REPUBULIKA Y'U RWANDA

IKIGO CY'IGIHUGU GISHINZWE IRANGAMUNTU (NIDA)
B.P. 3397 KIGALI
Website: www.nida.gov.rw

INCAMAKE KU NZIRA INYURWAMO MU KUBONA SERIVISI ZITANGWA NA NIDA

1. KWIBARUZA KU MUNYARWANDA UBA MU RWANDA NO MU MAHANGA

IYANDIKWA RY'UMUTURAGE	Iyandikwa ry'umuturage ni tegeko kuri buri wese nkuko biteganywa n'itegeko nº44/2018 ryo ku wa13/08/2018 rihindura itegeko nº14/2008 ryo ku wa 04/6/2008 rigena iyandikwa ry'abaturage n'itangwa ry'ikarita ndangamuntu ku Banyarwanda**.**
AHO UMUNTU YANDIKIRWA N'IBISABWA	**Aho umuntu yandikirwa n'ibisabwa** ❖ **Kwa muganga**: Umwana wese yandikishwa akivuka mu kigo cy'ubuzima yavukiyemo herekanywe icyemezo cya muganga w'ikigo cy'ubuzima umwana yavukiyemo. ❖ **Ku kagari**: Iyo umwana atavukiye mu kigo cy'ubuzima, umwandikisha abikora mu minsi mirongo itatu (30) ikurikira itariki umwana yavukiyeho, yitwaje icyemezo cy'ubuyobozi bubifitiye ububasha bw'aho umwana yavukiye kigaragaza amazina y'ababyeyi n'itariki umwana yavukiyeho kandi akitwaza abatangabuhamya babiri (2) bafite nibura imyaka cumi n'umunani (18). ❖ **Ku murenge no Kuri Embassade:** Umuturage wahawe ubwenegihugu nyarwanda yitwaza inyandiko y'ubwenegihugu nyarwanda yatanzwe n'urwego rw'igihugu rubishinzwe. Uwarengeje iminsi iteganywa n'itegeko n'uwavukiye hanze afite inyandiko y'ivuka.

	Imwe mur'izi nyandiko ishobora kwifashishwa: ○ Inyandiko y'ivuka ○ Ifishi y'ikingira(igipande) ○ Ikarita yabatisimu ○ Indangamuntu yacyuye igihe cg ifishi yayo iriho umukono wa noteri, ya nyirubwite cg y'umubyeyi umwana yanditsemo. ○ Agatabo k'ishyingira kanditsemo Umwana ○ Agatabo ka RAMA kanditsemo Umwana ○ Inyandiko yo kwemera Umwana ○ Inyandiko yo kubera umubyeyi umwana utabyaye mu buryo busesuye. ○ Igitabo cyandikwamo abaturage **Icyitonderwa:** Mu gihe cyose habuze kimwe muri ibi byangombwa byanditswe haruguru, Umuturage arasabwa kugana umwanditsi w'irangamimerere w' Umurenge cg ambassade atuyemo akamufasha.

1. GUFATA INDANGAMUNTU

KU NSHURO YA MBERE	**Ni nde wemerewe guhabwa indangamuntu?** Indangamuntu y'u Rwanda ihabwa umunyarwanda wujuje imyaka 16 y'amavuko.
	Umunyarwanda ugejeje imyaka yo kwifotoza asabwa iki? ✓ Nimero imuranga (kodi) mu gitabo cy' ikoranabuhanga cyandikwamo abaturage; ✓ Icyangombwa kimuranga kiriho imyirondoro n'ifoto ye; ✓ Inyemezabwishyu ya 500Frw yishyuriwe ku rubuga irembo.

	Kwifotoza bikorerwa hehe? ✓ Umuturage ukeneye kwifotoza agana Umurenge uwo ari wo wose ufite ibikoresho bifotora cyangwa ambassade abarizwamo; (*Urutonde rw`iyo mirenge warusanga ku biro by` Umurenge cyangwa kuri website ya NIDA www.nida.gov.rw*). ✓ Umunyarwanda uba mu mahanga waje mu Rwanda yifotoreza ku cyicaro cya NIDA **Igihe iyi service imara:** ✓ Uwifotoje ahabwa indangamuntu ye mu minsi itarenze 30 akayifatira ku Murenge yahisemo igihe yasabaga serivisi yo kwifotoza ku Irembo. ✓ Umunyarwanda uba mu mahanga waje mu Rwanda akifotoreza ku cyicaro cya NIDA kandi akaba yujuje ibisabwa abona indangamuntu ye mu minsi 3 y'akazi, akayifatira ku cyicaro cya NIDA. ✓ Uwifotoje ayikeneye byihutirwa, yerekana impamvu akayihabwa mu minsi 3 y'akazi, akayifatira ku cyicaro cya NIDA. **Icyitonderwa**: Uwifotoreje muri ambassade yujuje ibisabwa, ahabwa gahunda y'umunsi azafatiraho indangamuntu ye akayifatira kuri ambassade abarizwamo.

2. INDANGAMUNTU ISIMBURA IYATAKAYE

INDANGAMUNTU ISIMBURA IYATAKAYE	**Ni iki nsabwa gukora iyo nibwe/natakaje indangamuntu?** Umuturage wibwe cyangwa watakaje indangamuntu agomba kubimenyekanisha anyuze ku rubuga www.Irembo.gov.rw. Nyuma akagana urwego rushinzwe ubugenzacyaha (RIB) yahisemo igihe yamenyekanishaga ku rubuga Irembo. Nyuma yo gukora imenyekanisha abona ubutumwa bugufi cyangwa email imumenyesha ko imenyekanisha rye ryakiriwe; agasabwa kwishyura 1500frw Ku Irembo. Indangamuntu isimbura iyatakaye iboneka nyuma y'iminsi 30 ikoherezwa mu murenge umuturage yahisemo mu gihe cyo kumenyekanisha ku irembo. Umuturage

	yakira ubutumwa bumumenyesha kuri telephone yandikishije mu gihe cy'imenyekanisha ku Irembo ko Indangamuntu ye yageze ku murenge. **Icyitonderwa**: Mu gihe umunyarwanda uba mu mahanga ataye indangamuntu ye yohereza icyemezo kigaragaza ko yayitaye cy` aho atuye na procuration kuli email: diasporaservices@nida.gov.rw akanabyoherereza umwe mu bo mu muryango we bari mu Rwanda, akamukurikiranira dosiye ye Ku Irembo no kuri RIB.

3. GUKOSOZA INDANGAMUNTU

GUKOSOZA **INDANGAMUNTU**	**Serivisi yo gukosora indangamuntu itangirwa he?** ✓ Serivisi yo gukosora indangamuntu itangirwa ku Murenge cyangwa kuri ambassade umuturage abarizwamo; akagana umukozi ushinzwe irangamimerere. Iyi serivisi imara iminsi 30. ✓ **Ibisabwa:** ✓ Indangamuntu y'umwimerere igomba gukosorwa; ✓ Icyangombwa kigaragaza ibyo akosoza; **Icyitonderwa:** Umuturage yemerewe guhitamo aho indangamuntu akosoza izasohokera.
GUKOSORA AMAZINA	✓ **Gukosora izina bwite n` iry`ingereka byanditse nabi,** ✓ **Kongera cg gukuramo izina ry` ingereka ku mazina yari asanzwe**.  Hifashishwa imwe mu nyandiko/ibyangombwa bikurikira: ✓ Kopi y'inyandiko y' ivuka (birth certificate/acte de naissance) y` umwana wanditswe mu minsi 15 y'amavuko iriho ibirango bya noteri (notified copy/notifié conforme à l'original) mu gihe yakozwe mbere y'itariki ya 28/08/2016; ✓ Kopi y'inyandiko y' ivuka (birth certificate/acte de naissance) y` umwana wanditswe mu minsi 30 y'amavuko iriho ibirango bya noteri (notified copy/notifié conforme à l'original) mu gihe yakozwe nyuma y'itariki ya 28/08/2016;

	✓ Agatabo k'ishyingirwa k'ababyeyi b'ukosoza mu gihe ukosoza yanditswemo; ✓ Indangamuntu yanyir'ubwite yacyuye igihe; ✓ indangamuntu yacyuye igihe y'ababyeyi b'ukosoza (mu gihe ukosoza yanditswemo); ✓ Kopi y'ifishi y'ibarura y' indangamuntu (ya nyir' ubwite cg umwana wari wanditswemo) y'imwe mu zabanjirije ikoreshwa ubu iriho ibirango bya noteri; ✓ Urwandiko rw'inzira rw'abajya mu mahanga rw'u Rwanda; ✓ Kopi y'igitabo cyandikwamwo abaturage (registre de la population) kiriho umukono wa noteri; ✓ Agatabo ka RAMA (RSSB) kanditsemo abana cyangwa ikarita y` ubwishingizi ya RAMA; ✓ P6 confirmation of results (indangamanota y'ikizamini cya Leta cy'umwaka wa gatandatu w'amashuri abanza); ✓ Ikarita ya batisimu ✓ Ifishi y'ikingira yujuje ubuziranenge (ifishi umwana yafatiyeho inkingo akivuka); ✓ Impamyabumenyi y` amashuri abanza cyangwa iy` ayisumbuye; ✓ Impamyabumenyi yatanzwe mbere ya 2007 iherekejwe n'ikindi cyangombwa kiriho ifoto ye n'imyirondoro yuzuye cyatanzwe mbere ya 2007. ✓ Izindi nyandiko/ibyemezo byatanzwe n'inzego za Leta y' u Rwanda mbere y'iyandikwa ry'abaturage rya 2007; ✓ Izindi nyandiko/ibyemezo byatanzwe n'inzego za Leta y' u Rwanda mbere y'iyandikwa ry'abaturage rya 2007; **Icyitonderwa:** ✓ Ku bize system itari iya REB (Cambridge n` ibindi) bazana certificate y'amanota asoza umwaka wa 6 w'amashuri abanza iherekejwe n'ikindi cyangombwa kimuranga kiriho ifoto. ✓ Inyandiko z` ivuka zatangiwe mu mahanga zishobora gukoreshwa mu gihe zifite ibirango bya MINAFFET.

GUSABA KONGERA IZINA BWITE RY` UWO MWASHYINGIRANYWE. MU MAZINA WARI USANGANYWE.	✓ Bikorerwa imbere y` umwanditsi w`irangamimerere w'aho bashyingiranywe ku bw`ubwumvikane bwabo. **Ibisabwa**: ✓ Inyandiko y` ishyingirwa ✓ Urwandiko rw`Umurenge ✓ Inyemezabwishyu 1500frw yishyuriwe Ku Irembo  **Icyitonderwa**: Ku basezeraniye mu mahanga bazana inyandiko y` ishyingirwa ifite ibirango bya MINAFFET na fotokopi ya passport y`icyo gihugu igaragaza iryo zina.
GUKURAHO IZINA RY` UWO MWASHAKANYE	**Iyo umwe atakiriho:** Bikorerwa imbere y'umwanditsi w'irangamimerere. **Ibisabwa:** ✓ Inyandiko y` urupfu y'uwo bari barashyingiranywe ✓ Urwandiko rw`Umurenge; ✓ Inyemezabwishyu 1500frw yishyuriwe Ku Irembo **Iyo habayeho ubutane:** Bikorwa mu gihe cy'urubanza rw'ubutane. **Ibisabwa:** ✓ Imyanzuro y'urukiko yabaye ndakuka. ✓ Inyemezabwishyu 1500frw yishyuriwe Ku Irembo **Icyitonderwa:** Iyo uwari warahawe izina ry'uwo bashyingiranywe yifuje kurihindura abikora muburyo busanzwe bwo guhindura izina(MINALOC). **Ibisabwa:** ✓ Kopi y` igazeti ya Leta ikwemerera guhindura izina. ✓ Inyemezabwishyu 1500frw yishyuriwe Ku Irembo
GUSABA GUHINDURA IZINA BWITE CYANGWA IZINA RY` INGEREKA.	Gusaba guhindura izina bwite cyangwa ry` ingereka bisabwa Minisitiri ufite irangamimerere mu nshingano/MINALOC binyuze ku Irembo. **Ibisabwa**: ✓ Kopi y` igazeti ya Leta ikwemerera guhindura izina. ✓ Inyemezabwishyu 1500frw yishyuriwe Ku Irembo

	Ukubera umubyeyi umwana utabyaye mu buryo busesuye (Full adoption) **Ibisabwa**: ✓ Kopi y`inyandiko yo kubera umubyeyi umwana utabyaye. ✓ Inyemezabwishyu 1500frw yishyuriwe Ku Irembo  **Icyitonderwa**: Ku bahinduye amazina mu mahanga bazana inyandiko ibyemeza ifite ibirango bya MINAFFET na fotokopi ya passport y`icyo gihugu igaragaza ayo mazina.
GUKOSORA IGIHE CY'AMAVUKO	**Itariki n'ukwezi:** Hasabwa inyandiko/ibyangombwa iyo ariyo yose igaragaza igihe cy'amavuko **Umwaka:** Hifashishwa imwe mu nyandiko/ibyangombwa bikurikira: ✓ Kopi y'inyandiko y' ivuka (birth certificate/acte de naissance) y` umwana wanditswe mu minsi 15 y'amavuko iriho ibirango bya noteri (notified copy/notifié conforme à l'original) mu gihe yakozwe mbere y'itariki ya 28/08/2016; ✓ Kopi y'inyandiko y' ivuka (birth certificate/acte de naissance) y` umwana wanditswe mu minsi 30 y'amavuko iriho ibirango bya noteri (notified copy/notifié conforme à l'original) mu gihe yakozwe nyuma y'itariki ya 28/08/2016; ✓ Agatabo k'ishyingirwa k'ababyeyi b'ukosoza mu gihe ukosoza yanditswemo; ✓ Indangamuntu yanyir'ubwite yacyuye igihe; ✓ indangamuntu yacyuye igihe y'ababyeyi b'ukosoza (mu gihe ukosoza yanditswemo); ✓ Kopi y'ifishi y'ibarura y' indangamuntu (ya nyir' ubwite cg umwana wari wanditswemo) y'imwe mu zabanjirije ikoreshwa ubu iriho ibirango bya noteri; ✓ Urwandiko rw'inzira rw'abajya mu mahanga rw'u Rwanda rwatanzwe mbere y'uko umuntu yandikwa mugitabo cy'iyandikwa ry'abaturage;

	✓ Kopi y'igitabo cyandikwamwo abaturage (registre de la population) cya 2007 iriho umukono wa noteri; ✓ Agatabo ka RAMA kanditsemo abana; ✓ P6 confirmation of results (indangamanota y'ikizamini cya Leta cy'umwaka wa gatandatu w'amashuri abanza iherekejwe n'ikarita ya batisimu cg ifishi y'ikingira y'umwimerere); ✓ Impamyabumenyi yatanzwe mbere ya 2007 iherekejwe n'ikindi cyangombwa kiriho ifoto ye n'imyirondoro yuzuye cyatanzwe mbere ya 2007. ✓ Izindi nyandiko/ibyemezo byatanzwe n'inzego za Leta y' u Rwanda mbere y'iyandikwa ry'abaturage rya 2007; ✓ Urubanza rwemeza umwirondoro we rwabaye ndakuka ✓ Inyemezabwishyu 1500frw yishyuriwe Ku Irembo **Icyitonderwa:** ✓ Inyandiko zavuzwe haruguru zatangiwe mu mahanga zishobora gukoreshwa mu gihe ifite ibirango bya MINAFFET cyangwa HEC.
GUKOSORA, GUHINDURA AMAZINA Y' ABABYEYI.	**Guhindura amazina y' ababyeyi, kongeraho umubyeyi utanditse.** Hifashishwa imwe mu nyandiko/ibyangombwa bikurikira: ✓ Urubanza rwemeza amazina y'ababyeyi be rwabaye ndakuka; ✓ Kopi y'inyandiko yemera umwana (recognition certificate/acte de reconnaissance) yifashishwa igihe nta zina ry'umubyeyi ryari rimwanditseho, ✓ Kopi y'inyandiko yemera kubera umubyeyi w'umwana utabyaye mu buryo busesuye (Acte d'adoption complete)
	Gukosora amazina y'ababyeyi yanditse nabi Hifashishwa imwe mu nyandiko/ibyangombwa bikurikira: ✓ Kopi y'inyandiko y' ivuka (birth certificate/acte de naissance) y` umwana wanditswe mu minsi 15 y'amavuko iriho ibirango bya noteri (notified copy/notifié conforme à l'original) mu gihe yakozwe mbere y'itariki ya 28/08/2016; ✓ Kopi y'inyandiko y' ivuka (birth certificate/acte de naissance) y` umwana wanditswe mu minsi 30 y'amavuko iriho ibirango

	bya noteri (notified copy/notifié conforme à l'original) mu gihe yakozwe nyuma y'itariki ya 28/08/2016; ✓ Agatabo k'ishyingirwa k'ababyeyi b'ukosoza mu gihe ukosoza yanditswemo; ✓ Indangamuntu yanyir'ubwite yacyuye igihe; ✓ indangamuntu yacyuye igihe y'ababyeyi b'ukosoza (mu gihe ukosoza yanditswemo); ✓ Kopi y'ifishi y'ibarura y' indangamuntu (ya nyir' ubwite cg umwana wari wanditswemo) y'imwe mu zabanjirije ikoreshwa ubu iriho ibirango bya noteri; ✓ Urwandiko rw'inzira rw'abajya mu mahanga rw'u Rwanda; ✓ Kopi y'igitabo cyandikwamwo abaturage (registre de la population) kiriho umukono wa noteri; ✓ Agatabo ka RAMA kanditsemo abana; ✓ P6 confirmation of results (indangamanota y'ikizamini cya Leta cy'umwaka wa gatandatu w'amashuri abanza); ✓ Ikarita ya batisimu ✓ Ifishi y'ikingira yujuje ubuziranenge (ifishi umwana yafatiyeho inkingo akivuka); ✓ Izindi nyandiko/ibyemezo byatanzwe n'inzego za Leta y' u Rwanda mbere y'iyandikwa ry'abaturage rya 2007 byujuje ubuziranenge; ✓ Izindi nyandiko/ibyemezo byatanzwe n'inzego za Leta y' u Rwanda mbere y'iyandikwa ry'abaturage rya 2007 byujuje ubuziranenge; ✓ Urubanza rwemeza umwirondoro we rwabaye ndakuka **Icyitonderwa:** **Imwe munyandiko zavuzwe haruguru yakorewe mu mahanga yemerwa ibanje gushyirwaho ibirango bya MINAFFET.**
GUKOSORA AHO UMUNTU YAVUKIYE N`IGITSINA	**Gukosora aho wavukiye:** Hifashishwa imwe mu nyandiko/ibyangombwa bikurikira: ✓ Inyandiko y'ivuka; ✓ Uruhushya rw'inzira rw'abajya mu mahanga (passport, laissez passer;

	✓ Ikindi cyangombwa icyaricyo cyose kigaragaza aho yavukiye.
	Gukosoza igitsina: Hifashishwa imwe mu nyandiko/ibyangombwa bikurikira: ✓ Icyangombwa cya muganga kibyemeza ✓ Ikindi cyangombwa icyaricyo cyose
GUKOSOZA IRANGAMIMERERE	**1. Iyo handitse ko washyingiwe, wapfakaye, watandukanye kandi uri ingaragu, uwo mwashyingiranwe atanditse:** **1.1.**ukosorerwa n'umwanditsi w'irangamimerere wo ku murenge ashingiye ku cyemezo cy'uko utigeze ushyingirwa gitangwa n'inzego z'ibanze (Umudugudu n'akagari). **2. Iyo handitse ko washyingiwe kandi uri ingaragu hananditse uwo bashyingiranwe** Imyanzuro y'urubanza rwabaye ndakuka. **3. Iyo handitse ko uri ingaragu kandi warashyingiwe** **3.1.** Kopi y'inyandiko y' ishyingirwa (marriage certificate/acte de mariage); **3.2.**Urubanza rwabaye ndakuka rusimbura inyandiko y'ishyingirwa; **3.3.**icyemezo cy' ishyingirwa (Agatabo k'ishyingirwa) cyatanzwe n'ubuyobozi bubifitiye ububasha mu gihe bombi bariho. **4. Iyo handitse ko uri ingaragu kandi uri umupfakazi** **4.1.**Kopi y'inyandiko y' ishyingirwa (marriage certificate/acte de mariage) iherekejwe n' icyemezo cy' uko wapfakaye (attestation de veuvage); **4.2.**Urubanza rwabaye ndakuka rusimbura inyandiko y'ishyingirwa **4.3.**Agatabo k'ishyingirwa gaherekejwe na attestation de veuvage. **5. Iyo handitse ko washyingiwe hatanditse amazina y'uwo mwashyingiranywe:**

	5.1. Kopi y'inyandiko y' ishyingirwa (marriage certificate/acte de mariage) **5.2.**Urubanza rwabaye ndakuka rusimbura inyandiko y'ishyingirwa; **5.3.**Agatabo k'ishyingirwa **6. Iyo handitse ko yapfakaye kandi yarashyingiwe byemewe n'amategeko kandi uwo bashakanye akaba akiriho:** **6.1.** inyandiko y'ishyingirwa (acte de marriage/livret de marriage) iherekejwe icyemezo cy' uko uwo bashakanye akiriho (attestation de vie).
GUKOSORA KO UMUNTU YAPFUYE KANDI AKIRIHO.	Wegera ushinzwe irangamimerere ku murenge wawe.

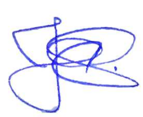
GUSABA ICYANGOMBWA CYEMEZA KO UMWIRONDORO WAHINDUTSE (TO WHOM IT MAY CONCERN).	Umuturage ukeneye icyangombwa kigaragaza ko yakosoje indangamuntu (amazina, ifoto, imyaka n'ibindi) yandika urwandiko rugenewe Umuyobozi mukuru wa NIDA akarwohereza kuri email info@nida.gov.rw hamwe n'indangamuntu ye nshya, ahabwa igisubizo kuri email mu minsi 3.
GUSABA ICYANGOMBWA KIGARAGAZA UMWIRONDORO W'UMUGORORWA.	✓ Umugororwa wifotoje afunzwe akaba akeneye kubona nimero y'indangamuntu kugira ngo abone serivisi yandika ibaruwa igenewe Umuyobozi Mukuru wa NIDA igasinywaho n'ubuyobozi bwa gereza. ✓ Ibaruwa yoherezwa muri email ya NIDA info@nida.gov.rw ✓ Igisubizo agihabwa mu minsi 3 kuri email
AKANAMA NKEMURAMPAKA KU MURENGE	**Akanama nkemurampaka kagizwe n'aba bakurikira:** ✓ Umunyamabanga nshingwabikorwa w'umurenge; ✓ Umukozi ushinzwe Irangamimerere w'umurenge; ✓ Umukozi ushinzwe imibereho myiza w'umurenge. Aka kanama gashinzwe gufata imyanzuro ku bibazo by'imyirondoro cyangwa abantu batashoboye kubona indangamuntu kandi bakomoka mu

	miryango nyarwanda izwi byashyizwe mu nteko z'abaturage mu tugari. Aka Kanama gashyikiriza NIDA imyanzuro yafashwe kugirango abo baturage bahabwe ikarita ndangamuntu kuli email ya NIDA info@nida.gov.rw. Iyo inkomoko nyarwanda itazwi cyangwa ishidikwanywaho, bashyikirizwa umukozi uhagariye uboyobozi bukuru bw'abinjira n'abasohoka mu gihugu ku karere (District Immigration Officer). **Icyitonderwa:** Ntamuturage wemerewe kwizanira imyanzuro y'akanama nkemurampaka.

<u>ICYITONDERWA</u>

- ✓ Umuturage ukeneye ibindi bisobanuro yabaza ku murenge/ambassade imwegereye cyangwa agasura urubuga rwa NIDA (www.nida.gov.rw) cyangwa akandikira NIDA kuri email info@nida.gov.rw;
- ✓ Abanyamahanga bakeneye serivisi zijyanye n'ibyangombwa bibaranga bagana Ibiro bishinzwe abinjira n'abasohoka;
- ✓ Impunzi zikeneye ibyangombwa biziranga zigana umukozi ushinzwe inkambi cyangwa Ibiro bishinzwe abinjira n'abasohoka ku mpunzi ziba mu mujyi.

Bikorewe, I Kigali, taliki 08/12/2023



Digitally signed by
NIDA(DIRECTOR GENERAL)

MUKESHA Josephine
Umuyobozi Mukuru