

## Registration and Personal Data. Steps to follow before the declaration of the private collections of archaeological objects

Before any registration can take place, the private collection owner must register his name and personal information at the specified page of the web site of the ministry of culture.

In order to do this, the SSLVPN connection must be established by launching the SSLVPN FortiClient application as specified in the document “**How to install the secured network application – SSLVPN Client**”

### Step 1 :

After the connection is established through the SSLVPN Client App, open google chrome and enter the following address (or by clicking on the specified link on the webpage):

<http://10.212.134.6/Archaeologicalobjectsdeclaration/SignIn.aspx>

You are now in the declaration zone.

You should first create your own account in order to begin the declaration process.

To create your account press on the red button “إنشاء حساب” and follow the indicated steps.

تصريح شخصي لحائز على آثار قديمة منقولة

عملاً بالمرسوم رقم ٣٠٦٥ تاريخ ١٢/٣/٢٠١٦

أدخل البريد الإلكتروني وكلمة السر

البريد الإلكتروني

كلمة السر

إنشاء الحساب

تسجيل الدخول

You will be redirected to the following page where you should enter your personal data.  
All the fields are mandatory and should all be filled.

## تصريح شخصي لحائز على آثار قديمة منقولة

عملاً بالمرسوم رقم ٣٠٦٥ تاريخ ١٢/٣/٢٠١٦

### \* معومات إلزامية

• الاسم الثلاثي

### عنوان السكن

١ \*لمدينة / البلدة

المحلة

• الشارع / الحي

• بناية

• طابق

رقم الهاتف الثابت

• رقم الهاتف الخليوي

• البريد الإلكتروني

• كلمة السر

Next

Within this process, you will generate a username and password on the Ministry's Web page.

You will use them each time you need to access the specific web site for the registration of the archaeological objects you have in your possession.

**Important Notes :**

- **The personal information should be filled in Arabic for all Lebanese nationals.**
- **The proof documents you need to have during the registration procedure are the Civil State Certificate (إخراج قيد فردي) and the Proof of Residence (إفادة سكن). These documents need to be scanned and made ready prior to the registration procedures.**

**Step 2:**

You, as the registered owner of the private collection, will receive a pdf file, generated by the DGA server, that you need to save, then print and sign two copies of it then send them with the needed proof documents to DGA. Usually, this pdf file is named "UserDoc".

*For the best practice, you should create a folder where you will store all the documents that will be generated by the DGA server and sent to you. Keep these documents for future use during the declaration procedure.*

***The signed copies of the downloaded file with the proof documents can be sent through LibanPost or delivered by hand to the DGA Beirut office.***

**Step 3:**

DGA will stamp one copy of the printed documents and hand it over to you/the private collection owner. They can also be sent back by LibanPost.

**Step 4 :**

The private owner with the assistance of an archaeologist can now register his collection on the Ministry's dedicated web site, object by object.

The steps to perform in order to proceed with the declaration are explained in the document **"Steps to follow for the recording of the private collections"**.