



Service Level Agreement (Sharia Procedures)

Introduction

The Sharia Procedures Services Center is committed to achieving customer satisfaction by providing efficient and effective services. These services shall be delivered in a timely manner, adhering to the timeframe specified in the table below, based on the type of service and the availability of the requirements and documents submitted the customer. The specified timeframe does not apply if the service delivery involves third parties, such as the judiciary or other government authorities, according to their jurisdiction.

Service Completion Levels

	Sharia Procedures Service	Service Requirements	Fee	Service Processing Time	How to Submit a Request
1	The service of documenting marriage contracts concluded outside the court through the officiant	<ol style="list-style-type: none"> Original application form for the issuance of the marriage contract document received from the officiant. Original premarital medical examination certificate and a copy for the Ministry of Justice, Islamic Affairs and Waqf. Originals of all documents on which the notary relied in the application form to issue the marriage contract document. 	No service fee	15 Minutes	Personal attendance at the Sharia procedures department in the Sharia court building in Riffa - Al Hunainiyah to submit the papers for documentation and to receive the marriage contract after issuance.
2	Accreditation of marriage	<ol style="list-style-type: none"> Original marriage contract. Copies of the Identity Cards of the spouses. 	No service fee	15 Minutes	Personal attendance at the Sharia procedures department in the Sharia court building in Riffa-Al-



	certificates issued abroad	3. Completed application form.			Hunainiyah to submit the papers for the judge's accreditation and to receive the marriage contract after accreditation.
3	Certificate of proof of widowhood or death of the wife	<ol style="list-style-type: none"> 1. Original marriage contract (or a copy after the approval of the judge). 2. The presence of two adult, sane, mature witnesses. 3. Copies of the Identity Cards of the spouses and witnesses. 4. Religious Ordinance Document of the deceased. 5. Death certificate. 6. Completed application form. 	No service fee	15 Minutes	<p>The application is submitted via email to the department: shareya.prosedures@moj.gov.bh</p> <p>The application is then presented to the competent judge, and the required document is issued upon approval. The applicant is contacted to attend with the witnesses to sign and receive it at the Sharia procedures department in the Sharia court building in Riffa-Al-Hunainiyah.</p>
4	Proof of marriage certificate	<ol style="list-style-type: none"> 1. Original marriage contract (or a copy after the approval of the judge). 2. The presence of the spouses 3. The presence of two adult, sane, mature witnesses. 4. Copies of the Identity Cards of the spouses and witnesses. 5. Completed application form. 	No service fee	15 Minutes	<p>The application is submitted via email to the department: shareya.prosedures@moj.gov.bh</p> <p>The application is then presented to the competent judge, and the required document is issued upon approval. The applicant is contacted to attend with the witnesses to sign and receive it at the Sharia procedures department in the Sharia court building in Riffa-Al-Hunainiyah</p>
5	Proof of divorce certificate	<ol style="list-style-type: none"> 1. Copy of the marriage contract and the original divorce certificate (or a copy of it after the approval of the judge). 	No service fee	15 minutes	<p>The application is submitted via email to the department: shareya.prosedures@moj.gov.bh</p> <p>The application is then presented</p>



		<ol style="list-style-type: none"> The presence of two adult, sane, mature witnesses. Copies of the Identity Cards of the divorcees and witnesses. Completed application form. 			to the competent judge, and the required document is issued upon approval. The applicant is contacted to attend with the witnesses to sign and receive it at the Sharia procedures department in the Sharia court building in Riffa-Al-Hunainiyah.
6	Accreditation of a marriage certificate issued abroad	<ol style="list-style-type: none"> Original marriage certificate. Copies of the Identity Cards of the spouses The presence of the spouses. Both parties must hold Bahraini citizenship. Completed application form. 	No service fee	15 minutes	<p>The application is submitted via email to the department: shareya.prosedures@moj.gov.bh</p> <p>The application is then presented to the competent judge, and the required document is issued upon approval. The applicant is contacted to attend with the witnesses to sign and receive it at the Sharia procedures department in the Sharia court building in Riffa-Al-Hunainiyah.</p>
7	Accreditation of a divorce certificate issued abroad	<ol style="list-style-type: none"> Original divorce certificate. Copies of the Identity Cards of the divorcees. Both parties must hold Bahraini citizenship. Completed application form. 	No service fee	15 minutes	<p>The application is submitted via email to the department: shareya.prosedures@moj.gov.bh</p> <p>The application is then presented to the competent judge, and the required document is issued upon approval. The applicant is contacted to attend with the witnesses to sign and receive it at the Sharia procedures department in the Sharia court building in Riffa-Al-Hunainiyah.</p>



8	Authenticated replica of a marriage or divorce certificate issued in the Kingdom of Bahrain	Personal presence of the presence of the principal with identification.	No service fee	15 minutes	Personal attendance at the Sharia procedures department at the Sharia court building in Riffa - Al Hunainiyah.
9	Replace a lost Marriage certificate	<ol style="list-style-type: none"> 1. Copy of the original marriage certificate. 2. Copies of the Identity Cards of the spouses. 3. Completed application form. 	No service fee	15 minutes	<p>The application is submitted via email to the department: shareya.prosedures@moj.gov.bh</p> <p>The application is then presented to the competent judge, and the required document is issued upon approval. The applicant is contacted to attend with the witnesses to sign and receive it at the Sharia procedures department in the Sharia court building in Riffa-Al-Hunainiyah.</p>
10	Replace a lost divorce certificate	<ol style="list-style-type: none"> 1. Copy of the original divorce contract. 2. Copies of the Identity Cards of the divorcees. 3. Completed application form. 	No service fee	15 minutes	<p>The application is submitted via email to the department: shareya.prosedures@moj.gov.bh</p> <p>The application is then presented to the competent judge, and the required document is issued upon approval. The applicant is contacted to attend with the witnesses to sign and receive it at the Sharia procedures department in the Sharia court building in Riffa-Al-Hunainiyah.</p>



11	Issuance of an uncontested divorce certificate	<ol style="list-style-type: none"> 1. Original marriage contract. 2. The original Identity Cards of the parties. 3. Completed application form. 	No service fee	15 minutes	<p>The application is submitted via email to the department: shareya.prosedures@moj.gov.bh</p> <p>Subsequently, an appointment is scheduled with the competent judge for the formal documentation of the divorce and the issuance of the corresponding certificate at the Sharia procedures department, located within the Sharia court building in Riffa - Al Hunainiyah.</p>
12	Document proving the divorce and subsequent restoration by agreement	<ol style="list-style-type: none"> 1. Original marriage contract. 2. Presence of both parties. 3. The original Identity Cards of the parties. 4. Completed application form. 	No service fee	15 minutes	<p>The application is submitted via email to the department: shareya.prosedures@moj.gov.bh</p> <p>After that, an appointment is set with the competent judge to register the divorce and marriage restoration and issue the document at the Sharia Procedures Department in the Sharia Court Building in Riffa - Al Hunainiyah.</p>
13	Marriage restoration document by agreement	<ol style="list-style-type: none"> 1. Original marriage certificate and revocable divorce certificate. 2. Presence of both parties. 3. The original Identity Cards of the parties. 4. Completed application form. 	No service fee	15 minutes	<p>The application is submitted via email to the department: shareya.prosedures@moj.gov.bh</p> <p>Subsequently, an appointment is set with the competent judge to register the marriage restoration and issue the document at the Sharia Procedures Department, located within the Sharia Court Building in Riffa - Al Hunainiyah.</p>



14	Issuance of a divorce certificate based on a court judgment	<ol style="list-style-type: none"> 1. Marriage contract. 2. Divorce ruling. 3. Certificate of non-appeal. 4. Completed application form. 	No service fee	15 minutes	<p>The application is submitted via email to the department: shareya.prosedures@moj.gov.bh</p> <p>The application is then presented to the competent judge, and the required document is issued upon approval. The applicant is contacted to attend with the witnesses to sign and receive it at the Sharia procedures department in the Sharia court building in Riffa-Al-Hunainiyah.</p>
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