

## Summarized Birth Registration SOPs at Health Facility

S/n	Activity	Responsible Person	Requirements
1.	Health professional manually records particulars of the new born in the maternity registry	Health professional who assisted delivery	<ul style="list-style-type: none"> <li>➤ Identification document of the mother (ID, passport, etc...)</li> <li>➤ Particulars of the new born (Names, residence of parents, date of birth, names of parents, etc...)</li> </ul>
2.	Issuance of manual birth notification form	Health professional who assisted delivery	<ul style="list-style-type: none"> <li>➤ Declarant or other person</li> </ul>
3.	Electronic recording of information in NCI-CRVS system	Data manager or other authorized person	<ul style="list-style-type: none"> <li>➤ Maternity registry</li> </ul>
4.	Declaration of birth to Civil Registrar	Declarant	<ul style="list-style-type: none"> <li>➤ Hard copy of birth notification form</li> </ul>
5.	Validation, registration and certification	Civil Registrar (the Director of the Unit of nurses and midwives, the Head of a health centre, the Head of a private health facility or the officer with delegation)	<ul style="list-style-type: none"> <li>➤ Presence of the declarant</li> <li>➤ Birth notification form</li> <li>➤ Identification documents of the parents (ID, passport, laissez-passer, etc...)</li> </ul>
6.	Issuance of National Identification Number (NIN) to the declarant	Civil Registrar	<ul style="list-style-type: none"> <li>➤ Telephone number of the declarant, Email of the declarant or Piece of paper</li> </ul>
7.	Collection of birth record (Acte de naissance) from Irembo electronic system	Declarant	<ul style="list-style-type: none"> <li>➤ Payment of corresponding fees (2,000 Frw for Birth record or 1,000 Frw for extract of Birth record )</li> </ul>

## Summarized Death Registration SOPs at Health Facility

S/n	Activity	Responsible Person	Requirements
1.	Health professional manually records particulars on Medical Certification Cause of Death (MCCOD) form	Medical doctor who certified the death	<ul style="list-style-type: none"> <li>➤ Identification document of the deceased (National ID, passport, etc...) if available</li> <li>➤ MCCOD form</li> <li>➤ Hospitalization registry</li> <li>➤ The file of the deceased</li> </ul>
2.	Issuance of manual death notification form	Medical doctor who certified the death	<ul style="list-style-type: none"> <li>➤ Declarant (Parents, Next of kin, Relatives, or authorized person)</li> </ul>
3.	Electronic recording of information in NCI-CRVS system	Data manager or other authorized person	<ul style="list-style-type: none"> <li>➤ MCCOD form</li> </ul>
4.	Declaration of death to Civil Registrar	Declarant	<ul style="list-style-type: none"> <li>➤ Manual death notification form</li> </ul>
5.	Validation, registration and certification	Civil Registrar (the Director of the Unit of nurses and midwives, the Head of a private health facility or the officer with delegation)	<ul style="list-style-type: none"> <li>➤ Presence of the declarant</li> <li>➤ Death notification form</li> <li>➤ Identification documents of the deceased (ID, passport, laissez-passer, etc...) if applicable</li> </ul>
6.	Issuance of National Identification number (NIN) to the declarant	Civil Registrar	<ul style="list-style-type: none"> <li>➤ Telephone number of the declarant, Email of the declarant or Piece of paper</li> </ul>
7.	Collection of Death record (Acte de décès) from Irembo electronic system	Declarant	<ul style="list-style-type: none"> <li>➤ Payment of corresponding fees (2,000 Frw for Death record or 1,000 Frw for extract of death record )</li> </ul>