

REPUBLIC OF MALAWI



**THE GOVERNMENT OF MALAWI
THROUGH
MINISTRY OF HOME AFFAIRS AND INTERNAL SECURITY**

**DRAFT NATIONAL REGISTRATION REGULATIONS 2014
UNDER
THE NATIONAL REGISTRATION ACT NO.13 OF 2010**

PRESENTED BY

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NATIONAL REGISTRATION ACT
(Act No. 13 of 2010)

The National Registration Regulations 2014

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PART I - PRELIMINARY

Citation 1 These Regulations may be cited as the National Registration Regulations, 2014.

Interpretation 2 In these regulations unless the context otherwise requires:

“**authorised person**” means any person or class of persons appointed by the Minister by notice in the Gazette to perform the functions of a District Registrar;

“**birth report**” means a report of birth containing the prescribed particulars and made pursuant to Regulation 20 hereof;

“**cleric**” means a recognized cleric, Minister of a religion, religious body, denomination or Sect, belonging to a place of worship of a registered religious body;

“**death report**” means a report of death containing the prescribed particulars and made pursuant to Regulation 34 hereof;

“**district register**” means the register maintained by each “District Registrar”;

“**Director**” means the Director of National registration appointed under Section 4 of the Act;

“**national identity card**” means an identity card issued in accordance with the provisions of the Act under Section 13;

“**marriage report**” means a report of marriage containing the prescribed particulars and made pursuant to Regulation 42 hereof;

“**national register**” means the register maintained by the Director under Section 7 of the Act;

“prescribed particulars” means:

- (a) as to any birth, the sex, name, date and place of birth, the names, residence, occupations and nationality of the parents and such other particulars as the Minister may prescribe;
- (b) as to any marriage, the names, nationality, conditions, occupations, ages, dwelling or place of abode of the bride-groom and bride and such other particulars as the Minister may prescribe; and
- (c) as to any death, the name, age, sex, place of residence, length of residence in Malawi, occupation and nationality of the deceased and the date, place and cause of death, and such other particulars as the Minister may prescribe;

PART II – REGISTRATION IN THE NATIONAL REGISTER

Application for registration in the National Register

3

- (1) An applicant for registration in the National Register shall apply to the District Registrar.
- (2) An application for national registration shall be in Form NR1 for Malawian Citizens and Form NR2 for Non Malawian citizens.
- (3) Every application for registration in the National register shall contain all the particulars required by the Act and these Regulations.
- (4) If the Applicant is a non Malawian Citizen or is a Malawian Citizen by naturalization or registration he shall send the application to the District Registrar.

Particulars accompanying application

4

- (1) Every application for registration in the National register shall be accompanied by prescribed particulars.

- (2) Any application made a month after attaining relevant qualifications or 14 days, after the notified period in specified area, shall be a late application and shall in addition to prescribed particulars also be accompanied by a prescribed fee for late application prescribed in the Schedule.

Verification of
particulars

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The Application Form and the particulars referred to in Regulations 3 and 4 above shall be signed by the Applicant and witnessed and/or verified by:

- (a) In the case of a citizen of Malawi the village headman and one Senior Member of the village where the Applicant hails from. .
- (b) In the case of an applicant who was an exposed child before attaining the age of 16 the Social Welfare Officer of the District in which the applicant was found exposed and a letter from such Social Welfare Officer supporting the application shall accompany the application.
- (c) In the case of an adopted child where one or both adopting parents are Malawian Citizens, a certified copy of the Adoption Order shall accompany the application;
- (d) In the case of an adopted child whose adopting parents are non Malawians certified copies of the Adoption Order plus the relevant immigration permit of the adopting parents authorizing their stay in Malawi shall accompany their application;
- (e) In the case of non Malawian citizens certified copies of the relevant Permanent Residence Permit, or Business Residence Permit or Temporary Employment Permit shall accompany the application provided that dependants of the holder of a Business Resident Permit, Permanent Residence Permit or Temporary Employment Permits shall use the said permits in their application but must provide certified proof of their dependency to the said holder of those permits such as marriage certificate or birth certificate or

adoption order plus copy of passports.

(f) In the case of Malawian citizens who are naturalized citizens or citizens by registration in accordance with the Malawi Citizenship Act certified copies of their passports and Malawi Citizenship Registration Certificate shall accompany the application; Provided that dependants of such citizen shall use the said passport and certificate in their application but must provide proof of dependency to said holder such as marriage certificate or birth certificate or adoption order plus certified copies of passports.

(g) Where the dependant in 5(f) above is a holder of a foreign passport he shall be treated as a non Malawian citizen and must comply with Regulation 5(e) above.

Photographs	6	Every person who has attained the age of 16 years shall present himself or herself to the District Registrar or any Authorized person to have his photograph taken when: (a) he applies for registration into the National Register in terms of the Act; or (b) his identity document is required to be replaced in terms of the Act.
Fingerprints	7	Every person who has attained the age of 16 years shall, when he applies for registration into the National Register, have his fingerprints taken.
Investigations by the Director	8	The Director may: (a) request any person furnishing any particulars in terms of the Act or these regulations to furnish such documentary or other proof of the correctness of such particulars as is within the power of such person to furnish such documentary or other proof of the correctness of such particulars: and

		(b) Investigate or cause to be investigated any matter in respect of which particulars are required to be recorded in the National Register.
Proof of Identity	9	<p>(1) The District Registrar or an Authorized person may request any person reasonably presumed to have attained the age of 16 years to prove his registration under the Act within one month to that officer;</p> <p>2. If it comes to the attention of the District Registrar or Authorized person that a person referred to in Regulation 9(1) who has attained the age of 16 years has failed to apply for an identity card in terms of the Act, that officer shall take such steps as may be necessary under this Act to ensure that such person applies for registration into the National Register.</p>
Late Application for registration in the national register	10	<p>(1) An applicant who applies for registration in the National Register after the expiry of the prescribed period must in addition to applying in Form NR1 or NR2 for Malawi citizens and Non Malawian citizens respectively submit an affidavit in form NR3 giving reasons why he did not apply for registration into the National Register within the prescribed period.</p> <p>(2) If the District Registrar or the Authorized person is satisfied with the reasons given he may allow the registration to be made without a late penalty fee.</p> <p>(3) If the District Registrar or the Authorized person is not satisfied with the reasons given for the late application he shall require the applicant to pay the fees for late registration prescribed in Schedule hereto.</p>
Assignment of a Number on the national identity	11	(1) The Director shall, upon issuing a national identity card, assign to the person to whom such card is issued an identification number

card

consisting of such numbers or figures or letters as the Director shall determine.

(2) The identification numbers for the national identity cards issued to a Malawi citizen shall have numbers different from those of non citizens.

(3) In addition to the distinctive numbers as in (2) herein the background colour for the Identity card for Malawi citizens shall be different from that of non citizens.

(3) In addition to the distinctive numbers as in (2) herein the background colour for the Identity card for Malawi citizens shall be different from that of non citizens.

Issuing of National identity cards 12

The Director shall upon receipt of an application, in the prescribed form and manner, for registration in the National Register, register that person and issue an identity card form NR4 for Malawian citizens or Form NR5 for non Malawian citizens.

Particulars on a National identity card 13

(1) A National identity card shall contain the following particulars in relation to the person to whom it was issued, namely:

- (a) his National Identity Number;
- (b) his full name (for married women only maiden name shall be registered);
- (c) sex
- (d) date of birth
- (e) whether or not he is a Malawian citizen;
- (f) a photograph of the person concerned;
- (a) such other particulars in the National Register as the Minister may by notice in the Gazettee, authorise to be included in an identity card but subject to such conditions, exceptions or exemptions as may be prescribed in the notice.

(2) The size of the Identity card shall be 55mm by 90mm.

Correction,
cancellation and
replacement of an
identity card

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- (1) If the identity card does not reflect correctly the particulars of the person to whom it was issued, or contains a photograph which is no longer a recognizable image of that person or has expired the person concerned shall within six weeks hand over the identity card to the District Registrar, and apply for a replacement identity card in Form NR1 accompanied by Form NR6 being an affidavit.
- (2) If the identity card referred to in sub-regulation(1) is not handed over in accordance with this Regulation, the Director may order the person concerned to restore it to him or her or cause it to be confiscated.
- (3) If by virtue of this Section the Director has obtained possession of an identity card, he shall, destroy the same and replace it with a new identity card upon payment of the fee prescribed in the Schedule;
- (4) If the name of the person by which he was registered has changed and wants the identity card to be changed or corrected, if it is a material change as per Section 20 of the Act such change of name shall not be registered until there is proof that the change of name has been authorised by the Minister under the Change of Name (Restriction) Act or that such change is exempt under the said Act and the applicant has paid the fee prescribed in the Schedule.
- (5) When it comes to the attention of the Director that an identity card has been issued to a person whose name is not required in terms of the Act to be included in the National Register, the

Director shall direct that person to return the identity card to him for cancellation.

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| Lost or destroyed National identity card | 15 | (1) A person whose identity card has been lost, defaced or destroyed must apply to the District Registrar for replacement of the identity card in Form NR1 or NR2 as the case may be and accompanied by Form NR6 being an affidavit showing how the identity card was lost defaced or destroyed. |
| | | (2) If the District Registrar is satisfied that the identity card was lost, defaced or destroyed due to the negligence or fault of the holder he shall order him to pay the penalty fee prescribed in the Schedule otherwise no fee shall be payable. |
| | | (1) The District Registrar upon being satisfied that the applicant was indeed the holder of the lost, defaced or destroyed identity card shall recommend to the Director for issuance of a replacement identity card and the Director shall then issue the replacement identity card. |

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| Surrender or seizure of National identity card of deceased person | 16 | (1) Any person who has in his possession an identity card, without any lawful excuse, being or purporting to be a valid identity card or proof of registration of a person who has died shall- |
| | | (a) if such identity card came into his possession before such person's death, within three months after such death has come to his knowledge: or |
| | | (b) if such identity card came into his possession after such person's death, within three months after the identity card came into his possession, |

Hand over such document for cancellation to the Director or District Registrar or Authorized person.

- (2) If a holder of an identity card has changed citizenship from Malawi to another country for any reason whatsoever he shall immediately surrender the Identity Card to the District Registrar for cancellation and if he does not surrender the same the District Registrar shall seize the same from him or her and any such holder of the identity card shall then apply for a new identity card for Non Citizens of Malawi.
- (3) An identity card handed over in terms of sub-regulation(1) and 2, shall upon receipt thereof be destroyed.
- (4) When it comes to the attention of such Director, District Registrar or Athorised person that any person is in possession of a document being or purporting to be an uncanceled identity card of a person who has died, he shall without delay seize that identity card, and destroy the same.

Secrecy

17

- (1) Subject to the provisions of subregulation (3) no person shall disclose to any person any information recorded in the National Register or any identity card or proof of registration and which he acquired by virtue of his functions in terms of any law, except for the purposes of this Act or any judicial proceedings or the performance of his functions in terms of any other law;
- (2) No person to whom any such information has to his knowledge been disclosed in contravention of the provisions of this subregulation, shall disclose such information to any other person.
- (3) Notwithstanding the provisions of subregulation(1), the Director may, upon written application, furnish any information in relation to a person whose name is included in the National Register to any ministry, local authority, statutory institution or body established by or under any law for any purposes of that ministry

local authority, institution or body or where the registered person consents in writing to his particulars being disclosed to a specified body or organization or person.

Evidence and Presumptions

18 (1) If in any criminal proceedings in relation to an offence in terms of this Act the question arises as to whether an identity card, or a particular identity document, issued to a particular person was issued to the accused, a document purporting to be a statement under oath or affirmation by a person alleging therein-

(a) that he is officially concerned with the fingerprints in the National Register, and that he is proficient in the identification of fingerprints;

(b) that he has received fingerprint certified by the person who took them to be the fingerprints of the accused; and

(c) that he has compared the fingerprints referred to in paragraph (b) with the fingerprints in the National Register and by virtue of his proficiency has come to a conclusion in relation to the said question,

shall upon the mere production thereof be prima facie proof of the conclusion mentioned therein.

(2) If in any prosecution in terms of this Act it is proved that any identity card or proof of registration was imitated, altered, defaced, destroyed or mutilated, it shall be prima facie proof that the relevant act was done with intent to deceive, unless proven otherwise.

National register

19 The National Register referred to in Section 7 of the Act shall be in Form NR7.

PART III – REGISTRATION OF BIRTH AND ADOPTED CHILDREN

Reporting of birth	20	<p>(1) Every application for registration of birth under the Act shall be in Form NR8 (hereinafter called Birth Report).</p> <p>(2) Every Birth Report shall be made by the parents or guardian (citizen or non citizen) or foster parents to the District Registrar or an Authorized person and shall contain all the particulars required by the Act and these Regulations.</p>
Particulars accompanying birth report	21	<p>(1) Every birth report shall be accompanied by prescribed particulars</p> <p>(2) Any application submitted after six weeks from date of birth shall be treated as late application and shall in addition to prescribed particulars also be accompanied by a fee for late application as prescribed in the schedule hereto.</p>
Signing of birth report	22	<p>The Birth report shall be signed and verified as follows:</p> <p>(a) Where the child was born in wedlock both father and mother shall sign the form; Provided that any one of them may sign the form where the other is not available.</p> <p>(b) Where the child was born out of wedlock the form shall be signed by the mother only; Provided that where the father does not deny paternity both mother and father shall sign. .</p> <p>(c) In the case of an exposed child the birth report shall be signed by the person who found the child or any person in whose care the child is or the Social Welfare Officer of the district in which the child was found exposed subject to providing proof of the particulars required herein; Provided that the person registering the birth shall have complied with the Child Care Protection and Justice Act.</p> <p>(d) A relative or guardian of the child in (a) or (b) herein may sign the form subject to providing verified proof of the particulars required</p>

herein.

Verification of
particulars

23

- (1) The particulars in Regulations 21 and 22 above shall be verified by any of the following:
 - (a) In the case of a community birth and/or late registration the village headman and a senior member of the village where the parents hail from, or a cleric of the religious institution in which the parents or one of them is a member.
 - (b) In the case of an exposed child, the Social Welfare Officer of the District in which the child was found exposed and a letter from such Social Welfare Officer supporting the application shall accompany the birth report.
 - (c) In the case of an adopted child a certified copy of the Adoption Order shall accompany the birth report;
 - (d) In the case of an adopted child whose adopting parents are non Malawian citizens, certified copies of the Adoption Order plus the relevant immigration permit of the adopting parents authorizing their stay in Malawi shall accompany the birth report;
 - (e) In the case of Non Malawian citizens certified copies of the relevant Permanent Residence Permit, or Business Residence Permit or Temporary Employment Permit shall accompany the application.
 - (f) In the case of Malawian Citizens who are naturalized citizens or citizens by registration in accordance with the Malawi Citizenship Act, certified copies of their passports and Malawi Citizenship Registration certificate shall accompany the birth report;
- (2) Where birth occurs in a hospital or health facility, the health personnel responsible shall assist in filling a birth report in Form

NR8.

Birth reports to be forwarded	24	After registration of a birth the District Registrar effecting registration shall forward the relevant report to the Director in such manner as he shall require.
Registration of births on board ships and aircrafts	25	Births on board ships or aircrafts within the territorial waters or airspace of Malawi shall be registered at the District Registrar of the district of the next port of call within 30 days after arrival.
Birth certificate	26	(1) The certificate of birth to be issued under the Act shall be in Form NR9. (2) In the event of the person in respect of whom the certificate is to be issued having been adopted, the name and surname which in the Adoption Order the Director was directed to enter in the Adopted Children Register shall be inserted opposite the words "Name and Surname".
Monthly returns of births	27	(1) Every District Registrar shall forward to the Director a monthly return of births occurring within his district. (2) Monthly returns shall be made in such manner as the Director may require.
Birth of twins or more	28	(1) If a woman gives birth to more than one child at a single confinement, the information of each child shall appear on a separate birth report and the first child shall have the entry as 1/2, and the second child as 2/2, for twins, in the birth report . (2) Separate birth certificates shall be issued for each child.
Name of exposed child	29	The Social Welfare Officer or authorized officer or person concerned who gives a notice of birth in terms of Regulation 22 (c), shall allocate a name and surname to an exposed child if a name and a surname has not already been given to the child.

Adopted children register	30	The Director shall keep a register to be called the Adopted Children Register, in which shall be made such entries as may be directed to be made therein by adoption orders, but no other entries in accordance with the Adoption of Children Act.
Notice of birth of Child born out of wedlock	31	<p>(1) Where notice of birth is given in terms of Regulation 22 hereof the person who acknowledges that he is the father of the child shall enter the particulars regarding himself as set out in Form NR8.</p> <p>(2) No person shall be entered in the register as the father of the child except either at the joint request of the father and mother or upon production of a Court Order confirming paternity of the father.</p> <p>(3) The surname of the child to be entered in the register shall be that of the father if the requirements in sub regulation(1) and (2) are satisfied or that of the mother's maiden name if the requirements in sub-Regulation(1) and (2) above are not satisfied.</p>
Alteration of name of child or father	32	<p>(1) Where the name by which a child was registered has been altered or the child was registered without a name, the parent or guardian of such child may within two years of the birth on payment of the fee specified in the Schedule and upon providing such evidence as the District Registrar may require, register the name that has been given to the child and upon surrender of the old birth certificate.</p> <p>(2) Where a child is registered with the maiden name of the mother, the name of the father may be added on payment of the fee specified in the schedule and upon submitting the required proof of paternity such as court order etc and upon surrender of the old certificate.</p>
Form of birth certificate	33	Upon being satisfied with the particulars on the birth report and evidence accompanying it the Director shall issue a birth certificate in Form NR9.

PART IV – REGISTRATION OF DEATHS

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| Death report | 34 | <p>(1) Every application for registration of death shall be in Form NR10 (hereinafter called Death Report)</p> <p>(2) Every application for registration of death shall be made by the nearest relatives of such person who were present at his death or present during his last illness or an Authorized person to the District Registrar and shall contain all the particulars required by the Act and these Regulations.</p> <p>(3) The said report shall be signed by the applicant</p> |
| Particulars accompanying death report | 35 | <p>(1) Every death report shall be accompanied by the prescribed particulars</p> <p>(2) Any application submitted after six weeks from date of death shall be treated as late application and shall in addition to prescribed particulars also be accompanied by a fee for late application specified in the Schedule.</p> |
| Verification of particulars | 36 | <p>(1) The particulars in Regulation 35 hereof shall be verified or be accompanied by verified proof as follows:</p> <p>(a) Every death shall be accompanied by a burial report in form NR11.</p> <p>(b) In the case where death occurred in a hospital or was certified by a hospital, a hospital death report (NR12) shall be completed by the Hospital and the person reporting the death to the District Registrar shall attach the said report and Form NR11 to Form NR10.</p> <p>(c) In the case where the death occurred as a result of a road accident or through violent physical act or any other unnatural cause, the report must be accompanied by a Police Report on the occurrence.</p> |
| Hospital death report | 37 | Hospital Death Report shall be in Form NR12. |

Death report to be forwarded	38	After registration of death the District Registrar effecting registration shall forward the relevant report to the Director in such manner as he shall require.
Death certificate	39	Upon receipt of the death report the Director shall issue death certificate which shall be in Form NR13.
Monthly returns of deaths	40	(1) Every District registrar shall forward to the Director a monthly return of Deaths occurring within his district. (2) Monthly returns shall be made in such manner as the Director may require.
Return of National identity card	41	Every person reporting the death of a person must together with death report surrender the National identity card of the deceased to the district registrar, unless such identity card is not in his possession.

PART V – REGISTRATION OF MARRIAGES

Registration of marriages	42	(1) Every application for registration of marriage shall be in Form NR14 (hereinafter called “report of marriage”). (1) Every application for registration of marriage shall be made jointly by the husband and the wife to the District Registrar or an Authorized person and shall contain the prescribed particulars required by the Act; and shall be signed by both husband and wife.
Particulars accompanying the application	43	(1) Every report of marriage shall be accompanied by prescribed particulars. (2) Any application made three months after the date of marriage shall be treated as late application and shall in addition to prescribed particulars also be accompanied by a fee for late application specified in the Schedule. (3) The husband and wife shall declare in Form NR14 that their marriage does not infringe the prohibited degrees of consanguinity

as per the Laws of Malawi irrespective of customary practice.

Verification of particulars	44	<p>The particulars in Regulation 42 and 43 above shall be verified or be accompanied by certified proof as follows:</p> <p>(a) In the case of a customary marriage which was not celebrated in a religious institution the prescribed particulars must be verified by the Village Headmen of the villages where the couple hail from plus marriage advocates of the couple..</p> <p>(b) Where the marriage was celebrated in a Religious institution then a certified copy of the marriage certificate from that institution and signed by the Cleric of that institution must accompany the application.</p> <p>(c) Where the marriage was celebrated under the Marriage Act then certified copy of the marriage certificate signed by the official authorised under the Marriage Act to celebrate marriages under that Act shall accompany the application.</p> <p>(d) In the case of application in respect of (a) and (b) hereof the application for marriage registration shall contain a certification by the Village Headmen and marriage advocates or Cleric as the case may be that the couple's marriage was not within the prohibited degrees of consanguinity under the Laws of Malawi.</p>
Marriage reports to be forwarded	45	<p>After registration of a marriage the District Registrar effecting registration shall forward the relevant report to the Director in such manner as he shall require.</p>
Certificate of registration of marriage	46	<p>Upon being satisfied with the application and verified particulars therein the Director shall issue a Certificate of registration of marriage which shall be in Form NR15.</p>
Monthly returns of marriage	47	<p>(1) Every District Registrar shall forward to the Director a monthly</p>

registration

return of marriages occurring within his district.

- (2) Monthly returns shall be made in such manner as the Director may require.

Cancellation of marriage registration

48

- (1) Where the couple divorce or one of them dies then irrespective of the type of marriage on presentation of a certified copy of a Court Judgment of Divorce or death certificate and surrender of the certificate of registration of marriage, the Director shall cancel the registration of marriage in the Register.
- (2) Upon divorce or death of either of the spouse whoever is keeping the certificate of registration of marriage must surrender the same to the Director through the District Registrar for destruction.
- (3) For avoidance of doubt the declaration of divorce by a Traditional Authority in the case of a customary marriage not celebrated under the Marriage Act shall suffice for purposes of sub regulation(1) hereof. As a proof, a letter from the Traditional Authority or Village Headman shall serve the purpose.

PART VI – REGISTRATION BY MALAWIANS ABROAD

National Registration Abroad

49

- (1) A Malawian citizen resident abroad may apply to the District Registrar or Authorized person abroad for registration in the National Register in the Form NR1.
- (2) Such application shall be accompanied by the prescribed particulars.
- (3) The particulars referred to herein shall be verified in the following manner:
 - (a) The photograph of the applicant shall be certified by the District Registrar or Authorized person abroad by signing and stamping at the back of the photograph and must accompany

the application in such manner as the Director may decide.

(b) The fingerprints of the applicant must be taken and certified by the Police official in the country of residence of the applicant and must accompany the application.

(c) A certified copy of the passport of the applicant certified by a Notary Public or the District Registrar in the area of residence of the applicant must accompany the application.

Registration of
births, deaths and
marriages abroad

50

(1) The District Registrar or Authorized person outside Malawi shall maintain registers of births, deaths and marriages in which may be recorded the birth, death or marriage within his area of jurisdiction of a person whose birth, death or marriage may be registered under subregulation(2).

(2) The birth of a person may be registered in a register maintained under subregulation(1) if his father or his mother is a citizen of Malawi and the death or marriage of a person may be registered if the deceased or in the case of marriage one of the couples is a Malawian citizen.

(3) Application for registration shall be made in accordance with the Act and these Regulations and shall, in addition, be accompanied by satisfactory evidence as follows:

(a) In the case of birth, the birth certificate, certified copies of the parents' Malawi passports and marriage certificates certified by a Notary Public or District Registrar in the country of residence of the applicant must accompany the application.

(b) In the case of death, the death report/certificate, or police report in respect of road accident death or death by violent physical act, certified copy of passport of the deceased

certified by a Notary Public or District Registrar of the country of residence of the deceased and a burial certificate or authorization (where this is mandatory) in the country of burial of the deceased shall accompany the application.

- (c) In the case of registration of marriage, certified copy of marriage certificate confirming the celebration of marriage and certified copies of couples passports certified by a Notary Public or District Registrar of the country of residence of the couple shall accompany the application.

Registration in areas where there is no registrar abroad

51

The birth or death or marriage of a person which occurs in an area outside Malawi in respect of which no District Registrar or Authorized person has been appointed may, on application in the prescribed manner and Regulation 50 hereof, be registered by the Director if, and shall not be so registered unless, the Director is satisfied that:

- (a) the person whose birth or marriage is sought to be registered is, or the person whose death is sought to be registered was at the date of death, a citizen of Malawi;
- (b) the birth or death took place in an area in respect of which the officer who has countersigned the application for registration was competent to act.
- (c) The marriage was celebrated by an Authorized person under the laws of that country provided the marriage is recognized under the laws of Malawi.

PART VII – ROLES AND RESPONSIBILITIES OF TRADITIONAL LEADERS, DISTRICT REGISTRARS AND DIRECTOR

Village Headmen and Group Village Headmen

52

(1) The Village Headmen shall in respect of national registration perform the following duties and responsibilities:

- (a) to mobilize their subjects to ensure they register all children for birth certificates, all adults above the age of 16 in the national register, all deaths and marriages occurring in their families in

accordance with the Act.

- (b) To assist the subjects in their villages to complete the forms prescribed herein
- (c) To keep and issue to all who need the forms prescribed under these Regulations.
- (d) To take the application forms completed by their subjects to the district registrar through the Traditional Authority and obtain confirmation of delivery of those forms from the District Registrar and keep the same.
- (e) To record the identity number of each registered person in the village register.
- (f) To record the birth, marriage, and death registration number in the respective registers.
- (g) To witness the execution of the forms and verify the particulars on the said forms for their subjects in their villages.
- (h) To keep, maintain and update the registers of births, deaths, marriages and Village Register of their subjects.
- (i) To send reports on a monthly basis of births, deaths, marriages to the District Registrar through the Traditional Authority in such form as the Director shall prescribe.
- (j) To ensure that on death of a subject the family members of the deceased are issued a death report for them to complete and deliver these to the District Registrar.
- (k) To complete and issue burial report to close relative of the

deceased / informant

- (l) To ensure that when sending the completed death report to the District Registrar the national identity card of the deceased is surrendered to the district registrar and to record the death and surrender of the identity card in the village register. The Village Headman must obtain acknowledgement of delivery of death report and identity card from the District Registrar.
 - (m) To record the prescribed particulars of all births in the village register and issue a birth report to the father and mother of the new born baby to complete and the village headman must witness the execution thereof and certify the particulars thereon and deliver these to the district registrar and get a confirmation of receipt of these.
 - (n) To record the prescribed particulars of all marriages in the village register and to issue registration of marriage form to the husband and wife for them to complete and the Village Headman must:
 - (a) Witness the completion of the forms
 - (b) verify the particulars thereon
 - (c) Certify that the couple is not within the prohibited degrees of consanguinity under the Laws of Malawi irrespective of customary law or practice to the contrary.
- (2) The Group Village Headman shall in respect of national registration perform the following functions and responsibilities:
- (a) To mobilize the Village Headmen and their subjects in his area to participate in the National Registration system
 - (b) To conduct civic education of all village headmen and their subjects on the procedures, processes under the Act and

the Regulations

- (c) To supervise all village headmen and ensure that village headmen are carrying out their functions and responsibilities under this Act and the Regulations effectively and efficiently

Traditional Authorities

53 The Traditional Authorities shall in respect of national registration perform the following functions and responsibilities:

- (a) To mobilize all Village Headmen and Group Village Headmen together with their subjects within their jurisdiction to ensure they register all children for birth certificates, all adults the age of 16 and above for Identity Cards, all, deaths and marriages occurring in their jurisdiction in accordance with the Act.
- (b) To conduct civic education of all Village Headmen and Group Village Headmen on the procedures, processes and roles and responsibilities of Village Headmen and Group Village Headmen under the Act and these Regulations.
- (c) Monitor the implementation by the Village Headmen and Group Village Headmen of their functions and roles as spelt out under Regulation 52 hereof and ensure these are implemented efficiently and effectively.

District Registrars or Authorized persons

54 (1) The District Registrar or Authorized persons shall perform and carry out the following duties and responsibilities in relation to the National Registration Systems:

- (a) To mobilize Traditional Authorities, Group village headmen and all people in their jurisdiction and all relevant stakeholders to actively participate in the National Registration System.
- (b) To carry out civic education and training programmes and promote the National Registration System.

- (c) To distribute to the Chiefs, Group and Village Headmen, hospitals and registered religious Institutions within their jurisdiction all necessary materials, ie registers, forms, facilities and equipment for the smooth implementation of the National Registration System.
- (d) Receive applications for registration in the National Register or for births, deaths or registration of marriages, vet the adequacy and propriety of the information and particulars in the said applications, and acknowledge receipt of the applications.
- (e) Take photographs and fingerprints of applicants where these are required before processing the applications.
- (f) Process the said applications with the Director and once the Director issues the identity cards or certificates as the case may be deliver the same to the applicants or the Traditional Authorities or Group or Village Headman as the case may.
- (g) Receive from the Traditional Authorities, Group or village Headmen monthly reports of all registers required by the Act and these regulations to be maintained and submitted by the said traditional leaders and follow up with them where the monthly reports are not submitted in time or in proper format.
- (h) Determine whether an application has been submitted outside the prescribed time and if so whether reasons given in the accompanying affidavit are convincing enough that the applicant should not be charged a penalty fee and if not to collect the penalty fee from the applicant before processing the application.

- (i) maintain and update district registers of the National Register, registers of births, deaths and marriages for all the people and occurrences within their area of jurisdiction.
- (j) Submit monthly reports of all the registers in (i) herein to the Director within such period from the end of the reporting period as the Director shall determine and in the format the Director shall determine.
- (L) Receive applications for replacement or correction of identity cards and determine whether the reasons given in the accompanying affidavit justify the issuing of the replacement identity card without payment of penalty fee and if not justified to collect the said penalty fee.
- (m) Receive national identity cards of the deceased people and ensure that those reporting the death do surrender the national identity cards of the deceased to the district registrar and forward the said national identity cards to the Director for destruction.
- (n) To seize all national identity cards in possession of people who are not the owners of the said national identity cards and forward the same to the Director.
- (p) To receive from hospitals all birth and death reports, and send validated digitized data to the Director for the processing of certificates in such form as the Director may direct
- (o) To receive certificates of divorce and surrender of certificates of registration of marriage and forward the same to the Director for cancellation of the certificate of

registration of marriage and endorse the fact in the District Register.

- (p) For District Registrars abroad send all relevant registration documents to the Director.

Director

55

(1) The Director is the overall Manager in charge of the National Registration system and shall perform and carry out the following functions and responsibilities.

- (a) Ensure the smooth, efficient and effective implementation of the Act and these regulations.

- (b) Ensure that all District Registrars or Authorized persons and Traditional leaders are provided with adequate materials, i.e. registers, forms, equipment and facilities for them to carry out their respective functions and responsibilities efficiently and effectively.

- (c) To carry out monitoring and evaluation of the whole National Registration system and take corrective measures where necessary.

- (d) Make proposals to the Minister for changes in administrative and legal framework to remove any bottlenecks in the system that are hampering the smooth implementation of the National Registration system.

- (e) To receive the various applications/records from District Registrars or Authorized persons, analyse and vet them and register the applicants in the national register and issue the national identity cards or certificates of births, deaths or registration of marriages and forward these to the District Registrars and Authorized persons for onward delivery to the applicants or the traditional leaders who will in turn deliver these to the Applicants.

1. Establish, maintain and update the population register which comprises of the national register birth, death and marriage ,registers
 2. Keep and update the adopted children register
- (f) Receive from, and ensure all District Registrars submit monthly returns of district registers of the National Register, registration of births, deaths, and registration of marriages.
- (g) Subject to payment of the fee prescribed in the Schedule hereto issue to any person certified copies of certificates or extracts of registered particulars from the National register or allow inspection thereof but only in accordance with the provisions of the Act and these regulations.
- (h) Ensure that capacity building activities are undertaken at regular intervals for all registration officials at various levels.

Officer in charge of a Health Facility

- (2) Officer in Charge of a Health Facility in respect of Birth and Death Registration shall:
1. Ensure that every birth and death occurring in the facility is reported to the District Registrar.
 2. Assist mothers/informants in completing the birth and death report forms.
 3. Civic educate the expectant parents on birth registration through antenatal talks.

Clerics and Registrars of Marriage

- (3) Clerics and Registrars of Marriages
- In respect of Marriage Registration shall:
- a. Ensure that all married couples report their marriages for registration to the District Registrar in a prescribed form.
 - b. Assist couples in completing the report of marriage.
 - c. Submit monthly reports of marriages celebrated by them to the District Registrar

PART VIII – MISCELLANEOUS PROVISIONS

Acknowledgement of applications	56	All District Registrars and Authorized persons shall, upon receipt of application for registration in the National Register, or for births, deaths, or registration of marriage issue an acknowledgement of receipt of the application pending the processing of the application.
Inspection of registers	57	(1) Subject to the restrictions in Section 44 of the Act and these regulations all inspections of the National Register or District Register or applications for extracts of certified copies of entries shall take place on working days between the hours of 8:00 am and 12:00 noon and between 1:30 p.m. and 4:00 pm at the Director's offices or District Registrar's offices respectively.
Place and times for delivery of applicants	58	Applications for registration in the National Register or for registration of births, deaths, adopted children or registration of marriages shall be delivered at the District Registrar's offices within the times specified in sub-regulation (57) above.
Monthly reports by hospitals	59	(1) The Officer in Charge of a Hospital, clinic or other place where medical services are provided and where birth or death occurs shall submit monthly reports to the District Registrar of the District in which the hospital or clinic is situated of all births and deaths occurring at their hospital or clinic. (2) The monthly reports referred to in sub -regulation(1) shall be in form NR 17 in respect of births or form NR18 in respect of deaths.
Notification of loss of identity cards	60	Upon receipt of notice of the loss of national identity card the District Registrar shall inform the Director, the Police, the Electoral Commission, the Immigration Department, the Banks and other officials

as the Minister shall specify by the notice in the gazettee.

- | | | |
|-----------------------------------|----|---|
| Fees for non
Malawian citizens | 61 | <p>(1) Non Malawian citizens shall pay the application fees prescribed in the Schedule hereto in respect of registration in the national register or registration of birth, death or marriage.</p> <p>(2) All applications in Forms NR2, NR8, NR10 and NR14 by non Malawian citizens must be accompanied by the application fees prescribed in the Schedule hereto.</p> |
|-----------------------------------|----|---|

SCHEDULE

APPLICATION FEES FOR NON MALAWIAN CITIZENS

Application for registration in the National Register	K50,000.00
Application for registration of birth	K30,000.00
Application for registration of death	K30,000.00
Application for registration of marriage	K30,000.00

PENALTY FEES FOR ALL APPLICANTS

1. For late application for Identity Card	K2,000.00
2. For replacement of Identity Card	K2,500.00
3. For change of name on Identity Card	K5,000.00
4. For lost, defaced or destroyed Identity Card	K2,500.00
5. For late birth report	K2,000.00
6. For Inspection of register	K5,000.00
7. For verified extracts of particulars	K5,000.00
8. For alteration of name of child within 2 years	K1,000.00
9. For late reporting of death	K2,000.00
10. For late registration of marriage	K2,000.00

NATIONAL REGISTRATION ACT

**APPLICATION FOR NATIONAL REGISTRATION FOR
MALAWIAN CITIZENS NR1**

WARNING:-In terms of Section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration shall be guilty of committing an offence.

1. Surname First Name Other names

2. Previous Registered

Names (if any) :

3. Home Address

Village T/A District

4. Physical Address

Village T/A District

5. Nationality :

6. Date of birth DD MM YYYY 7. Sex:

8. Place of birth: 9. Marital Status :

10. Full Names of Father : 11. ID No.

12. Full Names of Mother : 13. ID No.

14. Height (in cms): 15. Colour of eyes.....

16. Birth Certificate No(if available) : 17. Passport No. (if available):.....

18. Driver's Licence No (if available):..... 19. Voter ID No. (if available):.....

20. In the case of an exposed child who is now 16 years or above

- I attach hereto a letter from the Social Welfare Officer of the District in which I was found exposed.

21. In the case of an adopted child when one or both of the adopting parents are Malawian Citizens

- I attach hereto a certified copy of my Adoption Order

22. In the case of Naturalised citizen of Malawi or citizen by registration

- I attach hereto a certified copy of my passport and certificate of Malawi citizenship Registration

23. In the case of a dependant of a naturalized citizen of Malawi or citizen by registration

- I attach hereto certified copies of evidence of dependency to the naturalized citizen of Malawi or citizen by registration e.g marriage certificate, birth certificate or Adoption Order and confirmation letter from the naturalized citizen plus passport and certificate of Malawi Citizenship Registration
(delete where not applicable)

I certify that the above information is correct and I am aware that I could face criminal prosecution if this information is incorrect in material respect.

Signed/Thumb impression:

Name : **Date:**

I, Village Headman hereby confirm that the information given above is correct.
(delete for naturalized citizen)

Signed :.....

Date:.....

Village Headman

**Witness Name
(Senior Member of the Village)**

WOMEN SHOULD USE ONLY MAIDEN SURNAME

(Recommendation by District Registrar)

I, District Registrar for District/City Council hereby state that I have checked this Application and certify that the same has been duly completed and the particulars attached hereto are in accordance with the National Registration Act and the Regulations to the best of my knowledge and information

Signed :..... Date :.....
.....District Registrar Official stamp

.....

ACKNOWLEDGMENT OF RECEIPT

I, District Registrar for District/City Council acknowledge receipt of the application for registration in the National Register by

Signed:..... Date:.....

..... District Registrar

Official stamp:.....

NATIONAL REGISTRATION ACT

APPLICATION FOR NATIONAL REGISTRATION FOR NON MALAWIAN CITIZENS NR2

WARNING;-In terms of Section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration shall be guilty of committing an offence.

1. Surname First Name Other names

2. Malawi Physical Residential Address.....

Village/Town T/A District

3. Home Country Physical Address

Village/Town T/A District

4. Date of birth DD MM YYYY 5. Sex:

6. Country of birth: 7. Marital Status :

8. Full Names of Father :

9. Full Names of Mother :

10. Height (in cms): 11. Colour of eyes.....

12. Malawi Birth Certificate No(if any) : 13. Passport No.

14. Driver's Licence No (if available):..... 15. Voter ID No. (if available):.....

16. Nationality :

17. I certify that I am legally resident in Malawi as I was granted Business Residence Permit/Permanent Resident Permit/Temporary Employment Permit (**delete where not applicable**) which expires on

18. I attach hereto a certified copy of my passport and Business Residence Permit/Permanent Resident Permit/Temporary Employment Permit (**delete where not applicable**)

19. In the case of a dependent of a holder of Business Residence Permit/Permanent Resident Permit/Temporary Employment Permit

- I certify that I am wife/husband/child ofwho holds Business Residence Permit/Permanent Resident Permit/Temporary Employment Permit issued by the Malawian Department of Immigration and which expires on
- I attach hereto certified copies of my husband/wife's/father's passport and Business Residence Permit/Permanent Resident Permit/Temporary Employment Permit and my passport/my Adoption Order/my birth certificate

I certify that the above information is correct and I am aware that I could face criminal prosecution if this information is incorrect in material respect.

Signed/Thumb impression:

Name : **Date:**

I, District Registrar for City Council hereby state that I have checked this Application and certify that the same has been duly completed and the particulars attached hereto are in accordance with the National Registration Act and the Regulations to the best of my knowledge and information.

Signed :..... Date:

..... District Registrar Official Stamp

ACKNOWLEDGMENT OF RECEIPT

I, District Registrar for District/City Council acknowledge receipt of the application for registration in the National Register by

.....

Signed:..... Date:.....

..... District Registrar Official stamp:.....

**FORM OF STATUTORY DECLARATION IN SUPPORT OF
LATE APPLICATIONS** **NR3**

WARNING;-In terms of Section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration shall be guilty of committing an offence.

I,..... of declare and make oath as follows:

- 1. That I wish to apply for registration in the National Register and issuance of an identity Card to me, the time for such registration having expired.
- 2. That I wish to apply for registration of the birth/death of the time for such registration having expired.
- 3. That we wish to apply for registration of marriage of and the time for such registration having expired

(Delete whichever is not applicable)

- 4. That the reasons for not applying within the prescribed period are ***(not ignorance of the law)***:
 - (a)
 - (b)
 - (c)

And I make this Oath conscientiously believing the same to be true and by virtue of the provisions of the Oaths Affirmation and Declarations Act 1967.

Signed/Thumb Impression :.....

Date:.....

Before me

.....
COMMISSIONER FOR OATHS

NATIONAL REGISTRATION ACT

FORM NR4

NATIONAL IDENTITY CARD FOR MALAWIAN CITIZEN

FRONT

BACK

REPUBLIC OF MALAWI
NATIONAL IDENTITY CARD

Malawi flag

Photo

SURNAME:.....

GIVEN NAMES:.....

DATE OF BIRTH:.....

NATIONAL ID NUMBER:.....

SEX:.....

55mm

90mm

Background and other security features

DATE OF ISSUE:.....

HOME ADDRESS

.....

Village/Town T/A District

PHYSICAL RESIDENTIAL Address

.....

.....

Bar Code


PROPERTY OF MALAWI GOVERNMENT
(If found, deliver to the nearest District Commissioner or Police Station)

NATIONAL REGISTRATION ACT

FORM NR5

IDENTITY CARD FOR NON MALAWIAN CITIZEN

FRONT

 **REPUBLIC OF MALAWI**
IDENTITY CARD

Malawi flag

Photo

SURNAME:.....
GIVEN NAMES :.....
NATIONALITY:.....
DATE OF BIRTH:.....
ID NUMBER:.....
DATE OF EXPIRY:.....
SEX:.....

Background and other security features

BACK

DATE OF ISSUE:.....PERMIT NO:.....
PHYSICAL RESIDENTIAL ADDRESS IN MALAWI
.....
.....
POSTAL ADDRESS.....
.....

Bar Code

PROPERTY OF MALAWI GOVERNMENT
(If found, deliver to the nearest District Commissioner or Police Station)

55mm

90mm

NATIONAL REGISTRATION ACT

**FORM OF STATUTORY DECLARATION IN SUPPORT OF APPLICATION
FOR REPLACEMENT OF IDENTITY DOCUMENT NR6**

WARNING;-In terms of Section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration shall be guilty of committing an offence.

I,..... of declare and make oath as follows:

- 1. That my Identity Card No. Issued on
- 2. That my said Identity Card was lost/destroyed/defaced/does not reflect correctly my particulars/contain a photograph which is no longer a recognizable image of me and I need a replacement Identity card.
- 3. That the circumstances in paragraph (2) above arose as a result of the following:
 - (a)
 - (b)
 - (c)
- 4. That the circumstances in paragraph (2) and (3) herein were not due to any fault or negligence on my part.

And I make this Oath conscientiously believing the same to be true and by virtue of the provisions of the Oaths Affirmation and Declaration Act 1967.

Signed :..... Date:.....

Before me

.....
COMMISSIONER FOR OATHS

NATIONAL REGISTRATION ACT

FORM NR7

NATIONAL REGISTER

PART I – MALAWIAN CITIZENS

FULL NAMES	NATIONAL IDENTITY NUMBER			HOME ADDRESS			PHYSICAL RESIDENTIAL ADDRESS			SEX M/F	PLACE OF BIRTH	DATE OF BIRTH				
				VILLAGE/TOWN	TA	DISTRICT	VILLA GE/ TOWN	TA	DISTRICT							
MARITAL STATUS	FULL NAMES AND NATIONALITY OF FATHER AND ID			FULL NAMES AND NATIONALITY OF MOTHER AND ID			HEIGHT	COL OUR OF EYE S	PASSPORT NO., BIRTH CERTIFICATE NO., DRIVER'S LICENCE NO., & VOTER ID NO.				SPECIAL OBSERVATIONS	PHOTOGRAPH	FINGER-PRINT	DATE OF DEATH
	NA ME	NA TI ON ALI TY	ID	NA ME	NA TI ON ALI TY	ID			PAS SPO RT NO.	B/C ERTI FIC ATE NO.	D/LI CEN CE NO	VOT ER ID				

PART II – NON MALAWIAN CITIZENS

FULL NAMES	NATIONAL IDENTITY NUMBER	COUNTRY OF PERMANENT RESIDENCE	PHYSICAL RESIDENTIAL ADDRESS IN MALAWI			SEX M/F	PLACE OF BIRTH	DATE OF BIRTH	MARITAL STATUS
			VIL LA GE/ TO WN	TA	DIS TRI CT				

FULL NAMES OF FATHER	FULL NAMES OF MOTHER	HEIGHT	COLOUR OF EYES	PASSPORT NO., BIRTH CERTIFICATE NO., DRIVER'S LICENCE NO., & VOTER ID NO.				SPECIAL OBSERVATIONS	PHOTOGRAPH	FINGER-PRINT
				PASSPORT NO	B/CERTIFICATE NO.	D/LICENCE NO.	VOTER ID NO.			

BIRTH REPORT

NR8

WARNING;-In terms of Section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration of Birth of a person shall be guilty of committing an offence.

Part 1 DETAILS OF CHILD	1	Surname	First name	Other names			
	2	Date of Birth	DD MM YYYY	3	Sex Male <input type="checkbox"/> Female <input type="checkbox"/>		
	4	Place of birth (Tick the appropriate option):					
		a) Hospital	Name				
		b) Home	Address	District	TA Village		
		c) Others	Give details				
	5	Birth weight (in Kilogrammes) - . - - -					
6	Type of Birth: a) Single b) Twin c) Triplet d) Other (specify) : (Tick the appropriate option and for Twins write 1 st of 2, 2 nd of 2, 1 st of 3 etc.)						
7	Are the parents of the Child Married to each other? If yes, date of marriage		YES DD MM YYYY	<input checked="" type="checkbox"/>	NO YYYY	<input checked="" type="checkbox"/>	
PART 2 DETAILS OF MOTHER	1	Maiden surname name	First name	Other	2	ID No.	
	3	Date of birth	DD MM YYYY		4	Nationality	
	5	Physical residential address	District	TA	Village		
	6	Home address	District	TA	Village		
	7	Gestational Age at birth	In weeks				
	8	Number of prenatal visits	9	Month of pregnancy prenatal care begun			
	10	Mode of delivery: a) SVD b) Vacuum Extraction c) Breech d) Forceps d)Caesarean Section					
	11	Number of children born alive to the mother, including this child					
	12	Number of children born alive to the mother, and still living					
	13	Level of education: a) none b) Primary c)Secondary d) higher education (Enter completed level of education)					
	PART 3 DETAILS OF FATHER (if known)	1	Surname name	First name	Other	2	ID No.
		3	Date of birth	DD MM YYYY		4	Nationality
		5	Physical residential address	District	TA	Village	
6		Home address	District	TA	Village		

PART 4 ACKNOWLEDGEMENT OF PATERNITY: A CHILD BORN OUT OF WEDLOCK	Court Order attached YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
	OR I hereby declare that I am the natural Mother's permission to the acknowledgement father of the above child of Paternity	
	<input type="text"/>	<input type="text"/>
	Initials & Surname Signature Initials & Surname	
	Signature	
	ID No. ID NO.	
	Date Date	
	

PART 5 INFORMANTS DETAILS	1	Surname First name Other	2	ID No.	
	3	Relationship to child			
	4	Address District TA Village/Location			
		Postal address Telephone Number			
5	<i>I certify that the above information is correct and I am aware that I could face criminal prosecution if this information is incorrect material respect.</i>				
	Date Informant	Signature/Thumb mark of			

Verification by Village Headman and a Senior Member of the Village

We, Village Headman..... and Senior Member, of the Village T/A,
.....District hereby certify that the information given above in relation to the Informant and the Child in question is correct to the best of my knowledge and belief.

Signed:or Thumb print:Date:
Village Headman

Signed:or Thumb print:Date:
Senior Member of the Village

Verification by a Religious Institution

ICleric of (Institution) hereby certify that the information given above in relation to the Informant and the child in question is correct to the best of my knowledge and belief.

Signed: Date:
Name: **Title:** **Specify Religious Body:**

FOR OFFICIAL USE ONLY

Recommendation by the District Registrar

I hereby state that I have checked this application and certify that the same has been duly completed in accordance with the National Registration Act and the Regulations thereof to the best of my knowledge and information.

Signature with Stamp

Date of Registration: Day.....Month.....20.....

Birth Register entry number.....

ACKNOWLEDGMENT OF RECEIPT

Acknowledge the receipt of Birth Report of:

-----, on -----
Surname **First name** **Other names** **Date**
as reported by -----

Signature ----- **Date** **Official stamp**

Form NR9

MALAWI LOGO

LINE BAR CODE
Serial No.

REPUBLIC OF MALAWI

NATIONAL REGISTRATION ACT, 2010

CERTIFICATE OF BIRTH

(Regulation 26)

1. Birth Entry Number	01/2341002/2013
2. Registration Number	001217623
3. Name	Aisha Bello
4. Date of Birth	09 th April, 2013
5. Sex	Female
6. Place of Birth	Bwaila Hospital, Lilongwe
7. Name of Mother	Mary Banda
8. Name of Father	Juma Bello
9. Date of Registration	24 th April, 2013

I hereby certify the above to be a true and correct extract from the Birth Register kept at NRB.

Dated this 15th day of May, 2013

Emboss seal

.....
Signature of the designated person of
NRB

DEATH REPORT

NR10

WARNING;-In terms of section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration of Death of a person shall be guilty of committing an offence

PERSONAL DETAILS OF DECEASED	1	Surname	First name	Other names
	2	ID No.	3 Nationality	4 Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
	5	Date Of birth <input type="text" value="DD MM YY"/>	6 Birth Certificate No.	7 Date of death <input type="text" value="DD MM YY"/>
	8	Place of death (Tick the appropriate box)		
		<input type="checkbox"/> Hospital/Institution	Name	
		<input type="checkbox"/> Home (Place of residence)	Address	District TA Village/Location
		<input type="checkbox"/> Others		
	9	Cause of death(For Hospital deaths)		
		IMMEDIATE CAUSE		
		a)..... (Final disease or condition resulting to death) Due to(or as a consequence of)		
		Sequentially list conditions, if any, leading to		
	b)..... immediate cause. Enter UNDERLYING CAUSE last. Due to(or as a consequence of)			
	c)..... Due to(or as a consequence of)			
10	Home address of the deceased			
11	In case this is a female death, did the death occur while pregnant, at the time of delivery or within 6 weeks after the end of pregnancy? a) Yes b) No			
PART 2 DETAILS OF PARENTS	1	Mother's name	2	ID No.
	3	Father's name	4	ID No.
PART 3 INFORMAN TS DETAILS	1	Name	2	ID No.
	3	Relationship to the deceased		
	4	Address	District TA	Village/Location
		Postal address	Telephone Number	
5	<i>I certify that the above information is correct and I am aware that I could face criminal prosecution if this information is incorrect material respect.</i>			
	Date	Signature/Thumb mark of Informant		

Verification by Village Headman and a Senior Member of the Village

We, Village Headman..... and Senior Member, of the Village T/A,District hereby certify that the information given above in relation to the Informant and the Deceased in question is correct to the best of my knowledge and belief.

Signed: or Thumb print:Date:
Village Headman

Signed: or Thumb print:Date:
Senior Member of the Village

Verification by a Religious Institution

ICleric of (Institution) hereby certify that the information given above in relation to the death of the deceased in question is correct to the best of my knowledge and belief.

Signed: Date:
Name: Title: Specify Religious Body:

FOR OFFICIAL USE ONLY

Recommendation by the District Registrar

I hereby state that I have checked this application and certify that the same has been duly completed in accordance with the National Registration Act and the Regulations thereof to the best of my knowledge and information.

Signature with Stamp

Date of Registration: Day.....Month.....20....

Birth Register entry number.....

ACKNOWLEDGMENT OF RECEIPT

Acknowledge the receipt of Death Report of:

-----, on -----
Surname First name Other names Date

as reported by -----

Signature ----- **Date** **Official stamp**

Name of deceasedwith ID
 No.....
 date of birth.....Sexhas died on and
 the Burial Report has been issued vide entry No.....
 Report given to.....with ID
 No..... residence
 of.....Tel. No.....
 Dated.....

NATIONAL REGISTRATION ACT

BURIAL REPORT

NR11

WARNING;-In terms of section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration of Death of a person shall be guilty of committing an offence

Section-2

It is hereby certified that*name*.....with ID No.....
 date of birth.....sex..... has died on.....at
 Home*name of village*.....TA district, whose death details
 have been entered in the Village Death Register vide entry No.....

Date

Signature VHM

Section-3

I, the undersigned Headman of Village.....TA.....
 District....., hereby certify that the body of*name of person*.....,
 with ID No.....date of birth.....sex.....who died
 on.....at Home/HospitalName of
 village/Hospital,.....TA.....district was interred
 at.....*name of the cemetery or exact place of burial*
 on...../.....20..... vide Death Register entry No.

Date

Signature VHM

HOSPITAL DEATH REPORT

NR12

WARNING; In terms of section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration of Death of a person shall be guilty of committing an offence

1. Name of Deceased:
Surname First name Other name

2. ID No.

3. Date of Birth of Deceased DD MM YYYY

4. Age (in years)

5. Sex (Male/female)

6. Details of Death

a) Date DD MM YYYY

b) Place

7. Cause of Death

IMMEDIATE CAUSE (Final disease or condition resulting to death)

a)
Due to (or as a consequence of)

Sequentially list conditions, if any, leading to immediate cause. Enter UNDERLYING CAUSE last.
(Disease or injury that initiated events resulting to death)

b)
Due to (or as a consequence of)
c)
Due to (or as a consequence of)

8. Name and title of attending Doctor/Medical Official

9. Detail of Medical Officer/Hospital Official Registering the Death

Name and Title

Signature

Hospital date and Stamp

Form NR13

MALAWI LOGO

LINE BAR CODE
Serial No.

REPUBLIC OF MALAWI
NATIONAL REGISTRATION ACT, 2010
CERTIFICATE OF DEATH
(Regulation 39)

1. Death Entry Number	02/234023/2012
2. Registration Number	0121623
3. Name of Deceased	Tom Banda
4. Date of Birth	29 th March, 1963
5. Sex	Male
6. Date of Death	21 st June, 2012
7. Place of Death	K C Hospital, Lilongwe
7. Name of Mother	Patricia Banda
8. Name of Father	Gift Banda
9. Date of Registration	24 th July, 2013

I hereby certify the above to be a true and correct extract from the Death Register kept at NRB.

Dated this 29th day of July, 2013

Emboss seal

.....
Signature of the designated person of
NRB

NATIONAL REGISTRATION ACT
REPORT OF MARRIAGE

NR14

WARNING;-In terms of Section 43 of the ACT, any person, who furnishes false information or forges any document for the purpose of obtaining registration of marriage shall be guilty of committing an offence.

Part A
(Particulars of Parties to the Marriage)

1. Full Names of Husband

Surname	First Name	Other Names
---------	------------	-------------

2. Full Names of Wife

Maiden name	First Name	Other Names
-------------	------------	-------------

3. Home address of Husband

Village	Traditional Authority	District
---------	-----------------------	----------

4. Home address of Wife

Village	Traditional Authority	District
---------	-----------------------	----------

5. Identity Card No.

Husband	Wife
---------	------

6. Date of Birth.....

Husband	Wife
---------	------

7. Nationality.....

Husband	Wife
---------	------

8. Passport No (If available).....

Husband	Wife
---------	------

9. Citizenship No. for naturalized Citizen or citizen by registration

Husband	Wife
---------	------

10. Type of marriage

Marriage Act	Customary	Christian
Asiatic	Other specify	

11. In the case of marriage other than under Marriage Act
 - We declare that our marriage is not within the prohibited degrees of consanguinity under the Laws of Malawi
12. In the case of Marriage other than under Customary Law
 - We attach hereto certified copy of our marriage certificate

We certify that the above information is correct and we are aware that we could face criminal prosecution if this information is incorrect in material respect.

Signed

Husband	Wife	Date
---------	------	------

Witnesses and verified by.....

Name.....
Marriage Advocate for husband

Name.....
Marriage Advocate for wife

Part B

(Verification **Certification by the Village Headman**)

We, Village Headmen and hereby certify that the information or particulars given above is correct in respect of the Applicants.

Signed/Thumb impression:
Date:.....

Signed/Thumb impression:
Date:.....

Village Headman of Husband

And Village Headman of Wife

Part C

(Verification by Representative of Religious Institution)

I..... being of registered religious Institution named Certify that the information above is correct.

Signed

Name

Official stamp.....

Title.....

Date:.....

Part D

(Recommendation by District Registrar)

I, District Registrar for District, hereby state that I have checked this Application and certify that the same has been duly completed and the particulars attached hereto are in accordance with the National Registration Act and the Regulations to the best of my knowledge and information

Signed :.....

Date

.....District Registrar

Official stamp

Part E

Acknowledgement of Receipt

I District Registrar for District acknowledge receipt of the application for registration of marriage of and

Signed:.....

Date:.....

..... District Registrar

Official Stamp

REPUBLIC OF MALAWI
NATIONAL REGISTRATION ACT, 2010
CERTIFICATE OF REGISTRATION OF MARRIAGE
 (Regulation 46)

	<i>Husband</i>	<i>Wife</i>
1. Name	John Mataya	Lilian Manda
2. Date of Birth	09 th April, 1973	09 th April, 1985
3. Nationality	Malawian	Malawian
4. Date of Marriage	20 th June, 2013	
5. Place of Marriage	CCAP Church, Lilongwe	
6. Marriage Entry Number	01/2341002/2013	
7. Marriage Registration Number	001217623	

I hereby certify the above to be a true and correct extract from the Marriage Register kept at NRB.

Dated this 15th day of July, 2013

Emboss seal

.....
 Signature of the designated person of
 NRB

NATIONAL REGISTRATION ACT

FORM NR16

VILLAGE REGISTER – NATIONAL REGISTRATION (KALEMBERA WA DZIKO)

Village :.....
District:.....

Traditional Authority:.....

Village Code.....
Code:.....

Traditional Authority Code..... District

Mayina Onse (Full Names)	Mwamuna/ Mkazi (Sex)	Tsiku Lobadwa (Date of Birth)	Malo obadwira (Place of Birth)	Mayina a makolo ndi nambala ya ziphaso za dziko (Names of Parents and Number of National identity Cards)	Malo okhala (Principal place of Residence)	Nambala satifiketi kubadwa chadziko (Birth Cer Number)
				Bambo (Father): Mai (Mother) :		
				Bambo (Father): Mai (Mother) :		
				Bambo (Father): Mai (Mother) :		
				Bambo (Father): Mai (Mother) :		
				Bambo (Father): Mai (Mother) :		
				Bambo (Father): Mai (Mother) :		
				Bambo (Father): Mai (Mother) :		
				Bambo (Father): Mai (Mother) :		
				Bambo (Father): Mai (Mother) :		
				Bambo (Father): Mai (Mother) :		

NATIONAL REGISTRATION ACT

FORM NR17

HOSPITAL MONTHLY REPORT OF BIRTHS

DISTRICT:

FOR THE MONTH OF, 20__

Name of Health Facility	Number of Births			Name and Title of Reporting Officer
	Males	Females	Total	

Signed.....

Date:.....

Name.....

Hospital Stamp.....

Position.....

NATIONAL REGISTRATION ACT

FORM NR18

HOSPITAL MONTHLY REPORT OF DEATHS

DISTRICT:

FOR THE MONTH OF, 20__

Name of Health Facility	Number of Deaths			Name and Title of Reporting Officer
	Males	Females	Total	

Signed..... Date:.....

Name..... Hospital Stamp.....

Position.....