

Digital Services on Civil Documentation

Civil documentation services can be accessed through the State run Digital Platform. The first step for such services is the electronic identification, which can be done in the following ways:

- **Bank identification:** when opening a bank account, the bank conducts physical identification of the person - makes copies of the passport and tax ID, photo of the person, etc. When receiving certain public services online, the relevant platform may require bank verification (via a mobile application, etc.); in this case, the bank transfers personal data to the service provider and thus identifies the person.
- **Electronic digital signature (EDS):** Individuals can obtain an EDS in-person at authorized centers by presenting their passport and tax ID. An electronic signature can also be obtained online at some banks if the person is a client of that bank (e.g. PrivatBank, etc.).
- **State portal of electronic services "Diia":** if a person has a biometric passport or ID card, these biometric data are sufficient for logging in to a personal account and use of services on the Diia portal. Without such documents, persons can log in to their account using an electronic digital signature or BankID (bank identification).

In some TSNAPs or through the Diia portal, individuals can quickly submit documents online to receive services such as marriage registration, the birth of a child, or obtaining the eMaliatko service. Applicants must have EDS to sign documents online and receive services. A person does not receive documents online but only applies for them online. The services are available only to the Ukrainian citizens.

Step-by-step instructions for applying for marriage registration online in Diia:

1. Log in to the Diia portal and go to the Family section.
2. Select the "Marriage application" service.
3. Fill out the application and choose the time and place of marriage registration, the ceremony in the festive hall and other additional services. Please note that at least 1 month must elapse from the application's submission date to the marriage registration.
4. Pay an administrative fee (UAH 0.85, but in case of ordering additional services, the amount will be increased to UAH 1650)
5. Sign the application with EDS.
6. Your partner will receive a link to the application via email. He or she must log in to the portal, follow the link from the email, and sign the application with EDS.

The civil registration authority chosen in your application will send you the result of the application and details of the ceremony by e-mail. Both persons must appear to receive a marriage certificate on the day of the marriage.

Instructions for applying for registration of the fact of birth:

Diia offers the online service eMaliatko, which includes:

- Obtaining a birth certificate with information about the mother and father, tax ID, citizenship of Ukraine, and assignment of a unique record number to the child in the Unified State Demographic Register (USDR).
- Entering information about the child into the Patient Register. This will speed up the signing of the declaration with a pediatrician or family doctor, as all information about the child will already be in the Register.

Additional services can be added if needed:

- Granting maternity and family allowances.
- Payment of monetary compensation for the baby's package.
- Registration of the child's place of residence (PPR). The child's PPR must be registered within three months from the date of birth. A child under the age of 14 can be registered only at the place of residence of the parents (or one of them).

You can get this service online if

- the child's mother and father are citizens of Ukraine;
- the child was born in a medical facility;
- a medical certificate of birth was issued at the maternity hospital;
- the marriage between the father and mother was concluded in Ukraine;
- documents are submitted no later than 1 month after the child's birth.

The decision to issue a birth certificate must be made no later than the next business day. A notification will appear in the personal online account and will be sent by e-mail. When the birth certificate is ready, the individual can pick it up at the civil registration authority.

Thus, since only the application for such documents is submitted online, the civil registration authority issues a similar document when the application is submitted in person. Such documents do not require additional validation.

There are other services where you can get an electronic document from Diia, not just submit documents online, for example, changing PPR.

This service is available only to persons who

- cannot be conscripted,
- are owners of the property, or owners also use Diia and have a digital signature;
- housing information is included in the State Register of Real Rights to Immovable Property (registration took place after 2013).

Also, parents can change the child's PPR if the child is under 14. At the age of 14, the child submits such an application through Diia. The PPR data will be changed in Diia, and the person can also receive an extract from the territorial community register in Diia or at the TSNAP. The information and documents in the Diia application have the same legal force as the paper form of the same documents.