



# **BRIEF GUIDE** **DIGITAL BIRTH** **REGISTRATION**

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## 1 INTRODUCTION

The "**digital birth registration**" process was enacted by Law 4659/2020 and activated through the development of a relevant web-based application in the Information System platform of the Ministry of Interior called "Citizens' Register". Through this action, which was released on a full scale **from 11-5-2020 within the place of the child's birth, several procedures are now completed from a single point of contact**, namely:

- Child's birth registration
- Issuance of birth certificate
- Issuance of Social Security Registration Number (AMKA)
- Child's registration in the municipal family Register
- Child's registration in an Insurance Agency
- Application for the birth allowance of 2.000,00 € for each child

The **digitization** of the **birth registration process** represents an important step, as:

- It improves the quality of the services offered to the citizens
- It reduces the number of recurring service requests
- It minimizes the level of the mandatory interaction between the public sector bodies/agencies and the citizens
- It contributes to the reduction of bureaucracy
- It increases efficiency and effectiveness of the public sector services

**The aim of this guide is to fully and validly inform the parents about the process of digital birth registration and its benefits.**



## 2 THE DIGITAL BIRTH REGISTRATION PROCESS

The responsibility for the digital birth registration lies with those who are exercising the parental care for the child, namely:

- i. The parents of the child, jointly
- ii. In the event of the mother's death or in the event of the child's abandonment by his mother, the father of the child
- iii. In the case of a single-parent family, the mother of the child

For the (digital) submission of the birth registration, the citizen enters the Patient Admission Office/Department of the maternity hospital / obstetric clinic / general hospital, in which the birth of the child took place, and the following steps are carried out:

### 1. Submission of required supporting documents

The citizen (parent/ whoever is exercising the parental care) submits to the employee of the Patient Admission Office/Department **only** the necessary identification documents of the two parents. By Greek law, these are:

- in the case of Greek citizens, the identity card or the passport or the driving license or the individual health booklet (article 25 of law 3731/2008- Government Gazette A' 263), whether in force or not,
- in the case of citizens of a Member State of the European Union, the valid identity card or passport of their country,
- in the case of third-country nationals, a valid passport or other travel document recognized by international conventions, as well as a visa to enter our country or a residence permit proving that they have entered and live legally in the country. Another case is the Applicant for International Protection (Ministerial Decision 4831 / Government Gazette B' 1841/2013), to those who have been granted asylum.

### 2. Birth registration processing

The authorized employee of the maternity hospital prepares the digital birth registration using the birth registration subsystem of the Ministry of Interior "Citizens' Register" and the identification documents provided to him by the parents, **copies of which are kept in the file of the maternity hospital, public or private, or even of the obstetric clinic / general hospital.**

In this context, the citizen is asked to:

- ✓ **Consent to the receipt of tax, insurance and other data** held in public registers
- ✓ **Confirm that the declared information** and any supporting documents submitted are correct



- ✓ **Submit contact info** (mobile phone number, landline, email address, home address)

In addition, during the processing of the registration, the mother is given the opportunity to apply for the birth allowance of 2.000,00 € for each child, through the selection of the relevant OPTION in the system.

For the application to be successfully submitted, the mother must submit to the authorized employee, the following:

- ✓ **Mobile phone number,**
- ✓ **an IBAN account** from a Banking Institution operating in Greece, where she is the beneficiary or co-beneficiary, and
- ✓ **an Email account**

**WARNING:**

The application for the birth allowance must be submitted by the mother **within 3 months** of the birth of the child. The methods of submitting the application are as follows:

- through the digital birth registration of the child in the maternity hospital (by authorized employees), as mentioned above, or
- through the OPEKA's (Organization of Welfare Benefits and Social Solidarity) Child Birth Allowance web application: <https://epidomagennisis.gr/> (using the taxisnet codes), or
- in person, through the Municipality's Community Centres by authorized users.

**In the case, where the parents of the newborn child are citizens of third countries or a single-parent family of a third-country citizen, the application for the birth allowance must be submitted by the persons concerned only through the web platform of OPEKA (Organisation of Welfare Benefits and Social Solidarity) at <https://epidomagennisis.gr/> or in person, through the Municipality's Community Centres by authorised users, within three (3) months of the birth of the child.**

Also, **when the parent is a member of the European Union**, the application for the birth allowance is submitted by the citizen in person, through the Municipality's Community Centres by authorised users within three (3) months of the birth of the child.



### 3. Validation checking of the birth registration details

Once the employee completes the registration in the system, he/she saves the birth registration, **which he/she prints and gives to the parents so to check and confirm that the information stated are correct.**

### 4. Confirmation & signature of the birth registration

In this step, the citizen checks thoroughly the information stated in the birth registration print out, as it has been entered in the system. After the check has been carried out and the stated information has been confirmed, **the printed birth registration is signed by the parents and the doctor.** Subsequently, the signed birth registration is stored in the file of the maternity hospital, public or private, or even the obstetric clinic / general hospital and finalized.

### Automated processes

After the finalization and the submission of the birth registration into the system, an automated procedure through the Registry office and the subsequent involved public bodies, without the presence of the parents, **produces the following outcomes automatically:**

- ✓ The **birth certificate** is issued
- ✓ The **Social Security Registration Number (AMKA)** is issued
- ✓ The newborn child is registered in the municipal family Register
- ✓ Child's registration in an Insurance Agency
- ✓ The application for the **birth allowance** is created (once the relevant SELECTION has been made in the system)

*The citizen receives an information message (SMS) on his mobile phone for the successful or unsuccessful completion of the above actions.*



### 3 FREQUENTLY ASKED QUESTIONS

**1. Who is required to submit a digital birth registration?**

- A. The parents of the child, jointly
- B. In the event of the mother's death or in the event of the child's abandonment by his mother, the father of the child
- C. In the case of a single-parent family, the mother of the child

**2. Are the parents obliged to have, in the maternity hospital, any supporting documents with them regarding the digital birth registration as well as their application for the birth allowance?**

No. All they need to have is an identification document (e.g., ID card), they will have to provide their contact info (e.g., mobile phone number, landline, home address) and in the case of a birth allowance application they will have to provide an IBAN account from a Banking Institution operating in Greece, for the granting of the birth allowance, as well as an email account. In the case, where the parents of the newborn child are citizens of third countries or a single-parent family of a third-country citizen, the application for the birth allowance must be submitted by the persons concerned only through the web platform of OPEKA.

**3. Who prepares the digital birth registration?**

The digital birth registration is prepared by the responsible employees of the maternity hospital where the birth took place. The authorized employee registers the data required for the preparation of the birth registration in the system of the Ministry of Interior "Citizens' Register".

**4. What actions are completed by the Registry office without the presence of the parents, after the submission of the digital birth registration assuming that there is no problem with the information registered?**

The birth certificate is completed. When the birth certificate is finalized, the newborn child is assigned with a Social Security Registration Number (AMKA) and a pending documentation is sent to the Municipal Register for the child's self-registration in the family Register.

**5. What procedures are completed after the finalization of the birth certificate?**

After the finalization of the birth certificate, IDIKA (e-Government Center for Social Security) updates the necessary public registers, such as EFKA (Single Social Security Body), the Social Security Registration Number (AMKA) Register, OPEKA (Organisation of Welfare Benefits and Social Solidarity). IDIKA (e-Government Center for Social Security) informs with a written information message (sms) the parents for the finalization of the birth certificate and the Social Security Registration Number (AMKA) of the newborn child.



#### **6. Who are the beneficiaries of the childbirth allowance?**

The beneficiary of the allowance is the mother of the child legally and permanently residing in the Greek Territory if she or the father falls under the provisions of paragraph 1 of article 7 of law 4659/2020 and has one of the following attributes:

- Greek citizen
- Expatriate alien who has a special alien ID card
- Citizen of an EU Member State
- Citizen of a Member State belonging to the EEA or a citizen of the Swiss Confederation
- Third country citizen who resides permanently in ***Greece for the last 12 years before the year of birth of the child. Exceptionally, for children born in Greece in the years 2020, 2021, 2022 and 2023 the allowance is granted if their mother, as a third country citizen of the present case, resides permanently in the Greek Territory from the year 2012 onwards.*** In the case of the mother's death, the allowance is paid to the father of the child who is a permanent and legal resident in Greece. In any case, the allowance is paid to the resident who is exercising the parental care of the child and who is legally and permanently living in Greece. Finally, an important condition is that the equivalent family income does not exceed 40.000 € and that the beneficiary is a Greek or an EU and an EEA (European Economic Area) citizen or a third country citizen residing in Greece for 12 years.

#### **7. How is the permanent residence in Greece proven?**

From the submission of the income tax return - E1 of the beneficiary for the previous from birth tax/fiscal year and the relevant settlement note, unless at the time of submission of the application for the grant of the allowance it appears, from the data of the Tax Register of the applicant, a later change of residence.

#### **8. How is the permanent residence in Greece proven for a third country citizen for the granting of the birth allowance?**

From the submission of the income tax return of the beneficiaries or their spouses in each tax/fiscal year or, if they themselves were not obliged to file a tax return, from the tax return, in which they appear as dependent members.

#### **9. I live legally and permanently in Greece from 2012 until today, but I have not submitted an income tax return for all the years. Can I submit a late/overdue now?**

No. The income tax return - E1 must have been submitted during the year in which the deadline for its submission was set and not later.

#### **10. What is the maximum income limit for granting childbirth allowance?**





Beneficiaries of the allowance are those whose equivalent family income does not exceed 40.000 € per year.

**11. What is the equivalent family income based on which the income criteria are met?**

Equivalent family income is defined as the total, actual or imputed, income from any source of domestic and foreign origin before taxes, after deduction of social security contributions, excluding benefits not counted in the taxable income of all equivalence scale.

**12. What is the equivalence scale?**

The equivalence scale is derived from the weighted sum of the family members, according to the following weighting:

A) beneficiary parent: weighting 1

B) spouse of a beneficiary parent or related to them under a cohabitation agreement: weighting 0,5

C) each dependent child: weighting 0.25

Especially for single-parent families the first dependent child has a weight of 0.5 and each subsequent weight has a weight of 0.25. The term “dependent children” defines the unmarried and minor children.

**13. How are the income criteria for the birth allowance met?**

The fulfillment of the income criterion and the permanence of residence in Greece, are ensured through control of the income tax return of the beneficiary for the previous tax year as well as from the relevant issued tax determination act and at the time of submitting the application data of the tax register of the beneficiary.

In the case of a married person or those who have entered into a cohabitation agreement, if a separate tax return is submitted, the fulfillment of the income criterion results from the corresponding data of both spouses or the parties to the cohabitation agreement. If the application for the allowance submits before the deadline for the submission of the income tax return for the previous year, the registration is checked and, based on the registration, the issued administrative act of the year preceding the previous tax year of birth.

**14. What is the amount and how is the birth allowance paid?**

The birth allowance is 2.000,00 € for each child and is unconfiscated, while it is not offset against any other confirmed debts. The beneficiary of the birth allowance is entitled to receive in two (2) installments by crediting his bank account, the birth allowance as follows:

- Amount of 1.000,00 € on the last working day of the month following the month of birth, if the application is submitted and approved within the month of birth, and in any case on the last working day of the month following the month of approval.
- Amount 1.000,00 € on the last working day of the 5th month after the month of the child's birth.



- If the application is approved after the lapse of four months from the birth of the child, the allowance is granted in full on the last working day of the month following the issuance of the approval decision.

**15. Which categories of beneficiaries are required to apply for the birth allowance through OPEKA (Organisation of Welfare Benefits and Social Solidarity) and not through the Citizens' Register when preparing the digital birth registration at the maternity hospital?**

1) In special cases where the parents of the newborn child are third country nationals or a single-parent family of a third country citizen, the application for childbirth is submitted by the persons concerned and only through OPEKA (Organisation of Welfare Benefits and Social Solidarity) system at <https://epidomagennisis.gr/> or in person, through the Municipality's Community Centres by authorised users, within 3 months from the birth of the child.

2) In case the parent is a member of the European Union and the European Citizen Card or the EU Citizen Registration Certificate in his / her possession must be submitted to the application with acceptance by authorised users, through the Municipality's Community Centres.

**16. Is there an appeal process after the rejection of childbirth allowance?**

One can turn against the act of rejection of the application for granting an allowance or the revocation of the approval deed, as well as against the imputation decision to return unduly paid amounts, through an appeal process, under the provisions of article 46 of law 4520/2018 (A' 30).

**17. How is the birth allowance application created through the Digital Birth Registration process?**

During the procedure of the Birth Registration, the authorized employee of the maternity hospital asks the mother and if she agrees to submit an application for the birth allowance as well, the employee must activate the relevant OPTION in the system in order to start the application process in the OPEKA (Organisation of Welfare Benefits and Social Solidarity) birth allowance system (<https://epidomagennisis.gr/>).



## 4 INFORMATION

For **more information**, parents can contact the relevant authorities, as follows:

Subject / Requested information	Competent Public Body
Birth registration of a child	Maternity hospital where the birth took place
Birth certificate	Registry office
Child's Social Security Registration Number (AMKA)	Citizen Service Center (KEP) Office or Social Security Registration Number (AMKA) office of your area
Child insurance capacity	Parent Pension Fund Agency
Birth allowance application	Municipality's Community Centres or OPEKA (Organisation of Welfare Benefits and Social Solidarity)

### Useful Websites:

1. <https://www.gov.gr/ipiresies/oikogeneia/gennese>
2. <https://www.amka.gr/odigos.html>
3. <https://www.gov.gr/ipiresies/ergasia-kai-asphalise/asphalise/asphalistike-ikanoteta>
4. <https://www.epidomagennisis.gr/>

### Relevant legal framework:

- *Law 4659/2020 "Birth allowance and other provisions" (Government Gazette A' 21),*
- *Joint Ministerial Decision of the Ministers of Labor & Social Affairs, Health, Interior and State, (Government Gazette B' 404) "Arrangements for the digitization of the birth registration process",*
- *Joint Ministerial Decision of the Ministers of Finance, Labor & Social Affairs, Health, Interior and State, (Government Gazette B 490) "Determination of the procedure for granting childbirth allowance.",*
- *Joint Ministerial Decision of the Ministers of Finance, Labor & Social Affairs, Health, Interior and State, (Government Gazette B' 1039) "Amendment of D11 / 8523/236 / 17.02.2020 of the decision "Determination of the procedure for granting childbirth allowance" (B' 490) ".*