



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

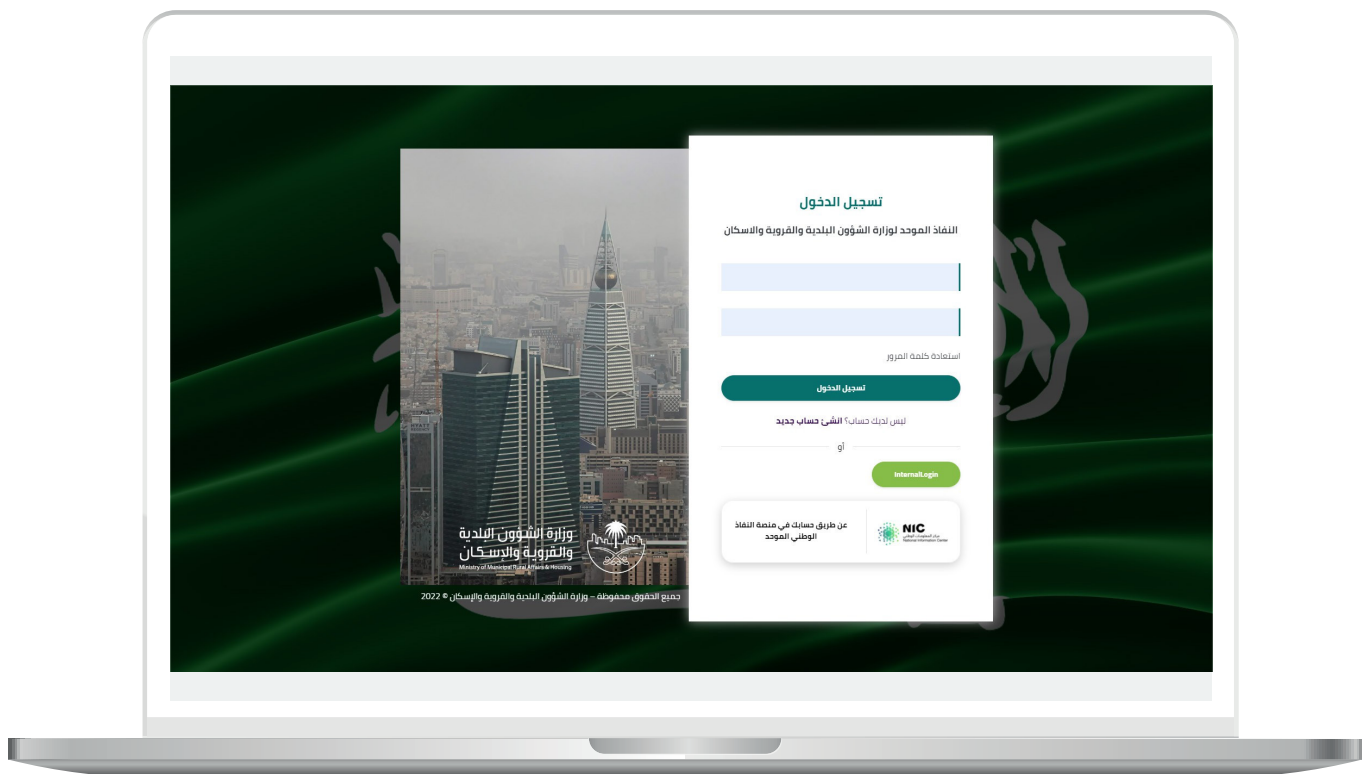
User Guide for  
the Burial Certificate Printing Service

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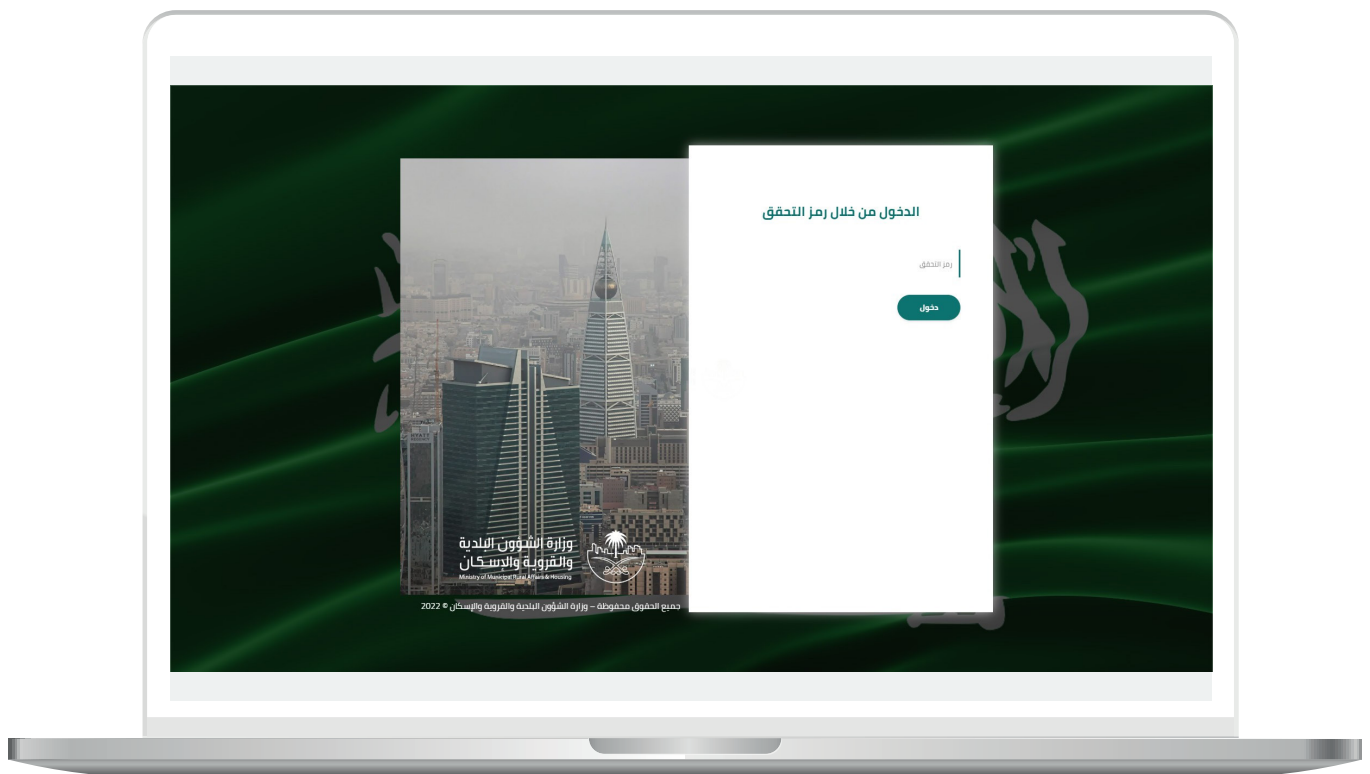
Beneficiary's  
Copy

## Logging into the System

1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password**) and then clicks the (**Login**) button.



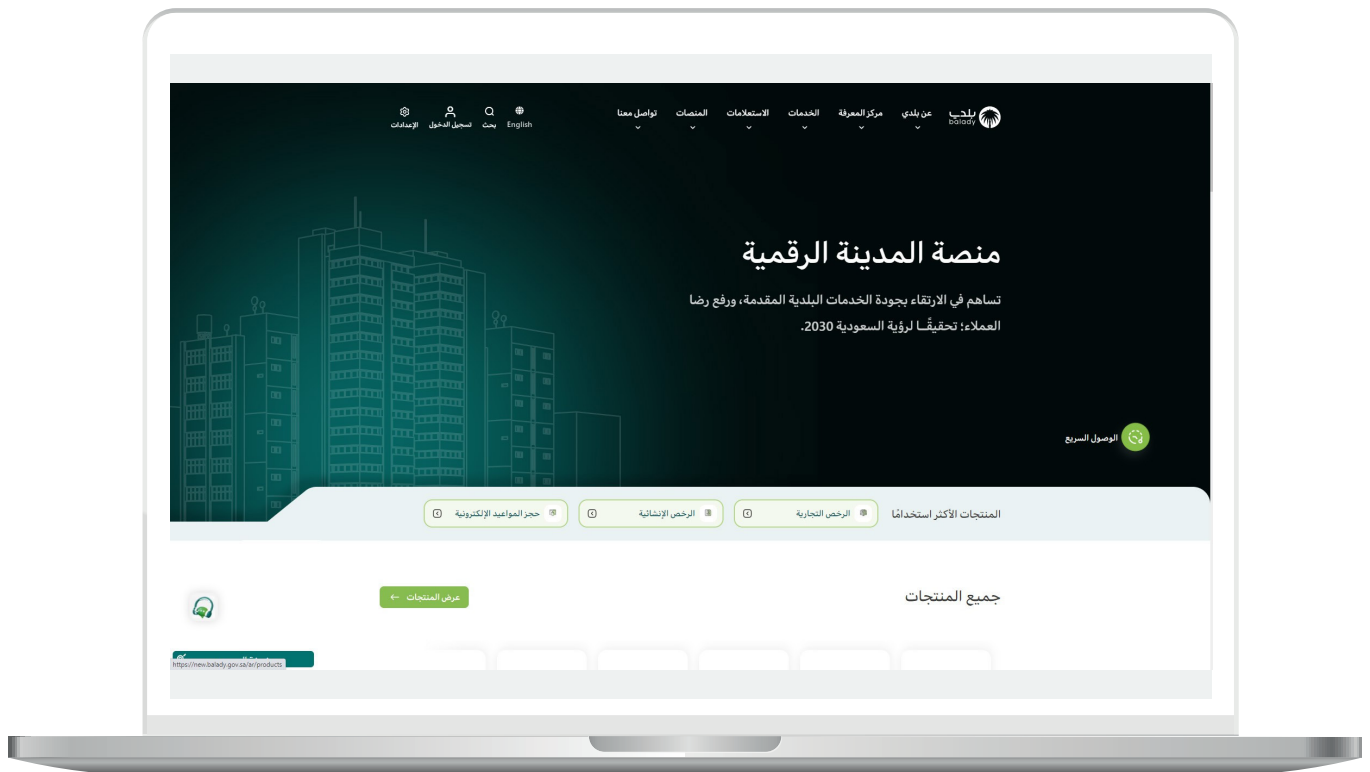
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



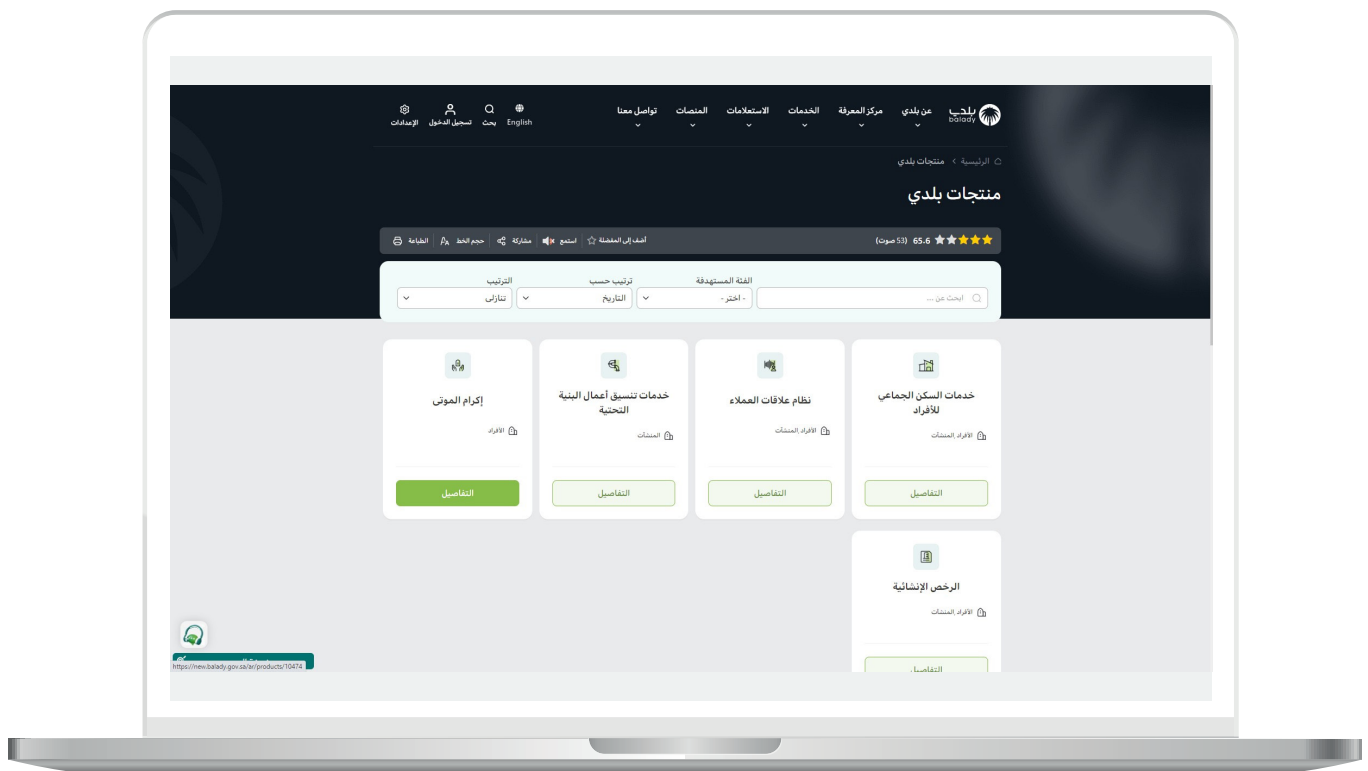
## Service Request Steps

1) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

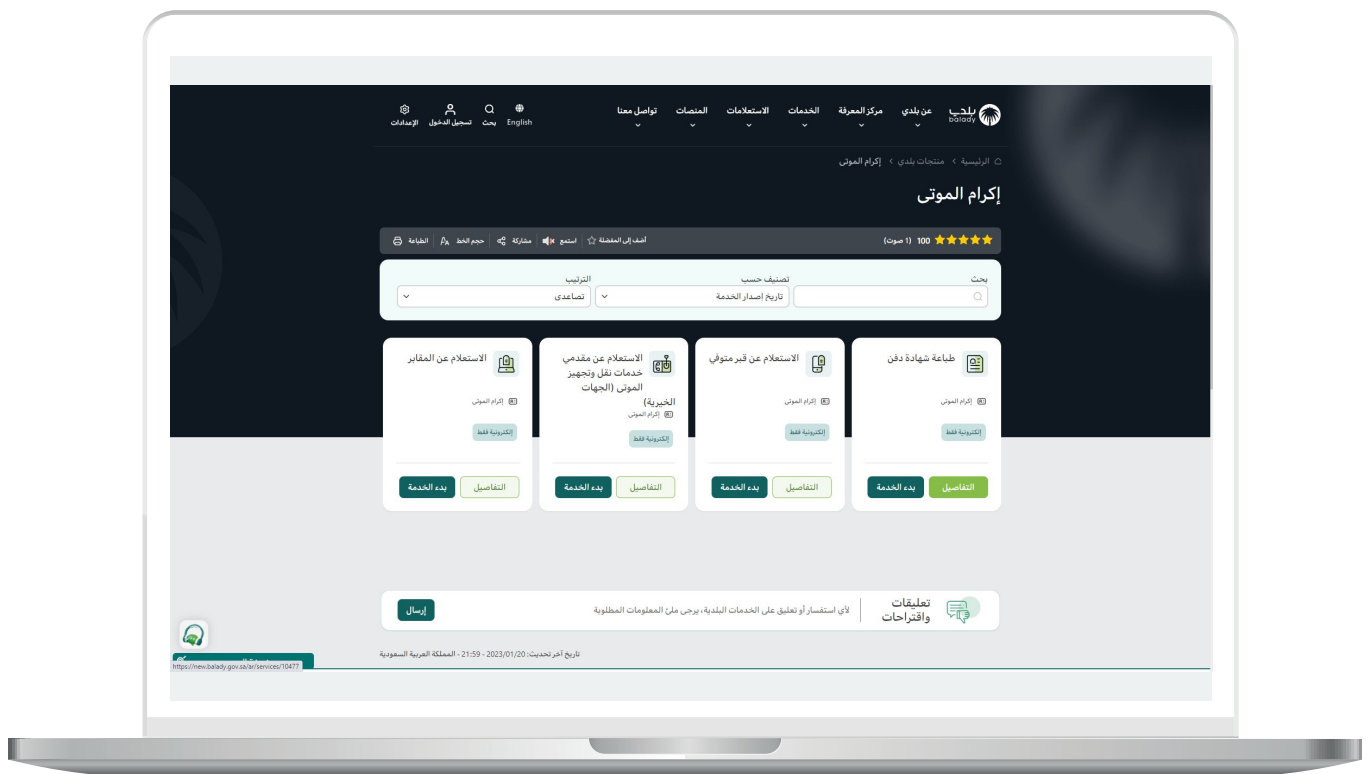
To start the service application, the user must click the **(View Products)** button.



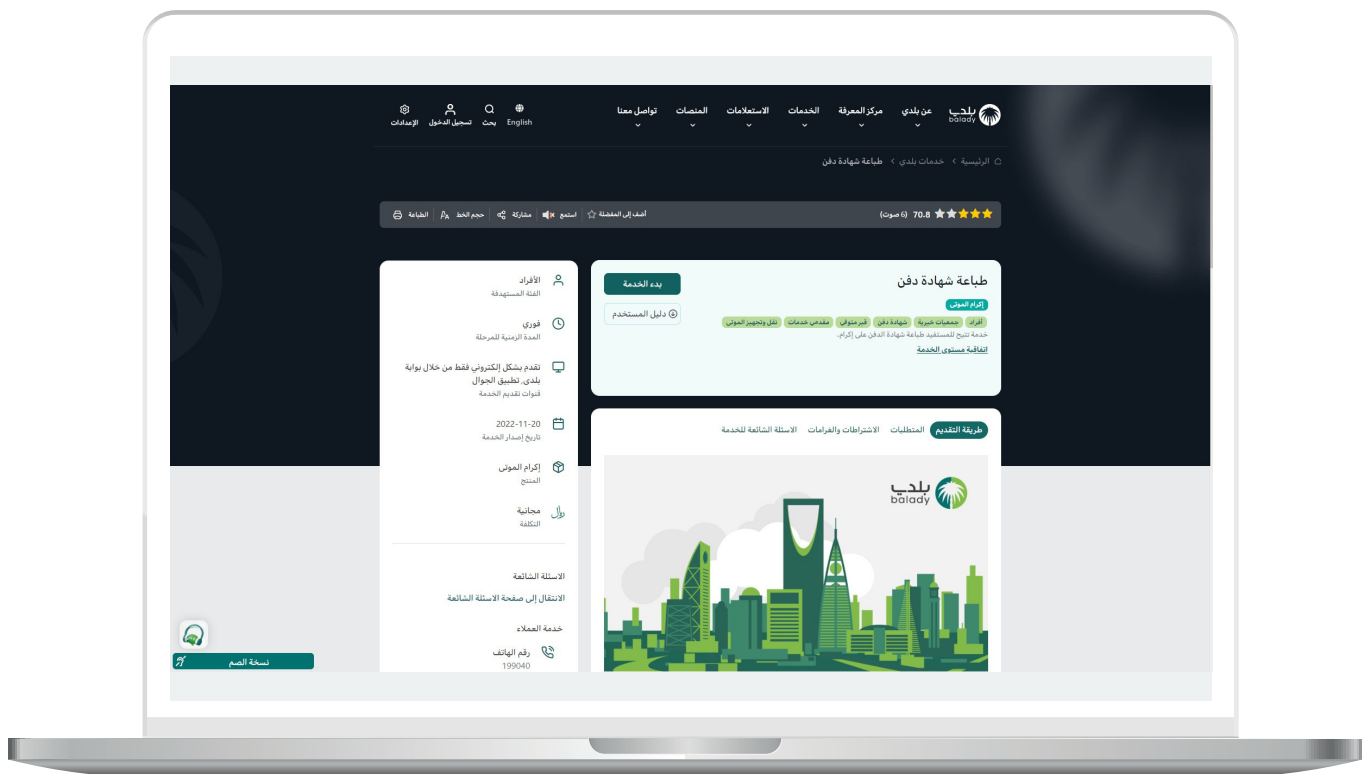
2) The following screen appears, displaying (Balady Products), where the user selects (Honoring the Deceased).



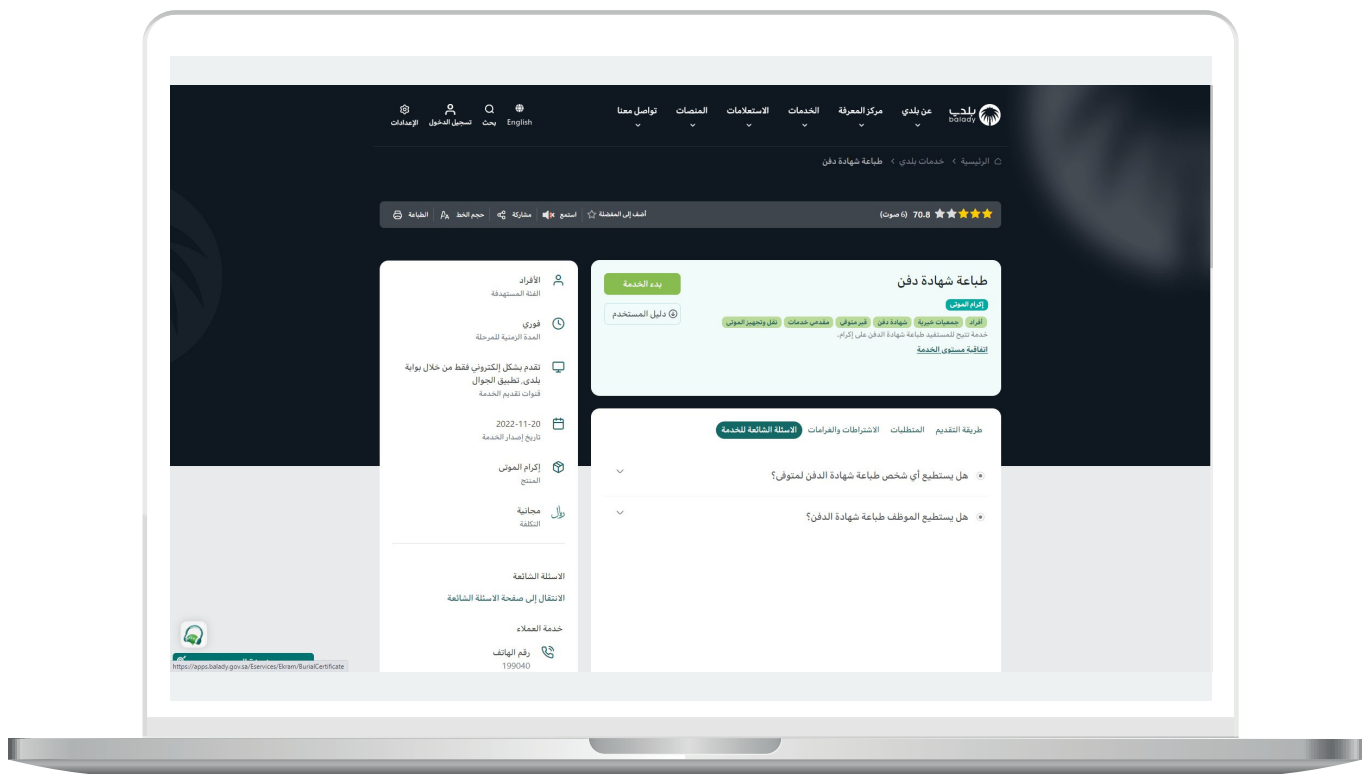
3) The next screen appears, displaying Honoring the Deceased, where the user selects **(Burial Certificate Printing Service)**, as shown below.



4) The following screen appears, displaying the (Service Card), which includes details such as (How to Apply, Requirements, Conditions and Fines, etc.).



5) To start the application process, the user clicks **(Start Service)**.





6) The following screen appears, where the user fills in the search criteria: **(Proof Type, Proof Number)** in the **(Deceased Information)** section and the **(Body Recipient Information)** section. The user then enters the value in the **(Captcha Code)** field and clicks **(Verify)**.

The screenshot displays a web application interface for the Burial Certificate Printing Service. The header is dark green with white text and icons. The main content area is light gray. A white form is centered on the screen, containing two sections: "بيانات المتوفي" (Deceased Information) and "بيانات مستلم الجثمان" (Body Recipient Information). Each section has two input fields: "رقم الوثيقة" (Document Number) and "نوع الوثيقة" (Document Type). Below the second section, there is a "الرمز المرئي بالصورة" (Visible Code) field and a "تأكيد الرمز المرئي بالصورة" (Confirm Visible Code) button. A "تحقق" (Verify) button is at the bottom right of the form. A footer note at the bottom of the form states: "سوف يتم استلام جميع الإشعارات على رقم جوال مستلم الجثمان المسجل في النظام" (All notifications will be received on the mobile number registered for the body recipient in the system).

خدمات الكرام / طباعة شهادة دفن

عن بلدي خدمات بلدي الاستعلام الإلكتروني بوابة المراسم الاستشارية المصنعات التقليدية

بيانات المتوفي

رقم الوثيقة نوع الوثيقة

بيانات مستلم الجثمان

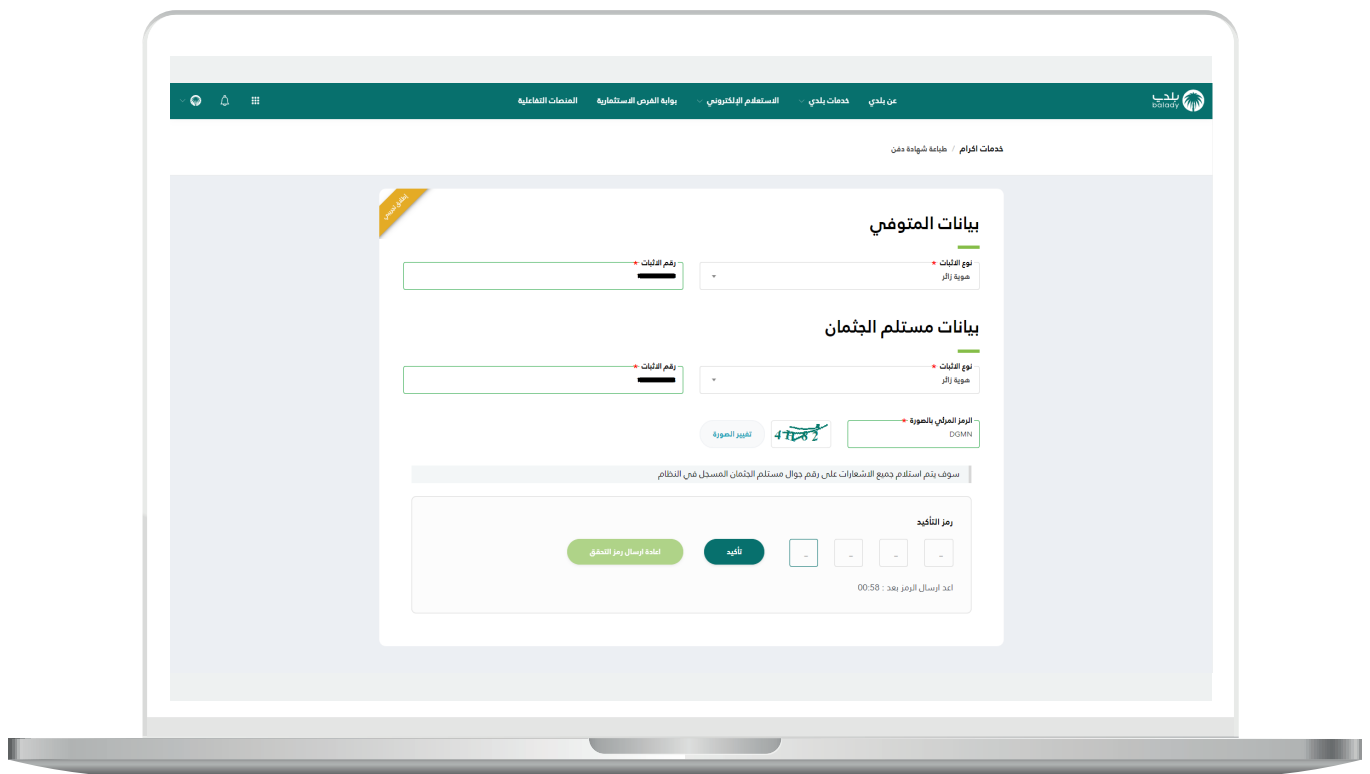
رقم الوثيقة نوع الوثيقة

الرمز المرئي بالصورة تأكيد الرمز المرئي بالصورة

تحقق

سوف يتم استلام جميع الإشعارات على رقم جوال مستلم الجثمان المسجل في النظام

7) After clicking **(Verify)**, a confirmation code is sent to the recipient's mobile number. The recipient enters the code in the **(Confirmation Code)** field and clicks **(Confirm)**.



8) After clicking **(Confirm)**, the burial certificate is displayed as shown below.

The image shows a laptop screen displaying a 'Certificate of Burial' form. The form is titled 'شهادة إثبات دفن' and 'Certificate of Burial'. It contains various fields for personal and identification information, including Date, Sex, Age, Identification Number, Cemetery Name, Date of Death, City of Burial, and Municipality. The form is presented in both Arabic and English. At the bottom, there is a contact number 199040 and a website URL www.balady.gov.sa.

Field	Value
Date	1444/06/09
Sex	ذكر
Age	1 سنة
Identification Number	144202/01
Cemetery Name	البحر
Date of Death	1442/02/01
City of Burial	الرياض
Municipality	الرياض

 | 199040 Direct Contact Number

 | @Balady\_CS Customer Service

