



New Ahmadi Muslim Temporary & Permanent AIMS ID Card Processes

RESPONSIBLE NATIONAL DEPT - THE UK GENERAL SECRETARY'S OFFICE

- AIMS stands for Ahmadiyya Information Management System. AIMS cards are ID cards for Ahmadi Muslims. AIMS ID enables Ahmadi Muslims to attend mosques, participate in events etc.
- **The temporary and permanent AIMS ID card processes for new Ahmadis are dealt with by the UK General Secretary's (GS) office (NOT the UK New Ahmadi Dept).**
- All enquiries relating to New Ahmadi AIMS ID should be made directly to the UK GS office (see contact details below) by the relevant local President or local General Secretary.
- The New Ahmadi Dept should be contacted to assist if new Ahmadis are facing difficulties regarding Temp AIMS e.g. if the process is delayed, or an application form has been misplaced.

TEMPORARY AIMS ID CARDS FOR NEW AHMADIS

KEY INFO

- All New Ahmadis can and should be issued a temporary AIMS card as soon as possible after the Bai'at (initiation) form has been signed and sent to the centre. This applies to ALL new Ahmadis, including those who are claiming asylum, and/or do not have permanent immigration status.
- While the AIMS ID card that is issued is temporary, the AIMS ID number is permanent (i.e. it will remain the same when a permanent AIMS ID card is issued).
- The AIMS ID application form (aka. Tajneed form) should be sent to the UK General Secretary's (GS) office (NOT the New Ahmadi Dept).
- New Ahmadis should not use temp AIMS cards (or copies) as evidence in immigration cases.

PROCESS

The application process for New Ahmadi temporary AIMS ID cards is as follows:

1. **Tajneed form:** Local Presidents should complete and submit a (normal) Tajneed form (aka. AIMS ID form) for the New Ahmadi to the General Secretary's Office (NB. NOT the New Ahmadi Dept).
2. **Photo and a copy of Passport/Immigration Papers:** The form should be submitted along with a photo of the new Ahmadi, and a photo-copy of their immigration documents (e.g. passport, refugee card, EU residence card etc.). The form must be fully complete. If it is not, GS office will post it back to the local President.
3. **GS Office Review:** GS office will then review the Tajneed form, to ensure it is complete, and all docs are attached. If it is, it will go through the internal review process.
4. **Approval by Chairman Tajneed Committee:** If all checks are completed and the results come back as positive, the Chairman of the Tajneed Committee will sign/approve for Temp AIMS cards to be issued.
5. **Temp AIMS card issued:** The form will then be passed back to GS office, who will issue the AIMS number and temp AIMS ID card. GS office will contact the local President and New Ahmadi in order to inform them that an AIMS No. and temp card has been issued.



PERMANENT AIMS CARDS FOR NEW AHMADIS

KEY INFO

- Permanent AIMS cards are, as a general rule, only issued one year after the issuing of temporary AIMS. If, a local President wishes to apply for permanent AIMS for a new Ahmadi before the expiry of one year, they should give their reasons in writing.
- When a new Ahmadi moves from a temporary to a permanent AIMS card, they will keep the same AIMS number (as AIMS numbers on temp AIMS cards are, in fact, permanent).
- Permanent AIMS cannot be issued until a New Ahmadi has been granted some form of permanent immigration status (e.g. DL, ILR, refugee status, citizenship etc.). Only temporary AIMS can be issued to those new Ahmadis who do not have permanent immigration status (e.g. those claiming asylum, on a visit visa, student visa, work visa etc.).
- The original written request (for permanent AIMS) should be sent to GS office (**NOT** the New Ahmadi Dept).
- The New Ahmadi Dept should be contacted to assist if new Ahmadis are facing difficulties re permanent AIMS e.g. if the process is delayed, or an application form has been misplaced.

PROCESS

The process for applying for a permanent AIMS card for a New Ahmadi Muslim is as follows:

1. **Written request to GS:** The local President of the New Ahmadi should send a written request (by letter and/or email) to GS Office, requesting for a permanent AIMS cards to be issued.
2. **GS Office Review:** GS office will then review the application and go through the necessary internal review process.
3. **Approval by Chairman Tajneed Committee:** If all checks are completed and the results come back as positive, the Chairman of the Tajneed Committee will sign/approve for permanent AIMS card to be issued.
4. **Permanent AIMS card issued:** The forms will then be passed back to UK GS office, who will issue the permanent AIMS card. GS office will contact the local President and New Ahmadi in order to inform them that a permanent AIMS card has been issued.

RELEVANT CONTACT DETAILS

UK General Secretary's Office: Email (gensec@ahmadiyya.org) Phone (0208 687 7807 or 0208 687 7853); Post (General Secretary's Office, Baitul Futuh Mosque, 181 London Road, Morden, SM4 5PT)

UK New Ahmadi Department: Email (newahmadis@ahmadiyya.org); Phone (020 8687 7843); Post (25 Willow Lane, Willow Lane Business Park, Mitcham, CR4 4TS)

UK Outreach (Tabligh) Dept: Email (tabligh@ahmadiyya.org.uk); Post (UK Tabligh Dept, Baitul Futuh Mosque, 181 London Road, Morden, SM4 5PT)