Steps to follow for the declaration of the private collections of archaeological objects

In order to begin with the declaration of the private collection, you should proceed as previously done by establishing a connection with the DGA server through the SSLVPN Client App.

Once the connection is established, open google chrome and enter the following address (or click on the specified link on the web page):

http://10.212.134.6/Archaeologicalobjectsdeclaration/SignIn.aspx

You are now in the declaration zone.

In order to begin with the declaration, you should press on the green button "تسجيل دخول" and follow the indicated steps.

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تصريح شخصي لحائز على آّثار قديمة منقولة

عملاً بالمرسوم رقم ٣٠٦٥ تاريخ ١٢/٣/٢٠١٦

أدخل البريد الالكتروني وكلمة السر

البريد الالكتروني

كلمة السر

انشاء الحساب	تسجيل الدخول

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You will be redirected to the declaration page of your first archaeological object where you should enter the related data.

Step 2:

You should fill the correct information in the corresponding fields.
Note that only two fields are not mandatory, the way of acquiring the objects and the year. These fields are optional, nevertheless it is preferable to have them filled.

Step 3:

Once the required information is filled in the proper fields, the user has two options; Either to save the records temporarily for later verification by pressing on the green button " حفظ للمراجعة", or directly go to the submission procedure and save the record as final by pressing the red button "حفظ نهائي".

You can always check the temporarily saved records by pressing the "مراجعة القطع" button on the top left of the declaration screen.

Step 4:

By pressing the red button "حفظ نهائي" you will be redirected to the saving page where you will be asked to save the document that is generated by the DGA server according to the data you entered.

You should press the save button on the upper right corner of your screen. This will trigger a popup window asking you for the location where to save the pdf file that is generated specifically for your object. Usually, the pdf files are named "Object x" where x is an incremental number.

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 and for any future transaction to be done in relation with the objects.

Once you save the pdf for the specific object, press on the green arrow that will appear on the upper left corner of the screen.
You will be prompt back to the object declaration screen with a new empty record having a new number to be filled with the needed data about the new object to be declared.

Step 5:

When all your objects are saved in the final mode, you should print the complete objects list by pressing the "عرض القطع" button on the upper right side of the declaration screen.

You will be redirected to a new screen asking you to specify the number of objects you want to see [from … to …]. Put the objects number from 1 to the maximum number you have e.g. if you entered 132 objects, put 150.

After this procedure is done, you will be redirected to the pdf list page of all the objects you have declared.

You should save this list, then print and sign two copies of it then send them with the other needed documents that you will get during the finalization of the declaration procedure to the DGA.

Step 6:

After you print the final lists of the declared objects, press on the "إنهاء إدخال المعلومات" button on the upper right side of the declaration screen. You will be prompted to sign in again using your username and password.

After you sign in again, you will be redirected to the final save page with a pdf stating that you have declared all the objects in your possession. The number of the objects will automatically appear in the document as well as your name and the name of the archaeologist who certified the objects. Usually, this pdf file is named "FinalDoc".

You should save this document, then print and sign two copies of it then send them with the two copies of the object list and the additional photos that you saved on the proper media (DVD or External HD) to the DGA.

The documents can be sent through LibanPost or delivered by hand to the DGA Beirut office.

Step 6:

Once the documents received, the DGA will stamp the printed document and hand it over with the official receipt as a final **certificate of ownership** "إيصال بالتصريح" of the declaration to you/the private collection owner.

This final receipt sent by the DGA is the legal document certifying the legal acquisition of the archaeological objects to the person who declared them.

Important Notes:

Regarding the Photos, please refer to the "guidance for photography of archaeological objects" document in order to take the proper photos for the objects according to the required standards.

With each object two photos are required to be filled in the application during the online declaration process. Nevertheless, more photos are required for each object as specified in the guidance for photography document. Consequently, the two photos with the additional ones are to be saved on a **CD / DVD / USB Key / External Hard Drive**, and sent to the DGA with the final list of declared objects.

If the additional photos are not properly received or the media is corrupted, the DGA will not proceed to the final registration of your collection and will inform you in order to resend the needed photos on the proper media.

The fields in the object declaration records should be filled with the proper information in Arabic, French or English. Only those three languages are accepted. Any other language will be rejected.

Regardless, the name of the archaeologist field should be filled in Arabic for the Lebanese nationals.

The description field should not exceed the 250 characters in length.