

SHORT VERSION OF THE STANDARD OPERATING PROCEDURES FOR REGISTERING VITAL EVENTS IN RWANDA (USER GUIDE)

1. Who is a civil registrar in Rwanda?

The civil registrar is a civil servant, of Rwandan nationality, who must not have been sentenced to a prison term of six (6) months or more and who oversees civil status operations at the level of the decentralized administrative entity or a representative of Rwanda in a foreign country and any other person authorized by law.

2. What are the roles and responsibilities of a civil registrar?

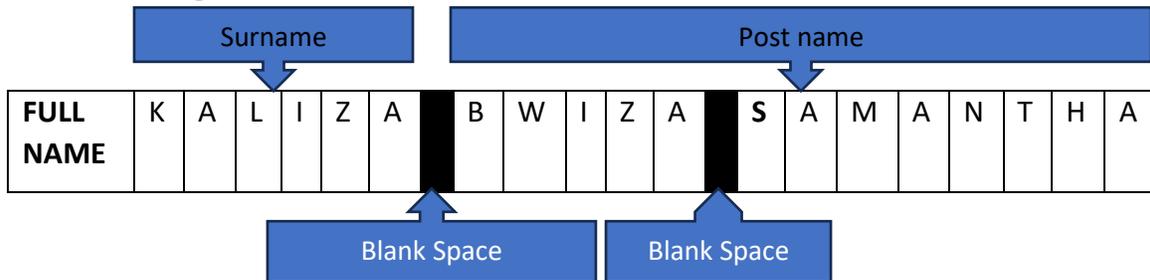
- receipt of civil status declarations for registration in the civil status register
- reminding people to avoid making false declarations with respect to civil status.
- drawing up civil status records relating to the declarations he/she registers, correcting errors and issuing copies.
- keeping and preserving civil status registers
- registering all judgments relating to civil status
- approving the application for emancipation of a minor
- directing the guardianship council and approving the guardian
- compiling civil status statistics
- celebrating and registering civil marriages after ensuring that the future spouses meet the conditions required by law.

3. What precautions should be taken when recording vital events?

- Civil registrars may not refuse to draw up an act provided for by law, nor may they draw it up contrary to the declarations of the parties, nor may they draw it up on their own initiative. However, the civil registrar is required to ensure that all civil status events occurring within his or her jurisdiction are known to him or her and recorded.
- When registering a civil status event, the civil registrar may not draw up a civil status record and get involved in it in any other capacity. For example, civil registrars are prohibited from celebrating their own marriage, that of their spouse, ascendants, descendants, collaterals, and parents-in-law up to and including the second (2nd) degree.
- The civil registry services are inspected at least once a year by the competent supervisors according to their areas of jurisdiction. If deemed necessary, a civil registrar may be sanctioned for misconduct. They are individually liable (civil, criminal, or administrative liability) for any fault or offence committed intentionally or through negligence in the performance of their duties.
- Before drawing up a record, the civil registrar informs the concerned party or interested party or his/her representatives and witnesses about penalties provided for by the law against those who make false declarations.

4. How names are entered when registering vital events

Only the person's current legal name must be registered in full, in capital letters, without abbreviations, titles, prefixes and suffixes, unless there is a separate field for the title. It must not offend public decency or the moral integrity of individuals. It consists of a surname and a title, and this order must be strictly respected when drafting administrative documents.



5. How are dates entered when registering vital events?

Unless otherwise indicated, the officer completing the form must enter the date in the order of day, month, and year (DD/MM/YYYY), with no spaces between the dates. In some cases, where the space reserved for the date is not clearly indicated on the boxes, the date may be separated by a slash.

6. How are addresses or locations entered when registering vital events?

Where a field requires a location or place where an event occurred to be provided, it is important to state the specific geographic location, taking into consideration the village, cell, sector, District and Province/City where necessary. Unless otherwise required, the address of person for purpose of completing any form refers to the place of usual residence of the person.

7. How is the information recorded during registration of vital events protected?

The Registration Assistant must ensure that every information recorded during registration of vital events are kept from the view of the public and anyone who is not legally required to have access to the information.

8. How is sex entered when registering vital events?

A person's sex is the one recorded on their birth certificate. Unless otherwise indicated, the sex must be entered in full, in the form male or female, and not in abbreviated form.

9. How much does a civil status document cost?

N	Civil status Document	Payable fee
1	Fee for a Civil status record	Rwf 1,500 ¹
2	Fee for the Short civil status record (Extract)	Rwf 1,000
3	Copy of a civil status record issued abroad	USD 15
4	Copy of an extract of a civil status record issued abroad	USD 10
5	Fee for the birth certificate	Rwf 500
6	Fee for the marriage certificate)	Rwf 500
7	Fee for the certificate of celibacy	Rwf 500
8	Fee for anyone wishing to marry on a day other than the day officially set by the district Council	Rwf 50,000

10. What are the steps involved in obtaining a civil status document after successfully declaring the event for registration?

- Register using the national ID and the telephone number recorded on the ID or register (Return Applicant) on the IremboGov platform (<https://irembo.gov.rw/auth/register>). The application can also be made via the USSD by dialling *909#.
- Once the applicant has completed the application, he or she uses the billing number received by phone, SMS or e-mail to pay online with a VISA or MasterCard card or chooses another option (Mobile Money on various telecommunications companies or a visit to a nearby bank) for paid services.
- Once the payment has been made, the applicant will receive another SMS and/or e-mail to confirm the payment.
- Citizens who do not have the technical means to follow the above instructions are normally invited to visit agents in all villages for assistance.
- Once the local registrar has received the application, it is reviewed and either approved or rejected. Applicants then receive a text message on their mobile phone informing them whether their application has been approved or rejected. If approved, the certificates are ready to be printed.

11. Can a registered civil status record be rectified?

Yes, but only the rectification of a material error or omission is carried out by the civil registrar at the written request of any interested person. The rectification of a clerical error or a material omission is carried out by the civil registrar at the written request of any interested person. The rectification of clerical error applies to documents normally drawn up within a period not exceeding 30 days. Refusal to rectify a civil status record or an unsatisfactory rectification may be appealed to the civil registrar's superior or, as a last resort, to the competent court within the time limit and in the form provided by law. However, Amendments are not simple clerical errors, but changes made to original documents, mainly based on court decisions to correct an alleged error or to amend documents based on new circumstances.

¹ Presidential Order n°036/01 of 16/02/2017 determining fees paid for a civil status records.

12. Can missing civil status registers and forms be reconstructed?

Yes, if no register has been kept or if it has been lost, the request for restoration of a register or deed will be accepted. In the event of the total or partial disappearance of registers due to the tearing or loss of one or more leaves, they must be reconstituted or restored in accordance with the procedures in force. For further details, please refer to the complete SOPs.

13. Is it possible to transcribe the civil status records of foreigners and those established abroad?

Yes, any foreign national whose domicile or residence is in Rwanda may have his or her civil status record established by a Rwandan civil registrar, in accordance with standing procedures. The person concerned applies to the civil registrar of his or her place of residence if his or her domicile is unknown. Any civil status document of a Rwandan or a foreigner drawn up in a foreign country and established in the forms followed in that country is authentic in Rwanda unless there is obvious doubt. Any legal document emanating from a foreign country or in the event of doubt as to the authenticity of a document emanating from a foreign country, the document is examined by the court according to the exequatur procedure before being transcribed into the Rwandan system for its validity on national territory. The declaration with a view to the transcription of a civil status record in Rwanda must be certified as true to the original by the diplomatic mission or consular post from which it emanates.

14. Is electronic recording in civil registers legal?

Yes, the "Article 330 n° 32/2016 of 20/08/2016 revised in 2020 on electronic registration in civil status registers stipulates that all civil status registers must be available in electronic format within three (3) years from the publication of this law in the Official Gazette of the Republic of Rwanda. However, the usual civil status register will continue to be used with the electronic register for a period not exceeding six (6) months from the use of the electronic civil status register. After this period, only the electronic register will be used".

15. Is the sharing of information on registration for events of vital events regulated to protect individuals' personal information and privacy?

Yes, the law n° 32/2016 of 20/08/2016 revised in 2020 (LPF), notably in its article 77, paragraph 4 stipulates that the civil status registers are made available to any interested person for consultation. This should be done in full compliance with law no. 058/2021 of 13/10/2021 on the protection of personal data and privacy.

16. WHAT IS THE PROCEDURE AND DOCUMENTATION REQUIRED FOR THE REGISTRATION OF CRITICAL EVENTS IN RWANDA?

1. STANDARD OPERATIONAL PROCEDURES FOR REGISTRATION OF LIVE BIRTH				
#	STEP	REQUIRED DOCUMENTATION/GENERAL REQUIREMENTS	THE PROCESS	LEGAL INSTRUMENTS
1	Medical proof of birth in health facilities	<ul style="list-style-type: none"> • Copy of the identity card/passport of the parent(s); • If there is no national identity card, any other identity document of the parents; • copy of the marriage certificate if they are married legally. 	A maternity register is completed by the health professional who attended the birth. A birth form (proof) is prepared and issued to the informant/family member ² to prepare the birth declaration	Article 9 of law no. 001/2020 of 02/02/2020 amending law no. 32/2016 of 28/08/2016 governing the person and the family ³ (LPF)
1	Proof of home birth	<ul style="list-style-type: none"> • Copy of the identity card(s) of the parent(s). • In the absence of an identity card, any other identity document of the parent(s) legally accepted by law. • Copy of the marriage certificate if the couple are legally married. 	The village chief draws up the community birth proof of birth in the presence of the declarant and two witnesses aged 18 or over. The proof is given to the informant/declarant, who gives the form to the cell's executive secretary so that the birth can be registered in the presence of the witnesses.	Article 2 of Presidential order N°092/01 of 21/09/2020 determining responsibilities of the Executive Secretary of Cell.
1	Notification/Declaration of birth in the prison or detention centre	<ul style="list-style-type: none"> • The permission and ID document of the child's parents 	<ul style="list-style-type: none"> • The director of a prison must declare to the civil registrar of the place where the prison is located the child born in the prison of which he/she is director. • Registration must be completed within 30 days of the date of birth. 	Article 100 of the LPF

² The informant or declarant is the child's father or mother or, if this is not possible, a person to whom they have given authorization or any person exercising parental authority over the child. Alternatively, the declarant may be any other person present at the child's birth or a close relative.

³ For ease of writing, it is called LPF for short.

1	Declaration of foundlings	<ul style="list-style-type: none"> • Note on the facts and circumstances in which the child was found issued by the National Child Development Agency • Medical report determining the date of birth or any other information relating to the child's condition. • ID of the Declarant/Informant 	Any person who finds an abandoned newborn whose father and mother are unknown is required to declare the birth, within 30 days, to the civil registrar of the place where the child was found, for registration and issue of a provisional birth certificate. A child found in health facility with unknown parents will be declared by the social worker of the health facility concerned.	Article 102 of the LPF
1	Declaration of birth of a child born out of wedlock	<ul style="list-style-type: none"> • Copy of the identity card(s) of the parent(s). • In the absence of an identity card, any other identity document of the parent(s) legally accepted by law. • Copy of the marriage certificate if the couple are legally married. 	<ul style="list-style-type: none"> • Parents must declare the birth of their child born out of wedlock within 30 days from the date of births. • The child's presumed father or mother must be present when the child is registered. • If one of the presumed parents is not present, the registrar will inform him or her before registering the child under his or her name. If the parent informed agrees, the child is immediately registered under his or her name. • In the event of a dispute concerning the recognition of the child by either parent, the matter is referred to the competent court. 	Article 103 of the Law N° 001/2020 of 02/02/2020 amending Law n° 32/2016 of 28/08/2016 (i.e., LPF)
2	Electronic recording of births in health facilities in the NCI-CRVS system.	<ul style="list-style-type: none"> • Birth notification form • Access to the NCI-CRVS database • Access to the NPR 	The health facility's data manager enters the information into the national centralized and integrated CRVS system (NCI-CRVS). The medical birth notification form, together with copies of the national identity card and other documents collected, are given to the health facility registrar within 30 days from date of birth. More details are found in the Ministerial	Article 9 of the LPF

			Order no. 002/07.01 of 27/07/2020 (page 61-66)	
	Electronic recording of home births in the NCI-CRVS system.	<ul style="list-style-type: none"> • Birth notification form • Access to the NCI-CRVS database • Access to the NPR 	The data collected on the community birth notification form are entered into the national centralized and integrated CRVS (NCI-CRVS) by the Cell's executive secretary within 30 days from date of birth. More details are found in the Ministerial Order no. 002/07.01 of 27/07/2020 (page 61-66)	Article 2 of Presidential order N°092/01 of 21/09/2020 determining responsibilities of the Executive Secretary of Cell.
3	Verification, Validation, and Registration	<ul style="list-style-type: none"> • Birth notification form • Access to the NCI-CRVS database • Access to the NPR 	The civil registrar checks the information in the NCI-CRVS against the physical birth notification form. Certain information, such as name of parents, date of birth and nationality, is checked against the NPR	LPF and the Presidential order N°092/01 of 21/09/2020
4	Certification	<ul style="list-style-type: none"> • Application via IremboGov platform • The payment of the required fee 	The system automatically creates a birth record in the Electronic Document Management System (EDMS) with newly allotted NIN. Once the registration has been completed, the application has been made correctly via the IremboGov platform and the required fees have been paid, the electronic birth record/certificate stored in EDMS can be printed on the prescribed form.	Article 14 of Presidential Order n° 075/01 of 04/12/2023
5	Generation of civil status statistics	Access to NCI-CRVS statistical data items	Statistical data items of birth registration record available in digital form are used by the NISR to compile vital statistics. The birth data records available to the NISR do not include individual identifiers but do include geographical location codes.	Article 3(3, (4), (5), (6), (7), (8) and (9) of Law N°53bis/2013 of 28/06/2013 establishing NISR.

2. STANDARD OPERATIONAL PROCEDURES FOR REGISTRATION OF DEATH

#	STEP	REQUIRED DOCUMENTATION/GENERAL REQUIREMENTS	THE PROCESS	LEGAL INSTRUMENTS
1	Medical proof of death in health facility	<ul style="list-style-type: none"> • Health facility death register • Copy of the ID card of the deceased. • In absence of ID card, any other identity documents of the deceased. 	<p>Before the cadaver leaves the health care facility, the medical certification of cause of death must be completed and given to the family and the data manager. If the death occurs in a healthcare facility that does not have a medical officer, the hospital that oversees the healthcare facility will determine how the MCCOD will be issued.</p> <p>The information relating to the items on MCCOD is collected from two sources, namely the health facility death register established in the ward and relative or spouse of the deceased or any other person who has sufficient information on the civil status of the deceased.</p>	Article 13 of the LPF and the Ministerial order N° 001/07.01 of 27/07/2020.
	Proof of home death	<ul style="list-style-type: none"> • Copy of the deceased's identity card, • If there is no identity card, any other document from the deceased. • Two witnesses (and their ID Documents) who are at least eighteen (18) years old. 	The village chief draws up the community death notification of death in the presence of the declarant and two witnesses aged 18 or over. The proof is given to the informant/declarant, who gives the form to the cell's executive secretary within 30 days from the date of death so that the death can be registered in the presence of the witnesses.	Presidential order N°092/01 of 21/09/2020
2	Electronic recording of death in health facilities in the NCI-CRVS system.	<ul style="list-style-type: none"> • Death notification form • Access to the NCI-CRVS database • Access to the NPR • copy of the deceased's identity card 	The data manager enters the information from the MCCOD form into the NCI-CRVS within 30 days from the date of death. The underlying cause of death, as it appears on the MCCOD form for deaths occurring in a healthcare institution, is coded using ICD codes and entered into the NCI-CRVS system. More details are found in the Ministerial Order no. 002/07.01 of 27/07/2020 (page 69-74).	LPF and the Presidential order N°092/01 of 21/09/2020.

	Electronic recording of home death in the NCI-CRVS system.	<ul style="list-style-type: none"> • Community Death notification form • Access to the NCI-CRVS database • Access to the NPR • copy of the deceased's identity card • Declarant/Informant • Two adult witnesses 	The data collected on the community death notification form are entered into the national centralized and integrated CRVS (NCI-CRVS) by the Cell's executive secretary within 30 days of the date of death. More details are found in the Ministerial Order no. 002/07.01 of 27/07/2020 (page 69-74).	LPF and the Presidential order N°092/01 of 21/09/2020.
3	Verification, Validation, and Registration	<ul style="list-style-type: none"> • Death notification form • Access to the NCI-CRVS database • Access to the NPR • copy of the deceased's identity card • the Declarant/Informant • Two witnesses 	<p>The civil registrar checks the information in the NCI-CRVS against the physical death notification form. Certain information such as name, date of birth and citizenship, is checked against the National Population Register.</p> <p>Verification and registration in the NCI-CRVS is carried out by the registrar in the presence of the declarant who, after checking the accuracy of the information, gives his or her consent.</p> <p>After the verification, the Civil Registrar digitally signs the death record in the NCI-CRVS to complete the registration.</p> <p>A National Identity Number (NIN) is automatically marked as 'deceased.'</p> <p>The death is registered digitally with NIN generated in the death registration record. A National Identity Number (NIN) is automatically marked as 'deceased.' The death is registered digitally with NIN generated in the death registration record.</p>	LPF and the Presidential order N°092/01 of 21/09/2020.
4	Certification	<ul style="list-style-type: none"> • Application via IremboGov platform • The payment of the required fee 	<p>The system automatically creates a death record in the Electronic Document Management System (EDMS) with newly allotted NIN.</p> <p>Once the registration has been completed, the application has been made correctly via the</p>	Article 14 of Presidential Order n° 075/01 of 04/12/2023.

			IremboGov platform and the required fees have been paid, the electronic death record/certificate stored in EDMS can be printed on the prescribed form.	
5	Generation of civil status statistics	Access to NCI-CRVS statistical data items	Statistical data items of death registration record available in digital form are used by the NISR to compile vital statistics. The death data records available to the NISR do not include individual identifiers but do include geographical location codes.	Article 3(3, (4), (5), (6), (7), (8) and (9) of Law N°53bis/2013 of 28/06/2013 establishing NISR.

3. STANDARD OPERATIONAL PROCEDURES FOR REGISTRATION OF MARRIAGE

CASE TYPE 1: THE REGISTRATION OF CIVIL MARRIAGE FOR NATIONALS (BOTH GROOM AND BRIDE) CELEBRATED IN RWANDA

#	STEP	REQUIRED DOCUMENTATION/GENERAL REQUIREMENTS	THE PROCESS	LEGAL INSTRUMENTS
1	Declaration of civil marriage and review of the required documents	<ul style="list-style-type: none"> Physical presence of the intending spouses Submission of proof that the couple are not related in the direct line Choice of the matrimonial regime by the intending spouses Birth certificate of each of the intending spouses (Minimum legal age for marriage is twenty-one (21) years) 	The future spouses must present all the required documents to the civil registrar in the place of domicile or residence of one of the prospective spouses. The intending spouses choose the matrimonial property regime seven days before the wedding (after having been informed and educated about all the options available).	Articles 169-172 of the LPF
2	Verification, Celebration, and registration	<ul style="list-style-type: none"> Certificate of celibacy or extract of death certificate of the former spouse or extract of judicial decision of divorce or annulment of the former marriage. 	<ul style="list-style-type: none"> Electronic recording of information in NCI-CRVS system. Fixing the date and time of the marriage ceremony and publication of the marriage notice (At least twenty (20) days prior to the marriage celebration (If this period of publication is shortened under special circumstance, this must be indicated in the marriage record) Appearance of the future spouses accompanied by a representative of each family and two (2) witnesses of legal age. 	Article 174, 182, 183, 184 and 185 of the LPF

		<ul style="list-style-type: none"> • Authorization of marriage without publication for justified reasons, if necessary 	<ul style="list-style-type: none"> • The future spouses take an oath. • After ensuring that all the legal conditions have been met and that there are no objections to the marriage, the civil registrar takes the oath. • Anyone wishing to marry on a day other than the day officially set by the Council must pay a fee not exceeding Rwf50,000. • The marriage register is signed by the civil registrar, the spouses, representatives for each family and two (2) witnesses. More details are found in the Ministerial Order no. 002/07.01 of 27/07/2020 (page 75-80) 	
3	Certification	<ul style="list-style-type: none"> • Application via IremboGov platform • The payment of the required fee 	<p>The system automatically creates a marriage record in the Electronic Document Management System (EDMS) with newly allotted NIN.</p> <p>Once the registration has been completed, the application has been made correctly via the IremboGov platform and the required fees have been paid, the electronic marriage record/certificate stored in EDMS can be printed on the prescribed form.</p>	Article 14 of Presidential Order n° 075/01 of 04/12/2023.
4	Generation of civil status statistics	Access to NCI-CRVS statistical data items	Statistical data items of marriage registration record available in digital form are used by the NISR to compile vital statistics. The marriage data records available to the NISR do not include individual identifiers but do include geographical location codes.	Article 3(3, (4), (5), (6), (7), (8) and (9) of Law N°53bis/2013 of 28/06/2013 establishing NISR.

CASE TYPE 2: REGISTRATION OF MARRIAGE OF FOREIGNERS CELEBRATED IN RWANDA

- Marriage between foreigners celebrated in Rwanda is governed by the same considerations as above, however the substantive conditions are governed by the law of each of the spouses, more details can be found in article No 179 of the LPF.
- Article 97 of the same law stipulates that when the marriage is celebrated in Rwanda and one or both spouses are foreign nationals, the civil registrar must, within thirty (30) days following the celebration of the marriage, forward the copy of the marriage certificate to the Minister having Foreign Affairs in his or her attributions who, in turn, forwards it to the diplomatic or consular representation of the foreign spouse's country of origin in Rwanda.

- If one of the future spouses is Rwandan, the substantive conditions are governed by Rwandan law for the Rwandan and by the law of the country of which the foreigner is a national. In both cases, the marriage ceremony will be governed by Rwandan law.
- For a marriage of a foreigner celebrated in Rwanda, they must present certified documents from their countries attesting that they are legally authorised to marry according to national laws, issued by the competent entity in their country of origin. These documents must be approved by the Rwandan Ministry of Foreign Affairs and International Cooperation. In case of doubt, the civil registrar must consult his superior to check that the marriage is not contrary to good morals and moral integrity applicable in Rwanda

CASE TYPE 3: REGISTRATION MARRIAGE OF RWANDANS CELEBRATED IN A FOREIGN COUNTRY

- **The marriage between a Rwandan and a foreigner:**

If celebrated in a foreign country is governed by the law of the country where the marriage is celebrated about the form, and regarding substantive requirements for a Rwandan, by the Rwandan law.

- **Marriage between Rwandans celebrated in a foreign country:**

If it is performed in a foreign country, in a Rwandan embassy or consulate, it is governed by Rwandan law as regards form and substance. If it is celebrated in a foreign country where there is no Rwandan representative, it is governed by the law of the country where the marriage is celebrated as regards form and by Rwandan law as regards substantive requirements. The obligations arising from marriage are governed by articles 203 to 210 of the LPF.

4. STANDARD OPERATIONAL PROCEDURES FOR REGISTRATION OF DIVORCE

CASE TYPE 1: REGISTRATION OF DIVORCES WHERE BOTH SPOUSES ARE RWANDAN

#	STEP	REQUIRED DOCUMENTATION/GENERAL REQUIREMENTS	THE PROCESS	LEGAL INSTRUMENTS
1	Filing of the divorce file, hearing, and decision on the case (divorce decree procedure)	The grounds for divorce are set out in articles 218 and of the LPF.	<p>The petitioner's request (one of the interested spouses or both spouses may submit it if the divorce is sought by mutual consent) is referred to the competent court where the spouses last had their marital residence or where the defendant is domiciled. The petitioner submits file via the platform: https://iecms.gov.rw/en/</p> <p>After a period of three (3) months following the judge's attempt to advise the spouses, they persist in their intention to divorce, the judge decides to authorize them to continue with the divorce proceedings. If the conditions laid down by law are met, the divorce is granted by a judgment.</p>	Article 218 of the LPF

2	Declaration and notification of the order	<ul style="list-style-type: none"> • The judgment order • ID Document • Marriage certificate 	<p>Both spouses serve the judgment on the registrar of the place where the marriage was celebrated and on the registrar of the place where the spouses are domiciled. Failing this, service is made by any other interested person.</p> <p>The chief registrar of the court that has given the final decision on the divorce may only notify the civil registrar if so requested.</p>	Article 239 of the LPF
3	Registration of divorce		<p>The extract from the judgment is entered in the divorce register in NCI-CRVS. More details can be found in the Ministerial Order no. 002/07.01 of 27/07/2020 (109-114)</p>	Article 239 of the LPF

CASE TYPE 2: DIVORCE INVOLVING A FOREIGNER: THE LAW APPLICABLE TO DIVORCE BETWEEN FOREIGNERS.

The law applicable to divorce between foreigners or between a foreigner and a Rwandan is the same as the law applicable to their marriage (article 247 of the LPF):

- The conditions of divorce between foreigners in Rwanda are governed by the national law of each of the spouses.
- When the divorce is pronounced by the competent court in Rwanda and one or both spouses is a foreign national, the civil registrar must, within thirty (30) days following the pronouncement and registration of the divorce, forward a copy of the divorce decision to the Minister of Foreign Affairs who, in turn, forwards it to the diplomatic or consular representation of the foreign spouse's country of origin in Rwanda.
- For a foreigner to register a divorce in Rwanda, he or she must present certified documents from his or her country attesting that he or she is legally divorced according to national laws, issued by the competent entity in his or her country of origin, or he/she must present the exequatur judgement issued by the Rwandan courts. In case of doubt, the civil registrar must consult his superior to check that the divorce is not contrary to good morals and moral integrity applicable in Rwanda.

5. STANDARD OPERATIONAL PROCEDURES FOR REGISTRATION OF ANNULMENTS				
#	STEP	REQUIRED DOCUMENTATION/GENERAL REQUIREMENTS	THE PROCESS	LEGAL INSTRUMENTS
1	The plaintiff submits the application for nullity to the court	The grounds for absolute nullity of marriage and relative nullity of marriage are set out in articles 193 and 196 of the LPF	The petitioner submits file via the platform: https://iecms.gov.rw/en/ An action for absolute nullity may be brought before the courts by either spouse or by any interested party. An action for relative nullity, on the other hand, may only be brought by the spouses.	Articles 193 and 196 of the LPF
2	Court order		The court declares the marriage null and void and issues a judgment in favor of the plaintiff.	
3	The registration of the court order	<ul style="list-style-type: none"> • The court order • Certificate of marriage • ID 	<p>The applicant must request the registrar of the place where the marriage took place to enter the annulment in the space reserved for this purpose in the marriage register.</p> <p>Chief Registrar of the court having decided the dissolution or annulment of marriage in last instance notifies upon request by the civil registration authority.</p>	Articles 193, 196 and 239 of the LPF

6. STANDARD OPERATIONAL PROCEDURES FOR REGISTRATION OF JUDICIAL SEPARATION				
#	STEP	REQUIRED DOCUMENTATION/GENERAL REQUIREMENTS	THE PROCESS	LEGAL INSTRUMENTS
1	Filing of the legal separation file (legal separation application), hearing and decision on the case (legal separation judgment procedure)	The grounds for legal separation are set out in articles 218 of the LPF.	If, after a period of three (3) months following the judge's attempt to advise the spouses, they persist in their intention to separate, the judge decides to authorise them to continue with the legal separation proceedings. If the conditions laid down by law are met, legal separation is granted by means of a judgment.	Article 218 of the LPF

2	Declaration and notification of the court decision	<ul style="list-style-type: none"> • The judgment order; • ID Document • Marriage certificate 	<p>Both spouses serve the judgment on the registrar of the place where the marriage was celebrated and on the registrar of the place where the spouses are domiciled. Failing this, service is made by any other interested person.</p> <p>The registrar of the court that gave the final ruling on the legal separation notifies the civil registrar of the decision at the request of the person concerned.</p>	Article 218 of the LPF
3	Registration of legal separation		The excerpt from the judgment is registered in the space allotted for that purpose for both the marriage record and birth record of spouses.	

7. STANDARD OPERATIONAL PROCEDURES FOR REGISTRATION OF LEGAL RECOGNITION OF A CHILD				
#	STEP	REQUIRED DOCUMENTATION/GENERAL REQUIREMENTS	THE PROCESS	LEGAL INSTRUMENTS
1	Establishing the status of the child	<ul style="list-style-type: none"> • Birth record for a living child • Death record for a deceased child • Proof of pregnancy for a conceived baby 	Specification of the status of the child to be recognized as: a living child, a conceived child, provided he/she is born alive and a deceased child if he/she left descendants.	Articles 264 of the LPF
2	Registration of recognition		<p>The recognition of a child by one spouse is done before a civil registrar and does not require the other spouse's consent. It has an effect only in respect of the spouse having recognized the child. However, the other spouse must be notified of such recognition by the civil registrar. The recognition is recorded in the NCI-CRVS.</p> <p>The recognition register is signed by the civil registrar, the parent who recognises the child as his or</p>	Articles 265 of the LPF

			her own and two adult witnesses. More details can be found in Ministerial Order no. 002/07.01 of 27/07/2020 (page 93-98)	
3	Certification	<ul style="list-style-type: none"> • Application via IremboGov platform • The payment of the required fee 	<p>The system automatically creates a recognition record in the Electronic Document Management System (EDMS) with newly allotted NIN.</p> <p>Once the registration has been completed, the application has been made correctly via the IremboGov platform and the required fees have been paid, the electronic recognition record/certificate stored in EDMS can be printed on the prescribed form.</p>	Article 14 of Presidential Order n° 075/01 of 04/12/2023.
4	Generation of civil status statistics	Access to NCI-CRVS statistical data items	Statistical data items of recognition registration record available in digital form are used by the NISR to compile vital statistics. The recognition data records available to the NISR do not include individual identifiers but do include geographical location codes.	Article 3(3, (4), (5), (6), (7), (8) and (9) of Law N°53bis/2013 of 28/06/2013 establishing NISR.
<ul style="list-style-type: none"> • For a child already recognized by another person, the court nullifies the previous recognition by a final court order before the second recognition is permitted. • For an abandoned child, recognition is done if a parent reappears. However, such recognition doesn't in any way entail restoration of his/her parental authority if the child has been adopted. 				

8. STANDARD OPERATIONAL PROCEDURES FOR REGISTRATION OF LEGITIMATION

#	STEP	REQUIRED DOCUMENTATION/GENERAL REQUIREMENTS	THE PROCESS	LEGAL INSTRUMENTS
1	Registration of legitimation	<ul style="list-style-type: none"> • Birth record of child • Marriage record 	The legitimation of a child is recorded in a civil status register at the place where the marriage took place or at the child's place of birth. This legitimation is entered in the place provided for this purpose in the NCI-CRVS and linked to the birth record of the legitimated child. ⁴ Legitimation takes effect on the date of registration.	Articles 271 of the LPF
		<ul style="list-style-type: none"> • Birth record(s) of the descendant(s) • Death record(s) of the parent(s) • Marriage record (s) of the ascendants 	For the deceased parent(s) having left behind descendants, the Legitimation is done for the deceased in the benefit of descendants.	Articles 272 of the LPF

9. STANDARD OPERATIONAL PROCEDURES FOR REGISTRATION OF ADOPTION

CASE TYPE 1: PROCEDURE FOR THE REGISTRATION OF SIMPLE ADOPTION IN RWANDA

#	STEP	REQUIRED DOCUMENTATION/GENERAL REQUIREMENTS	THE PROCESS	LEGAL INSTRUMENTS
1	Consent to adopt a child	<ul style="list-style-type: none"> • When the parents are alive, or one is dead or incapacitated. • When a child has neither father nor mother or both are in a state of incapacity to express themselves. • When child lives in the foster family or orphanage • Child must be below 18 years 	Consent to adopt child is provided by parent(s) or a Family Council or by a person vested with the child's custody or Head of a foster family or orphanage when the child stays in an orphanage upon authorization from the civil registrar of the place where the orphanage is situated.	Articles 288-290 of the LPF

⁴ The registration of legitimization of a child in the NCI-CRVS system updates the particulars of the child in the birth register.

2	Official request to adopt a child	<ul style="list-style-type: none"> • Identification document of adoptive parent(s) (ID, passport, or any other official document) 	After the consent for the adoption of a child has been granted to the adoptive parent(s), the adoptive parent(s) officially requests to adopt a child below 18 years.	Articles 288-290 of the LPF
3	Fill in the information in the NCI-CRVS, Validation of the information	<ul style="list-style-type: none"> • Physical presence of Adoptee and adoptive parent(s) • Birth record of the adoptee • Biological parent(s) if the child lives with parent(s)/Family representative if a child lives in a foster family/ Orphanage representative if a child lives in an orphanage. • Two Witnesses aged 18 and above. 	<p>Once a child's adoption has been approved, the information relating to the simple adoption is recorded electronically in the NCI-CRVS system. The information relating to the registration of the simple adoption is then validated, and the registration is completed.</p> <p>The adoption register is signed by the civil registrar, the adoptive parent and two adult witnesses.</p>	Article 20 of the LPF
4	Issuance of a preliminary adoption record, pending court approval, to the adoptive parent	Civil registrar	<ul style="list-style-type: none"> • Physical presence of Adoptive parent(s) 	
5	The adoptive parent(s) applies for approval of the adoption record to the relevant court.	<ul style="list-style-type: none"> • Adoptive parent • Court 	The approval of adoption by the court is subject to the examination of all the circumstances and prerequisites required by the law.	Article 300-305 of the LPF
6	The adoptive parent having been granted adoption by the court must register that	<ul style="list-style-type: none"> • Chief Registrar of the Court. • Civil registrar. • Adoptive parent 	<ul style="list-style-type: none"> • Final court judgement. • Registration of the court judgement order must be done within two (2) months from the date on which the judgment became final. • Adoptive parent(s) 	Article 306 of the LPF

	order in the civil register within two (2) months from the date on which the judgment became final			
7	Certification	<ul style="list-style-type: none"> • Application via IremboGov platform • The payment of the required fee 	Once the registration has been completed, the application has been made correctly via the IremboGov platform and the required fees have been paid, the electronic recognition record/certificate stored in EDMS can be printed on the prescribed form.	Article two of Presidential Order N° 036/01 of 16/02/2017

CASE TYPE 2: PROCEDURE FOR THE REGISTRATION OF FULL ADOPTION IN RWANDA

1	Expression of interest in adopting a child	Must be at least three (3) years older than the adoptee if they are related up to the seventh (7th) degree.	<ul style="list-style-type: none"> • The adoptive parent(s) presents intent to adopt a child under full adoption. • If the adoption is made by one of the spouses, the other spouse's consent is required unless he/she is unable to express his/her consent. However, such consent does not make him/her a joint adoptive parent. No person shall be adopted by several parents unless he/she is adopted by a married couple. • In the adoption of twelve (12) years old child and above, consent is mandatory unless he/she is unable to express his/her will. His/her refusal entails the interruption of the adoption process. • A person shall not be adopted if he/she is aged more than eighteen (18) years. 	Articles 296, 300, 301 and 302 of the LPF
2	Application for adoption	<ul style="list-style-type: none"> • Person or persons • applying for adoption • The parents of the child if they are alive or the head of the Family Council. • At least two (2) witnesses. 	The procedures for full adoption require the application for adoption to be made before the civil registrar of the domicile of the child to be adopted, in the presence of the person or persons applying for adoption, the parents of the child if they are alive or the head of the Family Council and at least two (2) witnesses. If he/she finds that all the requirements to adopt the child are fulfilled, the civil registrar draws up an adoption record which is filed in a court to grant the approval. However, application for full adoption must first be considered by the competent authority.	Article 304 of the LPF

3	Approval of the adoption record by the competent court		The adoptive parent(s) applies for approval of the adoption record and the approval is settled by the relevant court through a summary proceeding, after examining whether it was done in the child's interest and if other prerequisites regarding age and consent were fulfilled.	Article 300-305 of the LPF
4	Registration of adoption judgement	<ul style="list-style-type: none"> • Final court judgement. • Registration of the court judgement order must be done within two (2) months from the date on which the judgment became final. • Adoptive parent(s) 	The adoption judgment is registered in the register of adoption records and mentioned in margins of the birth record of the adopted child ⁵ . The adoptive parent having been granted the adoption by the court must register that order in the civil register within two (2) months from the date on which the judgment became final. The Chief Registrar of the Court which decided on adoption in the last instance informs the civil registrar on adoption.	Article 306 of the LPF

CASE TYPE 3: PROCEDURE FOR THE REGISTRATION OF INTER-COUNTRY ADOPTION IN RWANDA

1	Submit the adoption application	Article 8 of Ministerial Order No001/MIGEPF/2017 of 16/01/2017 determining the conditions to be considered in international adoption sets	Submit the adoption application to the Ministry of Gender and Family Promotion via the National Child Development Agency (MIGEPF/NCDA)	The articles 8 of the Ministerial Order N°001/MIGEPF/2017 of 16/01/2017
2	Application review and response to the application	out the required documents, all of which must be certified by a notary authorised in the applicant's country of residence.	MIGEPF/NCDA analyses all documents submitted by the applicant and gives within thirty (30) days through the organ in charge of implementation of Treaties and International agreements related to child adoption and collaboration in adoption matters in the applicant's country of domicile, a response notifying him/her that the file is complete, additions to complete the file or rejection of the application	Articles 317-318 of the LPF and the articles 9-16 of the Ministerial Order N°001/MIGEPF/2017 of 16/01/2017
3	Getting child's contact with the adoptive applicant		Where the Ministry approves the application for adoption, it goes in search of desired child within six (6) months and notifies the applicant that the child is found. The Ministry asks the applicant to come to the country to complete the procedures provided for by	Ibid

⁵ After the final court judgement is issued to the adoptive parent(s), and registration of adoption completed, the birth register in the NCI-CRVS system is automatically updated with the new particulars of the adoptee (which electronically serves as the margin of the birth register).

			law, gives him a certificate of approval of his application and puts him/her in contact with the child to be adopted. When the required child is not found, the Organ notifies the applicant within six (6) months.	
4	Drawing up the adoption file		The civil registrar of the child's domicile draws up the adoption file. It is done in the presence of the adoptive parents with at least two (2) witnesses aged at least eighteen (18) years and submitted to the competent court for approval.	Ibid
5	Decision of the court	<ul style="list-style-type: none"> • Civil registrar adoption record • ID documents 	The application for approval of the adoption record is settled by the relevant court by summary proceedings.	Ibid
6	Registration of an adoption judgment	<ul style="list-style-type: none"> • Civil registrar adoption record • Court Judgement decision • ID documents 	The adoptive parent having been granted adoption by the court must register that judgment in the civil register within two (2) months from the date on which the judgment became final. The Chief Registrar of the Court which decided on adoption in the last instance informs the civil registrar on adoption.	Ibid
7	Submission of the copy of the adoption record	<ul style="list-style-type: none"> • Civil registrar adoption record • Court Judgement decision • ID documents 	The adoptive parent submits a copy of the adoption record issued by the civil registrar and a copy of the decision of the court approving the adoption to MIGEPROF/NCDA.	Ibid
8	Report of the adoptive parent	Annual report on the health conditions of the adopted child	The international adoptive parent must provide an annual report on the health conditions of the adopted child to the national body responsible for the application of international treaties and agreements relating to adoptions in his or her country, which in turn submits it to MIGEPROF/NCDA and provides a copy to the Rwandan embassy in that country.	Ibid
9	Collaboration of organs in follow up of child's health conditions	List of intercountry adopted children	Throughout the Ministry in charge of foreign affairs, annually and any time considered necessary, the, MIGEPROF/NCDA submits to all Embassies of Rwanda the list of intercountry adopted children and their respective countries of location for follow up on their health conditions.	Ibid

10. STANDARD OPERATIONAL PROCEDURES FOR REGISTRATION OF GUARDIASHIP

CASE TYPE 1: CASE TYPE 1: PROCESS FOR THE REGISTRATION OF GUARDIANSHIP OF A MINOR

#	STEP	REQUIRED DOCUMENTATION/GENERAL REQUIREMENTS	THE PROCESS	LEGAL INSTRUMENTS
1	The appointment of a guardian	1. Reasons for placing individual under guardianship: <ul style="list-style-type: none"> • In case of loss, absence or disappearance of both parents or when they are unknown; • In case paternity and maternity are denied; • When both parents are still alive but deprived of parental authority; • When the surviving parent has a disability preventing him/her from fulfilling his/her parental responsibility; 	The surviving spouse has the right to appoint a guardian by will before the civil registrar or the guardian council.	Articles 120, 122, 124, 129 and 130 of the LPF ⁶
2	Electronic recording of information in NCI-CRVS system		Once all the conditions for guardianship have been met and the appointed guardian, two adult witnesses and the minor are present, along with their documents (such as an identity card or passport), the civil registrar's assistant enters the information in the NCI-CRVS.	Ministerial Order N° 002/07.01 of 27/07/2020 determining the number, type, format and use of civil status registers, page 87 ⁷
3	Verification and registration	2. Establishment of the Guardianship Council 3. The existence of a guardian 4. Copy of the judgment in the event of absence/disappearance of the parents, deprivation of parental authority and denial of paternity and maternity, death certificate of both parents of the minor or birth certificate indicating that both parents are unknown. 5. Will appointing the guardian signed before the registrar by the surviving parent before his or her death or report by the guardianship council on the guardian appointed by the disabled surviving parent or decision by the guardianship council appointing the guardian made before the registrar accompanied by the minutes of the	The civil registrar checks and validates the information in the NCI-CRVS and signs the act of guardianship. Two witnesses and the guardian also sign.	Ibid

⁶<https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=74510&token=38404246c2b27ef578e13f44bc9948bd52b9b7a5>

⁷<https://www.nida.gov.rw/index.php?eID=dumpFile&t=f&f=44591&token=29c229ba6ddd2b7ee30c478a55305d450f0a8552>

		<p>family council concerning the six members chosen to make up the guardianship council and the identity papers of all the minor's brothers and sisters who have reached the age of majority, where available.</p> <p>6. Certificate of integrity issued by the Executive Secretary of Cell of the appointed guardian.</p>		
4	Certification	<ul style="list-style-type: none"> • Application via IremboGov platform • The payment of the required fee 	Once the registration has been completed, the application has been made correctly via the IremboGov platform and the required fees have been paid, the electronic guardianship record/certificate stored in EDMS can be printed on the prescribed form.	Article two of Presidential Order N° 036/01 of 16/02/2017
CASE TYPE 2: PROCESS FOR FOSTERING A MINOR INTO A FAMILY				
1	Receipt of application to foster a child	<ul style="list-style-type: none"> • Judgment concerning the ground for establishment of guardianship or death records of minor's both parents or birth record showing that both parents are unknown 	The Civil registration officer from residence or domicile of minor will receive the application to foster a child	Articles 131-132 of the LPF
2	Electronic recording of information in NCI-CRVS system	<ul style="list-style-type: none"> • Family council minutes • Foster carer agreement • Guardianship council report awarding guardianship to foster carer 	If all the conditions required for fostering are met, i.e. the presence of the minor and the foster carer, as well as that of two adult witnesses and their documents (such as an identity card or passport), the appropriate register (similar to that mentioned above for guardianship of a minor) must be completed, verified and signed.	ibid
3	Certification	<ul style="list-style-type: none"> • Application via IremboGov platform • The payment of the required fee 	Once the registration has been completed, the application has been made correctly via the IremboGov platform and the required fees have been paid, the electronic record/certificate stored in EDMS can be printed on the prescribed form.	Article two of Presidential Order N° 036/01 of 16/02/2017

CASE TYPE 3: THE REGISTRATION OF MINORS UNDER THE GUARDIANSHIP OF THE STATE				
1	Receipt of application to foster a child	<p>7. Reasons for placing individual under guardianship:</p> <ul style="list-style-type: none"> • In case of loss, absence or disappearance of both parents or when they are unknown; • In case paternity and maternity are denied; • When both parents are still alive but deprived of parental authority; • When the surviving parent has a disability preventing him/her from fulfilling his/her parental responsibility; 	<ul style="list-style-type: none"> • Minor meets one of grounds for establishment of guardianship. • Report compiled by district covering all information from village to district reports on minors identified as needing to be placed under state guardianship. • Approval of MIGEPROF/NCDA 	Article 128 of the LPF
2	Electronic recording of information in NCI-CRVS system	<ul style="list-style-type: none"> • Presence of minor and determined person to host the minor under the State guardianship, either: <ul style="list-style-type: none"> ☞ Representative of family if there is a family that agrees to take care of the minor or ☞ of a Centre that ensures the welfare of children, if there is no family that manifest the will to take of that minor • Representative of NCDA. 	If all the conditions required are met the appropriate register (similar to that mentioned above for guardianship of a minor) must be completed, verified and signed.	Ibid
3	Certification	<ul style="list-style-type: none"> • Application via IremboGov platform The payment of the required fee 	<ul style="list-style-type: none"> • Once the registration has been completed, the application has been made correctly via the IremboGov platform and the required fees have been paid, the electronic record/certificate stored in EDMS can be printed on the prescribed form. 	Article two of Presidential Order N ^o 036/01 of 16/02/2017
CASE TYPE 4: THE REGISTERATION OF GUARDIANSHIP OF AN ADULT WITH A MENTAL DISABILITY				
1	Registration of judgment in NCI-CRVS system	<ul style="list-style-type: none"> • Copy of final Judgment declaring a person to be legally incapacitated • Presence of court appointed guardian and his/her documentation. 	The civil registrar in the person's place of residence or domicile will register the judgment in the NCI-CRVS system.	Articles 147-149 of the LPF

2	Certification	<ul style="list-style-type: none"> • Application via IremboGov platform • The payment of the required fee 	Once the registration has been completed, the application has been made correctly via the IremboGov platform and the required fees have been paid, the electronic record/certificate stored in EDMS can be printed on the prescribed form.	Article two of Presidential Order N° 036/01 of 16/02/2017
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CASE TYPE 5: THE REGISTRATION OF THE GUARDIANSHIP OF A MARRIED PERSON OR THAT AN ADULT PERSON LIVING WITH PARENTS

1	Registration of judgment in NCI-CRVS system	<ul style="list-style-type: none"> • Married person/adult person living with parents with mental disability is registered in the National Population Register • Copy of final Judgment declaring a married person to be legally incapacitated • Presence of another spouse or parents, depending on the situation, who are automatic guardians and their documents. 	The civil registrar in the person's place of residence or domicile will register the judgment in the NCI-CRVS system.	Articles 150 of the LPF
2	Certification	<ul style="list-style-type: none"> • Application via IremboGov platform • The payment of the required fee 	Once the registration has been completed, the application has been made correctly via the IremboGov platform and the required fees have been paid, the electronic record/certificate stored in EDMS can be printed on the prescribed form.	Article two of Presidential Order N° 036/01 of 16/02/2017