minister of Interior according to Article (16) of the system if she applied and if the following conditions are applicable:

1- Proving that she is a widow legally.

2- If the widow renounced her original nationality to a judge or a notary.

3- If the widow did not get married after her husband>s death.

4- The widow must be a resident inside the Kingdom.

5- The wife must submit a report that she was never sentenced to a criminal or ethical judgment.

6- No comments must be available by the concerned authorities regarding the widow.

7- The widow must have a child or more who reached the legal age from her deceased Saudi husband or her previous Saudi husband.

Twenty Third Article:

Application or reports related to Saudi Citizenship requests are not accepted unless submitted by the request owner personally or his legal representative. Applications and documents are submitted to the concerned employee at the Civil Affairs Administrations or the Saudi Authority Representatives abroad.

Twenty Forth Article:

Warning before withdrawing the Saudi Citizenship (Article 13 of the system) is announced according to the Executive Regulation.

Twenty Fifth Article:

Individuals who lose their Saudi Citizenship must hand over all their Saudi documents to any Civil Affairs Administration or Saudi Authority Representative abroad.

Twenty Sixth Article:
If the children residing outside the Kingdom choose to obtain the Saudi Citizenship according to Paragraph (a) of Article (19) of the system, they have to announce this at any Saudi Authority Representative in the country they reside when they reach the legal age.

Twenty Seventh Article:
All applications mentioned in the system must be submitted to the Minister of Interior.

Twenty Eighth Article:
The Minister of Interior issues the Decisions of granting the Citizenship according to Article (8) of the system.
Twenty Ninth Article:
The Minister of Interior issues the Decisions of withdrawing the Citizenship according to Article (16) of the system.

Thirtieth Article:
Granting the Citizenship does not exempt the naturalised individual from the statutory regulations of his original country in case these regulations required permission in advance before abandoning his original nationality and obtain a new nationality, acquiring this permission is at his own responsibility.

Thirty First Article:
Individuals submitting false statements or documents to the authorities in order proof or deny the Citizenship will be referred to the Control and Investigation Organisation to investigate this issue.

Thirty Second Article:
The Ministry of interior Agency of Civil Affairs coordinates with the General Security to report the registrations regarding the terms mentioned in the Article (21) of the system in the Criminal Status Record of the naturalised individual within 10 years from obtaining the Citizenship.

Thirty Third Article:
The concerned Administration of Civil Affairs executes the Decree or Decision issued regarding the Citizenship granting, withdrawing or recovering by reporting to the official newspaper (Umm Al-Quara) to publish it according to the Article (25) of the system.

Thirty Forth Article:
While implementing the system>s terms, the international agreements between the Kingdom and other countries must be considered.

Thirty Fifth Article:
This regulation must be published in the official newspaper, and it is considered valid from date of publishing.