



THE REPUBLIC OF RWANDA



STANDARD OPERATING PROCEDURES (SOPs) FOR CIVIL REGISTRATION AND VITAL STATISTICS SYSTEM IN RWANDA

Revision 03, December 2023

ACRONYMS AND ABBREVIATIONS

BPM	: Business Process Map
CEC	: Cell Executive Secretary
CHUB	: Centre Hospitalier Universitaire de Butare
CHUK	: Centre Hospitalier Universitaire de Kigali
CHW	: Community Health Worker.
CoD	: Causes of Death
CR	: Civil Registration
CRO	: Civil Registration Officer,
CRVS	: Civil Registration and Vital Statistics.
DG	: Director General
DG/RG	: Director General/Registrar General
HMIS	: Health Management Information System
ICD	: International Classification of Diseases
KFH	: King Faisal Hospital
LPF	: Law N°32/2016 of 28/08/2016 governing persons and family revised in 2020.
MCCH	: Maternal Child and Community Health
MCCOD	: Medical Certificate of Cause-of-death
MINALOC	: Rwanda Ministry of Local Government
MINIJUST	: Ministry of Justice.
MOH	: Rwanda Ministry of Health
MYICT	: Ministry of Youth and Information, Communication & Technology.
NCDA	: National Child Development Agency
NCI-CRVS	: National Centralised and Integrated Civil Registration and Vital Statistics
NGO	: Non-Governmental Organization
NIDA	: Rwanda National Identification Agency
NISR	: National Institute of Statistics of Rwanda
NPR	: National Population Registry.
ODK	: Open Data Kit.
PS	: Permanent Secretary
RBC	: Rwanda Biomedical Centre.
RMH	: Rwanda Military Hospital
RSSB	: Rwanda Social Security Board
RWF	: Rwandan Francs
SDGs	: Sustainable Development Goals
SOPs	: Standard Operating Procedures.
UN	: United Nations.
UR	: University of Rwanda
VA	: Verbal Autopsy.
VS	: Vital Statistics.

PREFACE

The legal and policy framework for civil registration in Rwanda needs additional tools to ensure the streamlining of the CRVS system. Civil registration laws make health facilities responsible for registering births and deaths in their facilities. The laws also make the executive secretaries of the cells the civil registrars responsible for registering births and deaths that occurred in the communities. These officers are in addition to sector, district, and embassy registrars, who are responsible for registering the nine (9) vital events: birth, death, marriage, annulment of marriage, divorce, adoption, recognition, guardianship, and legitimation. These Standard Operating Procedures (SOPs) aim to define the processes and procedures to be followed for the registration of vital events in Rwanda.

A comprehensive and efficient Civil Registration and Vital Statistics System (CRVS) is essential for the collection and use of information relevant to the provision of services to members of a given population. When organized effectively, CRVS can play a key role for all institutions and individuals requiring specific data or information. The information obtained from an optimal CRVS system is essential for tracking individual births, profiling mortality and causes of death, and monitoring the dynamics of key demographic indicators. These data play a fundamental role in planning and monitoring public health outcomes, as well as a wide range of outcomes in other policy areas.

Vital event registration systems involve multiple business processes and, as a result, different actors are involved in the notification, registration, and certification of these vital events, as well as in the use of the systems' outputs. The standard operating procedures have been designed to establish clear process paths by incorporating the ten CRVS steps recommended by best practice. The involvement of multiple institutions and stakeholders requires guidance on how to share, produce and access civil registry information.

We hope that the SOPs will provide the necessary procedures and requirements to secure the services produced in the CRVS system, eliminate unnecessary bureaucracy, and achieve optimal functioning of the CRVS in compliance with Rwandan laws and international best practices.

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This document is a result of the great collaboration that exists between the National Identification Agency and various stakeholders who are dedicated to creating a positive change in the Rwandan civil registration landscape. Special appreciation goes to World Health Organization (WHO) who provided funding for the consultancy services for this document to be developed.

We appreciate all the efforts invested in the development of the current Civil Registration Standard Operating Procedures. Implementation and monitoring of these guidelines will contribute to the sector's common goal of building a stronger CRVS systems that is driven by ensuring that everyone is recognized and count.

We give our sincere appreciation to the following institutions and organizations who contributed to the development of this 2023 version:

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- ✓ UNECA

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INTRODUCTION

The civil registration system is a public service used to record information on vital events such as births, deaths, marriages, divorces, and fetal deaths. It has the following characteristics: legality, continuity and permanence, equality, official nature, adaptability, confidentiality, universality and free of charge.

Legality: This principle refers to the rule of law. All civil status activities must be carried out within the framework of the law and obey the law.

Continuity and permanence: The importance of civil registration is such that it must function without interruption. To achieve this, civil registrars must always be available and, in the event of prolonged absence, take all necessary steps to be replaced. In addition, civil registers must be permanent, i.e., they must be kept indefinitely.

Equality: The principle of equality in Civil registration and vital statistics is based on article 6 of the Declaration of Human Rights and of the Citizen of 1789. This principle requires that all people are treated in the same way by civil registration officials; they are entitled to the same record forms and are subject to the same procedural and substantive requirements. There must be no discrimination in access to the civil registration service and in the treatment of users.

Official nature: Civil status events must be recorded on official documents drawn up by the civil registration authorities and kept only in officially recognised civil registration centres established by laws and regulations.

Innovation: The civil registration system is constantly evolving to offer users a quality service. The constant use of increasingly modern equipment such as information and communication technologies (ICT) and the frequent changes made to civil registration forms are part of this process.

Confidentiality: The principle of confidentiality prohibits civil registrars from disclosing information concerning civil status records. The confidentiality of individual data depends on the quality of management and organization of the civil registry service, compliance with rules and regulations, archiving practices, ethics, and the skills of civil registrars.

Universality: The principle of universality means that the civil status system must cover the entire national territory and identify and record all civil status events that occur there. The system thus achieves 100% coverage. Any deviation from complete coverage constitutes a "coverage error". In short, it must be accessible to all citizens.

Free of charge: This principle is part of the general rule that public services should be free of charge. Civil status is therefore a free service in the sense that users do not have to pay civil registrars for carrying out their tasks.

CIVIL REGISTRATION AND VITAL STATISTICS SYSTEM IN RWANDA

Rwanda's civil registration and vital statistics system (CRVS) has recently undergone major changes to guarantee the above-mentioned basic principles that are the hallmarks of a high-performance system. These changes have involved revising the legal framework, digitalizing, decentralizing, and integrating systems to ensure optimal coverage and exhaustive recording of civil status events (live births, deaths, marriages, divorces, recognition, adoptions, guardianships, legitimation, Annulments, etc.). In fact, all civil registers are available only in electronic format from 17/02/2020 (three years after the publication of law no. 06 of 17/02/2020 in the Official Gazette of the Republic of Rwanda).

Alongside these systems' improvements, it is imperative to put in place new customized Standard Operating Procedures (SOPs) that meet the current and new regulatory framework.

In fact, before 2020, Rwanda had 446 local registration sites in 416 sectors and 30 embassies abroad. The main obstacles to registration services were long distances to registration sites, an overly complex process that prevented families from registering civil status events, and a cumbersome paper-based system that did not facilitate good record-keeping or the easy search and retrieval of documents. The government therefore decided to digitalize and integrate civil registration services into the health sector, and to decentralize registration services to bring them closer to citizens. This has led to a considerable increase in civil registration sites, with 3,220 civil registration service points in health facilities, in administrative offices at cell and sector level. In addition, attempts have been made to develop guidelines on birth and death registration to support the different levels of civil registration service delivery points. All these improvements need to be supported and reinforced by the establishment of standards and adherence criteria to ensure that all stakeholders share the same behaviors and values.

PURPOSE OF DEVELOPING SOPs FOR CRVS SYSTEM

The Standard Operating Procedures (SOPs) provide clear guidance and detailed instructions necessary for the consistent and efficient execution of civil registration operations. As a result, the registry office, ministries, departments, and agencies involved in CRVS carry out a chain of events, activities and decisions leading to service delivery. These chains of events, activities and decisions require a standardization mechanism to help the main CRVS players systematize their internal processes and move forward in a unified and coherent manner. In Rwanda, the various actors involved are located at decentralized levels (villages, cells, sectors, health facilities and district administrations, etc.) and at central level (MINALOC, MOH, NIDA, NISR, RBC, RLRC and others). Given the multi-sectoral nature of the CRVS system, standard operating procedures are therefore crucial to maintaining the operational integrity of all these stakeholders.

The fundamental objective of a standard operating procedure for civil registration is to provide clear and concise instructions for the consistent execution of routine civil registration operations. By providing a step-by-step guide on how tasks should be performed, SOPs aim to ensure that civil registration is carried out consistently, efficiently, and securely, regardless of who is

performing the task. In addition, SOPs are an essential tool for civil registrars to comply with the regulatory framework and CRVS standards, reducing the risk of errors and deviations. The too frequent turnover of registration staff at all levels of administration presents a challenge in terms of maintaining the level of knowledge and understanding required for the effective delivery of registration services. Whilst regular training of staff in registration management and operations is an important means of addressing these issues, the provision of an easily accessible standard operating procedures manual for registration staff at all levels to use as a daily reference guide will go a long way to improving the efficiency of registration services.

SCOPE AND APPLICABILITY

These procedures and guidelines apply to the management of civil registration business processes in Rwanda. All civil registry officials, irrespective of their affiliation and whether they perform their duties inside or outside the country, must adhere to these guidelines and procedures.

More specifically, the standard operating procedures will cover the nine (9) vital events: birth, death, marriage, annulment of marriage (on presentation of a court decision), divorce (on presentation of a court decision), adoption, recognition, guardianship, and legitimation. As mentioned above, the standard operating procedures are intended for use by both the managers of the CRVS systems and the registration staff in the field, who are directly or indirectly involved in the day-to-day work of registration. In the field, health facility and community staff, as well as civil registrars working in local registration areas, are directly or indirectly responsible for the various registration functions, i.e., notification, declaration, validation, registration, archiving and certification. Consequently, the detailed description of the entire registration process forms the core of the SOPs. The SOPs also address the quality of the information collected during the notification and registration process. The roles and responsibilities of the different levels of staff, the relevant provisions of the law and the different forms and documents used in carrying out each of the registration functions form an integral part of the operational procedures. Special cases and exceptions have also been dealt with appropriately.

The SOPs also cover aspects that are essential to the effective management and maintenance of CRVS systems. These include monitoring, supervision, and coordination. It also includes the roles and responsibilities of other stakeholders to better understand and appreciate the integrated and holistic nature of the CRVS system.

In most cases, the current standard operating procedures only list the documents required for the registration processes, but the description of how to obtain these documents is dealt with by other sectors or systems and is not part of these standard operating procedures. In some cases, we can only provide references for further details, so that anyone interested can use these references to find out how to obtain the documents required for civil registration.

RESPONSIBILITIES OF A CIVIL REGISTRAR IN RWANDA

As the users of these SOPs are civil registrars, let us begin by defining the civil registrar, who is the backbone of the CRVS in any country. 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.

Categories of civil registrars and their immediate superiors in the Rwandan CRVS system

Categories of civil registrars	Area of responsibility	Key responsibilities	Immediate Supervisor
Cell Executive Secretary	Cell	Their remit is limited to registering births and natural deaths occurring outside the health facility, based on information provided by the chief of the village where the person was born or died. They are also responsible for determining the probable cause of death when the death occurs outside the health facility. They are responsible for issuing record for the registered events under their responsibility. The other responsibilities of the Executive Secretary of the Cell are set out in article 02 of Presidential Order n° 092/01 of 21/09/2020. ¹	Sector Executive Secretary
The Director of the Unit of nurses and midwives	Referral hospital, Provincial hospital, and District Hospital	Their role is limited to registering births and natural deaths occurring in the health facility. Other responsibilities are set out in article 3 of ministerial order no. 001/07.01 of 27/07/2020. ²	Sector Executive Secretary
Manager or officer with delegation	Health Centre or a private health facility		

¹Presidential Order No 092/01 du 21/09/2020 determining responsibilities of the Executive Secretary of Cell, Available at: <https://gazettes.africa/archive/rw/2020/rw-government-gazette-dated-2020-09-21-no-29.pdf>

²Ministerial Order N° 001/07.01 du 27/07/2020 determining the officer of the health facility with powers of civil registrar. Available at: <https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=10303&token=07391029ab9b0885b100bbb65ed5cb6ab2e96c0e>

Sector Executive Secretary	Sector	Responsible for registering the following vital events: 1. Birth (Art 66 family law in case not registered at health facility and cell) 2. Death (Art 66 family law in case not registered at health facility and cell); 3. Marriage (Art 66 for LPF); 4. Recognition of a child born out of wedlock; 5. Adoption (art 66 family law); 6. Guardianship to a minor or a any other person (art 66 family law); 7. Legitimation (Art 271family law); 8. Annulment of marriage; 9. Divorce; Responsibilities are set out in article 66 law n° 32/2016 of 20/08/2016 revised in 2020, LPF	The District Mayor or District Executive Administrator
Mayor of District	District	Supervising all civil registration services in the district catchment area, including resolving problems referred to him/her.	The Minister of Local Government
Representative of Rwanda in a foreign country	Rwandan diplomatic mission or consular representation	In particular, he/she is responsible for supervising civil status activities at embassy level (vital events occurring abroad), including the celebration of civil marriages. Responsibilities are defined in article 65 of law n° 32/2016 of 20/08/2016 revised in 2020, LPF	The Minister of Local Government through the Ministry of Foreign Affairs and International Cooperation ³
<p>High-level supervisory role</p> <p>The Ministry in charge of Civil Status (Ministry of local government) is responsible for the administrative supervision of civil status services at the national level, including the resolution of problems emanating from the decentralized level. The National Identification Agency is a government technical body responsible for implementing policy and regulations on civil registration and identification in Rwanda and is therefore helping the Ministry to modernize the CRVS system to meet the required standards. The different levels of coordination and multi-sector management of the CRVS are described on page 62 of this report.</p>			

The above-mentioned network of registrars covers the whole country, within the scope of their specific competences, and should provide registration services on a continuous, mandatory, and confidential basis. By the virtue of article 66 of the law n° 32/2016 of 20/08/2016 revised in 2020 (LPF) a civil registrar is responsible for the following:

1. receipt of civil status declarations for registration in the civil status register

³ Article 70 of law n° 32/2016 of 20/08/2016 revised in 2020 gives Minister of Local Government supervisory role of civil registration services in the Rwandan embassies

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



HEADS UP CIVIL REGISTRARS IN THE PERFORMANCE OF THEIR DUTIES

1. Civil registrars only record vital events within their competence and declarations made to them in accordance with the law.
2. 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 (Article 68 of law n° 32/2016 of 20/08/2016 revised in 2020, LPF)
3. 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 (article 69 of law n° 32/2016 of 20/08/2016 revised in 2020, LPF).
4. 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 (article 71 of the law n° 32/2016 of 20/08/2016 revised in 2020, LPF).
5. 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 ((Art 67 law n° 32/2016 of 20/08/2016 revised in 2020, LPF).

In view of the above-mentioned responsibilities of the civil registrars, we will describe their role, procedures and the requirements involved in registering nine vital events: live birth, death, marriage, divorce, recognition, adoption, guardianship, annulment, and legitimation.

GENERAL GUIDELINES FOR COMMON ENTRIES (COMMON STANDARDS)

The key and common elements for identifying a person's vital event are name, date, sex, residence, and domicile. The report highlights the need to record uniformly these key characteristics when registering a vital event in the appropriate civil register. It is important to note that civil status records contain references to these characteristics. Unless otherwise stated in this manual, the following guidelines apply to all these common entries.

Capital letters.

To ensure legible handwriting, every information to be recorded on any other form other than the digital form or register must be capitalized.

Entry of names

Whenever an entry of information into a register, a field on a form, a field on a certificate, or any other record requires the name of a person to be indicated, the following rules apply:

Structure of names and format for the entry of names

- Unless otherwise indicated, the name to be entered in the name field is the person's current legal name.
- The current legal name of the person should be recorded in full. The current legal name is the name that the person uses on all legal documents.
- Some forms (digital or physical) have separate fields for surname and, middle name, first name or post name. Where such separate fields are provided on a form, record the names in their respective fields.
- Article 36 of the law N° 32/2016 du 28/08/2016 (LPF) stipulates that the name is composed of a surname and a post name. The post-name may consist of a first name or a family name or both. This order must be strictly followed in the drafting of administrative documents, if not so, the document is invalid. However, the existing documents made in Rwanda or abroad in accordance with the provisions of laws and proceedings of the place where such documents were made remain valid.
- A name must not be offensive to good morals or to people's moral integrity (article 39 for LPF).
- A space must be left after each name, separating the first name from the middle names, two or more middle names from each other, and the middle name(s) from the surname.
- A space should be left after each name is entered, separating the first name from the middle names, two or more middle names from each other, and the middle name(s) from the last name. For example, for a person whose first name is Samantha, middle name

Bwiza and Gwiza, and surname Kaliza, the first name, middle name and surname will be recorded in the respective fields as follows:

LAST NAME/SURNAME	K	A	L	I	Z	A					
MIDDLE /FAMILY NAME	B	W	I	Z	A		G	W	I	Z	A
FIRST NAME	S	A	M	A	N	T	H	A			

Where the field for the name is not separated for the first, middle and last names; the full name of the child will be recorded as:

FULL NAME	K	A	L	I	Z	A		B	W	I	Z	A		G	W	I	Z	A		S	A	M	A	N	T	H	A
------------------	---	---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	---	---	---

- Where a form simply makes provision for the full name of a person, and does not differentiate between the fields for the first, middle, and last names, the officer responsible for completing the form must record the name in accordance with the rule for the structure of names: i.e. whether there is a double first name or a double last name, write the full name in the order of surname, followed by the middle name(s), and ending with the first name, leaving one space between the names.

Short forms of names, titles, prefixes and suffixes

- 1) Avoid writing the short form of a name: e.g., M.Mwiza for Mukamwiza, N.Shyaka for Nyirashyaka, Sam for Samuel, etc. Unless such a short form is the only given name.
- 2) Titles such as Mr., Mrs., Rev., Dr., Prof., Hajia and Alhaji, should not be added to the names unless there is a separate field for the title.

It is recommended that naming guidelines be drawn up to standardise practices throughout the country, in accordance with the national legal framework.

Entry of dates

On any form other than the digital form and where a specific date is required in a field of the vital events record, the officer completing the form should record the date in day, month and year order (DD/MM/YYYY), with no spaces between the dates. In some cases where the date space is not clearly indicated on the boxes, the date may be separated by a slash. For example, the first day of October 2023 should be recorded as follows:

Date	0	1	1	0	2	0	2	3
------	---	---	---	---	---	---	---	---

Or 01/10/2023

Addresses and Locations

The following apply where a form contains a field requiring the address of a person or the location of an event:

- 1) 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.
- 2) Unless otherwise required, the address of person for purpose of completing any form refers to the place of usual residence of the person, i.e., the geographic location where the person lives for six months or more.

In that sense, a temporary residence such as an address used during a vacation, business trip, a visit to the home of a friend or relative neither qualifies to be the residential/home address of the person.

- 3) The business address should be used only where it is expressly required or where the context requires the use of the occupational address of a person.
- 4) The Street address and house number address and location must always be used if available.
- 5) A person's domicile is the place where he is registered until he/she moves to another place. Such a move is made by re-registration in the population register of the place of the new domicile (article 53 for LPF). No one is allowed to have more than one domicile in Rwanda, although a person may have more than one residence.

Confidentiality

By virtue of article 11 of law n° 058/2021 of 13/10/2021 relating to the protection of personal data and privacy, 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.

Illiterate Declarant

Pursuant to article 82 of the Civil Status Law (Act no. 32/2016 of 20/08/2016 revised in 2020, LPF) civil status records are drawn up by the civil registrar in one of the official languages chosen by the declarant. If the person concerned, their representative or the witness does not understand an official language and the civil registrar does not understand the language in which they are making their statement, the statement will be translated by an interpreter after they have taken the oath. In this case, the cost of the interpreter is borne by the person concerned, but local authorities may use their discretion to charge for interpretation on a case-by-case basis to ensure that vulnerable people are not deprived of services, for example people with a hearing disability who do not understand one of the official languages. If the person concerned uses one of the

official languages and the registrar does not understand it, the State will cover the cost of the interpreter.

In practical terms, when registering information provided by a declarant who cannot read or write, the registration assistant must pay attention to the following points:

- ✓ The collection of data should be facilitated in a language well understood by the declarant.
- ✓ Information recorded should be read to the hearing and understanding of the declarant in their preferred language or dialect.
- ✓ The Registration Assistant shall not unduly influence the declarant or put words into his or her mouth in recording any information.
- ✓ The civil registration officer should certify (make a jurat) testifying that the declarant has fully understood or appears to understand and appreciate the contents of the information recorded, those contents having been read over and explained to the informant.
- ✓ The declarant must then thumbprint or sign (depending on their preference) to exhibit his or her approval for the information recorded.
- ✓ All information recorded on a completed form must be reviewed by the registration assistant to detect and correct any errors (spelling of names, addresses and other fields). After confirming that the information provided is correct, the registration assistant must ensure that the applicant or declarant signs to confirm the accuracy of the information.

Entry of sex

Sex is the human physiological state of being male or female. 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.

National Identity Number

Once the national identity number has been entered into a civil register in the NCI-CRVS and given that the NCI-CRVS is linked to the national population register, the NCI-CRVS register is automatically pre-filled in accordance with the national population register and the civil registrar does not necessarily have to re-enter it.

Serial/Entry Number

The entry number is the number allocated after verification, validation, and signature by the civil registrar. It is retained throughout the life of the individual registration. This unique identification number does not contain any information that could directly or indirectly endanger the individual, either now or in the future.

COSTS OF A CIVIL STATUS DOCUMENT

A civil status record is an authentic document intended to serve as proof of the occurrence and characteristics of a vital event. By the virtue of the article 85 the law n° 32/2016 of 20/08/2016 revised in 2020, LPF regulating civil registration in Rwanda, the civil registrar is obliged to issue copies or extracts of civil status records to the person concerned or their representative on presentation of a written authorization certified by the competent authority. A copy of an original record is a complete reproduction of the full record. An extract is a summary of the essential elements of an original record.

Registration of civil status events is free of charge. However, copies or extracts may be issued on payment of a fee as follows:

THE STRUCTURE OF THE FEE TO BE PAID FOR CIVIL STATUS DOCUMENTS/RECORDS.

N	Civil status Document <i>For more details on the type of civil status documents, see Ministerial order no 002/07.01 of 27/07/2020.⁴ Page 61-66</i>	Payable fee Article 14 of Presidential Order n° 075/01 of 04/12/2023 determining fees levied on services and certificates delivered by decentralized entities ⁵
1	Fee for a Civil status record	Rwf 1,500 ⁶
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 living certificate	Rwf 1,200
6	Fee for the identity certificate	Rwf 500
7	Fee for the birth certificate	Rwf 500
8	Fee for the marriage certificate)	Rwf 500
9	Fee for the certificate of celibacy	Rwf 500
10	Fee for authentication of documents	Rwf 1,500
11	Fee for the authentication of a signature on documents	Rwf 1,200
13	Fee for anyone wishing to marry on a day other than the day officially set by the district Council	Rwf 50,000
14	Any other certificates whose cost has not been determined	Rwf 1,200

⁴ Ministerial Order no 002/07.01 of 27/07/2020 determining the number, type, format and use of civil status registers, available at:

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

⁵ Article 14 of Presidential Order n° 075/01 of 04/12/2023 determining fees levied on services and certificates delivered by decentralised entities, available at:

https://www.rra.gov.rw/fileadmin/user_upload/presidential_order.pdf

⁶ Presidential Order n°036/01 of 16/02/2017 determining fees paid for a civil status records.

Important note on the fee payable for civil status documents

To ensure full coverage of registration, it is recommended that no fee be charged when the registration of civil status events takes place within the time limit prescribed by the regulatory framework.

Some exceptions may be applied in case of non-compliance with the laws or if free registration has not been obtained due to the ill will of the persons concerned. For example, late or delayed registration or correction of incorrect data previously provided can be paid as an incentive to comply with the national regulatory framework. However, the country should ensure that fines or penalties are not counterproductive. In addition, many experts believe that a fee should be charged for the replacement of a lost or stolen identity document, so that citizens attribute sufficient value to it. In any case, it is imperative to find the right balance between what the state wants to ensure the registration of these irregular events and what citizens are willing or able to pay.

It is encouraged to revisit the topic of fees for issuing documents based on civil registration records. Reference: Recommendation paragraph 8 of the first conference of African Ministers responsible for CRVS.

Member States should adopt laws and policies that strengthen existing institutions responsible for CRVS to ensure timely, compulsory, and free birth registration for all children including refugees, migrants, IDPs, stateless children within host countries. Reference: Recommendation 18 (iv) of the fifth Conference of Ministers responsible for CRVS.

Steps to request a civil-status document through Irembogov Platform

- ☞ 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.

According to article 83 of the Civil registration law no. 32/2016 of 20/08/2016, revised in 2020 (LPF), copies and extracts must be digitally signed by the civil registrar and sealed with his or her seal.

If the civil registrar dies or other reasons prevent him or her from signing certain records, they shall be signed by another civil registrar designated for this purpose by the competent authority. The reasons why this decision was taken under these conditions are included in the document

concerned. Where one of the parties to the record has not signed the record and is unable to do so because of death, disappearance or absence, any interested person may ask the court to validate the record.

RECTIFICATION OF CIVIL STATUS RECORDS

Despite all the care taken in drawing up civil status records, errors or omissions are often found and must be corrected. Errors may be on one hand material or clerical if they do not alter the substantial value of the record. On the other hand, other errors can have much more serious consequences. For example, a date error in a birth certificate can turn an adult into a minor.

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. If a judgment ordering the rectification of a civil status record has been handed down, it must be sent to the civil registrar of the place where the rectified record was drawn up. For further details, see article 88 of law no. 32/2016 of 20/08/2016, revised in 2020.

Many other changes with legal consequences, referred to here as amendments, such as name changes, are provided for in section of the above law. Amendments are not simple clerical errors, but changes made to original documents, mainly on the basis of court decisions to correct an alleged error or to amend documents on the basis of new circumstances. For example, the change of the father's name following a dispute, where the court ruled in favour of the plaintiff. Another example is a person who has changed their name and wishes to obtain a new birth certificate with a new name. The local civil registrar is authorised to amend registrations on the basis of a court decision or a decision by the minister responsible for civil status. He or she is responsible for examining the request from the person wishing to change their name. The steps in the change of name procedure are described in the following section. Each change will be accompanied by the appropriate comments, which the civil registrar will insert in the space provided for this purpose in the database. The decision of the Minister for Local Government authorising the name change, including the number and date, will be included in the comments space and the copy of the order will be kept as an accompanying document to the deed concerned. The system automatically timestamps the modified record and indicates the name of the person who made the modification.

As regards the rectification and amendment of civil status records, it is recommended that the country specify the procedures and instructions for rectifying or amending the record (time limit for rectifying the record, errors that may be rectified by the civil registrar, his or her superiors or the competent court, and conditions to be met). This will be more useful to local registrars in standardizing practices and to the public, who will not have to spend a lot of money and turnaround dealing with local registrars, their superiors, and the courts.

CIVIL STATUS RECORD ALTERATION: CHANGE OF NAME

It is important to remember that any situation or change in civil status characteristics must be recorded in the corresponding civil status register, including, for example, a change of name, which is now more frequent in Rwanda. The change of name procedure involves the following steps:

- ☞ The applicant for a change of name sends a letter to the Minister responsible for civil status. The format of the application letter and the documents accompanying the application are defined in Ministerial Order no. 001/07.01 of 17/01/2027 (articles 2 and 3).
- ☞ Analysis of the application.
- ☞ Publication of the main reasons by the Minister in the official gazette, on the radio and in the newspaper within ten days.
- ☞ Provision of information on the application by any interested person within 30 days of publication of the reasons in the Official Gazette.
- ☞ Decision by the Minister of local government on the application within 30 days of publication.
- ☞ Notification of the decision in writing to the applicant. If the application is not granted, the applicant has the right to appeal the decision to the Minister within 10 days of receipt of the notification and the Minister must respond within 30 days of receipt of the appeal.
- ☞ Change of old name to new name in the birth register
- ☞ For the religious vows name, it is added by the civil registrar of the place of domicile.
- ☞ The change of name takes effect when the new name is entered in the register of the birth.

Documents drawn up under a person's previous name are deemed to have been drawn up under the new name. The bearer of the name, or any other interested person, requires that these documents be rectified by indicating the new name. Any modification or alteration made to the civil status record must not permanently erase the original record, which is made all the easier by the fact that electronic recording should ideally keep track of changes in the log file.

Further details on the terms and procedures for changing names can be found in Ministerial Decree no. 001/07.01 of 17/01/2027⁷.

⁷ Ministerial order No 001/07.01 of 17/01/2017 establishing modalities and procedures for chane name
https://www.minijust.gov.rw/fileadmin/user_upload/Minijust/Publications/Orders/Ministerial_order_establishing_modalities_and_procedures_for_change_of_name.pdf

RESTORATION OR RECONSTRUCTION OF CIVIL STATUS RECORDS

If no register has been kept or if it has been lost, request of restoration of a register or deed will be received. 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 the event of the total or partial disappearance of a register, the following procedure is as follows:

- ↪ The civil registrar draws up a report on the disappearance and submits it to the hierarchical superior, explaining the circumstances of the disappearance of the register, with a copy to the judicial police of his jurisdiction.
- ↪ The hierarchical superior instructs the civil registrar concerned to record, year by year, the missing data contained in the civil registers.
- ↪ The civil registrar's superior requests the competent bodies to carry out an investigation and to take any measures deemed necessary to inform the public. Apart from the birth record drawn up in Rwanda, any civil status record drawn up in Rwanda or in a foreign country and untraceable for any reason whatsoever is replaced by a judgment rendered, at the request of any interested person, by the court of the place where the applicant resides or is domiciled. The applicant must present to the court all possible evidence of the existence of the deed. The court may order investigations if it considers it necessary.
- ↪ The results of the investigation are posted for three (3) months at the registrar's office, where they may be consulted by any interested party.
- ↪ The final judgment substituting a civil status record is submitted to the civil registrar of the place of domicile of the person concerned. It is entered in the registers for the current year.

For further details, see articles 86 and 90 of law no. 32/2016 of 20/08/2016, revised in 2020 (LPF).

TRANSCRIPTION OF THE CIVIL STATUS RECORDS FOR FOREIGNERS AND THOSE DRAWN UP ABROAD

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 the following 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.

SHARING INFORMATION ON REGISTRATION FOR VITAL EVENTS

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.

However, it is recommended that edifying guidelines be drawn up on the sharing of information contained in the civil register, based on the provisions of the existing regulatory framework.

ELECTRONIC RECORDING IN CIVIL STATUS REGISTERS (DIGITIZATION AND STORAGE)

"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".

It is recommended to develop the ministerial order of the Minister responsible for civil status to determine the period and procedures for electronic storage.

PROCEDURES FOR REGISTRATION OF NINE VITAL EVENTS IN RWANDA

This section describes a step-by-step process for registering the nine civil status events, starting with live births, in accordance with Rwandan law. It describes the details undertaken manually or through an automated digital process at each stage of registration, namely notification, declaration, validation, registration, certification, transmission and archiving. It also lists the documents and digital records that must be used or referred to. The processes are described in tabular form, not only to make them easier to understand, but also to give a clear view of the links upstream and downstream of the activities at each stage of the process. This also enables all those working in the civil registry sector to be aware of the importance of their contribution to maintaining an effective and efficient system in terms of the completeness and efficiency of the services provided. Those responsible for registration at each stage of the process are indicated in the table to provide guidance on the exact roles they are expected to play, individually or collectively, in carrying out their respective duties and responsibilities. Where appropriate, sections of the law have been included for reference. The quality of the results of the civil registration system depends largely on the quality of the information collected and the way in which it is processed at the various stages. Quality assurance must therefore be an integral part of the registration process. The table gives an overview of the quality checks to be carried out, where applicable, as part of the manual and electronic processes.

REGISTRATION OF LIVE BIRTH PROCEDURE

The top priority vital events to be recorded are live births because the ensuing birth certificates are “breeder documents” that help establish legal identities and facilitate access to other forms of identity, including national identification cards, passports, drivers’ licenses, and biometric cards⁸.

In order to correctly describe the birth registration process, it is useful to understand the different scenarios that characterize births and for which the registration process may be carried out in slightly different ways, for example: children born in hospital, children born at home, children of unknown father or mother (foundlings), children whose paternity or maternity has been disputed, children born in an institution other than a health facility, etc.

⁸ <http://unstats.un.org/unsd/demographic/standmeth/principles/M19Rev3en.pdf>

OPERATIONAL STANDARDS FOR THE REGISTRATION OF LIVE BIRTHS IN HEALTH ESTABLISHMENTS AND AT HOME

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)	Recommendations in line with best practice or international standards
1	Medical poof of birth in health facilities	<p>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 ⁹to prepare the birth declaration.</p> <p>The authorized personnel (doctor/nurse/midiwife) in the maternity department must give the birth form to the father or mother or any other authorized person. The latter may be required to provide additional information when completing the medical proof of birth.</p>	<p>Medical proof of the birth is given before the mother and baby are discharged.</p> <p>Information relating to the elements contained in the birth proof is collected from two sources, namely the maternity register and, orally, from one or other of the parents¹⁰. The information gathered from these two sources is shown in annexure 1.</p> <p>Documents to be obtained or to consult from the parents:</p> <ol style="list-style-type: none"> 1. Copy of the identity card/passport of the parent(s); 2. If there is no national identity card, any other identity document of the parents; 3. copy of the marriage certificate if they are married legally. 	<p>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.¹¹</p>	<p><i>Drawing up the standard of medical proof of live birth (Medical notification form)</i></p>

⁹ 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.

¹⁰ Hereinafter, reference to parents would include mean either of them and in case of impossibility, by a person to whom they have granted authorization or any person exercising parental authority over the child.

¹¹ For ease of writing, it is called LPF for short.

<p>Proof of home birth</p>	<p>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.</p>	<p>The community birth form is completed as soon as possible to enable the family to declare the event no later than 30 days after the birth.</p> <p>Documents to be obtained or to consult from the parent(s):</p> <ol style="list-style-type: none"> 1. Copy of the identity card(s) of the parent(s). 2. In the absence of an identity card, any other identity document of the parent(s) legally accepted by law. 3. Copy of the marriage certificate if the couple are legally married. 	<p>Article 20 of Presidential order N°092/01 of 21/09/2020 determining responsibilities of the Executive Secretary of Cell.</p>	<p><i>Drawing up the standard community birth proof of birth (Community birth notification form)</i></p>
<p>Notification/Declaration of birth in the prison or detention centre</p>	<p>The director of a prison must notify for registration the birth of the child born in the prison of which he/she is director</p>	<ul style="list-style-type: none"> • The civil registrar of the place where the prison is located will be notified for registration. • The permission and ID document of the child's parent are required. • Registration must be completed within 30 days of the date of birth. 	<p>Article 100 of the Law N° 001/2020 of 02/02/2020 amending Law n° 32/2016 of 28/08/2016 (i.e., LPF)</p>	<p><i>Define the tools and guidelines to be used by prisons for reporting vital events</i></p>
<p>Declaration of foundlings</p>	<p>Any person who finds an abandoned newborn child whose father and mother are unknown, is bound to declare its birth for registration and issuance of a provisional birth record. A child found in health facility with unknown parents will be declared by the social worker of the</p>	<p>Requirements:</p> <ul style="list-style-type: none"> • within 30 days • to the civil registrar of the place where the child was found, • a note on the facts and circumstances in which the child was found. • the medical report determining the date of birth or any other information relating to the child's condition. 	<p>Article 102 of the Law N° 001/2020 of 02/02/2020 amending Law n° 32/2016 of 28/08/2016 (i.e., LPF)</p>	<p><i>Note: if the child's birth record is found or if the child's birth is declared by a court, the provisional birth record is cancelled at the request of any interested party.</i></p> <p><i>It is recommended to define the tools and guidelines to be used for the declaration of foundlings.</i></p>

	health facility concerned.	<ul style="list-style-type: none"> The place of birth (where the child was found) 		
Declaration of birth of a child born out of wedlock	Parents must declare the birth of their child born out of wedlock.	<ul style="list-style-type: none"> 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)	<i>It is recommended to define the tools and guidelines to be used for the declaration of a child born out of wedlock.</i>
Declaration of birth of a stillborn or that of a child dies immediately after birth	<p>A newborn who is stillborn or dies immediately after birth is not registered with the civil registrar.</p> <p>If a child is not registered with the registrar for any reason and subsequently dies before his or her birth is registered with the registrar, his or her birth is entered in the register of births and, at the same time, in the register of deaths.</p>		Article 104 of the Article 9 of the Law N° 001/2020 of 02/02/2020 amending Law n° 32/2016 of 28/08/2016	<i>The interpretation of this article can lead to confusion, and more clarity is therefore needed, in line with international standards, i.e., the standard definition of live birth.¹²</i>

¹² Principles and recommendations for a vital statistics system, page 3, UNSD 2014, available here : <https://unstats.un.org/unsd/demographic/standmeth/principles/m19rev3en.pdf>

2	<p>Electronic recording of births in health facilities in the NCI-CRVS system.</p>	<p>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.</p>	<p>When registering a birth in the centralized and integrated national electronic register (NCI-CRVS), the relevant data described in Ministerial Order no. 002/07.01 of 27/07/2020 determining the number, type, format and use of civil registers (page 61-66) must be collected, recorded and verified within 30 days of the date of birth.¹³</p>	<p>Article 9 of the Law N° 001/2020 of 02/02/2020 amending Law n° 32/2016 of 28/08/2016 governing persons and family (i.e., LPF).</p>	<p>It is advisable to indicate how the civil registrar will determine the nationality of the newborn child, including children born to undocumented parents.</p>
	<p>Electronic recording of home births in the NCI-CRVS system.</p>	<p>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.</p> <p>The community birth notification form, together with a copy of the identity card and other official documents, are required for the recording of community births by the cell registrar in the NCI-CRVS system within 30 days from date of birth.</p>		<p>Article 2 of Presidential order N°092/01 of 21/09/2020 determining responsibilities of the Executive Secretary of Cell.</p>	

¹³<https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=10303&token=07391029ab9b0885b100bbb65ed5cb6ab2e96c0e>

3	<p>Verification, Validation, and Registration</p>	<p>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 national population register.</p>	<p><u>The requirements:</u></p> <ul style="list-style-type: none"> • Birth notification form • Access to the NCI-CRVS database • Access to the NPR 	<p>Law N° 001/2020 of 02/02/2020 amending Law n° 32/2016 of 28/08/2016 governing persons and family (i.e., LPF), Presidential order N°092/01 of 21/09/2020 determining responsibilities of the Executive Secretary of Cell.</p>	<p><i>If the couple is legally married and has proof of civil marriage, the child will be registered under their names as parents, unless the courts decide otherwise. Any dispute concerning the paternity or maternity of the child for legally married couples must be submitted to the competent court before the child is registered.</i></p>
		<p>Verification and registration in the NCI-CRVS is carried out by the health facility/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 birth record in the NCI-CRVS to complete the registration.</p> <p>A national identity number (NIN) is automatically generated for the child.</p>	<ul style="list-style-type: none"> • Birth notification forms are used for checking the quality of data notified in the NCI-CRVS system. • Copies of ID card of parent(s) to check the correctness of the information related to parent(s) in the birth registration record. • Birth notification form and ID of informant 	<p>Law N° 001/2020 of 02/02/2020 amending Law n° 32/2016 of 28/08/2016 (i.e., LPF)</p>	

4	Certification	<p>The system automatically creates a birth record in the Electronic Document Management System (EDMS) with newly allotted NIN.</p> <p>Birth record printed and issued to the parents (or authorized person) on request with signature and seal.</p>	<p>The copy of the birth record is issued to the authorized person after payment of the fee.¹⁴ To request a civil status record, the IremboGov platform is used according to the steps described on the page 12 of this report.</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 birth record/certificate stored in EDMS can be printed on the prescribed form (annexure 1, page 61-66)</p>	<p>Article 105 and 177 of The law n° 32/2016 of 20/08/2016 revised in 2020</p>	<p><i>To ensure full coverage of registration, it is recommended that no fee be charged when the registration of civil status events takes place within the time limit prescribed by the Registration Act (Recommendation 8 of the first conference of African Ministers responsible for CRVS.</i></p> <p><i>In the interests of confidentiality, except for a person's direct ascendants and descendants, spouse, guardian, or legal representative. No one else may be issued with such a copy unless they have been granted power of attorney.</i></p>
5	Generation of civil status statistics	<p>NISR that has access to the statistical data items from the birth registration record compiles birth and fertility statistics.</p>	<p>Statistical data items of birth registration record available in digital form are used by NISR for compilation of vital statistics. The birth data records available to NISR do not have the individual identifiers but include geographic location codes.</p>	<p>Article 3(3, (4), (5), (6), (7), (8) and (9) of Law N°53bis/2013 of 28/06/2013 establishing National Institute of Statistics of Rwanda (NISR) generally grants powers to NISR to manage data.</p> <p>Rwanda CRVS National Strategic Plan 2017/18-2021/22.</p>	

Additional notes:

1. The quality of registration depends largely on the quality of the information recorded in the maternity register and the proofs of birth issued by the health facilities or the village chief. For births that take place in health facilities, information is collected from the maternity registers and from the parents to complete the maternity register and the birth proof of birth. It is therefore important for the nurse, midwife, or doctor to ensure that the information transcribed from the registers prepared in the maternity unit at the time of the birth and that collected from the parents is error-free. Similar measures should be taken to ensure that the information collected and reported by the village chief for birth registration at community level is error-free. The quality control guide for each data item on the birth registration form should be followed to the letter and in spirit when collecting information from parents or transcribing from the maternity register.
2. It is important to note that even if the birth proof forms received by the Data Manager or Cell Registrar are error-free, the Data Manager or Cell Registrar may make errors when entering the information contained in the forms into the NCI-CRVS system. Although the NCI-CRVS system has built-in quality control mechanisms in terms of scope and consistency for certain information, there are others for which these generalized quality criteria cannot be applied, e.g., a spelling error in the child's name, the child's gender, etc. It is therefore necessary to ensure that the NCI-CRVS system is error-free. Care must therefore be taken to ensure that there are no errors in data entry. The Data Manager/Cell CR may find obvious errors in the birth proof forms. The Data Manager/Cell CR must return these forms to the nurse/midwife/maternity doctor/village chief so that they can correct the errors found, as he/she cannot modify/correct them based on his/her perception. The maternity doctor/nurse/village chief may have to re-check his or her file and make the necessary corrections and, in some cases, contact the parents to obtain the correct information. Corrected records should be resubmitted to the Data Manager/Cell CR for final data entry. The Data Manager should, at regular intervals, provide feedback to the authorised person in the ward on the most common types of error they have noticed, to ensure that they do not recur.
3. The validation by the registrar of the information entered into the NCI- CRVS against the information on the paper copy of the birth proof is in itself part of the quality control process. It helps the Registrar to spot errors made by the Data Manager/Cell CR in transcribing the manual information into electronic form and to correct obvious input errors. However, this does not eliminate errors that may have been made by the person who prepared the proof forms. In this case, the registrar can send the forms back to the health facility or the village chief to correct the errors and re-enter them into the NCI-CRVS system. The last opportunity to ensure that the registration is error-free is when the printed copy of the birth registration form is given to parents or informants for checking. They should be encouraged to check carefully all the information they have provided, including statistical data.
4. The NISR, after accessing the statistical part of the records for a given period, undertakes quality checks using predetermined editing rules to identify inconsistencies and missing values and to make automated corrections. The nature and extent of errors identified during this cleaning exercise should be communicated to national registrars with a view to improving information collection in the future.

Note: A more practical step-by-step procedure (with screenshots) for registering live births (and deaths occurring in the health facilities) in the NCI-CRVS electronic system can be found in the following file:



Microsoft Word 97
- 2003 Document

REGISTRATION OF DEATH PROCEDURE

Death is one of the priority vital events recommended by the United Nations for registration.¹⁵ Death and cause-of-death records are primary inputs for governance and development. Mortality statistics derived from these records provide critical evidence for health policy and planning. Death records can be used to ensure voting rolls and other registers, or administrative collections are accurate reflections of current records.

An individual's right to be counted at both extremes of life is fundamental to social inclusion. Although the death of a loved one is a cause for sorrow, it is legally necessary for the next of kin to register the death and obtain a death certificate. Death certificates provide legal evidence of the fact and circumstances of death and are often prerequisites for burial, remarriage, inheritance, social assistance, or the resolution of criminal cases that may arise in relation to its occurrence.

OPERATIONAL STANDARDS FOR THE REGISTRATION OF DEATH OCCURRING IN HEALTH FACILITY AND AT HOME

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)	Recommendations in line with best practice or international standards
1	Medical proof of death in health facility	<p>The authorized personnel (Medical doctor) in the ward prepares the medical certificate of causes of death (MCCOD).</p> <p>Additional information required for the MCCOD form are collected from a relative or spouse of the deceased or any other person who has sufficient information on the civil status of the deceased.¹⁶</p>	<p>Before the cadaver leaves the health care facility, the medical certification of cause of death (<i>annexure 2</i>) 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</p>	<p>Article 13 of law N° 001/2020 of 02/02/2020 amending Law n° 32/2016 of 28/08/2016 governing persons and family and Ministerial order N° 001/07.01 of 27/07/2020 determining the officer of the health facility with powers of civil registrar.</p>	<p><i>The interpretation of Article 104 is confusing because it may imply that a child who dies immediately after birth will not be declared dead to the registrar. Greater clarity is therefore needed, in line with international standards, i.e. the standard definition of live birth and death, including fetal death. In addition, it is recommended that a model community death declaration be drawn up.</i></p>

¹⁵ The recording of foetal deaths is also important because it supports the accurate recording of live births and infant deaths.

¹⁶ These will hereinafter be referred to as 'relatives'.

		<p>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 the authorized person, orally.</p> <p>Documents to be obtained or to consult from declarants of the deceased:</p> <ol style="list-style-type: none">1. Copy of the ID card of the deceased.2. In absence of ID card, any other identity documents of the deceased.	
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<p>Poof of home death</p>	<p>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 with 30 days from the date of death so that the death can be registered in the presence of the witnesses.</p>	<p>Before anything is done on the body, the community death notification form - Form <i>(to be developed and standardized)</i> is completed by the village chief. Documents to be obtained from the relatives of the deceased:</p> <ol style="list-style-type: none"> 1. Copy of the deceased's identity card, 2. If there is no identity card, any other document from the deceased. 3. Two witnesses (and their ID Documents) who are at least eighteen (18) years old. 	<p>Presidential order N°092/01 of 21/09/2020 determining responsibilities of the Executive Secretary of Cell.</p>	
<p>Declaratory judgment of death of the disappeared</p>	<p>Any interested person may, request the court (of the place of residence or domicile of the missing person) to declare the death of a missing person in such a way that his/her death is established with certainty, even if his/her body has not yet been found or identified,</p> <p>if the death is due to incidents such as a shipwreck, air disaster, earthquake or landslide, and there is</p>	<p>See the legal provisions that apply to civil court proceedings</p>	<p>Article 17 of law N° 001/2020 of 02/02/2020 amending Law n° 32/2016 of 28/08/2016 (i.e., LPP)</p>	<p><i>Guidelines are needed on how and where to register these and similar cases.</i></p>

		reason to believe that several people have been killed, the death of these people may be declared in a collective judgment.			
2	Electronic recording of death in health facilities in the NCI-CRVS system.	<p>The data manager enters the information from the MCCOD form into the NCI-CRVS within 30 days from the date of death.</p> <p>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 the NCI-CRVS system.).</p> <p>The MCCOD form, together with a copy of the deceased's identity card, is submitted to the data manager and/or the registrar of the healthcare establishment within 30 days of the date of death.</p>	When registering a death in the centralized and integrated national electronic register (NCI-CRVS), the relevant data described in Ministerial Order no. 002/07.01 of 27/07/2020 determining the number, type, format and use of civil registers (page 69-74) must be collected, recorded and verified within 30 days of the date of death. ¹⁷	Ministerial order N° 001/07.01 of 27/07/2020 determining the officer of the health facility with powers of civil registrar.	
	Electronic recording of home death in the NCI-CRVS system.	<p>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.</p> <p>Community death notification form accompanied by copies</p>		<p>Article 2 of Presidential order N°092/01 of 21/09/2020 determining responsibilities of the Executive Secretary of Cell.</p> <p><i>The cell 's civil registrar carries out verbal autopsies of deaths in the community.</i></p> <p><i>A verbal autopsy is carried out for all community deaths registered using the ODK central system linked to the NCI-CRVS system.</i></p> <p><i>The probable cause of death is generated using automated methods.</i></p> <p><i>The probable cause of death obtained during the interview</i></p>	

¹⁷<https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=10303&token=07391029ab9b0885b100bbb65ed5cb6ab2e96c0e>

		of the identity card of the deceased, the declarant, and witnesses, are required for the recording of community deaths by the cell registrar in the NCI-CRVS system within 30 days of the date of death.			<i>with the VA is communicated to the MoH and the NISR.</i>
3	Verification, validation, and registration	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.	The requirements are as follows: <ul style="list-style-type: none"> • Death notification form • Access to the NCI-CRVS database • Access to the NPR 	Law N° 001/2020 of 02/02/2020 amending Law n° 32/2016 of 28/08/2016 governing persons and family (i.e., LPF), Presidential order N°092/01 of 21/09/2020 determining responsibilities of the Executive Secretary of Cell.	
		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. After the verification, the Civil Registrar digitally signs the death record in the NCI-CRVS to complete the registration. A National Identity Number (NIN) is	<ul style="list-style-type: none"> • MCCOD is used for checking the quality of data notified in the NCI-CRVS system. • Copies of ID card of the deceased to check the correctness of the information related to deceased in the death registration record. • Print the notification of death form for verification and 	Law N° 001/2020 of 02/02/2020 amending Law n° 32/2016 of 28/08/2016	

		<p>automatically marked as 'deceased.'</p> <p>The death is registered digitally with NIN generated in the death registration record.</p>	<p>check the identity of the declarant and witnesses.</p>		
4	Certification	<p>The system automatically creates a death record in the Electronic Document Management System (EDMS) with newly allotted NIN. death record printed and issued to the relatives (or authorized person) on request with signature and seal.</p>	<p>The copy of the death record is issued to the authorized person after payment of the fee.¹⁸ To request a civil status record, the IremboGov platform is used according to the steps described on the page 12 of this report.</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 death record/certificate stored in EDMS can be printed on the prescribed form number (annexure 1, page 69-74)</p>	<p>Article 105 and 177 The law n° 32/2016 of 20/08/2016 revised in 2020</p>	<p><i>To ensure full coverage of registration, it is recommended that no fee be charged when the registration of civil status events takes place within the time limit prescribed by the Registration Act (Recommendation 8 of the first conference of African Ministers responsible for CRVS.</i></p> <p><i>In the interests of confidentiality, except for a person's direct ascendants and descendants, spouse, guardian, or legal representative, no one else may be issued with such a copy unless they have been given power of attorney. No one else may be issued with such a copy unless they have been granted power of attorney.</i></p>

5	Generation of civil status statistics	NISR that has access to the statistical data items from the death registration record compiles death and mortality statistics.	Statistical data from death registers available in digital form are used by the NISR to compile vital statistics. The death data records available to the NISR do not contain individual identifiers, but geographical location codes.	Article 3(3), (4), (5), (6), (7), (8) and (9) of Law N°53bis/2013 of 28/06/2013 establishing the National Institute of Statistics of Rwanda (NISR) generally confers data management powers on the NISR. Rwanda CRVS National Strategic Plan 2017/18-2021/22.	
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Additional notes:

1. The quality of the registration depends largely on the quality of the information recorded in the death registers of the health facilities, as well as the information collected from the relatives of the deceased to complete the MCCOD form. It is therefore important for the healthcare professional to ensure that there are no errors in the information transcribed from the medical registers of death and in the information collected from relatives. Similar measures must be taken to ensure that the information collected and communicated by the village chief to the registrar in the cell for registering deaths is error-free. The quality control guide for each section of the medical death notification form (MCCOD) must be followed to the letter and in spirit when collecting information from relatives or transcribing death registers from the health care institution.
2. It is important to ensure that doctors in health facilities complete the MCCOD according to the prescribed guidelines. The information provided should be sufficiently detailed and unambiguous so that the cause of death can be appropriately coded at a later stage using ICD. Causes of death attributed to ill-defined and unusable codes, such as heart failure, senility or unknown, should be avoided.
3. It is important to note that even if the health facility data manager or cell civil registrar receives the MCCOD forms without error, they may make errors when entering information from the forms into the NCI-CRVS system. Although the system has built-in quality control functions in terms of scope and consistency for certain data elements, there are others for which these generalized quality criteria cannot be applied, e.g., spelling errors in the name of the deceased, the gender of the deceased, etc. Care must therefore be taken to ensure that there are no data entry errors.
4. The Data Manager/Cell Civil Registrar may notice obvious errors in the medical death notification forms. He/she must return these forms to the doctor or village chief (in the case of deaths at home) so that he/she can correct the errors found, as he/she cannot modify/correct them based on his/her own perception. The doctor on duty or the village chief may have to check the file again and make the necessary corrections, and in some cases contact the declarants to obtain the correct information. Corrected forms should be returned to the data manager/cell executive secretary for final data entry.
5. Regarding the cause of death information, if the Data Manager is not satisfied with the quality of the information, the form should be returned to the ward doctor with a request to record the correct cause of death.
6. The Data Manager/Cell Executive Secretary must, at regular intervals, inform the doctor on duty and the village chief (in the case of deaths in the home) of the most common types of error he has identified to ensure that they do not recur.

7. Validation of the information recorded in the NCI- CRVS against the information available in the manual copy of the death notification (medical and community) forms is part of the quality control process. This helps the Civil Registrar to spot errors made by the Data Manager/Cell executive secretary in transcribing the manual information into electronic form and correct obvious data entry errors. However, this does not eliminate errors that may have been made by those who prepared the death notification forms. In this case, the registrar can send the forms back to the health facility via the data manager or to the village chief via the CES (for deaths that occurred at home) so that the errors can be corrected and re-entered into the NCI-CRVS.
8. The final opportunity to ensure error-free registration of deaths is when the printed copy of the notification of death form is given to relatives for verification. Relatives should be encouraged to carefully check every piece of information they have provided, including statistical data, before signing the document. The village chief should read the information on the community death notification form before signing, and the registrar should read the information on the death certificate before signing the death certificate to confirm the information provided.
9. After accessing the statistical part of the death records for, the NISR undertakes quality checks using predetermined editing rules to identify inconsistencies and missing values and to make automated corrections. The nature and extent of errors identified during this clean-up exercise should be communicated to the National Civil Registration office to enable them to improve the collection of information in the future.

Note: A more practical step-by-step procedure (with screenshots) for registering home death (and community births) in the NCI-CRVS electronic system can be found in the following file:



Community
Registration

PROCEDURES FOR REGISTRATION OF MARRIAGE

In Rwanda, only civil monogamous marriage is legal, however in addition to this form, customary and religious marriages are common but not recognized by law. Couples who do not legalize their marriages are at a disadvantage. Failure to register marriage in the civil registration means that the spouses, often the woman and their children, cannot benefit from the rights and protection that a legal marriage would provide. Marriage registration and certification is particularly important for women and children. Proof of marital status provides them with legal protection from discrimination in enjoying the benefits accorded by marital union. In some countries, for example, marriage registration and certification confer upon a child his or her status of legitimacy and the right to inherit property from his or her parents. Birth certificates, coupled with laws that set the minimum age for marriage, help to prevent child marriages and their devastating consequences.

OPERATIONAL STANDARDS FOR THE REGISTRATION OF CIVIL MARRIAGE

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)	Recommendations in line with best practice or international standards
CASE TYPE 1: PROCEDURE FOR THE REGISTRATION OF CIVIL MARRIAGE FOR NATIONALS (BOTH GROOM AND BRIDE) CELEBRATED IN RWANDA					
1	Declaration of civil marriage and review of the required documents	The intending spouses.	<ul style="list-style-type: none"> • The minimum legal age for marriage is twenty-one (21) years. • Marriage between persons related in the direct line is prohibited. • Choice of the matrimonial regime by the intending spouses • birth certificate of each of the intending spouses. • 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. • authorization of marriage without publication for justified reasons, if necessary 	Articles 169-170 of the law n° 32/2016 of 20/08/2016 revised in 2020 ¹⁹	<p><i>Only civil marriages are legal in Rwanda, other forms of marriage are illegal and therefore are not registered. Although other forms of marriage are common, such as customary marriage.²⁰</i></p> <p><i>Marriage between direct lineal relatives is prohibited, but modes of verification are difficult. The verification should not be limited to patrilineal but also to matrilineal to verify relationship between two couples. It is recommended that the quality of witnesses be ensured and informed the consequences for falsification, and that advantage be taken of traditional pre-marital ceremonies, and that greater emphasis be placed on educating the public before marriage so that they understand the conditions of marriage and the consequences of breaching those conditions. It is also strongly recommended that medical proof of non-pregnancy be introduced for widows following the death of</i></p>

¹⁹<https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=74510&token=38404246c2b27ef578e13f44bc9948bd52b9b7a5>

²⁰https://au.int/sites/default/files/newsevents/workingdocuments/38223-wd-declaration_crvs_after_adoption_english.pdf

					<i>their partner and that it be useful before remarriage.</i>
2	Choose the matrimonial regime (after having been informed and trained in all the options available)	The intending spouses	Seven days before the wedding.	Article 172 of the law n° 32/2016 of 20/08/2016 revised in 2020	
3	Electronic recording of information in NCI-CRVS system	Civil registration officer	When recording a marriage in the centralized and integrated national electronic register (NCI-CRVS), the relevant particulars described in Ministerial Order no. 002/07.01 of 27/07/2020 determining the number, type, format and use of civil registers (page 75-80) must be collected, recorded and verified. ²¹	Further details, including the content of the extract from the marriage certificate, are available in the annexure 1 (Ministerial Decree no. 002/07.01 of 27/07/2020 ²²)	
4	Fixing the date and time of the marriage ceremony and publication of the marriage notice	Civil Registrar	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.	The marriage notice content and purpose is described in the article 174, 182, 183, 184 and 185 of the law n° 32/2016 of 20/08/2016 revised in 2020	<i>Define the circumstances in which the publication ban period can be shortened, as this is not explicit in the law.</i>
5	Validation and celebration	Witnesses, Intending spouses and the civil registrar	<ul style="list-style-type: none"> • Appearance of the future spouses accompanied by a representative of each family and two (2) witnesses of legal age. • 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, 	Article 177 of the law n° 32/2016 of 20/08/2016 revised in 2020 And Article 15 and 17 of the law N°25/01 of 09/07/2012 ²⁵	

²¹<https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=10303&token=07391029ab9b0885b100bbb65ed5cb6ab2e96c0e>

²²<https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=10303&token=07391029ab9b0885b100bbb65ed5cb6ab2e96c0e>

²⁵ https://www.rra.gov.rw/fileadmin/user_upload/presidential_order.pdf

			<p>the civil registrar takes the oath.</p> <ul style="list-style-type: none"> • Anyone wishing to marry on a day other than the day officially set by the Council must pay a fee not exceeding Rwf50,000.²³ • The fees for a civil status record (Copy of a civil status record, an extract from a civil status record, a marriage certificate are RWF 1,500, RWF 1,000, and RWF 500 respectively)²⁴ 	<p>Article 12 of the Presidential Order n° 075/01 of 04/12/2023 d</p> <p>Article 14 of the Presidential Order n° 075/01 of 04/12/2023</p>	
6	Registration	Civil registrar	The marriage register is signed by the civil registrar, the spouses, representatives for each family and two (2) witnesses.	Article 177 of the the law n° 32/2016 of 20/08/2016 revised in 2020	
7	Certification	Civil Registrar	The copy of the marriage record is issued to the spouses after payment of the fee. ²⁶ To request a civil status record, the IremboGov platform is used according to the steps described on the page 12 of this report.	Article 177 of the he law n° 32/2016 of 20/08/2016 revised in 2020	<i>To ensure full coverage of registration, it is recommended that no fee be charged when the registration of civil status events takes place within the time limit prescribed by the Registration Act (Recommendation 8 of the first conference of African Ministers responsible for CRVS.²⁷</i>

CASE TYPE 2: 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 law n° 32/2016 of 20/08/2016 revised in 2020 (i.e., 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.

²³ Presidential Order n° 075/01 of 04/12/2023 determining fees levied on services and certificates delivered by decentralized entities.

²⁴ Presidential Order n° 075/01 of 04/12/2023 determining fees levied on services and certificates delivered by decentralized entities.

²⁷

<https://www.afdb.org/fileadmin/uploads/afdb/Documents/Publications/First%20Conference%20of%20African%20Ministers%20Responsible%20for%20Civil%20Registration.pdf>

However, this form of communication between the civil registrar and the Ministry of Foreign Affairs does not take place because there is no system of this type created by the NCI-CRVS platform and no regular sharing mechanism between the two institutions. It is therefore necessary to set up a communication and regular sharing mechanism in line with the existing legal framework.

- 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: MARRIAGE OF RWANDANS CELEBRATED IN A FOREIGN COUNTRY

a) 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.

b) 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 law n° 32/2016 of 20/08/2016 revised in 2020 (i.e., LPF).

Note: A more practical step-by-step procedure (with screenshots) for registering Marriage in the NCI-CRVS electronic system can be found in the following file:



Microsoft Word 97
- 2003 Document

PROCEDURES FOR REGISTRATION OF DIVORCE

Divorce (or the dissolution of marriage) is the final termination of a marital union, cancelling the legal duties and responsibilities of marriage between two people. Divorce laws vary considerably between countries, but most require the sanction of a court or other authority in a legal process. In Rwanda, divorce can be done as a result any cause provided by law or by mutual consent. Divorce registration is important for alimony (spousal support), child custody, child support, distribution of property and division of debt. Divorce also allows the divorced parties to marry others.

OPERATIONAL STANDARDS FOR THE REGISTRATION OF DIVORCE

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)	Recommendations in line with best practice or international standards
CASE TYPE 1: REGISTRATION OF DIVORCES WHERE BOTH SPOUSES ARE RWANDAN					
1	Filing of the divorce file, hearing, and decision on the case (divorce decree procedure)	<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>The grounds for divorce are set out in articles 218 and of the LPF</p>	<p>The grounds for divorce are set out in article 218 of the LPF</p>	
		<p>If, 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.</p> <p>The court registrar immediately draws up a report indicating the failure of the attempt to reconcile the spouses and countersigned by the spouses requesting the divorce, the judge, and the court registrar. If the conditions laid down by law are met, the divorce is granted by a judgment. The divorce application is filed and judged in accordance with the ordinary rules of civil procedure.</p>		<p>The divorce procedure is governed by articles 221 to 238 of the LPF.</p> <p>The effects of divorce on marriage and children are set out in articles 242 to 247 of the LPF.</p>	<p><i>The divorce must take effect when it is registered with the civil registry, so that all other relevant civil status documents (marriage, birth, etc.) are also updated accordingly to reflect the new status acquired by the applicant.</i></p>

		The final divorce judgment, as far as the spouses are concerned, takes effect as from the filing of the first divorce application. However, as regards the other parties, it takes effect from the day on which it becomes final (article 241 of the LPF).			
2	Declaration and notification of the order	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. The chief registrar of the court that has given the final decision on the divorce may only notify the civil registrar if so requested.	<ul style="list-style-type: none"> • The judgment order • ID Document • Marriage certificate 	Article 239 of law n° 32/2016 of 20/08/2016 revised in 2020 provides for the declaration and registration of divorce.	<i>A mechanism must be put in place so that the court is automatically linked to the local civil registrar and the latter does not necessarily have to rely on the individual applicant or seek the court's will to obtain information on the divorce (Ref: United Nations Legal Identity principles for CRVS systems interoperability).</i>
3	Electronic recording of information in NCI-CRVS system	Civil registration officer	When recording a divorce in the centralized and integrated national electronic register (NCI-CRVS), the relevant particulars described in Ministerial Order no. 002/07.01 of 27/07/2020 determining the number, type, format	Further details, including the content of the extract from the divorce record, are available in the annexure 1 (Ministerial Decree no. 002/07.01 of 27/07/2020 ²⁸)	According to article 239 of the LPF, the extract of the judgment is entered in the space provided for this purpose on the marriage and birth certificates of the spouses, which implies that the law does not provide for the establishment of a divorce register, whereas in the NCI-CRVS, the divorce register is established. The law therefore needs to be brought into line with the digitisation

²⁸<https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=10303&token=07391029ab9b0885b100bbb65ed5cb6ab2e96c0e>

			and use of civil registers (page 109-114) must be collected, recorded and verified		process that has already begun.
	Registration	Civil registrar	Verifies the court order and register divorce		
	Certification	Civil registrar	The copy of the divorce record is issued to a divorced person after payment of the fee. ²⁹ To request a civil status record, the IremboGov platform is used according to the steps described on the page 17 of this report.	Article 177 of the law n° 32/2016 of 20/08/2016 revised in 2020	

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. 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 body 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.
- 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.

Note: A more practical step-by-step procedure (with screenshots) for registering Divorce in the NCI-CRVS electronic system can be found in the following file:



Microsoft Word 97
- 2003 Document

PROCEDURES FOR REGISTRATION OF ANNULMENTS

In strict legal terminology, annulment refers only to the nullity of an annulable marriage; if the marriage is void, it is automatically null and void, although a legal declaration of nullity is required to establish this. Nullity (or annulment) is not the same as divorce. Divorce is a declaration putting an end to a valid marriage. Nullity is a declaration that a valid marriage never existed. Nullity may be absolute or relative.

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)	Recommendations in line with best practice or international standards
1	The plaintiff submits the application for nullity to the court	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.	The petitioner submits file via the platform: https://iecms.gov.rw/en/	The grounds for absolute nullity of marriage and relative nullity of marriage are set out in articles 193 and 196 respectively of the law n° 32/2016 of 20/08/2016 revised in 2020 (LPF).	<i>A mechanism must be put in place so that the court is automatically linked to the local registrar and the latter does not necessarily have to rely on the applicant/plaintiff to obtain information on the nullity of the marriage (Ref: United Nations Legal Identity principles for CRVS systems interoperability)</i>
2	The court declares the marriage null and void and issues a judgment in favor of the plaintiff	The court		ibid	
3	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 in the NCI-CRVS system.	The applicant/plaintiff		ibid	
4	The Chief Registrar of the court having decided the	The court		Article 239 of the LPF	

	dissolution or annulment of marriage in last instance notifies upon request by the civil registration authority.			
5	<p>The law sets out the effects of absolute nullity and relative nullity of marriage respectively in the articles 193 and 198 of the LPF.</p> <p><i>Note: A more practical step-by-step procedure (with screenshots) for registering annulments in the NCI-CRVS electronic system can be found in the following file:</i></p> <div style="text-align: center;">  <p>Marriage annulment registrat</p> </div>			

PROCEDURES FOR REGISTRATION OF JUDICIAL SEPARATION

The disunion of married persons, according to the laws of each country, without conferring on the parties the right to remarry, is a civil status event that must be recorded in the civil register in accordance with the recommendations of international guidelines and best practice. Legal separation has certain similarities in terms of judicial procedure, but when the application for legal separation and the application for divorce are filed simultaneously, the court decides on the legal separation first. In addition, after two (2) years of legal separation from the date of the final judgment, the court, at the joint request of the two spouses or of one of them, converts the judgment of legal separation into a judgment of divorce. The application for conversion of the legal separation into a divorce must be filed in accordance with the ordinary rules relating to applications for divorce.

OPERATIONAL STANDARDS FOR THE REGISTRATION OF JUDICIAL SEPARATION

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)	Recommendations in line with best practice or international standards
1	Filing of the legal separation file (legal separation application) and hearing and decision on the case (legal separation judgment procedure)	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. The court immediately draws up a report noting	The grounds for legal separation are set out in articles 218 of the LPF. The effects of legal separation	Article 218 of the LPF	<i>A mechanism must be put in place so that the court is automatically linked to the local registrar and the latter does not necessarily have to rely on the applicant/petitioner to obtain information on the judicial separation of the spouses (Ref: United Nations Legal Identity principles for holistic,</i>

		<p>the failure of the attempt to reconcile the spouses and countersigned by the spouses applying for legal separation, the judge and the court registrar.</p> <p>If the conditions laid down by the law are met, legal separation is granted by means of a judgment. The application for legal separation follows the ordinary rules of civil procedure.</p> <p>The final judgement of legal separation, as far as the spouses are concerned, takes effect from the filing of the first application. As regards the parties, it takes effect from the day on which it becomes final.</p>	<p>on the marriage, the children and the conjugal partner are set out in articles 250 to 252 of the LPF</p>		<p><i>coordinated, and integrated legal identity systems</i></p>
2	Declaration and notification of the court decision	<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>	<ul style="list-style-type: none"> • The judgment order; • ID Document • Marriage certificate 		
3	Registration of legal separation	<p>The excerpt from the judgment is registered in the space allotted for that purpose for both the</p>			

		<p>marriage record and birth record of spouses.</p> <p>The extract from the judgment is entered in the space provided for this purpose on both the marriage and birth records of the spouses in the NCI-CRVS.</p>		
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PROCEDURE FOR REGISTERING RECOGNITION OF CHILDREN

Multi-parent families, where there are more than two parents, are becoming increasingly common. They thus challenge the social and legal conception of the nuclear family. However, despite the growing number of multi-parent families, their legal status is not recognised in most jurisdictions, leaving several questions unanswered and potentially jeopardising the best interests of the child. Recognition of parentage establishes a legal relationship between the child and the father. Recognition. This is the legal recognition, voluntary or compulsory, of the paternity of a child born out of wedlock. This is a key event that must be recorded in the civil register. In Rwanda, the law n° 32/2016 of 28/08/2016 governing persons and family provides that the mother of a child born out of wedlock is his/her biological mother whose name is entered on the birth record while his/her father is the one who, readily acknowledges the child or is declared by the court to be his/her father. The recognition of a child born out of wedlock is registered by a civil registrar at Sector, District and Embassy, who then establishes a related record. Recognition of a child is a voluntary and personal act and is not subject to any condition as to time limits (Articles 262 and 263 of the law n° 32/2016 of 28/08/2016). A recognized child has the same rights and duties as legitimate children but only in respect of the spouse having recognized him/her.

OPERATIONAL STANDARDS FOR THE REGISTRATION OF RECOGNITION OF CHILDREN

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)	Recommendations in line with best practice or international standards
1	During the recognition of a child born out of wedlock, the specification of the status of the child to be recognized is established as: a living child, a conceived child, provided he/she is born alive and a deceased child if he/she left descendants.	<ul style="list-style-type: none"> Recognizing spouse Civil registrar 	<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 	Articles 264 of the LPF	
2	The recognition of a child by one spouse is done before a civil	<ul style="list-style-type: none"> Recognizing spouse 	<ul style="list-style-type: none"> Birth record for a living child 	Articles 265 of the LPF	The law is silent on informing the child's

	<p>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.</p>	<ul style="list-style-type: none"> • Civil registrar 	<ul style="list-style-type: none"> • Death record for a deceased child • Proof of pregnancy for a conceived baby 		<p>biological mother in the event of a recognition of paternity. It is important that the mother is the first witness to this recognition or that she is legally informed of it, to avoid any eventuality linked to the fact that she has not been informed of her child's legal paternity.</p>
3	<p>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.</p>	<ul style="list-style-type: none"> • Court • Recognizing spouse • Civil registrar 	<ul style="list-style-type: none"> • Court order • Birth record • Previous recognition record 	Articles 266 of the LPF	
4	<p>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.</p>	<ul style="list-style-type: none"> • Civil registrar • Reappeared parent • Adoptive parent(s) 	<ul style="list-style-type: none"> • Court order • Birth record • Adoption record 	Articles 267 of the LPF	
5	<p>Electronic recording of information in NCI-CRVS system and Registration</p>	<p>Civil registration officer</p>	<p>When recording a recognition in the centralized and integrated national electronic register (NCI-CRVS), the relevant particulars described in Ministerial Order no. 002/07.01 of 27/07/2020 determining the number, type, format, and use of civil registers (page 93-98) must be collected, recorded and verified.</p>		

6	Certification	Civil registrar	The copy of the recognition record is issued after payment of the fee. ³⁰ To request a civil status record, the IremboGov platform is used according to the steps described on the page 17 of this report.	Article 177 of the law n° 32/2016 of 20/08/2016 revised in 2020
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Note: A more practical step-by-step procedure for registering recognition in the NCI-CRVS electronic system can be found in the following file:



Microsoft PowerPoint 97-2003

PROCEDURE FOR REGISTERING LEGITIMATION

Legitimation is the formal investment by a person in the status and rights of a person born in wedlock, according to the laws of each country. In Rwanda, the law n° 32/2016 of 28/08/2016 governing persons and family provides that a child born out of wedlock is deemed to be legitimized through his/her father's and mother's subsequent marriage if both recognize him/her at the time of marriage celebration. Legitimized children have the same rights and duties as children born in wedlock (Article 273 of the LPF).

OPERATIONAL STANDARDS FOR THE REGISTRATION OF LEGITIMATION OF CHILDREN

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)	Recommendations in line with best practice or international standards
1	The legitimation of a child is registered in a civil register at the place of celebration of the marriage or at the place of the child's birth ³¹ . Such legitimation is registered in the margin ³² of the legitimized child's birth	<ul style="list-style-type: none"> Parents Civil registrar 	<ul style="list-style-type: none"> Birth record of child Marriage record 	Articles 271 of the LPF	

³¹ The place of child's birth is the parents' place of usual residence.

³² The registration of legitimation of a child in the NCI-CRVS system updates the particulars of the child in the birth register.

	record. Legitimation becomes effective from the date of registration.				
2	For the deceased parent(s) having left behind descendants, the Legitimation is done for the deceased in the benefit of descendants.	<ul style="list-style-type: none"> • Descendants • Civil registrar 	<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 	Articles 272 of the LPF	
3	Electronic recording of information in NCI-CRVS system and Registration	Civil registration officer	When recording legitimation in the centralized and integrated national electronic register (NCI-CRVS), the relevant particulars must be collected, recorded and verified.		
4	Certification	Civil registrar	The copy of the record is issued after payment of the fee. ³³ To request a civil status record, the IremboGov platform is used according to the steps described on the page 17 of this report.		

Note: A more practical step-by-step procedure for registering legitimation in the NCI-CRVS electronic system can be found in the following file:



Microsoft
PowerPoint 97-2003

PROCEDURE FOR REGISTERING CHILD ADOPTION

Adoption refers to the legal and voluntary taking in of a child from other parents and treating them as one's own, insofar as this is provided for by the laws of each country. Rwandan law defines adoption as: a system for legally establishing a parent-child relationship between a child and a person who is not the child's biological parent. Adoption must be recorded in the civil register in the following manner:

OPERATIONAL STANDARDS FOR THE REGISTRATION OF ADOPTION OF CHILDREN

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)
CASE TYPE 1: PROCEDURE FOR THE REGISTRATION OF SIMPLE ADOPTION IN RWANDA				
Simple adoption is a form of adoption that consists in maintaining filiation ties with the adoptee's family of origin (Articles 288 and 289 of law n° 32/2016 of 28/08/2016 governing persons and family-i.e., LPF).				
1	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	<ul style="list-style-type: none"> • Parent(s)/ • Family council/ • Person vested with nurturing child. • Head of foster family/orphanage 	<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. 	Articles 288-290 of the LPF ³⁴
2	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.	<ul style="list-style-type: none"> • Adoptive Parent(s) 	<ul style="list-style-type: none"> • 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. 	Articles 288-290 of the LPF ³⁵

³⁴<https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=74510&token=38404246c2b27ef578e13f44bc9948bd52b9b7a5>

³⁵<https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=74510&token=38404246c2b27ef578e13f44bc9948bd52b9b7a5>

3	With the approval to adopt a child, the electronic recording of simple adoption information in NCI-CRVS system is done.	<ul style="list-style-type: none"> • Civil registrar 	<ul style="list-style-type: none"> • Identification document of adoptive parent(s) (ID, passport, or any other official document) • Physical presence of Adoptee • 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. 	Article 20 of the LPF ³⁶
4	After a thorough check of the information recorded in the NCI-CRVS, a preliminary adoption record, pending court approval, will be issued to the adoptive parent.	<ul style="list-style-type: none"> • Civil registrar 	<ul style="list-style-type: none"> • Physical presence of Adoptive parent(s) 	
5	<p>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.</p> <p>The death of an intended adoptive parent after filing the application but before the ruling of the court halts the proceedings.</p>	<ul style="list-style-type: none"> • Adoptive parent • Court 	<ul style="list-style-type: none"> • 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 adoption judgment is registered in the register of adoption records and linked to the birth record	<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

³⁶ [index.php \(nida.gov.rw\)](http://index.php(nida.gov.rw))

	of the adopted child ³⁷ . The adoptive parent having been granted 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. Adoption takes effect from the date on which the judgment on adoption became final. The Chief Registrar of the Court which decided on adoption in the last instance informs the civil registrar on adoption.			
7	Final simple adoption record is issued to the adoptive parent(s).	Civil registrar	<ul style="list-style-type: none"> • Adoptive parent(s) • Payment for the simple adoption record of (1,200 RWf) or • Payment of extract of record of simple adoption of a child (1,000 Frw) 	Article 14 of Presidential Order n° 075/01 of 04/12/2023

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

Full adoption is a form of adoption that completely severs filiation ties with the adoptee’s family of origin. However, the severance of filiation ties with the family of origin does not entail the loss of rights to his/her country. Full adoption is only granted in the best interests of the child under the following circumstances: the child’s parents are unknown or have abandoned him/her as declared by the court; the child is an orphan and has no siblings; the child is a ward of the State. Full adoption is granted upon consideration thereof by the relevant organ (Article 294 of law No. 32/2016 of 28th August 2016, i.e., LPF).

³⁷ 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).

1	<p>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.</p>	Adoptive parent(s).	Must be at least three (3) years older than the adoptee if they are related up to the seventh (7th) degree.	Articles 300 and 301 of the LPF
2	<p>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.</p> <p>A person shall not be adopted if he/she is aged more than eighteen (18) years.</p>	Adoptee	A child aged 12 and above years old.	Articles 296 and 302 of the LPF
3	<p>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.</p> <p>If he/she finds that all the requirements to adopt the child are fulfilled, the civil registrar draws up an adoption record which is</p>	<ul style="list-style-type: none"> • Civil registrar • Competent authority in-charge of child protection. • Court. 	<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. 	Article 304 of the LPF

	<p>filed in a court to grant the approval.</p> <p>However, application for full adoption must first be considered by the competent authority.</p>			
4	<p>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.</p> <p>The death of an intended adoptive parent after filing the application but before the ruling of the court halts the proceedings.</p>	<ul style="list-style-type: none"> • Adoptive parent • Court. 	<p>The approval of adoption by the court is subject to the examination of all the circumstances and prerequisites required by the law.</p>	<p>Article 300-305 of the LPF</p>
5	<p>The adoption judgment is registered in the register of adoption records and mentioned in margins of the birth record of the adopted child³⁸. The adoptive parent having been granted 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. Adoption takes effect from the date on which the judgment on adoption became final.</p> <p>The Chief Registrar of the Court which decided on adoption in the last</p>	<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) 	<p>Article 306 of the LPF</p>

³⁸ 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).

	instance informs the civil registrar on adoption.			
<p>CASE TYPE 3: PROCEDURE FOR THE REGISTRATION OF INTER-COUNTRY ADOPTION IN RWANDA</p> <p>Inter-country adoption is a form of adoption that creates a relationship between a child and an adoptive parent with whom the child is not related, but who does not live in the same country. Inter-country adoption may take the form of a simple adoption or a full adoption. An inter-country adoption occurs when the child to be adopted usually resides in Rwanda and has to be transferred to a foreign country or has to be moved from the country of origin to Rwanda and resides in Rwanda (Article 316 of law No. 32/2016 of 28th August 2016, i.e. LPF).</p> <p>In Rwanda, adoption is possible when the following conditions are met:</p> <ul style="list-style-type: none"> • aims at the interests of the child; • there is no other person in the country of origin of the child to be adopted who wishes to adopt the child; • the consent of those required to consent to the adoption was freely given and that all of them got necessary advice and were duly informed on consequences of their consent; • the receiving State where the adopted child is to be transferred has proved that the intending inter-country adoptive parent has enough capacity to cater for the child and is of good moral integrity required for adoption; • the country of the intending adoptive parent has approved that the child will be allowed to enter and reside in such a country on a permanent basis. 				
1	Submit the adoption application to the Ministry of Gender and Family Promotion via the National Child Development Agency (MIGEPROF/NCDA)	<ul style="list-style-type: none"> • A parent(s) intending to adopt a child under inter-country adoption; • Concerned state authorities 	<p>The documents required must all be certified by a notary authorized in the applicant's country of residence:</p> <ul style="list-style-type: none"> • a letter stating the grounds for the request for adoption, his/her full names, date, place of birth, nationality and permanent address as well as sex, age and living conditions of the child to be adopted; • a document stating full names, age and sex of persons with whom he/she shares the residence if any and his/her relationship with these people; • a copy of his/her identification document; • documents certifying the consent of the spouse and each child aged eighteen (18) years if any; • a letter from the representative of Rwanda in the applicant's country of domicile recommending the approval of the application for adoption; • a copy of marriage record if any; • a copy of the birth record of the applicant; • a criminal record certificate; 	Articles 317-318 of the LPF and the articles 8-16 of the Ministerial Order N°001/MIGEPROF/2017 of 16/01/2017 determining conditions to be considered in inter-country adoption ³⁹
2	Application review and response to the application	MIGEPROF/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		
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		

³⁹ <https://gazettes.africa/archive/rw/2017/rw-government-gazette-dated-2017-01-16-no-3.pdf>

		<p>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 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.</p>	<ul style="list-style-type: none"> • medical certificate of each applicant parent and each child sharing the same residence, issued within a maximum period of three (3) months by a licensed physician; • backgrounder on the home living conditions certified by 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; • Documents certifying his/her property.
4	Drawing up the adoption file	<p>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.</p>	
5	Decision of the court	<p>The application for approval of the adoption record is settled by the relevant court by summary proceedings. The death of an intended adoptive parent after filing the application but before the ruling of the court halts the proceedings.</p>	

6	Registration of an adoption judgment	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.
7	Submission of the copy of the adoption record	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.
8	Report of the adoptive parent	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.

9	Collaboration of organs in follow up of child's health conditions	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.	
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CASE TYPE 4: PROCEDURE FOR REVOCATION OF ADOPTION AND THE RECORDING OF THE JUDGMENT THEREOF

Adoption is revoked on the following grounds: if cogent evidence exists to the effect that the adoption was granted following or with the aim of kidnap, making her/him a wife or husband, human trafficking or slavery; if it is evident that it was done in contradiction with the child's interests or when the adoptive parent no longer fulfils the necessary requirements to adopt a child ; subject to Article 267 of the LPF, if the relationship between the child and the mother or father is established even when the final judgment granting adoption was rendered.

The coming into effect of the revocation of adoption comes into effect from the day on which the revocation judgment was rendered. Revocation of adoption recorded in register of adoption halts effects of adoption from the date of its recording. Revocation of adoption has effect of removal of the adopted child from the family of adoptive parent and cause him/her to lose all rights and duties that he/she had in that family.

1	<p>The parents/ the representative of the Family Council of the adoptee or any interested person file a petition for revocation of adoption.</p> <p>A petition for revocation of adoption is filed and judged in accordance with ordinary rules of civil procedure</p>	<ul style="list-style-type: none"> Parents/ the representative of the Family Council of the adoptee or any interested person Chief Registrar of the Court. 	<ul style="list-style-type: none"> A petition to revoke adoption indicating the grounds for non-adherence to the law governing adoption. Consent of persons who previously consented to the previous adoption. Court judgement 	Articles 308 and 309 of the LPF
2	A judgment deciding revocation of adoption is registered in the register of adoption records and mentioned in margins ⁴⁰ of birth record upon request by any interested person.	<ul style="list-style-type: none"> Civil registrar Parent(s)/interested parties 	Adoption revocation Judgement copy	Article 311 of the LPF

⁴⁰ The civil registration updates the adoption and birth registers in the NCI-CRVS system in accordance with the adoption revocation Judgement copy.

Note: A more practical step-by-step procedure for registering adoption in the NCI-CRVS electronic system can be found in the following file:



Microsoft
PowerPoint 97-2003

PROCEDURE FOR THE REGISTRATION OF GUARDIANSHIP

Guardianship is a procedure used to help a minor or a mentally handicapped adult to enjoy the rights generally granted to all persons and to ensure the administration of their property, where applicable. Guardianship is exercised in the interests of the person under guardianship. The guardianship event and its characteristics are recorded in the guardianship register.

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

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)
1	The appointment of a guardian	The surviving spouse has the right to appoint a guardian by will before the civil registrar or the guardian council.	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; 	Articles 120, 122, 124, 129 and 130 of the LPF ⁴¹
2	Notification of the act of guardianship	Civil registration officer from residence or domicile of minor	2. Establishment of the Guardianship Council (The law defines the duties and responsibilities of the Guardianship Council) 3. The existence of a guardian (the conditions for becoming a guardian are defined by law) 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	

⁴¹<https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=74510&token=38404246c2b27ef578e13f44bc9948bd52b9b7a5>

			<p>or decision by the guardianship council appointing the guardian made before the registrar accompanied by the minutes of the 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>	
3	Electronic recording of information in NCI-CRVS system	Civil registration officer	<ul style="list-style-type: none"> • Availability of all the above requirements for guardianship • presence of appointed guardian and that of two adult witnesses and their documentations (such as ID or passport) • Presence of minor. <p><i>When recording a guardianship in the centralized and integrated national electronic register (NCI-CRVS), the relevant particulars described in Ministerial Order no. 002/07.01 of 27/07/2020 determining the number, type, format, and use of civil registers (page 85-90) must be collected, recorded and verified.</i></p>	Ministerial Order N° 002/07.01 of 27/07/2020 determining the number, type, format and use of civil status registers, page 87 ⁴²
4	Verification and confirmation of registered information	Civil registrar	<ul style="list-style-type: none"> • Presence of minor, guardian and two witnesses • Read registration report in NCI-CRVS to guardian and witnesses 	
5	Issuance of National Identification Number (NIN) to the guardian	Civil Registrar	<ul style="list-style-type: none"> • Telephone number of the guardian and/or Email of the guardian or Piece of paper 	
6	Certification	Civil Registrar	The copy of the guardianship record is issued after payment of the required fee (1500frw). ⁴³ To request a civil status record, the IremboGov platform is used according to the steps described on the page 12 of this report.	

⁴²<https://www.nida.gov.rw/index.php?eID=dumpFile&t=f&f=44591&token=29c229ba6ddd2b7ee30c478a55305d450f0a8552>

CASE TYPE 2: PROCESS FOR FOSTERING A MINOR INTO A FAMILY

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)
1	Receipt of application to foster a child	Civil registration officer from residence or domicile of minor	<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 Family council minutes Foster carer agreement Guardianship council report awarding guardianship to foster carer 	Articles 131-132 of the law no 32/2016 of 20/08/2016 revised in 2020, i.e., LPF
2	Electronic recording of information in NCI-CRVS system	Civil registration officer	<ul style="list-style-type: none"> Availability of all the above requirements for fostering presence of foster carer and that of two adult witnesses and their documentations (such as ID or passport) Presence of minor <p><i>At the time of registration in the appropriate register, similar data (mentioned above for the guardianship of a minor) must be collected, recorded and verified.</i></p>	
3	Verification and confirmation of registered information	Civil registrar	<ul style="list-style-type: none"> Presence of minor, foster carer and two witnesses Read registration report in NCI-CRVS to foster carer and witnesses 	
4	Issuance of National Identification Number (NIN) to the guardian	Civil Registrar	<ul style="list-style-type: none"> Telephone number of the foster carer/guardian and/or Email of the guardian or Piece of paper 	
5	Certification	Civil Registrar	The copy of the record is issued after payment of the required fee (1500frw). ⁴⁴ To request a civil status record, the IremboGov platform is used according to the steps described on the page 12 of this report.	

CASE TYPE 3: PROCESS FOR THE REGISTRATION OF MINORS UNDER THE GUARDIANSHIP OF THE STATE

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)
1	Receipt of application to foster a child	Civil registration officer from residence or domicile of minor	<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 law no 32/2016 of 20/08/2016 revised in 202, i.e. LPF0 ⁴⁵
2	Electronic recording of information in NCI-CRVS system	Civil registration officer	<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 <p><i>At the time of registration in the appropriate register, the variables defined by the law for the guardianship of a minor must be collected, recorded, and verified.</i></p>	
3	Verification, certification and the Issuance of National Identification Number (NIN)	Civil Registrar	<ul style="list-style-type: none"> Verified and confirmed registration report Telephone number/Email of the NCDA or those of District 	
4	Certification	Civil Registrar	The copy of the record is issued after payment of the required fee (1500frw). ⁴⁶ To request a civil status record, the IremboGov platform is used according to the steps described on the page 12 of this report.	

CASE TYPE 4: PROCESS FOR REGISTERING GUARDIANSHIP OF AN ADULT WITH A MENTAL DISABILITY

⁴⁵<https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=74510&token=38404246c2b27ef578e13f44bc9948bd52b9b7a5>

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)
1	Registration of judgment in NCI-CRVS system	Civil registration officer from residence or domicile of the person	<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. 	Articles 147-149 of the LPF ⁴⁷
2	Verification and confirmation of registered information	Civil registrar	Read registration report in NCI-CRVS to guardian	
3	Issuance of National Identification Number (NIN) to the guardian	Civil Registrar	Telephone number of the guardian and/or Email of the guardian or Piece of paper	
4	Certification	Civil Registrar	The copy of the record is issued after payment of the fee. ⁴⁸ To request a civil status record, the IremboGov platform is used according to the steps described on the page 12 of this report.	

CASE TYPE 5: PROCESS FOR REGISTERING GUARDIANSHIP OF A MARRIED PERSON OR THAT AN ADULT PERSON LIVING WITH PARENTS

#	The current standard	Responsibility	Legal Requirements	Relevant legislation (Normative references)
1	Registration of judgment in NCI-CRVS system	Civil registration officer	<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 	Articles 150 of the LPF

⁴⁷<https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=74510&token=38404246c2b27ef578e13f44bc9948bd52b9b7a5>

			<ul style="list-style-type: none"> • Presence of another spouse or parents, depending on the situation, who are automatic guardians and their documents.
2	Verification and confirmation of registered information	Civil registrar	Read registration report in NCI-CRVS to other spouse or parents
3	Issuance of National Identification Number (NIN)	Civil Registrar	Telephone number of the other spouse/parents and/or Email of the guardian or Piece of paper
4	Certification	Spouse for married person or parents for adult living with them	The copy of the record is issued after payment of the required fee(1500frw). ⁴⁹ To request a civil status record, the IremboGov platform is used according to the steps described on the page 12 of this report.

Note: A more practical step-by-step procedure (with screenshots) for registering guardianship in the NCI-CRVS electronic system can be found in the following file:



Microsoft PowerPoint 97-2003

FETAL DEATH REGISTRATION

The legal requirements for the registration of foetal deaths vary from country to country. It is recommended that dead fetuses weighing 500 grams or more at birth (or those of 22 completed weeks of gestation or crown-heel body length of 25 centimetres or more if weight is not known) be registered. In addition, for statistical purposes, it is recommended that such terminology as “abortion”, “early foetal death” and “late foetal death” be replaced through the use of weight-specific measures, e.g., the foetal death rate for fetuses of 1,000 or more grams or the foetal death rate for fetuses weighing between 500 and 1,000 grams, etc.). See World Health Organization, International Statistical Classification of Diseases and Related Health Problems, Eleventh Revision (ICD-11), June 2018.⁵⁰

⁵⁰ Principles and Recommendations for a Vital Statistics System, Revision3, United Nations publication, Sales Number E.13.XVII.10, New York, 2014, page 19. Available at: <https://unstats.un.org/unsd/demographic/standmeth/principles/m19rev3en.pdf>

COORDINATION MECHANISMS

The smooth operation of the CRVS system depends to a large extent on systematic and active coordination between all the actors that directly or indirectly support or benefit from the system. Coordination needs to be built into CRVS systems from the outset. While coordination at the national level is crucial for the smooth management and operation of the CRVS system in a country, coordination at various other levels of government is also important for the effective maintenance of the system. The agencies responsible for the day-to-day management and operation of the various components of the CRVS system at different administrative levels will necessarily form the core of the coordination mechanisms at different levels.

In Rwanda, the National Identification Agency (NIDA), is responsible for technically supervising and coordinating the civil registration system at national level. MINALOC, through its district and sector offices, and the Ministry of Health, through its institutional and community health services, contribute significantly to the implementation of the CRVS system at operational level. The National Institute of Statistics of Rwanda (INSR) provides support at the national level in the coordination and implementation of the vital statistics component of the CRVS system and is one of the main beneficiaries of the system. Other ministries contributing to or benefiting from the CRVS system include the Ministry of Justice, the Ministry of Education, the Ministry of ICT, the Ministry Gender and family promotion, etc... Given that in Rwanda, the registration hierarchy from national to local level is not centralized, coordination mechanisms have been put in place at different administrative levels for the smooth management, operations and maintenance of the CRVS system. The coordination mechanisms at different administrative levels are presented below in the form of a table which provides details of the composition of the committees, the number and dates of ministerial orders, the proposed frequency of meetings and their main functions.

COORDINATION OF CRVS SYSTEMS IN RWANDA

Administrative level	Coordination committee and proposed frequency of the meeting	Constitution of the committee and Ministerial order number and date	Main functions
National Level	High-level Coordination Committee on Civil Registration and Vital Statistics To meet once a year	<u>Chair:</u> Minister of Local Government and Co-Chaired by Minister of Health. <u>Members:</u> Minister of Health, Minister of Finance and Economic Planning, Minister of Justice, Minister of Local Government, Ministry of Gender and Family Promotion,	<ul style="list-style-type: none"> • Provide oversight and policy guidance to the work of civil registration and vital statistics. • Review progress of work • Review fund requirement and approve funding if necessary

		Minister of Foreign Affairs and Cooperation, and Minister of ICT and Innovation. Secretariat: DG NIDA	
National Level	National CRVS Steering Committee To meet once every Quarter	<u>Chair</u> : Permanent Secretary of Local Government and <u>Co-chaired</u> by the Permanent Secretary of Ministry of Health. <u>Members</u> : PS Ministry of health, PS Ministry of justice, PS Ministry of gender and family promotion, DG/NIDA; Director General NISR, DG/RBC, executive secretary of National Child Development Agency (NCDA). Special invitees depending on the nature of the meeting: Relevant UN agencies, NGOs, Academic institutions, and other stakeholders.	<ul style="list-style-type: none"> • Resource mobilization • Organize and conduct annual development partners meeting. • Approve reports from CRVS Core Technical Team. • Follow up of CRVS related activities. • Prepare meeting agenda of CRVS High Level Coordination Committee • Advise the CRVS High Level Coordination Committee. • Ensure the implementation of High-Level Coordination Committee recommendations.
National level	CRVS Core Technical Team	Technical Experts from: MINALOC; MINIJUST, MOH, MIGEPROF, MYICT, MINAFFET, NIDA, NISR, RBC, NCDA, DGIE, RISA,RLRC,	<ul style="list-style-type: none"> • Coordinate the implementation of all policies related to CRVS. • Advise the CRVS steering committee on matters related to CRVS. • Implementation of resolutions and recommendations from CRVS steering committee. • Prepare and submit reports of activities of CRVS Technical team. • Prepare meeting agenda of CRVS Steering committee. • Follow up of CRVS related activities.
National Level	National Mortality Technical committee	<u>Chair</u> : Director General of Clinical and public health Services and Co-Chaired by Chairperson of Rwanda Medical and Dental Council. <u>Technicians appointed based on clear TORs from</u> : NIDA, WHO, NISR, CHUK, CHUB, RMH, UR, MINALOC, CDC,	<ul style="list-style-type: none"> • Promote and oversee the implementation of activities to ensure accurate and timely notification and registration of all deaths happening in health facility and in the community. • Regularly review and amend as necessary the legal framework, institutional set up and business processes for the notification, registration, and certification of

		<p>Rwanda medical and dental council, Rwanda National Council of Nurses and Midwives, Rwanda Allied Health professionals' council, RBC, RBC/MCCH, RBC/NCDs, RBC/HIV, RBC/Malaria, RBC/TB, MoH, KFHR, Rwanda Forensic Laboratory</p>	<p>deaths in order to identify the most effective and efficient strategy for notifying all deaths at facility and community level.</p> <ul style="list-style-type: none"> • Review and prepare SOPs, forms, requirements, and guidelines needed for the notification and registration of deaths. • Develop and monitor the implementation of strategies to enhance the quality of medical certification of COD by physicians in health facilities. • Endorse VA as the best possible intervention to assign COD to deaths that have no medical certificate. • Establish a Verbal Autopsy Task Force to guide the implementation of verbal autopsy for deaths where there is no medical certificate of COD. • Review annual mortality reports and monitor the availability, completeness and quality of mortality statistics. • Co-opt new members as required.
District level	<p>District Level Coordination Committee</p> <p>To meet once every quarter</p>	<p><u>Chair:</u> District Mayor</p> <ul style="list-style-type: none"> - Director of Good Governance, Statistician, Director of Health at district, IT officer, Director Generals of hospitals, Head of Health centers Executive secretary of sectors in catchment area of district. 	<ul style="list-style-type: none"> • Review status and progress of registration at the district and sector levels in terms of completeness of registration • Discuss administrative and technical challenges in registration faced by the Civil Registrars in the health facilities and at sector levels. • Identify coordination bottlenecks at district level and propose definite action for their resolution. • Prepare quarterly report for the Technical Coordination Committee and identify issues and prepare action points for its consideration.

RESOURCES

1. Presidential Order n°036/01 of 16/02/2017 determining fees paid for a civil status records. Available at <https://rdb.rw/notary/Presidential-Order-determining-fees-paid-for-notarial-services.pdf>
2. Law N° 32/2016 governing persons and family - enacted and came into force in 2016; and
3. Law N° 001/2020 amending Law N° 32/2016 governing persons and family - enacted and came into force in 2020. Available at: <https://gazettes.africa/archive/rw/2020/rw-government-gazette-dated-2020-02-17-no-6.pdf>
4. PRESIDENTIAL ORDER No 092/01 OF 21/09/2020 DETERMINING RESPONSIBILITIES OF THE EXECUTIVE SECRETARY OF CELL. Available at: <https://gazettes.africa/archive/rw/2020/rw-government-gazette-dated-2020-09-21-no-29.pdf>
5. LAW N° 058/2021 OF 13/10/2021 RELATING TO THE PROTECTION OF PERSONAL DATA AND PRIVACY. Available at : [https://www.rfl.rw/docs/kifclaws/04.Law relating to the protection of personal data and privacy.pdf](https://www.rfl.rw/docs/kifclaws/04.Law%20relating%20to%20the%20protection%20of%20personal%20data%20and%20privacy.pdf)
6. Ministerial order No 001/07.01 published in the National Gazette of 27 July 2020 specifies the health facility staff who are given responsibilities of civil registrar based on the type of health facility. Available at: <https://www.minijust.gov.rw/index.php?eID=dumpFile&t=f&f=10303&token=07391029ab9b0885b100bbb65ed5cb6ab2e96c0e>
7. Ministerial Order determining the number, type, format and use of civil status registers. Available at: <https://www.nida.gov.rw/index.php?eID=dumpFile&t=f&f=44591&token=29c229ba6dd2b7ee30c478a55305d450f0a8552>
8. Ministerial order No 001/07.01 of 17/01/2017 establishing procedures and modalities for change of name. Available at : https://www.minijust.gov.rw/fileadmin/user_upload/Minijust/Publications/Orders/Ministerial_order_establishing_modalities_and_procedures_for_change_of_name.pdf
9. Presidential Order n°25/01 of 09/07/2012 establishing the list of fees and other charges levied by decentralized entities and determining their thresholds, available at: https://www.rra.gov.rw/fileadmin/user_upload/presidential_order.pdf
10. Rwanda Data Protection Law: Available at: https://govca.rw/eng/lawspdf/RWA_2016_LAW%20N0%20242016_INFORMATION_AND_COMMUNICATION_TECHNOLOGY-OG_NO_26_OF_27_JUNE%20_2016.pdf
11. Principles and Recommendations for a Vital Statistics System, Revision3, United Nations publication, Sales Number E.13.XVII.10, New York, 2014, page 19. Available at: <https://unstats.un.org/unsd/demographic/standmeth/principles/m19rev3en.pdf>
12. MINISTERIAL ORDER No001/MIGEPF/2017 OF 16/01/2017 DETERMINING CONDITIONS TO BE CONSIDERED IN INTERCOUNTRY ADOPTION AND THE PROCEDURE THEREOF. Available at: <https://gazettes.africa/archive/rw/2017/rw-government-gazette-dated-2017-01-16-no-3.pdf>

ANNEXURES

ANNEXURE 1: CRVS FORMS

All forms and registers used for the registration of vital events (Births, Deaths, Marriages, Divorces, Adoption, Guardianship and Recognition) in Rwanda are available from page 61 to page 114 of the Official Gazette n° Special of 29/07/2020. The Official Gazette is available on the following website: <https://www.nida.gov.rw/index.php?eID=dumpFile&t=f&f=44591&token=29c229ba6ddd2b7ee30c478a55305d450f0a8552>.

ANNEXURE 2: ENFORCEMENT OF MCCOD USE

Kigali, 20 DEC 2017
N°20/...../DGPHFIS/2017
5126

REPUBLIC OF RWANDA


MINISTRY OF HEALTH
P.O. BOX 84 KIGALI
www.moh.gov.rw

To:

- CEO of King Faisal Hospital
- Director General of CHUK
- Director General of CHUB
- Director General of Ndera Neuro-Psychiatric Hospital
- Commandant of Rwanda Military Hospital
- Director General of Referral Hospital (All)
- Director General of Provincial Hospital (All)
- Director General of District Hospital (All)
- CEO of Private Hospitals (All)

RE: Implementation of Medical Certification of Cause of Death (MCCOD)

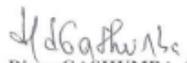
Dear Sir/ Madam,

The Ministry of Health has embarked in the process of implementing and standardizing death certification across all health facilities through the introduction of Medical Certificate of Cause of Death (MCCOD) and ICD-10 coding to measure and monitor the causes of death that improve the policy formulation and overall health sector strategic planning.

As two trainings (Master Trainers and Training of Trainers) have been conducted to build the capacity of physicians and to ensure readiness for the implementation, I kindly request you to start reporting on a regular basis the causes of deaths according to ICD-10 using the standard forms **by January 1st 2018**. Kindly find attached the standard forms for your reference.

For more information, kindly contact **Mr. Andrew MUHIRE, Sector M&E and Report Specialist/MOH, Tel: 0788436150 and E-mail: andrew.muhire@moh.gov.rw**.

Sincerely,


Dr. Diane GASHUMBA
Minister of Health



MCCOD FORM

REPUBLIC OF RWANDA



MINISTRY OF HEALTH

MEDICAL CERTIFICATE OF CAUSE OF DEATH

Health Facility:..... Name of the deceased..... Nationality..... National
 Identification Number :..... Nationality:..... Residence:
 District..... Sector..... Cell..... Village.....
 Marital status:..... Date of Birth:..... Sex..... Place of Death:.....
 Date of Death:..... Time of Death..... p.m/a.m

1		Cause of death	Time interval from onset to death
Report disease or condition directly leading to death on line a Report chain of events 'due to' (b to d) in order (if applicable) State the underlying cause on the lowest used line	a		
	b	Due to:	
	c	Due to:	
	d	Due to:	
2 Other significant conditions contributing to death (time intervals can be included in brackets after the condition)			

Frame B: Other medical data

Was surgery performed within the last 4 weeks? Yes No Unknown
 If yes please specify date of surgery: D D M M Y Y Y Y
 If yes please specify reason for surgery (disease or condition):
 Was an autopsy requested? Yes No Unknown
 If yes were the findings used in the certification? Yes No Unknown

Manner of death:

Disease Assault Could not be determined
 Accident Legal intervention Pending investigation
 Intentional self-harm War Unknown

If external cause or poisoning: Date of injury: D D M M Y Y Y Y
 Please describe how external cause occurred (If poisoning please specify poisoning agent):

Place of occurrence of the external cause:

At home Residential institution School, other institution, public administrative area Sports and athletics area
 Street and highway Trade and service area Industrial and construction area Farm
 Other place (please specify): Unknown

Fetal or infant Death

Multiple pregnancy Yes No Unknown
 Stillborn? Yes No Unknown
 If death within 24h specify number of hours survived: Birth weight (in grams):
 Number of completed weeks of pregnancy: Age of mother (years):
 If death was perinatal, please state conditions of mother that affected the fetus and newborn:

For women, was the deceased pregnant? Yes No Unknown
 At time of death Within 42 days before the death
 Between 43 days up to 1 year before death Unknown
 Did the pregnancy contribute to the death? Yes No Unknown

Referred from (level of care): Parity: Mode of delivery: SVD Assisted Caesarean
 Place of Delivery: Health Facility Home In transit Don't Know
 Delivered by skilled attendant: Yes No Don't Know

Declaration

I hereby certify that (tick as appropriate)

a) I attended the deceased before death
 b) I examined the body after death
 c) I conducted the post mortem of the body
 d) Other (specify)

Medical Doctor's Name:

Signature

Date.....

ANNEXURE 3: GLOSSARY OF DEFINITIONS AND STATISTICAL ITEMS

Standard operating procedures should provide a common understanding of the existing terminology and terms used in civil registration and vital statistics systems. Standard Operating Procedures have attempted to list some of these terms. Other key concepts and their definitions can be found here : <https://publications.iadb.org/en/dictionary-civil-registration-and-identification>

Definition of key concepts

Live birth: The complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which, after such separation, breathes or shows any other evidence of life, such as beating of the heart, pulsation of the umbilical cord or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached; each product of such a birth is considered live born (all live-born infants should be registered and counted as such, irrespective of gestational age or whether alive or dead at the time of registration, and if they die at any time following birth, they should also be registered and counted as deaths).

Death: The permanent disappearance of all evidence of life at any time after live birth has taken place (postnatal cessation of vital functions without capability of resuscitation). (This definition excludes foetal deaths, which are defined separately below.)

Fetal death: Death prior to the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy; the death is indicated by the fact that after such separation the foetus does not breathe or show any other evidence of life, such as beating of the heart, pulsation of the umbilical cord or definite movement of voluntary muscles (note that this definition broadly includes all terminations of pregnancy other than live births, as defined above).¹¹

Marriage: The act, ceremony or process by which the legal relationship of spouses is constituted. The legality of the union may be established by civil, religious or other means as recognized by the laws of each country. Countries may wish to expand this definition to cover civil unions if they are registered; in that case, registered partnership usually refers to a legal construct, registered with the public authorities according to the laws of each country, that leads to legal conjugal obligations between two persons.

Divorce: the final legal dissolution of a marriage, that is, that separation of spouses which confers on the parties the right to remarriage under civil, religious and/or other provisions, according to the laws of each country. In the case where a country recognizes registered partnerships, a legal dissolution of a registered partnership refers to the legal final dissolution of such a partnership,

according to national laws, conferring on the parties the right to re-enter into another partnership or marriage.

Annulment: the invalidation or voiding of a marriage by a competent authority, according to the laws of each country, which confers on the parties the status of never having been married to each other.

Separation, judicial: the disunion of married persons, according to the laws of each country, without conferring on the parties the right to remarry.

Adoption: the legal and voluntary taking and treating of the child of other parents as one's own, insofar as provided by the laws of each country.

Legitimation: the formal investing of a person with the status and rights of a person born in wedlock, according to the laws of each country.

Recognition: is the legal acknowledgement, either voluntarily or compulsorily, of the paternity of a child born out of wedlock

Residence: a place where a person lives for occupational or any other purposes but which is different from his/her place of domicile;

Domicile: a place where a person is registered in civil registers;

Disappearance: a situation where a person is absent from his/her domicile or residence to such an extent that the person's death is taken as certain or virtually certain even if his/her body is yet to be found;

Port: a departure point for a vessel or an aircraft;

Health Facility: A center which offers comprehensive medical and health services and which is responsible for making them fully accessible to the community;

Status of a person: a person's civil condition from a legal point of view that distinguishes him/her from other people within the family or the country, especially his/her nationality, name, sex, place and date of birth, domicile and residence, relation to parents or siblings, parental authority, marriage or divorce;

Best interests of the child: factors to be considered to prevent any prejudice to the child's rights especially with respect to his/her care, education, culture, property and others towards the child's protection;

Parentage: relationship between the child and the child's family of origin especially regarding rights and duties;

Absence: a situation where a person is absent from his/her domicile or residence in a way that there is no news of him/her after a period of time determined by law to such an extent that no one knows whether he/she is alive or dead;

Capacity of a person: a person's legally recognized ability to perform legal acts while assuming personal responsibility for such acts;

Legal personality of a person: every human being's capacity to have rights and duties from birth to death;

Person: a human being who enjoys full legal personality and has rights and duties;

Family: a group of persons related by kinship, law or marriage; it may include parents, children, their descendants and inlaws;

Birth outcome: This is the birth outcome of the newborn, which should be indicated as; live birth or still birth. **Live Birth:** when a fetus whatever its gestational age, exits the maternal body and subsequently shows any sign of life. **Still Birth** is a baby born dead after 24 completed weeks of pregnancy.

Main person providing assistance during delivery: This is the person providing assistance during the delivery of the infant which should be categorized as either; Physician, Nurse/mid-wife or other.

Manner of death: This is the way the death occurred which should be one of the following, natural death, accident, suicide, homicide, unknown or pending medico-legal investigation.

ANNEXURE 4: SOME STATISTICAL DATA ITEMS COLLECTED BY THE CIVIL REGISTRY AND THEIR SIGNIFICANCE.

Data Item	Explanation⁵¹
Place of registration	Place of registration is the geographical location where vital events are registered. The information collected here is the name of the province and the district and the geographic codes assigned to these areas. where the vital events are registered in the civil registration system. This helps identify specific registration office for a variety of administrative purposes. The registration office is also identified as rural/urban. Information on vital events by urban/rural occurrence provides useful indications of whether there is a difference between vital events occurring in urban or rural areas in terms of pattern or impact.
Serial number of registrations	This is an entry made by the registrar in the civil register separately. The serial number is useful for back reference and search purposes and enables linking with the national ID system.
Date of occurrence	The date of occurrence is the exact date when the event occurred, and should be expressed in terms of day, month, and year. The year should be recorded in four digits.
Date of registration	The date of registration of a vital event is the day, month, and year when the entry in the civil registration system was made. The differences in elapsed time between dates of registration and dates of occurrence should be analyzed to provide insight into the lag between the occurrence of events and their registration, giving some indication of the magnitude of delays in registration and of the under -registration problem.
Place of usual residence	This refers to the place of usual residence of the person. The residence can be classified as being 'Rural' and 'Urban'.
Sex	Sex refers to the biological characteristic and it is needed to describe a person. Data should be categorized into "male" and "female" and no abbreviation should be used. This information is included in the certificates. Vital statistics disaggregated by sex serve various purposes. For example, data on live births by sex is used to calculate the sex ratio at birth. Unusual changes in the ratio of male to female births may indicate gender-biased registration problems and an unusually high or low sex ratio at birth may indicate some degree of gender preferences in the society. Infant deaths and deaths by sex allow analysis of mortality differences by sex.
Literacy status	A person is literate if they can, with understanding, read and write a short simple text in any language; otherwise, they are classified as illiterate.
Educational attainment	Educational attainment is the highest grade completed within the most advanced level attended in the educational system of the country where education was received. This is a multiple-choice question with following options ⁵² Illiterate -1, Literate but below primary- 2, Primary but below lower secondary-3, Lower secondary but below upper secondary-4, Upper secondary but below bachelor's degree -5; bachelor's degree and above- ⁶ .

⁵¹ Based on Principles and Recommendations on Vital Statistics System (Revision 3)

⁵² Some countries may collect the exact completed degree and later code them in the statistical offices using standard national educational classification systems. Depending on the level of educational development, a country may add more choices.

	<p>Educational attainment, as one of the socioeconomic variables, adds value for analysis and forecasting of the occurrence of vital events. For example, birth and death statistics by mother’s educational attainment allows for study of differentials in fertility rates and infant mortality rates by education of mother.</p>
Usual occupation	<p>Occupation refers to the kind of work done during the calendar year preceding the year of occurrence of the vital event by the person employed (or performed previously by the unemployed), irrespective of the industry, the status in employment and sector (as employer, employee, etc.) in which the person should be classified. Examples of some typical occupation for those economically active are farmworker, teacher, bus driver, construction labourer, shop-owner etc. For those who are not economically active some typical occupations are homemaker, pensioner, student etc.</p> <p>The Statistical office uses the national standard occupational classification system to classify the recorded occupation in different occupational group for the purpose of tabulations.</p>
Cause of death	<p>Causes of death are “all those diseases, morbid conditions or injuries which either resulted in or contributed to death and the circumstances of the accident or violence which produced any such injuries”. Symptoms and modes of dying, such as heart failure or respiratory failure, are not considered to be causes of death for statistical purposes.</p> <p>The cause of death to be used for primary statistical tabulation purposes is underlying cause of death recorded in the prescribed form. The underlying cause of death is defined as “(a) the disease or injury which initiated the train of events leading directly to death, or (b) the circumstances of the accident or violence which produced the fatal injury.”</p> <p>From the standpoint of public health and prevention of disease and premature death, it is important to understand the morbid process from onset to conclusion and to break that chain of events. The most effective public-health objective is to prevent the precipitating cause from operating. For that reason, the underlying cause of death has been defined as the basis for mortality statistics by cause of death.</p>